



# STUDENT HANDBOOK

**2020-2021**

300 Fort Dix Road

Pemberton, NJ 08068

609-893-8141 Ext. 1700

*Ashley B. Walulak*

*Principal*

COVID 19 PROTOCOLS

*"For the safety of the school community, additional protocols will be made to reflect the CDC guidelines once established for school districts. This could include the requirements of face coverings for students, the practicing of social distance, etc. Further communication with detailed expectations will be outlined. "*



*You can get there from here!*

## **Pemberton Township Schools**

*Pemberton Learning Community: Pursuing Excellence One Child at a Time*

### **Administration**

**Paul Spaventa, Interim Superintendent of Schools**

Dan Smith, Business Administrator

Adelina Giannetti, Assistant Superintendent for Special Services & 6-12

Jeff Havers, Assistant Superintendent for PK-5

Ida Smith, Chief Academic Officer

**Deb Ceplo, Assistant Director of Early Childhood, Preschool - Kindergarten**

Christine Hale, Assistant Director of Special Services

Rita Jenkins, Assistant Director of Counseling & Health Services

### **Board of Education**

Jeffrey Wilson, President

Terry Maldonado, Vice President

Tom Bauer

Timothy Haines

Joseph Huber

Wanda Knox

Tom Maier

Christopher Otis

John Willitts



## Welcome to the 2020-2021 School Year

*Dear Parents and Students,*

*Pemberton Township Schools is dedicated to the development of each student's potential for learning in the most positive environment possible. In order to achieve this goal, our schools must be free from disruptions, which interfere with teaching and learning activities. Students, parents and the school staff must assume a responsible role in promoting behavior that encourages learning and the development of individual potential. Copies of the Student "Code of Conduct" are issued to the students each September.*

*This student handbook is a powerful tool that can greatly assist both students and parents in making the student more accountable and efficient. It is our belief that regular use of the agenda book will also greatly enhance student safety.*

*The regulations included in the handbook are written for the students of Pemberton Township Schools so that they and their parents will better understand the school and its policies. **Each student is responsible for knowing these policy/regulations. They should be reviewed with his/her parents, as they will be held accountable for the information in the Code of Conduct.** A productive learning environment is possible when students, staff, faculty, and administration are compliant with established procedures and collaborative in their efforts to improve upon these procedures.*

*Students, we are endeavoring to create a partnership with you and your parents to provide a quality educational experience at Pemberton Township Schools that will equip you to make responsible choices regarding your future. Your cooperation is essential to the success of our school community.*

*Pemberton Township Schools provides equal education opportunities for all students. The Affirmative Action Office can be contacted at (609) 893-8141, Ext. 1033.*

Ashley B. Walulak,  
Principal

**FREQUENTLY CALLED NUMBERS**

**Pemberton Township Schools Switchboard** .....609-893-8141

**Marcus W. Newcomb Middle School Administration**

Ashley B. Walulak, Principal .....ext. 1149

Jessica Mehl, Principal’s Secretary.....ext. 1149

**Dean of Students**

Joseph Elinski .....ext. 1149

**Guidance Counselors**

Mary Bowlby.....ext. 1153

Tiffany Savage .....ext. 1097

**School Nurse**

Jennifer Caruso .....ext. 1152

**Child Study Case Manager**

Doreen Hart-Scola.....ext. 1154

Amanda Johansen .....ext. 1158

**EMERGENCY CLOSING INFORMATION**

Except in cases of emergency, schools will be open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, Pemberton Township Schools will send a Blackboard Connect telephone message. In addition, radio station KYW-1060 will announce the DISTRICT CODE NUMBER 651. School closing information is posted on the district website, Facebook, and Twitter, as well as broadcast on the Pemberton Township Board of Education’s Channel 19, serving Pemberton Township, Pemberton Borough, and Joint Base McGuire-Dix-Lakehurst. Parents should not call the school unless absolutely necessary.

TRANSPORTATION

Bus Garage..... 609-893-1963

SOCIAL MEDIA

Pemberton Township Schools  
<https://www.pemberton.k12.nj.us>

Marcus Newcomb Middle School  
<https://www.pemberton.k12.nj.us/Domain/18>

Marcus W. Newcomb Twitter Page  
<https://twitter.com/Newcombschool>

## WHAT IS THE STUDENT "CODE OF CONDUCT"?

### **Code is an official declaration of our school district which:**

- Describes positive school environment, specifics, rights and responsibilities of students.
- Defines the attendance policy and other associated policies.
- Safeguards the rights of students.
- Defines conduct that disrupts a positive environment and indicates the administrative responses to that conduct.

### **The Code is in force:**

- On school property prior to, during, and following regular school hours.
- While students are on the school bus, or at the bus stop, for any purpose.
- During a reasonable timeframe before and after school.
- At all school-sponsored events and other activities where school administrators have jurisdiction over students, whether such events are in our school buildings or away from our school property.
- Events out of school, which may be reasonably expected to carry over into the school setting, may be assigned school consequences.

## CALENDAR

### SEPTEMBER

8- First Day of School for Students

### OCTOBER

12- Columbus Day - School Closed

### NOVEMBER

5-6 NJEA Convention - School  
Closed  
11- Veterans Day- School Closed  
18- Common Planning Day-Early  
Dismissal  
19-24 Parent Conferences - Early  
Dismissal  
25- Early Dismissal- Thanksgiving  
26-27 Thanksgiving Vacation -  
School Closed

### DECEMBER

23- Early Dismissal- Winter Break

24-31 Winter Break - School  
Closed

JANUARY

1- New Year's Day - School  
Closed  
18- Martin Luther King, Jr. Day -  
School Closed  
29- Staff In-service - No School for  
Students

FEBRUARY

15- Presidents Day - School  
Closed

MARCH

8- Common Planning Day - Early  
Dismissal  
9-12 Parent Conferences - Early  
Dismissal

APRIL

1- Early Dismissal - Spring Break  
2-9 Spring Break – School Closed

MAY

31- Memorial Day - School Closed

JUNE

15-17- Early Dismissal  
17- Tentative Last Day for  
Students  
17- Tentative Last Day for  
Teachers

Table of Contents

FREQUENTLY CALLED NUMBERS .....4

Emergency Closing Information .....4

What is The Student “Code of Conduct”?.....5

CALENDAR .....5

    September.....5

    October .....5

    November.....5

    December.....5

    January .....6

    February .....6

    March .....6

    April .....6

    May.....6

    June .....6

ATTENDANCE ..... 11

    EXCUSED ABSENCES ..... 11

    HALF-DAYS, TARDIES, & EARLY DISMISSALS ..... 12

    WORK MISSED DURING ABSENCES ..... 12

ACADEMICS ..... 13

    GRADING PROCEDURE ..... 13

    HONORS REQUIREMENTS ..... 13

    GENESIS PARENT MODULE ..... 13

    PROMOTIONS AND RETENTION ..... 14

    EXTRA-CURRICULAR ACTIVITY – ELIGIBILITY POLICY ..... 14

SPECIAL EDUCATION SERVICES ..... 14

COUNSELING SERVICES..... 15

    COUNSELORS ..... 15

    HARASSMENT/ INTIMIDATION/ BULLYING (HIB) ..... 15

    ADMINISTRATIVE RESPONSES TO HIB: ..... 16

    STUDENT CONFLICTS..... 17

    ADMINISTRATIVE RESPONSES TO STUDENT CONFLICTS:..... 17

    INTERVENTION AND REFERRAL SERVICES (I&RS) ..... 17

    THE MASONIC MODEL STUDENT ASSISTANCE PROGRAM ..... 17

    GUARDIAN COMPLAINT PROCEDURE ..... 18

    SEXUAL HARASSMENT POLICY..... 18

CODE OF CONDUCT ..... 19

EXPECTATIONS OF STUDENT BEHAVIOR AT NEWCOMB MIDDLE SCHOOL.....	19
CHARACTER EDUCATION PROGRAM.....	20
CHARACTER STRENGTHS .....	20
RESTORATIVE PRACTICES .....	21
BUILDING COMMUNITY WITH TALKING CIRCLES .....	22
APPROVED CONSEQUENCES FOR STUDENT MISBEHAVIOR .....	22
STUDENT GRIEVANCE PROCEDURES .....	24
DEMERIT SYSTEM .....	25
LOSS OF PRIVILEGE PROGRAM.....	25
DISCIPLINE POLICIES AND OUTCOMES .....	25
ABUSIVE BEHAVIOR AND LANGUAGE .....	25
ABUSIVE BEHAVIOR AND LANGUAGE DIRECTED TOWARD STAFF .....	26
CELLULAR PHONES/ELECTRONIC DEVICES.....	26
CLASS CUTTING AND LEAVING THE CLASSROOM WITHOUT PERMISSION.....	26
DRESS CODE .....	26
DRESSING FOR AND PARTICIPATION IN PHYSICAL EDUCATION .....	27
GENERAL CLASSROOM DISRUPTIONS & INAPPROPRIATE BEHAVIOR.....	28
INNAPPROPRIATE BEHAVIOR.....	28
INSUBORDINATION OR DEFIANCE OF SCHOOL PERSONNEL .....	28
OTHER PROHIBITED ITEMS .....	28
PUBLIC DISPLAY OF AFFECTION .....	28
TARDINESS (LATENESS) TO CLASS .....	28
TRUANCY, CUTTING SCHOOL, AND LEAVING SCHOOL WITHOUT PERMISSION .....	29
TRANSPORTATION / BUS RULES .....	29
SUBSTANCE ABUSE .....	29
ALCOHOL/DRUG OFFENSE – POSSESSION WITH INTENT TO DISTRIBUTE / SALE OR DISTRIBUTION:	30
ALCOHOL/ DRUG OFFENSE- USE.....	30
ALCOHOL/DRUG OFFENSE- POSSESSION .....	30
TOBACCO PRODUCTS, SMOKING, AND SMOKING RELATED MATERIALS ( <i>Including electronic smoking devices</i> ).....	31
VIOLENCE AND VANDALISM - ASSAULT (POLICY 5600 & 8461) .....	32
ASSAULT OR INJURIES TO EMPLOYEES .....	32
VIOLENCE AND VANDALISM – FIGHTING (POLICY 5600 & 8461).....	32
VIOLENCE AND VANDALISM- POSSESSION AND/OR CONCEALING OF WEAPONS/EXPLOSIVE DEVICES .....	32
(POLICY 5600 & 8461) .....	32
VIOLENCE AND VANDALISM -FIRE ALARMS & OTHER EMERGENCY-RELATED EVENTS (POLICY 5600& 8461).....	33



VIOLENCE AND VANDALISM -GANG RELATED ACTIVITY (POLICY 5600 & 8461) .....	33
VIOLENCE AND VANDALISM- THEFT (POLICY 5600 & 8461) .....	33
VIOLENCE AND VANDALISM -THREATS (POLICY 5600 & 8461) .....	34
VIOLENCE AND VANDALISM -VERBAL THREATS TOWARDS STAFF (POLICY 5600 & 8461).....	34
VANDALISM (POLICY 5600 & 8461) .....	34
UNLISTED OFFENSES .....	34
RELATED SCHOOL POLICIES .....	34
TEN-MINUTE LAVATORY RULE .....	34
CAFETERIA RULES.....	35
HALL PASSES.....	35
COMPUTER STANDARDS AND USAGE .....	35
LOST OR DAMAGED CHROMEBOOKS/ TEXTBOOKS.....	35
FRAGRANCE PROTOCOL .....	35
USE OF THE MAIN OFFICE PHONE .....	35
SAFETY AND SECURITY .....	36
EMERGENT SITUATIONS .....	36
IDENTIFICATION CARDS .....	36
CHILD CUSTODY DOCUMENTATION.....	36
AFTER SCHOOL ACTIVITIES .....	36
STAYING FOR AFTER SCHOOL ACTIVITIES.....	36
TRANSPORTATION.....	36
BUS CHANGE REQUEST GUIDELINES .....	37
AFTER SCHOOL ACTIVITY BUSES.....	37
SCHOOL HEALTH SERVICES & REGULATIONS.....	37
PARENT COOPERATION IS REQUESTED IN THE FOLLOWING SITUATIONS: .....	37
HEALTH REGULATIONS IN GENERAL .....	38
ENROLLMENT PROCEDURES & IMMUNIZATIONS.....	38
MEDICATION POLICIES.....	38
SPORT PHYSICAL PAPERWORK (MIDDLE and HIGH SCHOOL) .....	39
NURSE'S OFFICE FORMS (MIDDLE SCHOOL).....	39
PEDICULOSIS .....	40
HEALTH SCREENING PROCEDURES.....	40
HEALTH INSURANCE.....	40
PERSONAL LOSS AND LOCKER SECURITY.....	41
THEFT, RECLAMATION OF ITEMS WITHOUT AUTHORITY, AND/OR MISAPPROPRIATION .....	41
SELLING ITEMS TO OTHER STUDENTS.....	41
POLICE IN THE SCHOOL.....	41

OBLIGATIONS.....	42
DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURES.....	42
2020-2021 BELL SCHEDULES.....	46



## ATTENDANCE

It is clearly recognized that the time spent interacting with a teacher in a classroom setting plays an important part in the total educational experience of a student. Attendance standards, then, must be reflected in the grading system. It is in the context of this notion that the following Pemberton Township Schools Attendance Policy exists.

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

## EXCUSED ABSENCES

The Board considers the following as cause for excused absence:

1. Illness; (requires a doctor's note)
2. Recovery from accident (requires a doctor's note);
3. Required court attendance (documentation shall be required);
4. Family illness (serious illness of a family member residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
5. Death in the family (death of a family member of the student, including, but not limited to, parent/guardian, sibling, grandparent, aunt, uncle, etc.);
6. Religious observance — In accordance with statute, no student absent for religious observance of a day recognized by the Commissioner of Education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
7. "Take Our Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;

All absences for all other reasons shall be considered unexcused.

Parents are encouraged to keep track of student attendance at all times, through the Genesis Parent Portal.

Attendance Procedures: Students should always document absences when they have a doctors/dental appointment, etc. Please be aware that only the original notes will be accepted (No photocopies). Faxes must be sent directly to the school from the doctor's office. Notes must be submitted by the end of the marking period in which the absence occurred. Also, the Attendance Office will verify all notes with the person or office, which

issued the excuse. Students returning to school with medical equipment such as canes, crutches, wheelchairs etc. must have a Dr.'s note with instructions.

**If any note has been altered, forged, or tampered with in any manner, the student will be dealt with as follows:**

**FIRST OFFENSE:** One Saturday Detention and Parent Conference

**SECOND OFFENSE:** Two Saturday Detentions.

**The Principal responsible for attendance will be able to excuse all doctors' notes, death in the family and court appearances. All notes for such should be turned in immediately following the absence. An administrator must approve absences of unusual circumstances.**

**PLEASE NOTE:** Mitigating circumstances (absences felt to be beyond a student's control or of an unusual nature) can be appealed to a building principal. Attendance warning letters will be sent to the student, the home, and the counselor after the 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> unexcused absences. On the 15<sup>th</sup> absence, a letter of NO credit will be sent.

### HALF-DAYS, TARDIES, & EARLY DISMISSALS

Late arrivals (Tardy) will be recorded if a student reports up to 2 hours late from the opening of school. If a student reports after 2 hours late in the morning, a half day AM absence will be recorded. Early Dismissals will be recorded if a student leaves school up to 2 hours before the close of school. If a student leaves more than 2 hours before the close of school, a half-day PM absence will be recorded.

A student must be in school at least 2 hours to receive half-day credit for attendance on any given day.

### WORK MISSED DURING ABSENCES

Students are expected to make up all work missed because of absences from school. In cases of long-term absences parents must request assignments through the Guidance Office. Assignments can be picked up from Guidance within 24 hours.

Students who are absent must make up all assignments, tests and other teacher assigned requirements, as soon after returning to school as number of consecutive days they were absent. For example (1) if a student is absent for three days and a test was given during that period, the student must make up that test within three days after returning to school. (2) If a student is absent the day a term paper is due, that paper must be turned in to the teacher by the end of the day the student returns to school from absence.



## ACADEMICS

### GRADING PROCEDURE

The purpose of grading is to assist students in the process of learning. Grades acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards and locally established learning goals and objectives.

The following symbols are used to represent grades:

- A = 92-100 (superior performance)
- B = 83-91 (above average performance)
- C = 74-82 (average performance)
- D = 65-73 (passing, below average performance)
- F = Below 64 (failing performance)

The teacher will determine the final grade average for a course. Each letter grade has an assigned numeric value within the range of reference. A teacher's record book must denote how a grade was determined. The final grade is an average of all four marking periods. Any grades given will be based on evidence recorded in the teacher's class record book.

Students are encouraged to discuss their progress with their teachers, counselors, and the principal. Students have the right to know what grades are recorded by their name and the teacher's interpretation of those grades. Students may also access their grades through Genesis to self-monitor their academic progress throughout the school year.

### HONORS REQUIREMENTS

#### **English Language Arts**

For students entering GRADE 6:

A minimum of TWO of the following criteria must be met for honors placement:

- 92 or above in MP1, MP2, and MP3
- Spring 2019 Reading MAP > 218
- NJSLA ELA 4 >=775

#### **Mathematics**

For students entering GRADE 6:

A minimum of TWO of the following criteria must be met for honors placement:

- 92 or above in MP1, MP2, and MP3 in a non-enrichment/honors course
- Spring 2019 Math MAP > 226
- NJSLA MATH 4 >=775

### GENESIS PARENT MODULE

Pemberton Township Schools utilizes the Genesis Student Information System which allows parents access to student information through the Genesis Parent Module. Parents/guardians of students in grades three through twelve can obtain online access to the student's attendance, grades and assignments by completing the form sent home at the beginning of the year, or by downloading the form from the school website. After returning the form, your access will be enabled and you will be sent an e-mail regarding your username and password.

## PROMOTIONS AND RETENTION

In general, students shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The education program shall provide for the continuous progress of students from grade to grade. Generally students will be expected to spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade or accelerating through the grades.

Retention shall be considered when:

1. Retention would have a reasonable chance of benefiting the child.
2. The student is achieving one or more grade levels below expected performance in reading and/or language and/or mathematics.
3. Retention would not cause an undue social and emotional adjustment.

## EXTRA-CURRICULAR ACTIVITY – ELIGIBILITY POLICY

The educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

1. To develop useful new capabilities in students that can lead to extension of career opportunities;
2. To develop student initiative and provide for the exercise of responsibility;
3. To develop leadership capabilities and good organizational skills;
4. To aid students in the social skills;
5. To enable students to explore a wider range of individual interests than might be available in the regular program.

All students in good behavior and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or having a physical or educational disability.

## SPECIAL EDUCATION SERVICES

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children's education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child's special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

- Identification (decision to evaluate)
- Evaluation (nature and scope of assessment procedures)
- Classification (determination of whether your child is eligible for special education and related services)
- Development and review of your child's individualized education program (IEP)

- Educational placement of your child and
- Reevaluation of your child.

More information regarding the special education referral process and meetings scheduled with the IEP team can be found in the Parental Rights in Special Education handbook (PRISE), located on the NJ Department of Education website.

A case manager from the Child Study Team or Speech Department is assigned to each student with an IEP. They work with the students, parents, and district staff to develop appropriate programs and services for students with special needs. Pemberton Township Schools offer a continuum of special education services to address the needs of each student requiring special education. To the maximum extent appropriate, children with disabilities are educated with children who are not disabled in the Least Restrictive Environment (LRE). Specialized classes, separate schooling, or other removal of children with disabilities from the general educational environment occurs only when the nature and severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services at (609) 893-8141 ext. 1012, or visit the website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us), click on 'Departments' then 'Special Services.



## COUNSELING SERVICES

### COUNSELORS

School counselors offer a variety of skills and a broad area of knowledge with which to help students, parents, and teachers establish beneficial relationships. Middle school counselors are in an ideal situation to enable students to achieve a solid beginning in their educational, personal, and social development. They help students become more able learners, assist parents in their supportive roles, and enable teachers to provide beneficial instruction for all children. The guidance counselor and Intervention and Referral Services Team play a major role in discipline matters and are used to bring about positive behavior changes.

A copy of any custody/guardianship papers will be provided to the student's guidance counselor.

### HARASSMENT/ INTIMIDATION/ BULLYING (HIB)

Harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, school bus or off school grounds (18A:37-15.3)

These actions that have a negative effect on a student(s) or that substantially disrupts/interferes with the orderly operation of the school are considered HIB infractions and will not be tolerated.

## ADMINISTRATIVE RESPONSES TO HIB:

BOE 5512 will be followed, which directs that an investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation, consequences can range from a verbal or written warning to 10 days of out of school suspension, and in extreme cases, expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of HIB and, if warranted, a police complaint may also be filed.

### **3-Tiered Approach for Repeat Offenders with Founded HIBS**

Tier 1: Building Level: Counselors/Anti-Bullying Specialists and Administration

Tier 2: Affirmative Action Officer for Students

Tier 3: Superintendent Hearing

#### **Building Level– Perpetrators First Founded Report:**

School Counselor will:

1. Review the definition of bullying and harassment under the NJ ABR with perpetrator
2. Review Character Education mission/Vision statement and school pledge if applicable
3. Develop role-playing scenarios to help perpetrator.
4. Ask perpetrator how he/she wants to make amends and ask victim how and if they will accept amends.
5. Schedule a follow-up session to make sure no other incidents have occurred.

Building Principal will:

1. Advise parent/Guardian of the incident.
2. Document I Genesis
3. Determine appropriate discipline and/or restorative practice.

#### **Building Level – Perpetrators Second Founded Report:**

School Counselor will:

1. Review the definition of bullying and harassment under the NJ ABR.
2. Review Character Education mission/vision statement and school pledge if applicable
3. Have the student write an apology letter to the victim and counselor will facilitate meeting of victim/perpetrator.
4. Enroll perpetrator in individual and/or group counseling to address bullying/harassment behavior. Minimum number of sessions required will be four.
5. Make a referral to Hive if applicable.
6. Make referral to I&RS if applicable.
7. View bullying videos from resources: StopBullying.gov, PACER'S National Bullying Prevention Center, and Kids Health depending on age.

Building Principal will:

1. Meet with student
2. Review definition of bullying per NJ ABR.
3. Review all HIBS associated with student.
4. Assign a restorative project/assignment indicative of reports to encourage self-reflection, responsibility-taking, using an agreement format if appropriate.
5. Follow-up with parent/guardian.
6. Reiterate next step is a re-admit meeting with Superintendent.

#### **Student with 3 Founded HIBS – Perpetrator Third Founded Report:**

Building Principal & Counselor/child study team case manager will:

1. Immediately require Superintendent hearing



Superintendent will:

1. Schedule mandatory re-admit meeting with student, parent, building principal, counselor/child study team case manager and Rita Jenkins
2. Mandate outside counseling services through services such as Perform Care.
3. Possible recommendation for “sensitivity” training with SAC (Student Awareness Coordinator) for district.
4. Firmly state any further HIB investigations would result in application to a 45-day interim out of district alternative placement.

## STUDENT CONFLICTS

Incidents that are the result of actions not covered under the HIB policy that result in substantial disruption of the school day and the victimization or other students verbally, electronically, in writing or physically will not be tolerated.



## ADMINISTRATIVE RESPONSES TO STUDENT CONFLICTS:

An investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation consequences can range from a verbal or written warning to 10 days of out of school suspension and in extreme cases expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of victimizing others and, if warranted, a police complaint may also be filed.

## INTERVENTION AND REFERRAL SERVICES (I&RS)

Each school district's board of education is required (N.J.A.C. 6A:16-8) to establish and implement a coordinated system in each school building, in which general education students are served, for the planning and delivery of intervention and referral services (I & RS) that are designed to:

- Identify learning, behavior, and health difficulties of students.
- Collect thorough information on the identified learning, behavior, and health difficulties.
- Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources.
- Work with teachers to assist in achieving the desired outcomes.

Pemberton Township Schools uses the Masonic Model as a vehicle to conduct I&RS. The Masonic Model is a strength-based intervention approach, which focuses on the whole child. The Masonic Model is based on the belief that the social and emotional needs of our students must be met in order to have academic success.

## THE MASONIC MODEL STUDENT ASSISTANCE PROGRAM

This model teaches educators to work as a team to assist students who are “at risk.” The objective is to provide early and effective interventions using resources readily available in the school community. This program is rooted in developing the social and emotional competence of the student.

Parents/guardians please reference the district website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us). Once there click on departments---counseling services---IRST---a full explanation of this process is detailed along with a link at the very bottom of the page to upload the IRST/Masonic Model brochure that's also available in all school buildings.

## GUARDIAN COMPLAINT PROCEDURE

Education is a partnership between school and home. In the event a guardian has a concern about an incident involving their student and the school the following procedure should be followed in order:

1. Speak with the teacher to resolve the issue; if unresolved:
2. Speak with the counselor; if unresolved:
3. Speak with the principal; if unresolved:
4. If the issue involves a certified teacher, submit detailed information to the Director of Curriculum in writing or via email. If the issue involves any other staff member, submit written concern to the Human Resources Manager; if unresolved:
5. Submit written concern to the Office of the Superintendent; if unresolved:
6. Submit written concern to Business Administrator to be forwarded to the School Board.

Guardians may call the County Superintendent's Office, the Police Department, or the Office of Institutional Abuse if applicable. Guardians will be sent a letter relating the action taken at each level and what avenues of recourse are available. Be aware, most personnel files are confidential. Guardians may file an Open Public Records Act request with the Business Administrator, and the district's solicitor will determine what information may be provided. Please note that the New Jersey Anti-Bullying law applies only to actions between students, not adults and students.

## SEXUAL HARASSMENT POLICY

Pursuant to Policy 5751, Sexual harassment of students by other students or by employees of the District is unlawful under both New Jersey and Federal law, and is contrary to the commitment of this District to provide a stable learning environment. This School District will not tolerate sexual harassment or racial, religious and ethnic slurs. It is the policy of this School district that all contact between students, teachers, and other adult employees of this district be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to his or her teacher, guidance counselor, principal, or the Affirmative Action Officer (AAO), as well as discuss this concern with his or her parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to the following action.

**FIRST OFFENSE:** 2 days Refocus & Reinforcement; parent contact, meet with school counselor

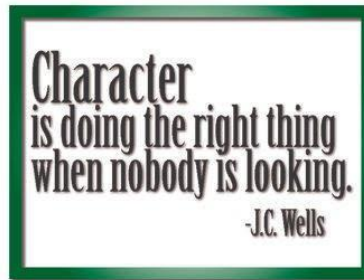
**SECOND OFFENSE:** 1-2 days Out-of-School Suspension, Report filed with the AAO, Parent conference, and possible police complaint

**THIRD OFFENSE:** 3-5 day Out-of-School Suspension; Investigation by the AAO, parent conference, possible police complaint

**FOURTH OFFENSE:** 5-10 day Out-of-School Suspension; Investigation by the AAO and a possible police complaint

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should also be understood that this district is required by law to report child abuse to the Department of Human Services/DYFS.

Sexual misconduct: "The use of verbal, written, electronic, or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, 'depantsing', pulling another's underclothing, possession or distribution of pornographic materials." Consequences (3 -10 days OSS)



## CODE OF CONDUCT

The Code of Conduct deals with students' rights and responsibilities. It outlines the expectations under the laws governing the educational community. Listed below are the areas affected by this "Code of Conduct" and the administrative responses for violation of the Code. In all cases where students are suspended from school, the parent will be contacted by telephone and by mail. In cases of in-school sessions, parents will be notified by telephone and/or mail.

## EXPECTATIONS OF STUDENT BEHAVIOR AT NEWCOMB MIDDLE SCHOOL

### **Treat all peers, students, faculty, staff and other adults with respect and dignity.**

- Resolve disputes without verbal or physical confrontation (Engage in the One-to-One Strategy, complete the online request for peer mediation, or ask for help from teachers, guidance counselors, administration or other sources as peaceful options for conflict resolution).
- Respect and value differences in race, religion, and ethnic background.
- Avoid any form of unwanted physical contact while in school or at school events.
- Settle disputes without resorting to the use of profanity, obscenity, insults, put downs, or threats.
- Treat school property with respect and leave property, which does not belong to you, alone. Return all found items to the main office.
- Refrain from improper display of affection in school and at school events.
- Refrain from all forms of bullying or harassment, sexual or otherwise.

### **Do the job that the school and your parents/guardians expect of you.**

- Attend school daily
- Be on time for school and class. Avoid loitering in stairs and hallways.
- Be prepared with materials you will need for class.
- Make the best use of all educational time.
- Cooperate with all staff members and your peers at all times.
- Turn in all work within the allotted time frame.

### **Dress and act appropriately during school and school functions.**

- Students are expected to leave all outerwear in their lockers or homerooms.
- Clothing with references to alcohol, drugs, cigarettes and violence are not to be considered appropriate for school.
- Students are not permitted to wear clothing which displays profanity or sexual innuendos.
- Students are expected to keep all head coverings and sunglasses in their lockers or homerooms.

- Students are expected to avoid wearing halter tops, tank tops, sleeveless T-shirts, bare midriffs, excessively short shorts or skirts, dangerously baggy pants or exposed underwear, or pajama bottoms.
- Metal chains or wallet chains are not to be worn.
- Students are expected to wear safe footwear at all times.
- Students should avoid potentially dangerous, revealing, ripped, and torn clothing. Excessively tight clothing is not acceptable for school.

**Contribute to the Safety of all members of the School Community**

- Walking is the expected pace students should adhere to within the school building.
- Students are expected to stay to the right while showing self-control and patience when walking in the halls. Pushing, shoving, horseplay and tripping can be dangerous.
- Individual teachers can and will amend these rules depending on the particulars of their classroom or subject.
- It is expected that all students will leave potentially dangerous or disruptive items at home. There is **never** a reason for lighters, knives of any size or type, mace, pepper spray, B.B. guns, firecrackers, stink bombs or similar items in school.
- Students are expected to treat all emergency drills as serious events and behave accordingly.
- Bused students will be expected to treat the driver of the bus as they would treat a teacher.

**Value Health and well-being**

- Students are expected to obey all state laws concerning tobacco, alcohol, marijuana, steroids and drugs of all types.
- All medications, over the counter and prescription, must be kept in the nurse’s office at all times. This does not apply to prescription asthma medication.

**Follow local school policy regarding the following ITEMS, WHICH are not permitted in school.**

- It is expected that cell phones will remain “off and away” and be kept in lockers at all times and not used at any time inside the building.
- Students are expected to leave iPods, CD players, MP3 players, cards, dice and toys of any type, collectible cards and other electronic and non-academic items at home.
- Students are expected to demonstrate integrity in academic work; cheating and plagiarizing will not be tolerated.
- Students should leave excessive amounts of money and valuables at home. The school accepts no responsibility for items brought to school in opposition to these restrictions.

**Strive to be positive influences in the school and community**

- Students should demonstrate pride in their school and community by picking up trash and litter and by using the proper receptacles for trash and litter.
- Students are expected to keep their lockers clean and locked at all times.
- Lockers are the property of the Pemberton Township Board of Education and are subject to inspection without notice.

**CHARACTER EDUCATION PROGRAM**

**Objective**

To create a positive institution by promoting and modeling a common language of character strengths to help improve academic engagement, positive behavior, happiness (morale), citizenship, and the success of our students.

**CHARACTER STRENGTHS**

**Grit**

- Perseverance and passion for long-term goals.
- Starting and finishing goals.

- Trying hard even after experiencing setbacks.
- Works independently with focus.

### **Zest**

- Quality of actively participating.
- The ability to motivate others.
- Displaying passion and enthusiasm for what you learn and what you do.
- Showing humor and fun in learning and life.

### **Self-Control**

- Having willpower and self-discipline to manage oneself.
- Resists distractions.
- Handles own emotions and inhibits impulses.
- Delays gratification.
- Plans ahead for short and long term goals.

### **Empathy**

- Showing compassion, kindness, friendliness, and caring.
- Understanding, sensitivity, and demonstrating respect for the feelings of others.
- Adapting to different social situations.
- Finding solutions during conflict with others.

### **Optimism**

- Having a positive attitude.
- Establishing a growth mindset.
- Willingness to adapt to circumstances.
- Making the best of circumstances.
- Willing to try new things.

### **Curiosity**

- Having a desire to investigate and learn.
- Eager to learn and explore new things.
- Asks and answers questions to deepen understanding.
- Thirst for knowledge.

Should a student not model the core values or character strengths, appropriate discipline and consequences will be assigned.

## **RESTORATIVE PRACTICES**

One of the greatest concerns of parents and educators is how to assist our children, through teaching and guidance, to become responsible and caring adults. Providing adequate and appropriate discipline is an important part of this process. Restorative discipline adds to the current discipline models, which attempt to prevent or stop misbehavior, and teaches more life-giving responses. The goals of restorative discipline apply not only to those involved in or affected by misbehavior, but to the larger educational community as well.

Pemberton Townships Schools are committed to restorative practices that allow us to assess each student on a case-by-case basis to address behaviors and infractions that allow students to repair, reflect, and reconnect. The goal of restorative practices is to encourage children and adults to build and maintain positive relationships within the school, creating a positive school climate and productive learning environment. Restorative practices are the first step in addressing student behaviors or incidents, as opposed to more formal discipline such as out-of-school suspension.

The Restorative model can be applied to all levels and aims to assist all involved to reflect, repair and reconnect. In short it is about restoring relationships between people through a controlled environment. This allows for

individuals to listen, to hear how it has been for others, and to gain sufficient understanding and empathy to support the healing process.

## BUILDING COMMUNITY WITH TALKING CIRCLES

A technique for proactively building the skills and relationships students will need when challenges arise. Talking circles are a valuable practice that serve numerous purposes in our school communities. Participants gain valuable life skills that will not only positively contribute to improved interpersonal relationships and academic success, but will also prepare them for their future endeavors and relationships.

Why Talking Circles:

- Creates a place of belonging
- Everyone has equal voice
- Relevant and engaging
- Peer Support
- Promotes social skill building and problem solving
- Shared effort and common purpose
- Behavior ownership
- Taking responsibility for actions

## APPROVED CONSEQUENCES FOR STUDENT MISBEHAVIOR

### Teacher Detentions

Staff members are encouraged to hold teacher detention for infractions committed in their classes. Teacher detentions are assigned at the teacher's discretion with appropriate notice unless parents make other arrangements. Teacher detentions do not accumulate demerits, however students who do not attend/serve a teacher's detention will receive a discipline referral to be handled by the Principal.

### Newcomb's Infraction System

At Newcomb Middle School, we have implemented a behavior management system that aligns with restorative practices to improve and repair relationships while promoting positive behavior in and out of the classroom. The infraction system is tiered to provide students with an opportunity to problem solve minor infractions before they become administrative referrals/ detentions:

1<sup>st</sup> infraction - The Newcomb staff member will log the infraction, discuss the infraction and problem solve with the student.

2<sup>nd</sup> infraction –The Newcomb staff member will log the infraction and problem solve with the student and parents/guardians.

3<sup>rd</sup> infraction – The Newcomb staff member will assign a reflection period after school. Parents will be notified and the student will be required to fill out a reflection sheet during this time.

4<sup>th</sup> infraction - Student infraction will become a discipline referral to address all 4 infractions.

The infraction system allows us to use data to make decisions to help our students solve every day problems and make better decisions.

### Administrative Detention

Detention is for approximately one hour after school in a supervised area. Students must bring homework or class work, or something to read. Failure to attend or unsatisfactory behavior will result in additional detentions, Refocus & Reinforcement, or possible suspension.

### Rules for After School Detention (ASD)

1. The ASD will be **rescheduled only if the absence is supported by a doctor's note, a verified death in the family, or through prior notification to the issuing office by the parent or guardian.**
2. **Schoolwork or books to be read must be brought to the detention for the student to use.** If the student fails to bring work to do or something to read, the detention will be graded as 'unsatisfactory.'
3. **The session begins promptly 5 minutes after the bell for end of school rings.** Students reporting late to detention will receive a grade of 'unsatisfactory.'
4. **The monitor in charge of the detention will grade the students on their behavior** during detention. If a student receives a grade of 'unsatisfactory' for behavior, then the student will receive a grade of 'unsatisfactory' for the session.
5. **If a student receives a grade of 'unsatisfactory' for their detention, they will receive two additional detentions.**
6. **If a student is ejected from an After School Detention due to behavior, they will be assigned a Refocus & Reinforcement.**
7. **Once the session begins, the students are not allowed to leave the room.** No student will ever be prohibited from using the bathrooms. There is time allowed (2:42-2:50) before the detention starts for all students to use the bathrooms.
8. At the end of the session, the students will report to the front of the building to ride the late bus home.
9. Any student who stays after school for Administrative ASD may not participate in any after school activities that day (unless the teacher in charge of the activity has made special arrangements with administration prior to the day of the activity).

### Refocus & Reinforcement (R&R)

Refocus and Reinforcement is issued for an incident of misconduct of a serious nature. Unsatisfactory conduct in R&R will result in Out of School Suspension. Any student in R&R is not allowed to participate in any after school activities on the day they have R&R.

### Rules for Refocus & Reinforcement:

1. Students are to report directly to homeroom upon arrival to school.
2. Students are to report to the Refocus & Reinforcement room after homeroom is completed.
3. Students will remain in the Refocus & Reinforcement room, or other designated area, for all nine periods. They will be taken as a group to lunch and the lavatory.
4. **Non-attendance at Refocus & Reinforcement will be excused and rescheduled only in the cases of illness verified by a doctor's note, death in the family, or prior parental contact. An unexcused failure to serve assigned R&R will result in out of school suspension.** Students who miss R&R due to excused absences will be placed into R&R immediately upon their return (at the principal's discretion), where they will complete the assignments that were assigned to them.
5. **Students must complete all assigned work.** Failure to complete the assigned work will result in an additional referral to the principal for additional R&R assignments or possibly out of school suspension. Students who habitually do not complete their assigned work, or who turn in dramatically unsatisfactory work, will be required to repeat the session.
6. **Students must take everything they need to complete their assigned work with them to the R&R room or designated area.** This includes, but is not limited to, work, books, and materials necessary to complete all assignments. Coats, lunches and all other personal items must be brought to R&R since there are no locker breaks.
7. **Students are to remain busy reading or completing assignments for the entire time they are in R&R.**
8. Students who sleep, or those who put their heads down, will be rated unsatisfactory. Students are encouraged to bring a book with them, or a list of missing assignments they can work on for their classes.
9. **Misconduct of any type** (talking, refusing to work, passing notes, etc.) **will not be tolerated in R&R.**
10. Students are responsible for processing the completed work as directed by the R&R monitors.
11. **If a student is ejected from R&R due to discipline problems, the student will be assigned out of school suspension.**

Students and parents are reminded that R&R is used as an alternative to suspension. Misconducts of any form while in R&R will indicate that the student is not interested in an alternative to suspension. Consequently, that student will be suspended out of school, and the **option of Refocus & Reinforcement may not be offered to that student again.**



## SATURDAY DETENTION

In an effort to keep students in the educational setting, the option of Saturday Detention may be offered to the students in lieu of Out of School Suspensions, Refocus & Reinforcement Sessions, or other punishment. The following conditions apply:

1. Saturday Detention is not a guaranteed option, and will be offered only when funding is available.
2. Saturday Detention will never be offered for offenses where violence was involved.
3. Saturday Detention is an option which can be offered by an administrator, not a requirement the administrator must provide.
4. Parents/Guardians must drop off and pick up their children at the prescribed times.
5. The behavior and productivity of the students in Saturday Detention must be exemplary.
6. If additional discipline referrals are received for the student after the offer of Saturday Detention has been made, but prior to the serving of the actual Saturday Detention, the offer of Saturday Detention may be withdrawn by the administrator. The administrator will then issue all consequences due for all of the infractions for which the student has been referred.

## OUT OF SCHOOL SUSPENSION

A student getting suspended from school due to his or her inability to conform to the standards of conduct expected from a child of this age, **does not create an immediate requirement** for a classroom teacher to procure extra work, missed work, or other classroom related work for the student to do while he or she is denied access to the school. There are cases/instances/teachers where this might happen. **However, it is not a requirement.** If the parent/guardian requests the work (**a request is needed to start the process**), the guidance office will have 24 hours to assemble the work for the suspended student. The suspended student is given time to make up missed work using the formula of one day given for each day of suspension. If no request is made by guidance, the student's 'grace period' starts the day of their return.

**Any student who attempts to attend school while in a 'suspended out of school' status will be sent to the Principal's office, where his or her parent/guardian will be notified that the student must be picked up from school. Students unable to be picked up will remain in Refocus & Reinforcement Session if there is space available. The student will then serve his or her suspension the following day.**

## STUDENT GRIEVANCE PROCEDURES

The Pemberton Township Board of Education affirms its responsibility to ensure all students in the public schools of Pemberton Township equal educational opportunity regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. If a student or parent wishes to appeal a disciplinary action taken, the following process shall be utilized:

1. The student and/or parent must request a hearing within two days upon notification of the punishment to the student. Certain types of cases where criminal acts have occurred will be processed through the court and/or by this committee.
2. The disciplinary action will be effective immediately after the student is notified of the offense(s) and a conference has been held. During the appeal process, the student shall either remain at home or in school at the discretion of the administration.
3. A hearing committee will be formed as soon as possible by the Principal.
4. During the appeal, additional information may be presented and witnesses may present information.
5. The principal will render one of the following decisions:
  - a. The disciplinary action could be **ELIMINATED**.
  - b. The disciplinary action could be **REDUCED**.
  - c. The disciplinary action could be **UPHELD**.
6. A decision regarding the appeal should be forthcoming from the principal within 24 hours.
7. If the appellant is not satisfied with the decision made by the principal, then appeals may be filed with the Superintendent of Schools.



## DEMERIT SYSTEM

### Accumulated Demerits and their Disciplinary Disposition

- 5 Demerits = each day of out of school suspension
- 4 Demerits = each day of Saturday detention
- 3 Demerits = each day of Refocus & reinforcement
- 2 Demerits = each day of after-school detention
- 1 Demerits = each day of administrative lunch detention.
- 0 Demerits = successfully serving a day of teacher assigned detention\*

TEACHER DETENTIONS ARE ASSIGNED WITH A MINIMUM OF ONE DAY NOTICE. IF THE STUDENT ATTENDS THE ASSIGNED DETENTION, NO DEMERIT WILL BE ISSUED. HOWEVER, IF THE STUDENT DOES NOT ATTEND, AND DOES NOT HAVE AN APPROVED EXCUSE FROM THE PRINCIPAL, AN ADMINISTRATIVE DETENTION, WILL BE ASSIGNED. THE STUDENT SHOULD EXPECT THAT DETENTION ASSIGNED IMMEDIATELY.

## LOSS OF PRIVILEGE PROGRAM

All disciplinary consequences assigned to a student during the school year will also include an appropriate amount of demerits. These demerits will be recorded in the office and compiled on computer database for all administrators to review. A student may receive demerits for a variety of reasons, for example being late for class, cutting class, or disrespect towards a teacher. After having received 15 demerits, the student will be placed in **loss of privileges**. A student in **loss of privileges** may not represent the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances nor can that student attend any non-academic school activities such as assemblies, dances and athletic contests (even as a spectator).

Students accumulating 15 or more demerits may reduce their demerit balance and remove themselves from the loss of privileges classification by not committing any infractions for 14 calendar days. At which point, 4 demerits will be removed. Additional consecutive weeks of good behavior will result in a reduction of 2 demerits for each consecutive week. A student can have additional demerits removed by arranging and performing community service. This service may be performed in the community and must be approved by an administrator in advance. Community service will be allowed only after the completion of two consecutive weeks of good behavior and only if the behavior record remains intact.



## DISCIPLINE POLICIES AND OUTCOMES

### ABUSIVE BEHAVIOR AND LANGUAGE

The use of abusive language and/or gestures, either written or spoken, which is offensive, obscene, or vulgar and is a violation of the rights of others.

**FIRST OFFENSE:** Formal Warning by principal

**SECOND OFFENSE:** Administrative Detention/Counseling by the Principal/referral to guidance/referral to Child Study Team as appropriate

**THIRD OFFENSE:** 2 Administrative Detentions

**FOURTH OFFENSE:** 1 R&R/conference between the principal and parents/guardians or Saturday Detention

## ABUSIVE BEHAVIOR AND LANGUAGE DIRECTED TOWARD STAFF

The use of abusive language and/or gestures directed toward staff, either written or spoken, which is offensive, obscene, or vulgar and is a violation of the rights of others.

**FIRST OFFENSE:** R&R/conference between the principal and parents/guardians

**SECOND OFFENSE:** 1-3 days Out of School Suspension

**THIRD OFFENSE:** 3-5 days Out of School Suspension

## CELLULAR PHONES/ELECTRONIC DEVICES

**(Cell phones, iPods, MP3 players, computer tablets, headphones, etc.)**

**Any student who brings a cell phone or other electronic device to school does so at her/her own risk.** The school will not be responsible for lost, stolen, or damaged cell phones. **Students are required to keep cell phones and other electronic devices “off and away” (turned off at all times and kept in his/her locker) during the school day (homeroom through dismissal).**

**Only if permitted by the teacher, students may wear headphones in the classroom, however students may only wear one earbud as they need to be aware of their surroundings and emergency situations at all times. Headphones are not permitted to be worn in the hallways.**

Open possession of a cellular phone will result in the following administrative response:

**FIRST OFFENSE:** Warning: Confiscation with return at end of day (failure to hand over the phone when first requested by staff will result in an Refocus & Reinforcement Session)

**SECOND OFFENSE:** Confiscation and adult must pick up item.

**NOTE: Refusal to turn in a cell phone to an administrator or any improper use of cell phones, including recording inappropriate behavior or using the camera, will be dealt with by administration based on the severity of the offense.**

## CLASS CUTTING AND LEAVING THE CLASSROOM WITHOUT PERMISSION

A cut is defined as not attending an assigned class, study, lunch, etc. or being 10 minutes or later without prior administrative approval or the prior approval of the teacher to whom you are assigned. If a student is not absent from school and misses (cuts) a class or any assigned activity without prior permission, or leaves a class without permission will result in the following:

**FIRST OFFENSE:** Notification to student and parents by mail and one school detention

**SECOND OFFENSE:** 2 Administrative Detentions and additional notification to parent

**THIRD OFFENSE:** 1 Refocus & Reinforcement Session

## DRESS CODE

In keeping with the Policy 5511, choice of school clothing should be made on the basis of safety, cleanliness, practicality, comfort, simplicity, and modesty. Types of dress that distract other students from learning or that cause disruptions are not acceptable in the school setting. What is appropriate for the beach or playground is not appropriate classroom attire. With these general guidelines in mind, the specific regulations apply in all Pemberton Township Schools:

1. Students are expected to be clean and well-groomed in their appearance.
2. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs (the midriff area should be covered even when reaching or sitting), and suggestive clothing.
2. Skirts, dresses and pants that end higher than mid-thigh, drooping pants (trousers are to be properly worn at all times while in school and students must wear a belt or suspenders whenever appropriate).
3. Pin curlers and other hair curling aids.
4. Outdoor jackets, overcoats, or hats except when entering or leaving the building and when there is a defect in the heating system.
5. Bare feet, unsafe footwear, flip flops, shoes with cleats or spikes and other footwear intended for the beach.
6. Patches and decorations that are offensive, obscene or disruptive to the educational process.
7. Undershirts (underwear) worn without an outer shirt.
8. Bike shorts/pants (spandex material).
9. Clothing that is overly soiled, torn, worn, or defaced.
10. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor.
11. Portable audio or video receivers.
12. Students are discouraged from having personal electronic communication devices in school. Schools are not responsible for the theft or loss of any personal electronic communication device brought to school by a student. Personal electronic communication devices should not be visible unless authorized by the classroom teacher or administrator or as prescribed in the student or school handbook(s).
13. Clothing apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol or tobacco.
14. Clothing containing profanity or sexual references or innuendoes.
15. Clothing which includes racial or ethnic violence.
16. Hats, hoods, visors, headbands and sweatbands, bandannas and other headgear must be removed when a student enters the building.
17. Spiked or studded belts, bracelets and jewelry.
18. Rings which are designed for more than one finger.
19. Sleeveless tank tops less than two inches wide at the shoulder.
20. Umbrellas in the classrooms. Students taking umbrellas to school must leave them in their lockers during the school day. Students cannot carry umbrellas from class to class.

Students failing to comply with these regulations may be excluded from attending class. Parents will be called and requested to bring a change of more appropriate clothing for their son/daughter. On the first occasion, students will be counseled and will be required to bring home a written notice to the parent. If the student returns to school on the next day or any subsequent days not appropriately dressed after having first been warned, he or she will be treated as insubordinate and the parents will be notified by phone and by mail.

Incidences of failure to comply with dress standards will result in the following actions by the principal:

**FIRST OFFENSE:** Administrative Detention

**SECOND OFFENSE:** Refocus & Reinforcement Session and parent conference

**THIRD OFFENSE:** 2 Refocus & Reinforcement Sessions

**FOURTH OFFENSE:** 2 days Out of School Suspension or Saturday Detentions

## DRESSING FOR AND PARTICIPATION IN PHYSICAL EDUCATION

Physical education is mandated by the state and local Boards of Education. **Grade 6 students are required to wear sneakers to participate in PE.**

A student can be excused from participation in gym only via a doctor's note specifying that the student is not to participate in Physical Education. This note should be submitted to the nurse's office during homeroom.

**FIRST OFFENSE:** Verbal warning from teacher

**SECOND OFFENSE:** A letter home from the teacher

**THIRD OFFENSE:** Parent call from teacher and/or Guidance Counselor

**FOURTH OFFENSE:** (4 times unprepared) Adm. Referral to Counselor

**ADDITIONAL OFFENSES:** May result in referral to administration

\*An unprepared for class will result in a failing grade for the day.

## GENERAL CLASSROOM DISRUPTIONS & INAPPROPRIATE BEHAVIOR

**DISRUPTIVE BEHAVIOR** - Classroom disruption or behavior that produces distractions, confrontations, or disturbances is not permitted. Serious or repeated infractions that interfere with the teacher's ability to teach, or which impede the learning of the rest of the class will result in disciplinary action. This offense is considered to be cumulative in nature and will be tracked by the principal from the first day of school until the last.

## INNAPPROPRIATE BEHAVIOR

Those behaviors such as use of profanity or gestures that obstruct or impede the educational process or create an unsafe educational environment are considered inappropriate behavior.

**FIRST OFFENSE:** Formal Warning by principal

**SECOND OFFENSE:** Detention/Counseling by the principal/referral to guidance/referral to Child Study Team as appropriate

**THIRD OFFENSE:** Administrative Detentions

**FOURTH OFFENSE:** 1 R&R/conference between the principal and parents/guardians or Saturday Detention

**FIFTH OFFENSE:** 1-3 days Out of School Suspension

## INSUBORDINATION OR DEFIANCE OF SCHOOL PERSONNEL

A verbal or non-verbal refusal to comply with a reasonable request from school personnel is considered insubordination.

**FIRST OFFENSE:** Administrative detention/Counseling by the principal/referral to guidance/referral to Child Study Team as appropriate

**SECOND OFFENSE:** 2 Administrative Detentions

**THIRD OFFENSE:** 1 R&R/conference between the principal and parents/guardians or Saturday Detention

**FOURTH OFFENSE:** 1-3 days Out of School Suspension

## OTHER PROHIBITED ITEMS

- Glass bottles, balloons, stuffed animals and toys of any type are not permitted in school.
- Any form of gambling is not permitted ANYWHERE IN SCHOOL.
- If a student uses a laser device in school, he or she may be subject to immediate suspension, depending upon the circumstances.

Any student using **any** of the above articles will, upon request from a teacher or administrator, immediately surrender them. School will not be responsible for lost, stolen or damaged electronic devices

**FIRST OFFENSE** (Warning): Possible confiscation of article

**SECOND OFFENSE:** Confiscation of item, adult must pick up item

## PUBLIC DISPLAY OF AFFECTION

Inappropriate public displays of affection between students are not allowed. This includes, but is not limited to, kissing, hand-holding, hugging, "draping" (one student wrapping arms about/over, or leaning on another student while standing or sitting next to them), or caressing. Any of these examples, or any other infraction, which, in the opinion of the administration, crosses these lines, will be written up as

"Inappropriate Physical Contact," and will be dealt with in accordance with the following tier:

**FIRST OFFENSE:** Warning

**SECOND OFFENSE:** 1 Administrative Detention/parent notification

## TARDINESS (LATENESS) TO CLASS

Chronic lateness to class creates a serious disruption in the educational process and will not be permitted. Students are given three minutes to pass between classes, depending upon what periods are ending/beginning. Tardiness/lateness is closely monitored.

### AFTER 3 LATES

- Parent contacted by teacher & discipline referral to principal
- Administrative Detention

### AFTER 6 LATES

- 2 Administrative Detentions

### AFTER 9 LATES

- 1 Refocus & Reinforcement Session

## TRUANCY, CUTTING SCHOOL, AND LEAVING SCHOOL WITHOUT PERMISSION

Students leaving the school prior to the end of the school day are required to have their parents/guardians sign them out in the main office. **Identification will be required at the time of each and every dismissal. There are no exceptions to this rule to ensure the safety of our students.** Leaving school without permission will result in the following:

- 2 days Refocus & Reinforcement Session, Guidance, Child Study Team and/or
- Truancy Officer Referral

## TRANSPORTATION / BUS RULES

Students **MUST COOPERATE** with the drivers by observing the following policies:

- Pupils should be on time at the designated bus stop. Buses cannot wait.
- Pupils should stay off the roadway at all times waiting for the bus.
- Pupils should wait until the bus has come to a stop before attempting to enter or leave.
- There should be no moving around or changing of seats on the bus.
- There should be no loud talking. Normal conversation is permissible.
- Pupils should keep their hands and heads inside the bus at all times.
- Throwing articles of any kind are very dangerous and will not be tolerated.
- Damage to the bus should be reported to the driver at once.
- Pupils should help to keep the bus clean, sanitary, and orderly.
- No eating, drinking, or smoking on the bus at any time.
- Fighting or using obscene language or signs on the bus will not be tolerated.
- When crossing the highway after leaving the bus, pupils should cross in front of the bus after first looking both directions.

Bus drivers shall enforce all the above regulations governing the conduct of pupils when being transported in buses. Drivers have the right to assign pupils to certain seats.

Safety must be the primary concern of everyone, including students. Pursuant to Policy 8630 and State law (18A:25-2) provides that a pupil may be excluded from the bus or suspended from school for disciplinary reasons. His/her parents shall provide for their transportation to and from school during that time.

**FIRST OFFENSE:** Warning

**SECOND OFFENSE:** Administrative Detention

**THIRD OFFENSE:** Refocus & Reinforcement Session

**ADDITIONAL OFFENSES:** May result in the assignment of Out of School Suspension(s) and/or Bus Suspensions.

## SUBSTANCE ABUSE

### **ALCOHOL, DRUGS, DRUG PARAPHERNALIA AND STEROIDS**

Possession, use or sale of drugs, narcotics, or intoxicants in the school is an illegal act with the exception of medication prescribed by a physician and dispensed by the nurse. Individuals who require medication during school hours must report this to the school nurse and must take the medication in the nurse's presence. The nurse will require an updated prescription and doctor's note on file in the health office that states the dosage, frequency and duration. Violation of the policy can result in suspension from school and police arrest, in addition

to a criminal complaint in court. Violators of this regulation not only break school policy but also the law. Therefore, these infractions are punishable by fines and/or jail sentences.

A student exhibiting signs of being under the influence of alcohol or drugs on school property or at a school function shall be immediately reported to the principal or designee. By law, that person shall immediately notify the parent or guardian and the chief school administrator, and arrange for the parent or guardian to have their child seen by their family physician or by a hospital. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector, if the medical inspector is not available, the pupil shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the pupil.

#### ALCOHOL/DRUG OFFENSE – POSSESSION WITH INTENT TO DISTRIBUTE / SALE OR DISTRIBUTION:

- Minimum 10 days Out of School Suspension
- Superintendent’s Hearing
- Expulsion Hearing with Board of Education if recommended by superintendent
- Police notification and action

#### ALCOHOL/ DRUG OFFENSE- USE

**Alcohol/Drug Offense – USE** (Refusal to comply with District Rules and State law shall be considered an offense)

##### FIRST OFFENSE:

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- 5 days of Refocus & Reinforcement with counseling/treatment plan component developed by SAC or 10 days of Refocus & Reinforcement for non-compliance with treatment plan.
- Police notification

\*\*Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for a 45 school day period. Negative random drug screening for a 12-month period from the date of the first offense is also required.

##### SECOND OFFENSE:

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- 5 days of Refocus & Reinforcement with counseling/treatment plan component developed by SAC or 10 days of Refocus & Reinforcement for non-compliance with treatment plan.
- Police notification
- Superintendent’s Hearing

\*\* Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for a 90 school day period. Negative random drug screening for a 12-month period from the date of the second offense is also required.

##### THIRD OFFENSE:

- Out of School Suspension pending Superintendent’s Hearing
- Expulsion Hearing with BOE if recommended by superintendent
- Police notification

#### ALCOHOL/DRUG OFFENSE- POSSESSION

**Alcohol/Drug Offense – POSSESSION (Refusal to comply with District Rules and State law shall be considered an offense)**



### FIRST OFFENSE:

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- 2 days Out of School suspension **plus** 5 days of Refocus & Reinforcement with counseling/treatment plan component or 10 days of Refocus & Reinforcement for non-compliance with treatment plan.
- Police notification and action

\*\*Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for a 45 school day period. Negative random drug screening for a 12-month period from the date of the first offense is also required.

### SECOND OFFENSE:

- Note signed by physician, certifying the pupil is physically and mentally able to return to our school setting.
- 3 days Out of School suspension **plus** 5 days of Refocus & Reinforcement with counseling/treatment plan component or 10 days of Refocus & Reinforcement for non-compliance with treatment plan.
- Police notification and action
- Superintendent's Hearing

\*\*Students will also be suspended from all school activities (sports/dances/field trips/clubs/class trips/proms/graduation or promotion ceremonies) for 90 school day period. Negative random drug screening for a 12-month period from the date of the second offense is also required.

### THIRD OFFENSE:

- Out of School Suspension pending Superintendent's Hearing
- Expulsion Hearing with Board of Education if recommended by superintendent
- Police notification and action

## TOBACCO PRODUCTS, SMOKING, AND SMOKING RELATED MATERIALS (INCLUDING ELECTRONIC SMOKING DEVICES)

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences. Smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.

Pursuant to Policy 5533, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff. Lighters and matches are also forbidden. A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In addition, a student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

### POSSESSION:

FIRST OFFENSE: 1 Refocus & Reinforcement Session / Parental Contact / SAC referral.

SECOND OFFENSE: 1 Out of School Suspension / Parental Contact / SAC referral

### USE:

EACH OFFENSE: 2 days Out of School Suspension / Parental Contact / SAC referral

## VIOLENCE AND VANDALISM - ASSAULT (POLICY 5600 & 8461)

Inciting a confrontation, attacking, or threatening another – verbally or physically, with or without a weapon, will result in a one to ten (1-10) day Out of School suspension, a police complaint may be filed, and the Board of Education will be notified. A parent conference with the superintendent will be required for re-admittance.

## ASSAULT OR INJURIES TO EMPLOYEES

Any student who commits an assault, as defined pursuant to N.J.S. 2C: 12-1, upon a teacher, administrator, board member, or other employee of the board of education, acting in the performance of his/her duties and in the situation where his/her authority to act is so apparent, or as the result of the victim's relationship to an institution of public education of this state, shall immediately be suspended from school consistent with procedural due process pending **possible** expulsion proceedings before the local Board of Education.

**FOR EACH OFFENSE:** 4 -10 days Out of School Suspension, a police complaint, and possible recommendation for long term suspension or expulsion.

## VIOLENCE AND VANDALISM – FIGHTING (POLICY 5600 & 8461)

**FIGHTING** is a physical altercation between two or more students. Students are encouraged to report issues to a counselor or the principal in order to avoid fighting. All fights will require referral to the school counselor.

### **Administrative Response:**

**FIRST OFFENSE:** (1-4) days Out of School Suspension.

**Response after a formal warning has been issued:**

**SECOND OFFENSE:** (3-10) days Out of School Suspension

**Response after mediation:**

**THIRD OFFENSE:** (4-10) days Out of School Suspension.

## VIOLENCE AND VANDALISM- POSSESSION AND/OR CONCEALING OF WEAPONS/EXPLOSIVE DEVICES (POLICY 5600 & 8461)

Per the Zero Tolerance for Guns Act, any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all:

- Firearms, even though not loaded or lacking a clip or other component to render them immediately operable;
- Components that can be readily assembled into a weapon;
- Gravity knives, switchblades, daggers, dirks, stilettos, butterfly knives, or other dangerous knives, bullies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, or similar leather bands studded with metal fillings or razor blades imbedded in wood;
- Stun guns, and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. "Look-alike weapons" should be considered weapons and receive the same penalties.
- Items designed to resemble or give the impression of being any of the above listed items will be prosecuted as if it were the actual item. Possessing or concealing any item, which can be construed as a



weapon, (e.g., firearms, knives, blackjacks, martial arts weapons, chains, explosives or brass knuckles), will result in the following:

**Administrative Response:** 10 days Out of School Suspension, police complaint, Superintendent hearing, and possible recommendation for long term suspension or expulsion.

(Note: A nurse's note is necessary if a student is to use a cane or other type of stick for walking.)

Possession of firecrackers, stink bombs, smoke bombs, handcuffs, etc. will result in the following:

**Administrative Response:**

**FIRST OFFENSE:** 1 - 3 days Out of School Suspension, Police Complaint may be filed. Parent conference required for re-admittance;

**SECOND OFFENSE:** 4-10 days Out of School Suspension, police complaint filed. Parental hearing with the Superintendent required for re-admittance.

#### VIOLENCE AND VANDALISM -FIRE ALARMS & OTHER EMERGENCY-RELATED EVENTS (POLICY 5600& 8461)

Causing a false alarm of any type will be dealt with severely.

**EACH OFFENSE:** 4-10 day Out of School Suspension and police complaint filed. Possible long term suspension or expulsion pending a Board of Education hearing. For safety purposes, all fire alarms will be treated as actual fires, not drills. Misbehavior during a situation such as this can cause serious injury

For misbehavior during an emergency drill, or other emergency-related events:

**FIRST OFFENSE:** 3 days Administrative Detentions

**SECOND OFFENSE:** 1 day Refocus & Reinforcement Session

**THIRD OFFENSE:** 1 - 3 days Out of School Suspension

#### VIOLENCE AND VANDALISM -GANG RELATED ACTIVITY (POLICY 5600 & 8461)

Gang related activity seeks to intimidate, harass, bully and/or threaten other students. This will never be permitted at our school. A student who is identified as a potential gang member, affiliate with known gang members, emulate gang type behaviors, or participate in gang related activities and incidents shall be dealt with utilizing the utmost severity. (As per NJ Law: 2C:33-28.)

If the student appears to be involved in gang related activities, a conference with the student, parent/guardian, Security Chief, and Principal will be held. If a student is involved in any incident during school hours (defined as any time the school has responsibility for that student or the student's victim) which includes any aspect of gang related activity; the normal discipline for that incident will be assigned, and an additional 2 – 10 days Out of School Suspension shall be assigned, at the discretion of the administration. A conference with the Superintendent may be necessary prior to readmission to school, and a police complaint may be filed.

In addition, the student will be immediately banned from all after school activities, extracurricular functions, and all trips requiring the student to leave the school grounds.

#### VIOLENCE AND VANDALISM- THEFT (POLICY 5600 & 8461)

Taking the property of another student or staff member without permission is considered to be theft.

**FIRST OFFENSE:** student/administrator conference; office detention and restitution; student/guidance conference; possible police notification/student's parents must pay for destruction/one day suspension;

**SECOND OFFENSE:** parent/administrator/guidance conference; 1-3 day suspension; restitution; student guidance counseling; possible police notification;

**THIRD OFFENSE:** 2-5 days Out of School Suspension, parent and police notification

#### VIOLENCE AND VANDALISM -THREATS (POLICY 5600 & 8461)

Verbal, written, or drawn threats that are directed at another individual's well-being is considered a threat.

Inciting a confrontation, attacking, or threatening another – verbally or physically, with or without a weapon, will result in a 1-10 day Out of School Suspension, a police complaint may be filed, and the Board of Education will be notified. A parent conference with the Principal may be required for re-admittance.

Threats which disrupt or affect the operation of a school will result in up to a 5 day Out of School Suspension and a police complaint will be filed. A parent conference is required for re-admittance.

Terroristic Threats to School Population or Property will result in a 1-10 day(s) Out of School Suspension, re-entry conference with Superintendent with possible recommendation for long term suspension or expulsion, and police notification or complaint.

#### VIOLENCE AND VANDALISM -VERBAL THREATS TOWARDS STAFF (POLICY 5600 & 8461)

**Administrative Response:** (3-10) Out of School Suspension and police complaint may be filed. In addition, a police complaint and a recommendation for long term suspension/expulsion may be filed. In all cases, a parent conference with the Principal is required for re-admittance to school.

#### VANDALISM (POLICY 5600 & 8461)

The willful or malicious damage or destruction of school property or the property of others is considered vandalism.

#### 18A: 37-3 LIABILITY OF PARENTS OF PUPILS FOR DAMAGE TO PROPERTY

The parent or guardian of any pupil who injures/vandalizes school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with the costs of the suit if the Board must resort to legal process to obtain payment of damages.

For each offense: Possible 1-5 day OSS, police notification and restitution.

#### UNLISTED OFFENSES

The administration reserves the rights to deal with other offenses that may arise that disrupt the educational process not included in the aforementioned in accordance with the severity of the offense.

#### RELATED SCHOOL POLICIES

##### TEN-MINUTE LAVATORY RULE

- Lavatories are locked for everyone's safety. [Exception: Lavatory by the Main Office will always be opened (including passing) for students to use in an emergency situation only.]
- Students are required to obtain a pass from their teacher to go to the lavatory.
- Students must also sign in and out of the lavatory log provided by the staff member monitoring the lavatory.
- Lavatories will be monitored by staff members at the onset of each period and until the end of each period during the day.
- Lavatories will be unlocked and opened for students to use after the first ten minutes of the period.
- Lavatories will be locked and closed for students to use ten minutes before the period is to end.

\***Reminder:** Advise students that, in the case of an "EMERGENCY ONLY," they may use the lavatory by the Main Office. (Lavatories by the Main Office are always monitored and open.)

## CAFETERIA RULES

1. Students must be seated until their tables are called. No one is to be wandering around from table to table. Panhandling (asking for money) is not permitted.
2. Students who cut into the lunch line before the table is called will receive a lunch detention.
3. No coats are to be worn in the lunch line.
4. Each student and each group of students will be held responsible for keeping the table and the area under the table free of debris. Students may be assigned to eat at other locations by the staff if an area cannot be kept clean and orderly.
5. Passes to the lavatory, the phone, the nurse, and the offices may be obtained from the teacher at the entrance of the cafeteria. No student is to leave the cafeteria area without a pass.
6. The blacktop area and the grassy area adjacent to it (weather and phys. ed. class schedules permitting) are designated as the lunch period recreation area. Students will be permitted to use the recreation area during the latter part of the lunch period, if weather permits and the tables and floor are returned to order. Students are not permitted to eat in the recreation area. All food is to be consumed in the cafeteria. Students are not to use the athletic fields, or to visit the wooded areas near the school. Students who fail to follow these rules will lose the privilege of going outside for recreation.

## HALL PASSES

A student is not allowed in the hallways without an official Newcomb Middle School pass any time that classes are in session. Any student found in the hallways without a pass will be escorted back to class.

Note: Library passes are only to be issued by regular classroom teachers. Duty teachers and substitute teachers cannot issue library passes. A few library passes will be available at the lunchroom for students to use who want to return books or do research during their lunch period.

## COMPUTER STANDARDS AND USAGE

Students are responsible for good behavior on school district computer networks. General school rules for behavior and communications apply. Violations may result in a loss of access, as well as other disciplinary or legal action. Students who do not have a signed computer contract on file may not use any building computer. Inappropriate use of a computer will be dealt with on an individual basis.

## LOST OR DAMAGED CHROMEBOOKS/ TEXTBOOKS

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears. See the Newcomb Middle School Student Device Handbook for additional information regarding Chromebooks.

## FRAGRANCE PROTOCOL

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and collagen. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated. The use of AXE, TAG, and any other scented sprays will not be permitted on school grounds or on school busses. Possession/use of these items will be punishable by a detention, R&R or OSS.

## USE OF THE MAIN OFFICE PHONE

All students intending to use the telephone located in the Main Office MUST be accompanied by a pass specifically for the Main Office phone. *Students without a pass or those who abuse the privilege of the office phone will be sent back to class.* The phone is to be used to call home if a student has forgotten an item, needs transportation home, or is informing his or her parent of an after school activity in which he or she already has

permission to participate. All other phone calls regarding problems with discipline, etc. must be made from the Principal's office.

## SAFETY AND SECURITY

### EMERGENT SITUATIONS

In the event of a threat of violence, credible suspicion of weapons, or any potential environmental issues, direction will be given to students and staff to enact appropriate emergency procedures. In the event of a lockdown or shelter-in-place, **no one is permitted to enter or leave the building until the all clear is given.** We will provide information to guardians as soon as possible, and regularly throughout an emergency via the website and global connect. **Do not call or go to the school** during these emergencies. School personnel are busy handling the emergency and first responders cannot have additional people at the scene. It is critically important to have updated contact numbers so you can receive information and direction as to where to assemble, should that be necessary.

### IDENTIFICATION CARDS

Each student is issued a photo identification card as well as a lanyard to wear their student ID every day. **Each student must wear their ID whenever he or she is on the school property. Also, it must be available on request to teachers, administrators, hall monitors, and cafeteria staff.** Refusal to show ID will be considered as insubordination.

**New ID's must be purchased ID to the main office to obtain a temporary ID and order a new one for \$1.00 if original is lost. A student must report the lost ID to the main office to obtain a temporary ID and order a new one.**

1. 3 times no ID = Parent contacted by teacher & discipline referral to principal/Administrative After School Detention
2. 6 times no ID = 2 Administrative detentions
3. 9 times no ID = 1 Refocus & Reinforcement Session

**If a student intentionally defaces a student ID, the student will be charged for the replacement of the ID and assigned an after school detention.**

### CHILD CUSTODY DOCUMENTATION

Parent must present Official Court Orders to building principal, or at time of registration.

## AFTER SCHOOL ACTIVITIES

### STAYING FOR AFTER SCHOOL ACTIVITIES

Staying for after school activities is permitted as long as a certified staff member supervises the students and previous parental consent has been obtained. The students must arrange transportation in advance. No student is allowed to stay for after school activities if he or she has served Administrative After School Detention (ASD) or Refocus & Reinforcement session (Refocus & Reinforcement) on the day of the event (unless alternative arrangements have been made with administration by the teacher in charge of the activity prior to the day of the activity), if they have been banned by the administration, or if they have been identified as a gang member, or potential gang member (see "Gang Related Activities").

**Participation in after school activities or attending field trips will be denied if the student needs medication and the orders are not on file with the school nurse.**

## TRANSPORTATION

## BUS CHANGE REQUEST GUIDELINES

### Request for Bus Changes due to Baby-Sitting/ Child Care situations

#### (Neighborhood Schools only)

1. All changes must be approved by Transportation Coordinator (893-1963)
2. All approvals (dated and signed by Coordinator) will be e-mailed or faxed to School Principal
3. Before an approval is made there must be room on the bus (no more than 51 existing passengers).
4. A written requested bus change made by the parent/guardian is a permanent change for the remainder of the school year. The change is consistent and does not vary. The baby-sitting arrangement does not have to be every day of the week as long as it is consistent every week (i.e. Monday, Thursday, Friday). A statement must be signed by the parent that this is a permanent arrangement for the school year.
5. Only exceptions to be considered by the Transportation Coordinator, in consultation with the principal, would be medical conditions and/or active military assignment of the parent/guardian (with a doctors' note or military document.)
6. If condition stated under 3) above is violated by the parent/guardian, future requests by the parent/guardian will be denied by the Transportation Coordinator in consultation with the principal. The student will only be entitled to transportation to and from the students' resident home.

## AFTER SCHOOL ACTIVITY BUSES

Students who participate in after school activities may use the 4:30 and 5:30 p.m. late buses provided by the district, provided that such transportation has previously been arranged. Students must follow all bus rules stated in the code of conduct. Students who violate bus rules will be disciplined and continued misconduct will result in a suspension of activity bus privileges.



## SCHOOL HEALTH SERVICES & REGULATIONS

School Health Services are provided by the school nurses for the purposes of:

1. Care of emergency sickness or injury in school.
2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

## PARENT COOPERATION IS REQUESTED IN THE FOLLOWING SITUATIONS:

1. A doctor's note is needed when your child returns to school from an absence due to illness or injury. A gym note should also be obtained from the doctor if your child is unable to participate in physical education class because of the illness or injury. Another doctor's note is required to clear your child to safely return to gym class, recess, or afterschool physical activity.
2. Students returning to school with medical equipment such as canes, crutches, wheelchairs etc. must have a doctor's note stating the equipment is needed at school, time frame for use with instructions (if applicable).
3. If your child is absent due to illness or injury, please call the school to inform us of the problem.
4. Changes in your child's medical condition, any medication changes, or any recent medical procedure should be brought to the attention of your child's school nurse. Your child's school nurse will coordinate care with your child's teacher as needed. The school nurse should also be informed of medications your child takes at home.
5. Your child should be kept home and the nurse should be contacted if he/she has contracted any communicable diseases: i.e., measles, mumps, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.

6. If your child becomes ill or injured in school, you will be called to make arrangements for him/her to be picked up.

## HEALTH REGULATIONS IN GENERAL

1. Keep up-to-date home, work, and emergency telephone numbers filed in the Nurse's and main office. You, as the parent(s)/guardian(s) have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or baby sitter who would be able to care for your child until you return home. Please remember, you are responsible for your child's welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to diarrhea or vomiting should remain at home the rest of that day and the following day or longer until symptom free. Example - If a child is sent home sick on Wednesday, student cannot return to school on Thursday, may return on Friday – *only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free.*
3. A child who has a fever cannot be sent to school. A child sent home from school with a fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication. See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a health care provider in writing. A note is required for return to school.
5. Students who have a doctor's note not to participate in gym, will not be allowed to participate in recess and after school sports for the same time frame.
6. Students wearing support devices such as a boot, brace or splints may not participate in PE or recess until splints are removed and medically cleared by health care provider.

## ENROLLMENT PROCEDURES & IMMUNIZATIONS

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. It is important for parents/guardians to obtain subsequent medical examinations for their child at least once during each developmental stage, at early childhood (pre-school through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve) per NJ Administrative Code – Chapter 16, subchapter 2, 6A:16-2.2. All new students must also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

### STATE OF NJ 6<sup>th</sup> GRADE IMMUNIZATION REQUIREMENTS

#### OR ANY NEW STUDENT 6<sup>th</sup> GRADE AND HIGHER

Tdap and Meningococcal vaccines are required for all entering 6th graders who are 11 years of age or older; 6th graders < 11 years must receive Tdap and meningococcal vaccines once age 11 is reached.

Students who do not meet these requirements *will* be excluded from school.

## MEDICATION POLICIES

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. The following rules must be followed.

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. Medication orders must be renewed at the beginning of every school year. Participation in after school activities or attending field trips will be denied if the student needs medication and orders are not on file with the school nurse.
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given.



6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office.
7. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed every school year.
8. The state of NJ requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school nurse is not available. Please have your doctor complete those forms every school year.
9. Students who have doctor's orders to carry/self-administer their inhalers/epi-pens should have one in the nurse's office and carry one at all times.

#### SPORT PHYSICAL PAPERWORK (MIDDLE AND HIGH SCHOOL)

1. The sport physical may only be completed by a licensed physician, advanced practice nurse or physician assistant that has completed the Student-Athlete Cardiac Assessment Professional Development Module. (Per the Scholastic Student-Athlete Safety Act (P.L. 2013, c.71), N.J.S.A. 18AL40-1.1 & N.J.S.A. 18A:40-41d) It is recommended that you verify that your medical provider has completed this module *before* an appointment. If you do not have health insurance Southern Jersey Family Medical Center (609-894-1100) can provide services.
2. Only the NJ Department of Education Pre-participation Physical Evaluation Form can be used for sport physicals. The form must be filled out completely by the parent and physician. Incomplete forms will be returned and the student will be ineligible to participate in a sport until it is corrected. Reviewing the paperwork before you leave the doctor's office will save you a lot of time and aggravation later.
3. The Pre-Participation Physical Evaluation Form (4 pages) must be taken with you to your doctor's office. The parent completes the History Form/Supplemental History Form. Your physician must review the History Form/Supplemental History Form and then fill out the entire Physical Examination Form/Clearance.
4. The Physical Examination/Clearance form is good for 365 days or one calendar year. (example – 3/2/12 to 3/2/13) If your child's physical should happen to expire in the middle of the sport season, they will be allowed to finish/complete that specific sport only (intramural or interscholastic). Example – participating in intramural basketball and physical expires middle of intramural basketball season, can play until the end of intramural basketball only. Student would need a new physical to participate in interscholastic basketball.
5. Per NJ state law all sport physicals must be reviewed and approved by the school physician prior to any tryouts or practice. All paperwork must be completed and returned in a timely manner to ensure approval and eligibility for sports participation. The school physician will be available to sign the physical exam forms prior to the start of each season on his/her regular scheduled day – *which is once a week*. If physicals are turned in after the school physician's scheduled day, there will be a turnaround time of 7 to 14 days. **PLEASE PLAN AHEAD AND GET YOUR COMPLETED PHYSICAL TURNED IN AT LEAST 2 OR MORE WEEKS PRIOR TO TRYOUTS.**
6. Students with asthma, serious allergic reactions or diabetes are required by state law (N.J.S.A.18A:40-12.3 & 12.8, N.J.S.A. 18A:40-12.5 & 12.6, N.J.S.A. 18A:40-12.11 through 12.15) to have action plans completed every school year. If these forms are not returned, your child will not be able to participate in any after school activities (sports, clubs and trips).
7. The school district will provide written notification to the parent/guardian, indicating approval of the sports physical based upon review of the physical by the school physician, or must provide reason(s) for the disapproval of the student's participation.
8. A Health History Update Questionnaire for athletics must be completed every 90 days or prior to a new seasonal sport (fall, winter, spring) per state law. The update informs the nurse if your child has had any medical problems since his or her last physical. Explain all "yes" answers on the parent form and a doctor's note may be required for clearance.
9. All medications—over the counter and prescription—must be kept in the nurse's office at all times. This does not apply to prescribed asthma, epi-pen and diabetic medication if students have orders on file with the nurse to self-administer.
10. For more information – please review the state's website *Frequently Asked Questions* which are available at: <http://www.state.nj.us/education/students/safety/health/services/athlete/faq.pdf>.

#### NURSE'S OFFICE FORMS (MIDDLE SCHOOL)

All forms are available in the nurse's office upon request and can be downloaded from Newcomb Middle School's website, go to Students & Parents tab then School Nurse. During the summer months, physical and medication forms are available in the main office.

Once your child's paperwork is completed, he/she needs to personally bring it to the nurse's office. Handing it directly to the nurse cuts down on lost paperwork. This also gives the nurse the opportunity to ask your child any questions if needed. We advise you to make copies for your own records of any paperwork you send to the school. We are unable to fax or make any copies for you.

## PEDICULOSIS

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or social economic position. In school transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only, are not excluded from school. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom –wide or school wide screening is not merited. Maintaining the student's privacy, family confidentiality, and preventing stigmatization are vital. Therefore, letters will no longer be sent home if a case of head lice is discovered. The school nurse retains the authority to, in consultation with school administrator(s), to exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

## HEALTH SCREENING PROCEDURES

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

## LOCAL HEALTH RESOURCES

A family health care center, Southern Jersey Family Medical Center, is open and taking appointments at New Lisbon Center - Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center located at 600 Pemberton-Browns Mills Road provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center's hours of operation are Monday through Friday, 8:30 a.m. – 5:00 p.m. The phone number is 609-894-1100. This facility also has a dental center and bilingual staff.

Rowan College at Burlington County has a Dental Health Center. They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is nominal charge of \$5.00 per visit. To schedule an appointment, please call 609-894-9311, extension 1074. The RCBC Dental Health Center is located on the Mt. Laurel campus at 1000 College Drive (aka Briggs Rd for GPS) off of route 38.

Should you need help with immunizations you can call the Burlington County Health Department Clinic at 609-265-5533. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of local health resources contact your school nurse or check the nurse's web page.

## HEALTH INSURANCE



Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. Governor Corzine signed into law P.L.2008 Chapter 38 mandating that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) and 34 C.F.R. 99.30 (b) so, the parent must sign in the health insurance section on the Emergency Information Verification Form and we will send your contact information to NJ Family Care. The Emergency Information Verification Form (emergency card) will be sent home the first day of school with your child.

Please feel free to contact your school nurse with any questions regarding NJ Family Care or you can contact them directly at (800) 701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child's information up-to-date.

### PERSONAL LOSS AND LOCKER SECURITY

Occasionally things happen at school where personal items belonging to a student get lost, broken or stolen. **All parents and students are cautioned that the school will not be held responsible for the repair or replacement of these items when situations such as that occur. If a student's possessions are damaged or taken by another student, the issue of replacement/repair must be settled between the parents/guardians of the involved students.** In circumstances where the damage or loss occurred during the transgression of items in the school's discipline code, the students will be held accountable by the school for their actions. **The lockers are property of the Board of Education and may be opened by school staff as needed. Material in lockers is not to be considered held in trust by the Board of Education. Items lost or stolen will be the responsibility of the student.**

**NOTE:** Lost and found should be checked regularly as items are often donated throughout the year.

### THEFT, RECLAMATION OF ITEMS WITHOUT AUTHORITY, AND/OR MISAPPROPRIATION

Taking the property of another student or staff member without permission is considered to be theft. For the purpose of this item, taking something off a teacher's desk without permission or taking something for use somewhere else in the school without permission of the person who had custody of the item will be considered theft. Depending upon the seriousness of the transgression and the intent of the person taking the item, the administration will have the option of utilizing various punitive measures: **if it was ascertained to be an outright theft, a 1 to 5 day suspension from school, restitution and a possible police complaint could be imposed.**

### SELLING ITEMS TO OTHER STUDENTS

No student, at any time, is authorized to sell anything or any service to any other students in the school unless it is a sanctioned sale for the purpose of raising money for Newcomb Middle School activities, as approved by the administration. **Action taken will be: Confiscation of the item(s) for sale/confiscation of any monies involved/1 day Refocus & Reinforcement/referral to the counselor.**

### POLICE IN THE SCHOOL

Students have the same rights with respect to the police in school that they have out of school. They have the right to be informed of their legal rights; to be protected from coercion and illegal constraint; and to remain silent.

NJAC 6:29-10.1 is now in effect regarding issues of planned or threatened violence to others. The law defines a threat as a planned serious bodily injury, significant bodily injury, or death to another person. The duty of the school is to call the police. Once called, the police will immediately dispatch an officer to the scene and take such actions, as may be appropriate "given the circumstances".

## OBLIGATIONS

Obligation Policies- Students are placed on the obligations list if they have outstanding balances/items owed to the school (i.e., books, Chromebooks, iPads, cafeteria balances, etc.). It is recommended that students settle their balances as soon as possible. If a student is placed/remains on the obligations list:

1. Students cannot run for any office with an outstanding class obligation from one year to the next.
2. Students cannot participate in activities: field trips with subject classes, unless mandatory; field trips with Guidance Counselors; field trips with clubs; end of the year class trips, sports or clubs.
3. Letters to parents of students with obligations will be sent home as needed.
4. Rather than allowing large debts to compound, all obligations will need to be settled each year with students in obligation status being excluded from athletics, clubs, social events and trips.



## DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURES

*The Board of Education strictly prohibits all forms of unlawful discrimination and harassment on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. It is the policy of the School District that the School District's educational program, employment practices, and other functions shall be free of all forms of discrimination and harassment.*

*The purpose of this regulation is to provide a procedure whereby complaints of discrimination and harassment are investigation and, if appropriate, addressed.*

### DEFINITIONS

1. **Affirmative Action Officer.** A certified individual designated by the Board of Education to monitor the School District's compliance with the Policy Against Discrimination and Harassment and Affirmative Action Policy.
2. **Complaint.** An allegation of any form of discrimination or harassment.
3. **Complainant.** The aggrieved person who makes a complaint alleged discrimination or harassment.
4. **Discrimination.** Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in students, employees, parents and/or other third parties.
5. **Harassment.** Harassment is a form of discrimination. Harassment consists of unwelcomed conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc.); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
6. **Sexual Harassment.** Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcomed sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a

date, etc.); inappropriate physical conduct (such as unwelcomed touching, physically blocking passageways, invading personal space, staring at a person's body, stalking, etc.); storing or displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc.); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.

### COMPLAINT PROCEDURE

A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.

B. The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.

C. Upon receiving notice of the complaint, the Affirmative Action Officer shall determine who at the School District shall investigate the complaint. The investigator may be the Affirmative Action Officer or it may be another administrator. The investigator shall be selected based on his/her ability to maintain objectivity and independence throughout the investigation, as well as his/her familiarity with the parties involved.

D. The investigator shall promptly conduct an investigation into the allegations contained in the complaint. The investigation may include the following: conducting investigative interviews with the complainant and other potential witnesses, collecting/examining relevant documentation, reviewing video and/or audio recordings, and similar conduct.

E. Investigations shall be initiated within three school days of the receipt of the complaint.

F. All accused individuals shall have the opportunity to review and respond to allegations as part of the investigation before any decision is made regarding the veracity of an allegation. Accused individuals shall also have the right to identify witnesses and/or other evidence on their own behalf. It shall be in the investigator's sole discretion to determine what, if any witnesses may have information relevant to the complaint and therefore what, if any, witnesses shall be interviewed as part of the investigation.

G. All investigations shall be completed within a reasonable timeframe, which shall depend on the nature and scope of the investigation unless the timeframe is dictated by applicable law (i.e., such as HIB investigations).

H. At the conclusion of the investigation, the investigator shall create a written report detailing his/her findings. The investigator's report shall include a finding indicating whether the allegations contained in the complaint were substantiated or not substantiated. A copy of the investigator's findings, along with all supporting documentation created and/or collected during the investigation, shall be forwarded to the Affirmative Action Officer. The Affirmative Action Officer shall maintain the documentation in an "investigative file" separate from any personnel records and/or student records.

I. The Affirmative Action Officer shall make recommendations regarding the potential discipline of the accused individual.

J. The Affirmative Action Officer shall communicate the results of the investigation to the complainant in writing. The complainant shall not be entitled to a copy of the investigative file unless required by law.

K. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.

L. If the complainant and/or the accused individual disagrees with the outcome as communicated by the Affirmative Action Officer, then the complainant may appeal to the Superintendent of Schools. The appeal shall include a copy of the complaint, a copy of the communication containing the results of the investigation, and an explanation of the reasons why the complainant and/or accused individual disagrees with the outcome.

M. With the filing of an appeal, the complainant may request an informal hearing with the Superintendent of Schools. Such meeting shall be scheduled within a reasonable time frame and at a mutually convenient time. The Superintendent shall remain impartial and objective when reviewing the results of the investigation and reasons why the complainant and/or accused individual appealed the outcome.

### OUTCOMES

A. If it is determined that discrimination and/or harassment has taken place, the School District shall take immediate steps to prevent the discrimination and/or harassment from occurring again and, if appropriate, shall take steps to remedy any discrimination and/or harassment that has taken place.

B. If it is determined that discrimination and/or harassment has been engaged in by a student, the student may be subject to discipline, up to and including suspension and/or expulsion, as provided for by the Code of Student Conduct.

C. If it is determined that discrimination and/or harassment has been engaged in by an employee, the employee may be subject to discipline, up to and including suspension without pay and/or termination from employment.

D. If it is determined that the discrimination and/or harassment has been engaged in by a parent and/or other third party, the School District shall take reasonable steps within its legal authority to prevent the discrimination and/or harassment from occurring again.

E. If appropriate, the School District shall take interim measures to preclude contact between a complainant and an accused person and such interim measures will not disproportionately impact the complainant. Complainants needing additional counseling or assistance may be referred to the guidance office for referrals.

### REPORTING COMPLAINTS

#### AFFIRMATIVE ACTION OFFICER

A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer.

The School District's Affirmative Action Officers/ADA/504 Coordinators are:

#### **Rita Jenkins**

Affirmative Action Officer/Title IX/ADA coordinator for students

(609) 893-8141 x.1033

[rjenkins@pemb.org](mailto:rjenkins@pemb.org)

#### **Jannett Pacheco**

Affirmative Action Officer/Title IX coordinator for staff and ADA/504 coordinator for all staff

(609) 893-8141 x.1021

[jpacheco@pemb.org](mailto:jpacheco@pemb.org)

*B. All employees are required to promptly report any incidents of discrimination and/or harassment that they witness and/or that become known to them in any way. Employees must report the discrimination and/or harassment to their immediate supervisors and/or to the School District's Affirmative Action Officer.*

*No person shall be subject to retaliation for having made a complaint and/or for participating in any investigation. Allegations of retaliation are taken seriously and will be investigated.*

### RESOURCES

A current list of community-based health and social service provider agencies as well as a list of legal resources are available to support your student and family. You can access these resources using the following link:

<https://www.pemberton.k12.nj.us/Page/1603>

## 2020-2021 BELL SCHEDULES

<b>Regular Day</b>	<b>Early Dismissal</b>	<b>Delayed Opening</b>
<b>HOMEROOM</b> 7:55-8:12 (17 minutes)	<b>HOMEROOM</b> 7:55-8:04 (9 minutes)	<b>HOMEROOM</b> 9:55-10:04 (9 minutes)
<b>BLOCK 1</b> 8:15-8:55 (40 minutes)	<b>BLOCK 1</b> 8:07-8:31 (24 minutes)	<b>BLOCK 1</b> 10:07-10:30 (23 minutes)
<b>BLOCK 2</b> 8:58-9:38 (40 minutes)	<b>BLOCK 2</b> 8:34-8:58 (24 minutes)	<b>BLOCK 2</b> 10:33-10:56 (23 minutes)
<b>BLOCK 3</b> 9:41-10:21 (40 minutes)	<b>BLOCK 3</b> 9:01-9:25 (24 minutes)	<b>BLOCK 3</b> 10:59-11:22 (23 minutes)
<b>BLOCK 4</b> 10:24-11:04 (40 minutes)	<b>BLOCK 4</b> 9:28-9:52 (24 minutes)	<b>BLOCK 4</b> 11:25-11:48 (23 minutes)
<b>BLOCK 5</b> 11:07-11:47 (40 minutes)	<b>BLOCK 5</b> 9:55-10:25 (30 minutes)	<b>BLOCK 5</b> 11:51-12:28 (37 minutes)
<b>BLOCK 6</b> 11:50-12:30 (40 minutes)	<b>BLOCK 6</b> 10:28-10:58 (30 minutes)	<b>BLOCK 6</b> 12:31-1:08 (37 minutes)
<b>BLOCK 7</b> 12:33-1:13 (40 minutes)	<b>BLOCK 7</b> 11:01-11:31 (30 minutes)	<b>BLOCK 7</b> 1:11-1:48 (37 minutes)
<b>BLOCK 8</b> 1:16-1:56 (40 minutes)	<b>BLOCK 8</b> 11:34-11:58 (24 minutes)	<b>BLOCK 8</b> 1:51-2:14 (23 minutes)
<b>BLOCK 9</b> 2:00-2:40 (40 minutes)	<b>BLOCK 9</b> 12:01-12:25 (24 minutes)	<b>BLOCK 9</b> 2:17-2:40 (23 minutes)