

## Welcome to Southampton Township Schools

We welcome you to Southampton Township Schools and hope your stay with us is enjoyable and educationally rewarding. The school years are a time for rapid growth and change. In order for these years to be successful, we offer the following suggestions.

Come to school with an attitude that says, "I'm here to learn important skills and information that will benefit me now and in the future."

Have self-respect and be respectful to others. Respect for each other is the key that holds civilization together. People who respect each other can solve problems that may arise.

**Please read the contents of this agenda book carefully. Parents and students must sign the student agenda/handbook agreement form that is included in the opening day packet.**

### AFFIRMATIVE ACTION

The Southampton Township Board of Education affirms its responsibility to ensure all students in the public schools of Southampton Township equal education opportunity and all employees' equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. The Superintendent acts as the District's Affirmative Action Officer.

### RIGHT TO KNOW

The school district will provide the public with notice of any construction or other activities involving the use of any hazardous substances. This will be located on a bulletin board in the school. Hazardous substances may be stored at the school at various times throughout the year. Hazardous substances fact sheets for any of the hazardous substances being used or stored in the school are available at the school.

In accordance with the recent regulation P.L. 1998, Chapter 346, no person is to use or store a hazardous chemical in a school building when children are expected to be present. Two exceptions to this provision are outlined in the standard. The first exception is in the event that the Board of Education deems it an emergency. The second exception refers to compliance with the regulation pursuant to section 5 of the standard. As of this date, that regulation has not been written. Substances defined as hazardous under the "New Jersey Worker and Community Right to Know Act" PL 1983, c.315(C34:5A et seq.) are listed in the Right to Know Hazardous Substance list as developed by the Department of Health and Senior Services.

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## ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) COMPLIANCE NOTIFICATION

In accordance with the Environmental Protection Agency (EPA), we are required to notify parents, teachers, and other employees each year of the availability of the Asbestos Management Plan and the response action we are taking to maintain the asbestos containing materials in our schools.

The original AHERA inspection of our buildings took place in the 1988-89 school years. At that time the condition of the asbestos was assessed. Since then appropriate response actions have been taken to ensure that the asbestos is kept in good condition.

Periodic surveillance of each building has occurred since the original inspection. In February, 1998, a three year re-inspection was completed in all buildings containing asbestos. A copy of this report is on file in the main office of each school.

Custodians and maintenance workers are continually instructed on the health effects of asbestos and the importance of maintaining this material in good condition during their normal day to day activities.

If you wish to review your schools' Asbestos Management Plan, a copy is located in the school office.

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## ATTENDANCE REGULATION / EARLY DISMISSAL HIGHLIGHTS

### GENERAL INFORMATION

In the event a pupil is to be absent from school, a parent/guardian is required to call and notify the office regarding the absence. Calls should be made prior to 8:30 A.M. Calls will be received by an answering device twenty-four hours a day. The parent/guardian should indicate the pupil's name, homeroom teacher, and reason for the absence.

A pupil returning from an absence of any length must submit to the homeroom teacher a note stating the reason for the absence, dated and signed by the parent / guardian. A **physician's note** explaining the pupil's absence for **five (5) or more days** is required. It is recommended that a physician's note be obtained for all visits. Please keep copies of all notes submitted.

### CO-CURRICULAR ACTIVITY PARTICIPATION

Any pupil who has not arrived at school by 12:00 PM on the day of a co-curricular activity **may not participate** in the activity held the same day. Any pupil who goes home due to medical reasons may not participate in any activity held the same day.

### PROCEDURE FOR MAKING UP SCHOOL WORK DUE TO ABSENCES

For every day that the student is absent, he/she will be allowed one day to return the work that is missed. If a teacher feels a student is deserving of more time, the teacher may extend the time period for the work to be returned. School work may be requested by the parent/guardian **if a pupil is absent for two or more consecutive days**. The telephone call should be made prior to 10:00 A.M. to allow time for teachers to send work to the office. Work will not be available for pick-up until after 3:15 PM.

### PERFECT ATTENDANCE

Certificates for Perfect Attendance will be awarded to students who attend school every day during the school year, **without a tardy or early dismissal**. Absence(s) for religious holidays, death in a family, or participation in "Take Your Child to Work Day" (when proper documentation is submitted) **will not** be considered when determining perfect

attendance.

### **ABSENCES DUE TO VACATION**

Absences due to vacations **are unexcused and will be counted** in the total number of days absent from school. The following guidelines must be followed relative to absences that will result due to a vacation:

1. Parent(s) or legal guardian(s) will notify the Principal and teacher in writing at least two weeks in advance.
2. Written notice will indicate the beginning and ending of the vacation period and request school assignments for the period of the vacation. Assignments will be provided upon the pupil's return to school. The pupil will be allotted a day of make-up time for each day of absence (not to exceed five days).
3. Absences due to vacation may not exceed five school days per year.

### **LATE ARRIVAL AND EARLY DISMISSAL**

Students, who are not in their homerooms by 8:27 AM will be considered late.

If a student is late to school, he/she must be accompanied to the office and signed-in by the parent/guardian. If the pupil enters alone, the parent will be contacted and reminded of the correct procedure.

If a student will be leaving early a note must be sent in no later than the morning of the early dismissal stating the time and date of pick up.

All students being picked up for dismissal must:

1. Send in a note stating parent pick up and date(s).
2. The student must be met in the office by the person authorized to pick up the pupil.
3. The parent/guardian must sign out the student in the office.

### **ABSENCES / TARDINESS CONSEQUENCES**

The following administrative actions will be taken after the specified number of absences or tardiness in accordance with the Board of Education's Attendance Regulation. Please note there will also be additional consequences regarding participation in co-curricular activities. Refer to the Co-curricular Activities section for details.

#### **ABSENCES** **6 Days Absent**

Principal forwards written notification to parent/guardian.

#### **12 Days and 15 Days Absent**

Second and third written notices which include a warning about possible academic consequences sent to parents. Conference will be required.

#### **17 Days Absent**

Notice sent to parents explaining the possibility of retention and the procedure for referral to the Municipal Court when absences exceed 20 days.

#### **20 Days Absent**

Complaint filed by school district in Municipal Court after review of all circumstances.

#### **TARDINESS** **3 days Tardy in Marking Period**

Principal will contact the parent/guardian.

#### **4 Days Tardy in the Marking Period**

Principal will inform the parent/guardian. The student will be required to serve a thirty (30) minute after-school detention and additional detentions for subsequent tardiness. If the student does not serve the detention, he/she will be subject to an in-school suspension.

#### **10 Days Tardy during the School Year**

Principal forwards written notification to parent and conducts a conference.

#### **15 Days and 20 Days Tardy during School Year**

Second and third written notices which include a warning about possible academic consequences sent to parents. Conference will be required.

#### **23 Days Tardy during the School Year**

Notice sent to parents explaining the procedure for referral to Municipal Court when tardiness exceeds 25 days. Conference will be required.

#### **25 Days Tardy during the School Year**

Complaint filed by the school district in Municipal Court after review of all circumstances.

### **UNEXCUSED ABSENCES**

In N.J.S.A. 18A:38 – 25-31, N.J.A.C. 6:3-9, and N.J.A.C. 6A:16-7.8, the New Jersey Department of Education defines an unexcused absence as an absence for which no communication has occurred between the school and the parent. In other words, the parent did not report the absence to the school and the school was unable to contact the parent regarding the absence.

**The policy in its entirety may be viewed on the District's website or obtained from the BOE office.**

**Missing Children Policy** – Parents/guardians are responsible for notifying the school on the first day of a student's absence. In the event that this procedure is not followed by the parent/guardian, assigned school personnel will attempt to contact the parent/guardian by phone. In the event no contact is possible, school personnel will mail to the parent/guardian a letter stating the absence and requesting that the parent/guardian notify the school whenever future absences occur. This letter will be mailed on the date of the absence. Letters will be sent only in the case of the first and second unexplained absences. However, telephone contact will continue to be attempted in the case of each unexplained absence.

If a student is present in the morning and absent in the afternoon without an official excuse, an attempt will be made to contact the parent/guardian immediately.

If any absence continues unexplained for five consecutive school days, the Superintendent or his designee will notify the New Jersey State Police. The Superintendent will set up procedures for early dismissal to assure as much as possible, that children are released only for proper reasons and into proper hands

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## BICYCLES / SKATEBOARDS

Students may ride bicycles to school only as a result of parental request. Parents **must** send a note to the office stating when (single day or everyday) the student may ride his/her bicycle. Students **must wear helmets** and bicycles must be parked in the racks provided. Bicycles are parked at the student's risk.

The use of other wheeled recreational equipment; for example, skateboards, roller blades, motorized scooters, go-carts, etc. are prohibited on school grounds.

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## CAFETERIA PURCHASES

### Point of Sales

- Point of sales is a computerized checkout system used in all three school cafeterias.
- Parents may send money or check "on account" for their child. Students in School #1 will be issued individual account cards that will have a scan bar code on it. This card will remain in the cafeteria. Schools #2 and #3 students will have a school ID number to memorize. The student will then put that number in a key pad during their lunch periods for all purchased items. The number is on the student's school ID card. This account will be used for all purchases, reducing the balance on the account.
- **Parents/guardians may restrict the account by indicating this in writing or by telephone at any time.** Depending on the restrictions you choose, your child may need cash to purchase any ala carte items, including double entrée choices.
- **Students may still use cash. If the exact amount is not presented to the cashier, change will not be given to your child.** The change will be added to your child's account unless a parent has requested the change back in writing.
- **Please make all checks payable to Southampton BOE**
- This computerized point of sale program is from the same vendor that provides our student information system program. **Parents are able to view their child's food purchases through the "Parent Portal" but are not able to make changes to their child's account.** All changes are made through the Food Service Director per a parent's written request or telephone request.

### Charge Practices

The following clarifies the cafeteria procedures when a child does not have either cash or a prepaid ticket at meal time. These procedures have been approved by the Board of Education.

- Students may charge meals. Please be assured the Board of Education will always provide your child with a nutritionally balanced meal. We will not deny breakfast or lunch.
- After the second, or more, charge, a student will be offered a complete meal but a limited entree choice of either peanut butter and jelly sandwich or a cheese sandwich, until such a time that their account is paid up.

- When charges exceed \$4.60 students will not be allowed to purchase ala carte items, such as ice cream and snacks. They may continue to purchase a complete meal.
  - Our cashier will politely and courteously remind the student at the time they charge a meal or are denied purchase of ala carte items that a balance is owed.
  - We will either call you at home or send a letter home when charges exceed six dollars (\$6.00). Subsequent calls may be made from the school principal.
  - Notification of charges can be made via email. Please send an email message with requests to the Food Service Director, Terry Gall at [Gallt@southampton.k12.nj.us](mailto:Gallt@southampton.k12.nj.us)
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## CIVILITY POLICY

The Southampton Township Board of Education members, district administrators, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping school and administrative offices free from disruption and preventing unauthorized persons from entering school/district grounds.

Any individual who:

- Disrupts or threatens to disrupt school/office operations;
- Threatens the health and safety of students, staff, administration, or Board of Education member;
- Willfully causes property damage;
- Uses loud and/or offensive language;
- Is verbally or physically intimidating;
- Harasses staff and/or others through repeated telephone calls, emails, confrontations or the like; or who
- Has otherwise established a continued pattern of unauthorized entry on district property.

Will be directed to leave school or district property promptly by the Chief School Administrator/designee.

If any member of the public uses obscenities or speaks in an abusive, excessive, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken by the abusing person, the district employee will calmly and politely verbally notify the abusing person that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the abusing person will be asked to leave promptly. The employee, if not an administrator shall immediately inform an administrator. If the abusing person refuses to leave, the administrator/designee shall notify law enforcement officials. The employee or administrator shall complete an Incident Report for *Inappropriate Behavior toward Employees by Visitors* (Appendix).

When an individual is directed to leave under the above circumstances, the Chief School Administrator/designee shall review the incident report and inform the person that he or she may be guilty of a misdemeanor in accordance with New Jersey law (see legal reference). The Chief School Administrator shall have the authority to ban an excessively disruptive individual from school property indefinitely or for a period of time, or require visits by the individual to be supervised by the School Resource Officer or other law enforcement officials indefinitely or for a period of time.

## CO-CURRICULAR ACTIVITIES

### Eligibility Requirements

The first priority of the Southampton Township Board of Education is education. Participation in co-curricular activities is a privilege, not a right. This policy mandates that students achieve certain minimum levels of academic performance. Studies and scholastic achievement come first. Students who participate in co-curricular activities will be those who have earned the opportunity through their educational progress as well as their physical skills or artistic talents.

The Southampton Township Board of Education adopts the following policy on academic eligibility for participation in co-curricular activities and establishes the following standards for eligibility requirements:

1. The academic standard shall be a Grade Point Average (GPA) of 2.00. Determination of eligibility will be made at the conclusion of each reporting period. Any pupil who falls below the standard will be given four weeks probation to bring up the deficient areas. Spring grades will determine eligibility for fall co-curricular activities.

To be removed from probation, the pupil must follow the procedures below.

- a. Within one week of interims being distributed, the student must indicate to the office his/her interest in having his/her Grade Point Average (GPA) recalculated.
  - b. The Assistant Principal or Principal will then recalculate the GPA based on the interim grades.
  - c. If the GPA is 2.0 or above the student will then be removed from probation and able to participate until the next marking period grades are issued.
2. A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored extra-curricular programs. In order to be eligible for first marking period participation, the number of excused or unexcused pupil absences must not exceed seventeen (17) during the previous school year. Pupil absences must not exceed five (5) in the marking period (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> marking period) preceding the extra-curricular activity. Pupils deemed ineligible to participate may be granted a waiver that allows them to participate upon administrative review of excused absences.
  3. To participate in an interscholastic program, a pupil must have a certificate of satisfactory physical condition signed by a physician and a permission

form signed by a parent(s) or legal guardian(s) on file in the office.

4. The parent(s) or legal guardian(s) of a pupil seeking to participate in sports activities must furnish proof of medical insurance, as required by the Board of Education. Participation may be denied without proof of medical coverage.
5. Any pupil who is absent the day of a co-curricular activity may not participate in the activity held the same day. Any pupil who goes home due to medical reasons may not participate in any activity held the same day.
6. Pupil eligibility will be reevaluated at the end of each marking period.

### Eligibility requirements apply to:

Art Club	Peer Mediators
Band	Peer Tutors
Cheerleading	School-Dances
Chorus	Street Hockey
Interscholastic Sports	Student Council
Media Club	Talent Show
Newspaper	Team Managers
World Culture Club	Vincentones

These requirements shall apply to all pupils in grades five through eight.

If unusual circumstances apply, the Superintendent may waive the requirements in individual situations.

### Student Spectators

The Southampton Township School District welcomes pupil spectators at sporting events. However, during the fall and spring season, parental supervision is required. Our coaches cannot be expected to supervise spectators while teaching the team. Pupils wishing to act as spectators must go home and return with a parent(s) or legal guardian(s). During Basketball season, staff site managers will be supervising. Pupils choosing to attend home games must present a permission slip signed by a parent(s) or legal guardian(s). Pupil spectators will be picked up following completion of the game(s). Pupils not following this procedure will be subject to disciplinary action and possible exclusion from future spectator events.

### Student Council

The Student Council provides a body of student government for our middle school students. The general welfare of our students is promoted by Student Council. The Council is composed of officers elected by the student population.

- President** - Conducts meetings
- Vice President** - Assumes duties of president if needed
- Recording Secretary** - Keeps minutes of all meetings
- Corresponding Secretary** - Responsible for all outgoing and incoming correspondence
- Treasurer** - Keeps financial records

The remainder of the Council consists of grade level representatives elected by their classmates.

## **Dances**

In order to make our dances safe, orderly and fun for everyone, we would appreciate your **cooperation** in helping us enforce the guidelines listed below. With your help, we can have successful dances everyone enjoys!

### **STUDENT GUIDELINES**

1. The student's personal appearance and attire should be well groomed, neat and appropriate for a school social function. **See page 8 of this agenda book for Student Dress Guidelines.**
2. Dances are restricted to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students of Southampton Township Schools. There are **NO** exceptions to this rule.
3. Admission is by PTA Permission Slip only.
4. Students must sign the roster when they enter the dance. They must remain in the All-Purpose Room for the duration of the dance.
5. Bikes, skateboards, laser lights, cameras and roller blades must remain at home.
6. After refreshments are served, students are required to clean up for themselves.
7. Decorations are to remain untouched before, during and after the dance.
8. Participation in the dances follows the same requirements established for extra curricular activities.
9. Smoking and the use or possession of drugs or alcohol is not permitted on school premises.
10. Bags, coats and hats will be stored on a table in the hall at the entrance.
11. Inappropriate Behavior - Inappropriate Language - Inappropriate Displays of Affection or any failure to comply with these rules of conduct will result in parents being called to come and pick up their child from the dance. All rules of conduct and behavior guidelines established by the Board of Education for school activities are in effect. Student misconduct is also grounds for restriction from future dances. Students are expected to act with dignity and pride in themselves and their school.
12. A Student who has received any type of suspension prior to the next dance is excluded from attending the dance.
13. Dances will be held in the APR in School #2 from 7:00 P.M. – 9:00 P.M. Admission price will be determined at the start of the school year. A permission slip is required upon entrance.

**PARENTS MUST BE HERE PROMPTLY AT 8:45 P.M.**  
**Parents must pick students up at the canopy. No student will be dismissed to the parking lot. No student will be excused before 8:45 without a note from a parent. For early dismissal from the dance, parents must come into the building and sign out the student.**

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## **DISCIPLINE POLICY**

### **Philosophy**

The Southampton Township Public Schools endeavors to create an environment in which all members of the school community feel safe, and are able to pursue the goal of educational excellence. School discipline is a necessary component of this environment. It assures that each student will enjoy the ability to freely work toward his/her academic potential. The school aims to practice clear, consistent and

equitable disciplinary procedures, while keeping the child as its central focus. It is important to note that since all students are individuals, flexibility in administrative decisions is needed in adhering to rules.

School discipline has three main goals: (1) to ensure the safety of students and staff; (2) to create an environment conducive to learning and (3) to develop positive, constructive student behavior. It is important for students to become aware of the social consequences of their actions in order to become mature, self-disciplined individuals.

The job of school discipline involves all facets of the school community. Students, teachers, staff and parents must all work together to create an environment in which each student may engage in learning while behaving with respect for people and property.

### **Students' Rights and Responsibilities**

*All students have the **right** to be treated with respect and the **responsibility** to treat others with respect while behaving in a way that is not harmful to other members of the Southampton Township Schools' community.*

*All students have the **right** to use school facilities, books, supplies and resources and the **responsibility** to exercise care in the use of school property.*

*All students have the **right** to participate in an environment conducive to learning and the **responsibility** to act in a manner that is not disruptive in school which would make learning difficult for themselves and their peers.*

As we balance student rights and responsibilities, students and teachers will be able to concentrate on the learning and teaching process, our school environment will remain safe, and our students will develop positive, constructive behavior.

### **Student Expectations**

All students of Southampton Township Schools are expected to meet certain general expectations. Appropriate behaviors include, but are not limited to the following:

1. **Being respectful of people and property by:**
  - talking and acting in a polite manner to adults and other students.
  - taking care of school books, materials and property.
  - acting in ways that are not harmful to themselves or others.  
(e.g., not throwing objects, fighting, touching other people or taking another's belongings)
2. **Being prepared to participate in class by:**
  - having books, supplies and assignments for class.
  - completing assignments on time.
  - bringing home and returning forms and papers, signed appropriately
  - communicating with parents and school personnel regarding school matters.
3. **Behaving in a non-disruptive manner in class and in the school environment (i.e., on the bus, in the cafeteria, hallways, lavatory, on the playground) and by:**
  - following specific rules established in each classroom.
  - using time and resources responsibly while working individually or as a member of a group.
  - following established rules for playground safety.

4. **Attending school regularly, arriving on time, and remaining on school grounds during the school day.**

-daily attendance is expected unless the child is ill.  
(See Attendance Policy for school times.)

**Student Consequences**

Our discipline code includes consequences that may be enforced when rules are broken. Whenever possible, simple and appropriate action that fits the situation will be taken immediately. Below is a list of possible consequences that a student could receive based on the severity of the offense:

teacher warning  
teacher/student conference  
disciplinary action taken by teacher (e.g., loss of privileges, loss of recess time, after-school detention)  
school/parent contact  
school/parent conference  
principal involvement  
guidance referral  
administrative detention  
administrative referral to student services or police if situation demands  
involvement of superintendent  
Saturday detention  
suspension (in-school or out-of-school, in accordance with School Board Policy)  
suspension from the bus (student must attend school providing own transportation)  
confiscation of dangerous instruments and/or weapons, in accordance with School Board Policy  
confiscation of dangerous and/or illegal substances, in accordance with School Board policy  
restitution for damage(s) in accordance with School Board Policy  
demerits – see demerit system below

In all suspensions an informal hearing between the student and the school administrator will be held prior to the suspension. Parents will be notified as soon as possible and a letter will be sent home concerning the matter, giving the number of days suspension and the date of return. A conference with the parents may be scheduled before the student re-enters school.

Students who pose an immediate danger to persons or property, or an ongoing threat of disrupting the academic process **may be removed at once**. Parent notification and an administrative hearing will be held as soon as possible.

**“Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure school property, shall be liable to punishment and suspensions or expulsion from school.” NJSA 18A:37-2**

**DEMERIT SYSTEM**

**The following demerit system will be used for students in grades 6-8 and students in 5<sup>th</sup> grade beginning in the second marking period.**

We have developed a **Demerit System**, which is designed to help students improve their self-control.

Students will be issued demerits for infractions committed until the sum of (10) active demerits have accumulated. At this point, the student will be faced with a suspension of the privilege of attending classes. The suspension may be in or out of school.

The teacher will complete a five part Disciplinary Referral form. Two copies will be given to the student, one returning signed the other staying with the parent/guardian; the third copy is returned to the teacher; and the fourth copy is sent to the vice principal and incorporated into the student’s disciplinary records; the fifth copy will be sent to CST as needed. Referral forms must be signed by a parent/guardian and returned to school the next day to ensure communication. **Parent signature does not denote agreement with the discipline, however a signature is mandatory and further discipline may occur if slips are not returned.**

Students will have the opportunity to have demerits removed from their record by remaining demerit free for a period of five school days. One demerit is automatically removed for each five (5) school days that he/she exhibits self-control and self-improvement.

Students are under the school’s discipline code from the time they leave home for school until the time they re-enter the home after school. After school activities, school trips, special events, etc. all fall under the school discipline code.

**The following list is meant to serve as an example and is not all-inclusive.**

1. Aggressive Behavior: demerits or suspension
2. Being in an unsupervised area - Warning/5 demerits/suspension
3. Bias incident-suspension and possible police intervention
4. Bus problem – Seat change, demerits and/or suspension from the bus/or school
5. Cafeteria misbehavior- seating change, lunch detention, demerits, suspension
6. Cheating/Plagiarism – Possible no credit for assignment and suspension.
7. Cut detention - 2 demerits and reschedule detention. If there is another cut on the same detention - 5 demerits.
8. Cutting class – Saturday detention or suspension
9. Disobedience, defiance - 2-5 demerits  
**9a. Severe** disobedience may result in suspension.
10. Disruptive behavior in any class - 2-5 demerits  
**10a. Removal from class** – 5 demerits
11. Dress code violations – required change of clothes and warning/ 3 demerits/6 demerits/suspension
12. Disrespectful to staff member – demerits and/or suspension
13. Drug, alcohol, etc. (see Substance Abuse Policy)
14. Electronics/Cell Phones/Games (I-pods, laser pointers, electronic games, notebooks) – Confiscation (the confiscated item will be released to a parent/guardian) and AM detention/in-school suspension
15. Fighting – Suspension/depending on severity, possible police intervention.
16. Forgery - Suspension
17. Gambling, extortion, etc. - minimum 5 demerits. Possible police intervention / suspension
18. Gum chewing - Warning/2 demerits/5 demerits
19. Inappropriate language - 2-5 demerits  
**19a. Severe** inappropriate language-suspension
20. Indecent exposure - out of school suspension. Possible police intervention
21. Late to class – demerits

22. Mistreatment of peers – demerits and/or suspension
23. Pantsing – out of school suspension
24. Possession of tobacco and/or other related objects - out of school suspension
25. Public display of affection - warning/ demerits/ suspension
26. School documents requiring parental/guardian signature not returned in a timely manner –  
2 demerits (report card envelopes, interims, demerit slips).
27. Stealing - school suspension (in or out). Possible police intervention
28. Threats, harassment, bullying, hazing, intimidation of students; inciting a fight – demerits/suspension with possible police intervention
29. Throwing of any objects, including snow –demerits and/or suspension.
  - 29a. Throwing object with intent to harm - demerits or suspension with possible police intervention
30. Truancy
  - First time - 1 day in-school suspension
  - Second time - 2 day in-school suspension
  - Third time - 3 day in-school suspension
31. Vandalism/Destruction of school or student property - demerits/suspension/possible police intervention and restitution
 

Each succeeding accumulation of ten (10) active demerits will result in a school suspension of greater duration. Parents/Guardians may be required to meet with school officials before a suspended student is re-admitted to school. Students who have been suspended three or more times may be deprived of attending extracurricular school functions such as athletic contests, the 8th grade annual graduation trip or any other school sponsored activity. If a pupil is suspended (in school, out of school or bus suspension) he/she is not permitted to attend the next dance, even if it is the 8<sup>th</sup> Grade Dinner Dance. Any student suspended may be referred to the district Child Study Team for psychological counseling and/or evaluation. All suspended students are reported to the Board of Education.

### Cafeteria Rules

1. Be considerate of others
  - remain in line without breaking into line or allowing others in front of you
  - speak in a soft voice using appropriate language
  - keep your area clean
2. Follow directions given by faculty member or kitchen staff members.
3. Walk at all times.
4. Observe table etiquette remembering not to throw food or touch others or their belongings.
5. Dispose of trash and recyclable material appropriately
6. Leave all food and drinks in the cafeteria. Water bottles or other beverage containers must be placed in the recycling containers before exiting the cafeteria. **Note glass bottles, carbonated beverages, and energy drinks (Gatorade and Powerade are permissible) are not permitted in school.**
7. Students are to stay seated at their assigned tables at all times during the lunch period. Permission to leave the table must be given by a staff member.
8. After lunch wait quietly at your table, and follow directions given by staff members.

### Hallway Conduct

1. Always keep to the right while passing to and from classes, or buses.

2. Move from classes or lockers promptly.
3. Walk at all times.
4. Pushing, shoving and blocking traffic are not allowed at any time.
5. Speak quietly so as not to disturb classes in progress.
6. If a room is occupied or the teacher is not present, students should line up in a single file and stand silently close to the wall, outside of the classroom.

### TRANSPORTATION REGULATIONS

#### Bus Stops

Children are transported to and from their assigned bus stops, located near their homes, five days a week. The AM and PM stops must be the same. Exceptions to this practice include:

#### 1. Day Care/Baby-Sitter

The board's only responsibility is to transport eligible students to and from their homes. Children will be picked-up and dropped-off at a day care center or baby-sitter on a five days a week basis **ONLY** if there is room on the bus. Parents are encouraged to have the AM and PM stops be the same. **In the case of a hardship, the AM stop and PM stop may be different provided the AM stop is the same five days per week and the PM stop (although different than the AM stop) is the same five days per week. In no case, will a student be scheduled to ride two different busses. The request must be in writing and must contain a statement of the hardship necessitating the change.**

#### 2. Requests for Bus Stop Changes

A written request for a change in the bus stop assignment for a student will be honored if the change is being made permanently and if the request is submitted at least three days in advance. The request must be made for a five day a week pick-up/drop-off situation with the intent that the requested change would be for the rest of the school year.

The board will not honor requests for temporary changes in the child's bus stop assignment. Temporary changes in bus stop assignments jeopardize the safety of the student and may strain the driver's ability to deliver the child to the temporary address. Temporary changes in a bus stop assignment are very difficult to administer effectively. The chance that a student rides the wrong bus is greatly enhanced. The board feels that the safety of the child may be compromised if temporary stop changes are allowed.

#### School Administration Responsibility

The Southampton Township Administration is responsible for ensuring that bus safety regulations are taught in the classroom, that bus evacuation drills are conducted in accordance with the law, that a safe environment is established and maintained on all buses, and when necessary issue disciplinary consequences to students to address inappropriate behavior on the bus.

Safety is a responsibility each of us shares. You will be receiving a Bus Regulation Contract. We ask that you fully

review this booklet with your child to help ensure the safest transportation system possible. We know you share our concern over each child's safety and look forward to working together to this end.

### **School Bus Regulations**

1. Students will treat the bus driver and other students with respect, and obey the bus driver every time a direction is given.
2. Students will wear seat belts during the ride to and from school. It is the law!
3. Students will keep their bodies and belongings inside the bus, to themselves, and feet out of the aisle.
4. Students will speak in a normal speaking voice and refrain from shouting.
5. Ipods, cell phones, and similar electronic devices are not permitted on the school bus. The school district will not be responsible for damaged, lost, or stolen items.
6. Food, drinks and gum are not permitted to be consumed on the bus.
7. Under no circumstances are students permitted to ride a bus other than his/her assigned bus.

### **FAILURE TO COMPLY WITH THE SCHOOL BUS REGULATIONS MAY RESULT IN A DISCIPLINARY CONSEQUENCE BEING IMPOSED.**

### **Disciplinary Consequences**

The bus driver will issue a bus conduct report when a student misbehaves on the bus and fails to comply with the directions from the driver or breaks the regulations cited above. The report will be forwarded to the appropriate school principal for disciplinary action.

The principal will interview the offender(s) and other witnesses, as necessary, to obtain a comprehensive picture of the events that have occurred.

The following disciplinary consequences may be imposed:

Warning to student and parent contacted

Loss of recess

Detention

Demerits

Saturday detention

Bus suspension

Suspension from school

This policy applies to all bus runs (regular transportation, special education transportation, and class trips).

During a bus suspension, the New Jersey Statute (listed below) for the transportation of regular education students clearly absolves the school from transporting the student. It requires the parent/guardian to provide for the student's prompt arrival to and departure from school for the duration of the suspension.

### **NEW JERSEY STATUTE, TITLE 18A:25-2:**

"A pupil may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion."

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## **DRESS CODE GUIDELINES FOR STUDENTS**

The attire of a student in school helps set the academic atmosphere. The purpose of these guidelines is to provide

a healthy environment conducive to learning. Students should maintain a neat and well-groomed appearance at all times. If a student is in violation of the dress code they will be asked to change. Continued violation may result in disciplinary consequences. We request the cooperation of parents in the event that they are called and requested to bring appropriate clothing for a student to wear.

1. All school attire shall be neat, clean, and reflect an appearance of modesty.
2. Apparel shall not be tight-fitting, sheer, brief, low cut, or revealing above the waist. Spaghetti strap tops, tank tops, half-shirts, halter tops, or tube tops are not permitted. Pants, shorts, or skirts shall not be worn below the waistline.
3. Undergarments are not to be visible. Articles of clothing intended to be worn as undergarments are not permissible attire for outer wear. Items that are pajamas or resemble pajamas are not permitted.
4. For male students, sleeveless shirts/tops (to the end of the shoulder) may be worn. However, the armholes must come up to the armpits, not fitting loosely as to reveal skin. No tank tops.
5. Holes in jeans, pants, skirts, or shorts are not permitted.
6. Cleats or wheels on shoes are not permitted to be worn. For students in grades K-5 no open-toed, open-backed, and high or platform soled shoes are to be worn for safety reasons. **For students in grades 6-8, footwear must be firmly attached to the foot.**
7. Appropriate shorts may be worn. Shorts and skirts should be of adequate length (at least as long as the tip of the longest finger when the arms are hanging at one's side). Tight fitting "Spandex" type shorts, tops, pants/leggings, or skirts should not be worn without an over garment that follows the length regulation.
8. Outdoor hats and coats, and other types of outdoor clothing are to be removed while students are in the building.
9. Graphics that are suggestively obscene or offensive on any garments are prohibited (e.g. alcohol, drugs, obscenities, or words with double meaning).
10. Non-prescription sunglasses, glazed and/or tinted glasses are not to be worn in the school building.
11. Any student attending any school or PTA function (field trips, dances, activities during or after school hours, etc.) will not be permitted to attend unless properly dressed. Proper attire would follow the students dress guidelines unless otherwise designated.
12. Only items sold as wearing apparel or jewelry may be worn to school. Chains, ropes, etc., designed for a purpose other than clothing, or deemed potentially dangerous to the student or others, may not be worn.

**The administration retains the authority to determine if a clothing item or accessory is appropriate for school attire, or distracting to the classroom environment.**

### **Physical Education**

The Southampton Township School #3 staff is most concerned about establishing procedures to promote good personal hygiene. Students will be required to bring gym clothes to school and take them home each day. **The gym clothes should be a plain (no pictures, slogans, logos, etc.), white or gray T-shirt and dark shorts (no jeans) or sweat pants. No black or dark-colored soled sneakers, street shoes or boots are to be worn in the gym. All**

**athletic footwear must be tightly secured to the feet. Both the T-shirt and the shorts or sweatpants should be clearly and permanently labeled with the student's name.**

Gym clothes will be brought to the locker room, where the students will change into them, putting their school clothes in a locker. The students will no longer share lockers in the locker room. In fact, there will be no locks in the locker room. Instead, the entire locker room will be secured by the teacher until the end of class. No one will be permitted into the locker area until the teacher dismisses the whole class to go to the locker room to change. On their way to the next class, the students will drop off their gym clothes in their hall locker. At the end of the school day, the clothes should be taken home and brought back the next day.

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### **FIREARMS, WEAPONS, DANGEROUS INSTRUMENTS, AND THREATS POLICY**

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, at any school functions, or while enroute to or from school.

Disciplinary action shall be taken against students who threaten, possess, handle, transmit or use firearms, other weapons, or dangerous instruments. The school district will handle these incidents on an individual basis using the following guidelines:

#### **LEVEL 1 OFFENSE**

Possible Events: Firearm in school or related event, weapon with a threat, bomb or bomb threat  
Notification: Parents, Superintendent, County Office, Police and Board of Education (in no particular order)

Possible Action: Conduct investigation, external suspension, possible Child Study Team involvement, expulsion (may be a combination of any or all of these). Our district will comply with state law which mandates the minimum penalty for these offenses as a one-year expulsion.

#### **LEVEL 2 OFFENSE**

Possible Events: Weapon in school, dangerous instrument, serious death threat, intent to harm  
Notification: Parents, Superintendent, Police (in no particular order)

Possible Action: Internal suspension, external suspension, counseling, possible Child Study Team involvement, long-term suspension (may be a combination of any or all of these); police intervention possible. Minimum penalty is internal suspension.

#### **LEVEL 3 OFFENSE**

Possible Events: Verbal death threat or threat to bring a weapon to school

Notification: Parents, Superintendent, Police (discretionary), in no particular order.

Possible Action: Conference held with child, submission of an essay by child, lunch detention, counseling, internal suspension, and/or external suspension (may be a combination of any or all of these).

**The policy may be found in its entirety on the District's website or obtained from the BOE office.**

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### **FIRE AND SAFETY DRILLS**

When a signal for a fire or safety drill occurs, students are expected to remain silent and listen for instructions. If students are required to leave the classroom, students are expected to walk silently, in line to the designated location.

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### **GRADING POLICY**

The following marking system is used to determine letter grades in grades three through eight.

A -	100 - 90
B -	89 - 80
C -	79 - 70
D -	69 - 65
F -	64 and below

The Honor roll is designed to recognize middle school students who excel in all areas of the school curriculum. Students named to the Principal's List have distinguished themselves by earning an "A" in all classes. For Honor Roll distinction students must have earned a "B" or better in all classes.

Students with an incomplete grade are ineligible for the Honor Roll until the incomplete grade is made up.

#### **HOMEWORK POLICY**

The Board of Education acknowledges that homework serves an important function in the educational process. To insure that no child is required to spend excessive time on homework, the following guidelines are recommended:

Grades 1 and 2	– ½ hour daily
Grades 3 and 4	– 1 hour daily
Grades 5 and 6	– 1 ½ hours daily
Grades 7 and 8	– 2 hours daily

Parents are requested to inform the teacher when homework becomes consistently burdensome for a child. Written or telephone communication may serve as a vehicle to notify the teacher. A parent/teacher conference is suggested to discuss strategies for improvement. Assignments requiring the use of technology will have the skills taught before being assigned. This may be done with instruction in the subject area class, or the technology class. Time will be given throughout the school day to complete technology-related assignments.

When a student is absent, it is expected that both missed class work and homework be completed.

**On the second day of absence** you may call the school for your child's work. Please place this call prior to 10:00 AM. Make up work must be returned to the teacher within a specified time for credit to be issued. Weekends are included in computing days allowed for makeup work to be submitted. Please adhere to the following guidelines:

1 day of absence	– 1 day to return work
2 days of absence	– 2 days to return work

3 days of absence – 3 days to return work, etc.

Time extensions may be issued with approval by the teacher.

**The Board of Education and school staff is extremely cognizant of the health issues involved with carrying**

**heavy backpacks. Therefore, the need to bring books home that do not relate to homework should be kept to a minimum. It is also important to have parent assistance with this issue by insuring students do not bring unnecessary items to school in their backpacks. Throughout the school day the students do not carry their backpacks to and from classes. There are several opportunities for the students to go to their lockers to secure the necessary materials for their classes.**

### **ACADEMIC ASSISTANCE**

Students are encouraged to request extra help from teachers. Arrangements should be made with the teacher to schedule additional time for instruction. Parents must send a note to the school stating they have given permission for their child to stay. Transportation will be the responsibility of the parent/guardian when it becomes necessary for a student to stay after school.

### **GUIDANCE/SCHOOL COUNSELING**

The main purpose of guidance/school counseling is to help students find solutions to their problems and aid in the development of their full potential as individuals. Emphasis is placed upon self-understanding and self-direction in academic and social environments.

Any student who is having difficulty coping with a problem, either in or outside of school, may make an appointment to see his or her guidance counselor. Parents/Guardians who detect a problem or feel they can help in solving a problem are urged to contact their child's counselor.

### **PARENT-TEACHER COMMUNICATION**

When questions arise about your child's work or behavior in school, the teacher should be contacted either by note or telephone. When necessary, you may contact the building principal after speaking first with the teacher.

### **PUPIL PROGRESS**

Pupil progress is reported to parents by means of conferences, interim reports, and report cards. It is expected that report card envelopes will be signed and returned within three days. The schedule for distribution will be published on the school's website. Parents are also invited to confer with teachers whenever it is necessary.

### **SCHOOL #3 BELL SCHEDULE**

<b>Homeroom</b>	<b>8:27-8:39</b>
<b>Period 1</b>	<b>8:41-9:23</b>
<b>Period 2</b>	<b>9:25-10:07</b>
<b>Period 3</b>	<b>10:09-10:51</b>
<b>Period 4</b>	<b>10:53-11:35</b>
<b>Period 5</b>	<b>11:37-12:19</b>
<b>(8<sup>th</sup> grade PCR</b>	<b>11:37-11:49/ Lunch 11:49-12:19)</b>
<b>Period 6</b>	<b>12:21-1:03</b>
<b>(6<sup>th</sup> and 7<sup>th</sup> grade PCR</b>	<b>12:21-12:33/ Lunch 12:33-1:03)</b>
<b>Period 7</b>	<b>1:05-1:47</b>
<b>Period 8</b>	<b>1:49- 2:31</b>
<b>Period 9</b>	<b>2:33-3:15</b>

### **Student Promotion**

**Students who earn failing grades ("F's") in two or more academic subjects will not be eligible for promotion.** If a student is an eighth grader he/she will not be allowed to participate in eighth grade activities (8<sup>th</sup> grade dance, trip, promotion ceremony, picnic, and other 8<sup>th</sup> grade events)

A student who earns an "F" in one academic subject or has accumulated over 20 absences will have his/her case reviewed by school administration to determine the most appropriate placement for the next school year.

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## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board prohibits acts of harassment, intimidation or bullying against any pupil.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

**The policy in its entirety may be viewed on the District's website or obtained from the BOE office.**

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## **HEALTH SERVICES/MEDICATIONS**

A certified School Nurse is on duty in Schools #1 and #2 during school hours. If it is necessary for a student to take a medication during school hours, the following procedures must occur:

The parent must provide a written request for the nurse to administer the prescribed medication at school.

The written prescription orders are to be provided to the school from the child's physician, nurse practitioner, or dentist stating the name of the drug, dosage, time of administration and the side effects, if any.

The medication should be brought to the school nurse by the parent or designated adult. It must be in the original container and be appropriately labeled by the pharmacy. Labeling by the student is not acceptable.

The certified school nurse or parent is the only person permitted to administer medication in the school except in life-threatening circumstances.

Recording or documenting the medication administering process is required by the school nurse.

For self-administering, the parents must provide written authorization and submit written certification from the student's physician confirming the illness and an additional statement about the capability of student for self-administration. The permission is effective for the school year upon fulfillment of all requirements.

### **FIELD TRIPS**

Students needing medication who on field trips will receive the medication as follows (when a school nurse is not present):

1. The parent of the child chaperones the trip and administers the medication.
2. The doctor's note specifies that the child may miss the medication without harm, for the duration of the trip.
3. The child may self-administer the medication as above.
4. In case of an emergency (e.g., bee stings or other allergic reactions) in which the student does not have the capability for self-administration, a school employee designated and trained by the school nurse may administer an EpiPen.

### **ILLNESS**

When a child becomes ill at school, the school nurse determines if your child needs to be sent home. Students are not to contact parents regarding illness. Procedure requires the student to visit the nurse and the nurse will make contact according to information submitted on the emergency card. Contact the school nurse if it becomes necessary to make adjustments to the emergency information during the school year.

**A child must be fever free for twenty-four hours before returning to school.**

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## **LIBRARY/MEDIA CENTER**

To use the library during school hours, students must obtain an appropriate library pass signed by a teacher. While in the library, students are expected to follow the rules. Talking, excessive moving around, or other disturbances may result in the student being excluded from the library. Library hours and regulations will be announced at the beginning of the school year.

Students are responsible for payment of damaged or lost books. Students use their I.D. cards to check out books.

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## **NUTRITION POLICY**

Our school district has adopted the New Jersey Department of Education's (NJDOE) model policy on nutrition. In compliance with this law this policy and applicable regulations have been implemented. Please note that NJDOE and Federal regulations prohibit the serving of foods of minimal nutritional value during the school day. Federal guidelines strictly prohibit the serving and/or selling of any food during designated lunch periods.

**As a result of this policy, parents will no longer be able to send in any food items as a means of celebrating their child's birthday.**

In addition, the implementation of the policy requires us to consider a new approach to the food we serve at planned PTA parties (Halloween, Holiday, and Valentine's Day) and other classroom celebrations (Fiesta).

**The policy may be found in its entirety on the District's website or obtained from the BOE office.**

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## **PAGING DEVICES**

Possession of a remotely activated paging device (beeper) by a student in a public school, regardless of whether school is in session, is a disorderly persons offense (Criminal Justice Code 2C:33-18). The school is required to surrender the paging device to the police (Criminal Justice Code 2C:33-19).

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## **PARENT PORTAL**

Through our student information system, Realtime, parents have access to information pertaining to their child. In grades K-5 parents may access attendance records, lunch account information and make changes to contact information. In grades 6-8 parents can also access grades. Log-ins will be distributed to all parents.

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## **RENAISSANCE**

Renaissance is an incentive program for students designed to be a positive reward program based on a student's academic achievement, behavior, attendance, school involvement, and community service. An introduction to the program will be provided to students at the start of each school year.

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## **SCHOOL PROPERTY**

Students are expected to use equipment and furniture as intended. Students are expected to:

1. Clean the area around their seat after each class.
2. Discard all paper and trash to the trash receptacle.
3. Discard no paper on school grounds.
4. The destructive acts of marking, cutting, or defacing of desks, walls, busses, and buildings require that the student be disciplined. The school reserves the right to charge parents/guardians for any such misconduct or damage that might be caused by the student.

## **LOCKERS**

The school cannot be responsible for personal property brought to school. Students are **urged not to bring** sentimental or valuable property to school. All electronic devices such as: I pods, electronic games, laser pointers, cell phones, pagers, ETC. are prohibited in school and on the school bus.

Backpacks are to be used to carry belongings to and from school. During the school day backpacks are to be placed in the student's locker. Wheeled backpacks will not fit in the locker.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will reveal evidence that the student has violated, or is violating either the law or the rules of the school.

**Lockers remain the property of the school, and are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school rules, and by search by law enforcement officials with the presentation of the proper warrant. This policy is in accordance with the State of New Jersey in interest of T.L.O., 94 N.J. (1983): New Jersey v. T.L.O., U.S. 53 USLA 4083.**

Students should use the lockers assigned to them and keep them locked at all times. Combinations are not to be given to other students, nor are lockers to be tampered with. Students are responsible for the acceptable use of lockers and will be held accountable for damages resulting from improper use.

## **TEXTBOOKS**

Students are expected to return all books in the same condition which they were issued. To insure that books are returned in the best condition possible, each student is expected to follow these rules concerning all books.

1. All textbooks must be covered at all times.
2. No papers are to be kept within the books.
3. No pencils are to be kept within the books.
4. There should be no writing on book pages or covers.
5. All pages of books must be handled and turned with care.
6. Books are not to be left on the ground or on floors outside lockers.
7. Students will assume financial responsibility for damaged books
8. If books are lost, they are to be paid for according to their condition:

New books -	Full price
Good condition -	60% of price
Fair condition -	40% of price
Poor condition	20% of price

## **SCHOOL GROUNDS**

Use of the school grounds is restricted to school organized activities every day that school is in session until 3:45 P.M. After this time, the grounds are open for individual(s) use according to board policy.

## **SCHOOL VISITORS**

All visitors must register in the respective building office they will be visiting. A visitor's badge will be issued and must be

worn throughout the visit. All classroom visits must be arranged through the building principal. During American Education Week in November, all parents may visit their children's classrooms during scheduled times.

Visitors are requested to park in designated areas only and observe a 10 M.P.H. speed limit when visiting the schools. U-turns are not permitted in the school driveways. Bus lanes must remain clear at all times.

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## **SEXUAL HARASSMENT (Pupils)**

Students should be able to learn in an environment that is untainted by sexual harassment. Sexually offensive speech and conduct are entirely inappropriate in the public school setting. One of our educational goals is to teach students how to live harmoniously in various social environments. Accordingly, sexual harassment will not be tolerated, either by school district employees or pupils.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct (a) has the purpose or effect of unreasonably interfering with student performance or (b) creates an intimidating, hostile, or offensive learning environment. Pupils are protected from sexual harassment regardless of their gender or sexual orientation.

The sexual harassment of any pupil in this school district is strictly forbidden. Any pupil, employee or agent of the Board of Education who is found to have engaged in an act or acts of sexual harassment will be subject to discipline. Any victim of sexual harassment is encouraged to report the harassment to his/her teacher, building principal, or the district Affirmative Action Officer. Reporting sexual harassment will not reflect upon the pupil's status in school; nor will it affect future grades or work assignment. All complaints of sexual harassment will be fully investigated and appropriate remedies will be implemented. The right of confidentiality, both of the victim and the accused, will be respected. All persons directly involved in the particular incident will be informed relative to the results of the investigation and the remedy agreed upon or imposed. Otherwise, the results of a sexual harassment investigation will remain confidential.

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## **SMOKING**

Smoking and the use of tobacco products are prohibited at all times on school property. Students **are not to** carry matches, lighters, cigarettes, cigars, or other tobacco products to school. Smoking on school property or possession of any of the previously listed items warrants a suspension.

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## **STUDENT EDUCATION RECORDS**

### **NOTIFICATION OF RIGHTS UNDER FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure with consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address

of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920**

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## SUBSTANCE ABUSE AND PREVENTION

Parents and students must be aware:

1. The sale or transfer of any alcohol and other drugs at any time while in school, attending a school function under the jurisdiction of the school, or on school property is forbidden and shall be cause for suspension, exclusion, or expulsion. The Superintendent or his designee will notify the police.
2. Using, possessing, or being under the influence of alcohol and/or other drugs at any time while in school, or on school property is forbidden, and shall be cause for suspension, exclusion, or expulsion. The Superintendent will notify the police.
3. These disciplinary regulations shall be disseminated to all pupils, parents, and staff annually. It shall be made clear that progressive discipline will be supported by board action to identify abusers and intervene in such behavior and that he penalties shall be graded according to the severity of the offense.
4. Such disciplinary regulations shall be further integrated into the full scope of approach to pupil behavior, discipline, punishment, counseling, and guidance and intervention with parent/guardian involvement.

**The Substance Abuse Policy is available in its entirety on the District's website or may be obtained at the BOE Office.**

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## TECHNOLOGY STATEMENT

Use of the technology resources owned by the district is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Acceptable and responsible use of technology resources requires that users:

1. Respect the privacy of others by not tampering with their files, passwords, or stored materials.
2. Use only computer ID's/passwords and systems which you are authorized to use, and use them for the purpose for which they are intended.
3. Respect the integrity of the technology systems and data; for example, not intentionally developing or using programs that harass others, or infiltrate the computer or computing system, and/or damage or alter the software components or computing systems.
4. Respect the legal protection provided by copyright and license to programs and data.
5. Use the technology resources in a manner which is consistent with ethical principals and accepted community standards.
6. Acceptable Use Policy may be viewed in its entirety on the website or obtained at the BOE

office.

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### **TELEPHONE**

Parents are asked to make after school arrangements with their children **before they leave home**. It is not desirable to interrupt the classroom environment to deliver messages. In addition, the office telephone cannot handle last minute calls for students in the building. Students will not be called to the office telephone except for extreme emergencies.

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### **WATER BOTTLES**

Other than at lunch, water bottles are prohibited in school during school hours. Water bottles are permitted due to medical reasons. In such cases a note from a physician must be submitted to the school nurse.

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### **WORKING PAPERS**

Students, who have reached the age of twelve and wish to seek employment, must obtain working papers from the School #3 office.

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