



**GEORGE WASHINGTON SCHOOL**  
*"Aspire to Inspire!"*

*Antoine L. Gayles, Ed. D.*  
*Superintendent of Schools*

*Sharon Festante, Ed. D., Principal*  
*Danielle Caminiti, MA, Vice Principal*  
*Nicholas Sansone, MA, Instructional Supervisor*

Dear Parents,

The George Washington Student Handbook was developed to provide you with information about our school and the coming year. A discussion will be conducted in each class in an effort to explain the contents of our handbook and to stress the importance of good conduct in a school setting to our students.

Our primary goal at George Washington is to provide each student with the highest quality of education in a safe, nurturing environment. To do so, we must all work in a cooperative and supportive manner to ensure that the highest standards and ideals of education are held and met.

Please take time to review the contents of the handbook and discuss it with your child. It is essential that the home and school emphasize the same standards regarding behavior and academic achievement if our children are to reach their full potential. The George Washington handbook can be found on the school website [www.hillsidek12.org](http://www.hillsidek12.org). Click on George Washington School to find the link, "George Washington Student/Parent Handbook."

Together, we are a team dedicated to your child and your child's learning. If you have any questions, please do not hesitate to contact me at (908) 352-7664 ext. 7400.

Sincerely,  
Dr. Sharon Ann Festante,  
Principal

---

## **George Washington Student Handbook**

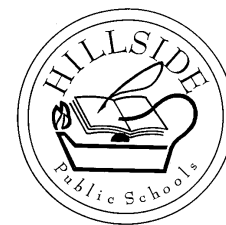
Please sign and return the lower portion of this letter. Thank you for your support!

**Student Name:** \_\_\_\_\_

**I will review the information in the Student Handbook and will discuss the information with my child.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



## GEORGE WASHINGTON SCHOOL

*"Aspire to Inspire!"*

---

*Antoine L. Gayles, Ed. D.  
Superintendent of Schools*

*Sharon Festante, Ed. D., Principal  
Danielle Caminiti, MA, Vice Principal  
Nicholas Sansone, MA, Instructional Supervisor*

September 2018

Dear Families,

### *Welcome to a new school year!*

This handbook provides you with a great deal of information about our school and the coming year. There are sections about discipline, dress code, attendance and dismissal policy, school calendar, and numerous other subjects that you and your child should familiarize yourselves with so both of you can fully enjoy all that we offer to you and expect from you.

Since the Anti-Bullying Bill of Rights Law was passed, bullying has been getting a lot of attention. What used to be accepted as "kids will be kids" has changed. We, at George Washington School, are taking bullying seriously. Young victims may get hurt and young bullies grow up to be abusive adults. It is not just the bullies and victims who are affected, the community suffers as well.

Through a school-wide effort, our goal is to prevent bullying. This difficult, but necessary commitment will improve school and community climate. We will accomplish this by coupling the Olweus Bullying Prevention Program with Character Education. **Here at George Washington, Character Counts!**

Your commitment is needed to help fulfill this goal. Please take the time to discuss with your child: making good choices, taking responsibility for your actions, treating others kindly, standing up for others, using words instead of violence, and following classroom and the school-wide code of conduct. The George Washington Student Handbook can be found on the school website [www.hillsidek12.org](http://www.hillsidek12.org).

We, at George Washington, will always inspire your child to be their personal best. The George Washington staff thanks you in advance for your cooperation to ensure a safe and productive school year.

Sincerely,

George Washington Administration and Staff

## **TABLE OF CONTENTS**

- I. Our Vision/Mission
- II. Board of Education
- III. School Operations
  - A. Hours of School Operation
  - B. Attendance
  - C. Electronic Devices (including Cell Phones)
  - D. Emergency Contact Information
  - E. Field Trips
  - F. Financial Obligations / Fines
  - G. Fire Drills and Other Emergencies
  - H. Food and Drink
  - I. Immunizations and Physical Examinations
  - J. Internet Use Policy
  - K. Breakfast/Lunch Program
  - L. Lunchroom Conduct
  - M. Media Waiver
  - N. Medication
  - O. Parent/Guardian Involvement
  - P. Parent/Guardian Visits
  - Q. School Property
  - R. School Supplies
  - S. Student Complaint Procedures
  - T. Student Life
  - U. Student Records
  - V. Substance Abuse
  - W. Weather Related Closing
- IV. Special Services
- V. Academic Policies
  - A. Grading Scale
  - B. Awards
  - C. Homework Expectations
  - D. Academic Integrity
  - E. Academic Support System
  - F. Promotion/Retention
- VI. George Washington School Code of Conduct
  - A. Guide to Expected Behavior
  - B. Rewards
  - C. Consequences
  - D. Vandalism and Violence Policy
  - E. Suspension/Expulsion Policy
  - F. Harassment, Intimidation, or Bullying (“HIB”)
  - G. Restoration
- VII. George Washington School Uniform Policy
- VIII. Appendix
  - Code of Conduct
  - Playground Rules Contract
  - Consequences for Unacceptable Behavior

## **I. Vision and Mission**

The vision of George Washington is to foster a learning environment with high academic standards where all students are safe, nurtured and encouraged to become lifelong learners and responsible citizens. Together, we create a positive learning environment for all.

George Washington is a community that embraces the strengths, needs and diversity of all students. We celebrate students and their families as we strive to develop communication skills, independence, deep understanding, technological awareness, lifelong learners, and excellent character.

## **II. Board of Education**

At the foundation of our work to promote student success is EFFICACY. Efficacy is the capacity to mobilize the efforts of educators, parents and students toward development, the achievement of successive, targeted learning outcomes. We believe that children, parents and teachers can achieve greater success through concentrated effort, confidence in themselves and a focus upon higher expectations. EFFICACY works when the entire educational partnership teams together to make it happen.

The Hillside Board of Education guarantees equal educational and employment opportunity to all, regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap.

All board of education policies are available for your review in the principal's office, the school business administrator's office and the district website at [www.hillsidek12.org](http://www.hillsidek12.org). Excerpts from board of education policies are included throughout the handbook.

The contents of this handbook are based upon:  
New Jersey State Code Governing Public Schools.

### **STATEMENT OF CIVILITY**

The Hillside Public School District believes that a positive learning environment must be maintained in all of its schools. The education of the students, who are enrolled in the Hillside Public Schools, cannot operate with disruptive or difficult transactions during the school day.

Therefore, all parties conducting business or education in the schools are asked to conduct themselves with civility and professionalism toward a mutual understanding. The parties will include parents, community members, staff members, and students.

Civility will be defined as courtesy, respect and productive interaction. Any unmannerly action will be regarded as negatively impacting on the students' learning. The district will take action to ensure the continuation of a safe and productive learning environment. All parties are expected to follow the Board of Education policies, school regulations and the legal restrictions.

The Hillside School District will assure the students that they will not have their school day disrupted by:

- Loud, abusive or foul language
- Verbal or physical threats
- Uncontrollable behavior

In the event there is uncivil interaction between parties, the school administration will discontinue the scheduled meetings or conferences. If the termination of the communication results in disorderly behavior, the school administration will call the appropriate officials, including the Hillside Police Department, should any situation become detrimental to the students in the school. All incidents will be reported to the Office of the Superintendent of Schools.

To provide students with continuous instruction, the district requests that meetings or conferences be scheduled at time that is mutually convenient.

### **III. Special Services**

#### **Intervention and Referral Services (I&RS)**

The I&RS Committee is a committee in each school designed to provide a coordinated system for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff to address students' needs. If you believe your child can benefit from the services of the I&RS Committee, please contact your school principal.

#### **Special Education Child Find**

If your child is between the ages of three and twenty-one, and exhibits physical, sensory, emotional, communication, cognitive or social problem, the child may be eligible for interventions in the general education program, or an evaluation to determine eligibility for special education and related services. 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 services. Parents, school personnel, and agencies concerned with the welfare of a student can make a referral. 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 principal or to Dr. Sandy Mercedes, Director of Special Services.

#### ***SECTION 504 OF THE REHABILITATION ACT OF 1973***

The Hillside School District does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Hillside School District also does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities. Any questions with the scope of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 can be directed to:

Dr. Sandy Mercedes  
Director of Special Services  
Hillside High School  
1085 Liberty Avenue  
Hillside, New Jersey 07205  
(908) 352-7664 Ext.8448

#### **Student Activities**

All Hillside Public School students are eligible to participate in any extra-curricular activities scheduled by the schools or Hillside Board of Education either during or after school. Please consult the monthly newsletter and your child's teacher for activities.

#### **Potentially Missing or Abused Children**

Dr. Sandy Mercedes, Director of Special Services, serves as the school district's liaison and primary contact person between the district and child welfare authorities.

## AFFIRMATIVE ACTION

The Hillside Board of Education has designated the individuals below as the Affirmative Action Officers/Title IX Coordinators. They coordinate efforts and investigate any complaints of discrimination.

Lynn Randle  
Danielle Caminiti  
Hillside High School  
1085 Liberty Avenue  
Hillside, New Jersey 07205  
(908) 352-7664 Ext. 8400

## IV. School Operations

A safe, orderly climate is an essential foundation for student achievement and holistic student growth. School policies and procedures exist to support the learning environment and to advance the development of every learner. It is with these purposes in mind that the following policies have been developed to govern daily operations.

### A. Hours of School Operation

In order to prepare our student body to compete in the twenty-first century, we are holding all students responsible for getting to school on time. To that end, we are asking you to reinforce the importance of on time arrival to school. Please be reminded that students are required to be in class by the following times;

	<b>Grade 5</b>	<b>Grade 6</b>
Class Begins	8:45	8:45
Students Dismissed	3:05	3:17

When a student is late 10 times, that student will be excluded from school until a parent conference has been arranged. Chronic tardiness to school may result in a 1-3 day out of school suspension.

### B. Attendance

George Washington operates in compliance with the attendance policy set forth by New Jersey State attendance laws. The Board of Education requires that students enrolled in schools of this district attend regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. In order to grow academically, a student **MUST** be in school, and seated in class with supplies, at the appropriate time. Time on task is an important element in a student's social and intellectual growth. Poor attendance (unexcused absences and tardies) is a typical reason for poor academic performance. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the classroom experience deemed essential to learning and may result in retention at grade level in accordance with policies of the Board and the State.

**Absences:** If a parent/guardian knows his/her child will not be attending school, we ask that they please call the school before 8:00 am; in addition, the parent/guardian must send a written note explaining the absence with their child upon his/her return to school. This note should be handed in at the main office. Students absent from school for any reason are responsible for completion of assignments missed due to their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up an assignment given on the religious holiday. Please see the section on Homework for more details about making up work due to absences. Please be aware that

any transcript or employment application requesting a student's attendance record shall show, with respect to absences, only absences other than those excused because of religious holidays (N.J.S.A.18.A:36-15).

**Excused:** At George Washington there are several types of excused absences: personal illness (verified by doctor's note), death in the immediate family, religious holiday, court appearances, administrative suspensions, and requirement of student's individualized education program (IEP). Excused absences do not count towards the allotted 20 days for a full-year course or 10 days for a semester course. In order for an absence to be excused, it must fit the criteria above AND be supported with a note from a medical official, court, or parent/guardian with the appropriate date of the absence. Please note that after 3 consecutive days of absence from school due to illness, the student MUST present a physician's note or hospital release to the school before admission to class is granted. The student may not enter the classroom until the nurse issues an admissions note which will be handed in at the main office.

Students absent from school for any reason are responsible for the completion of assignments missed due to their absence. It is the student's responsibility to see teachers (during lunch or after school) **on the day they return from an absence** to get missing work, and it is the student's responsibility to complete and submit the work within the allotted time. Failure to see teachers or to submit work in the proper time will result in loss of opportunity to submit missed work.

**Unexcused:** Any reason not listed above is considered an unexcused absence. Absences for personal or other reasons not listed above are counted towards the allotted 20 days for a full-year course or 10 days for a semester course.

**Administrative Procedures and Truancy:** The school will inform parents/guardians of the number of absences for their child by letter or progress reports and report cards.

**On a student's 5<sup>th</sup> absence** from school, the parent/guardian will receive a letter notifying them of the number of absences and requesting a conference with an administrator to discuss reasons for the absences and develop an attendance plan.

**On a student's 10<sup>th</sup> absence** from school, any student between the ages of 6 and 16 will be considered truant, pursuant to N.J.S.A. 18A:38-27, and the principal or designee shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parent/guardian of the mandatory referral;
- C. Continue to consult with the parent/guardian and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

**On a student's 15<sup>th</sup> absence** from school, a registered letter will be sent to the parent/guardian from the principal to schedule another conference and to document the fact that one additional absence will result in a review by the Appeals Committee and possible retention.

**On a student's 21<sup>st</sup> absence** from school, a registered letter will be sent from the principal to the parent/guardian explaining the appeals procedure. A conference is scheduled by the Appeals Committee with the student and the parent/guardian relative to the appeal. The parent/guardian should contact the principal within 5 days after receiving the letter.

***Note: Students entering school after the official start of the school year will receive pro-rated attendance allowances based on two days per month.***

**Tardiness/Punctuality:** Students are expected to be in their seats and ready for class promptly at 8:45 am. Students are considered late to school if entering after the specified times.

Sixth grade students should also manage passing periods to gather class materials and take care of other business so they are in class **before** the end of the passing period and the start of a new class.

Students who are **late to school in the morning** should sign in at the main office to obtain an “Entrance to School” tardy slip. Parents will be called if a student arrives late. Students arriving after 8:45 must be signed in by a parent/guardian.

After 2 tardies to school, parents/guardians will be notified by a phone call home. Upon the 5<sup>th</sup> unexcused tardy to school, the student will not be allowed admittance to school unless accompanied by a parent/guardian. Parents/Guardians may be notified by letter and/or phone to schedule a conference with the appropriate administrator. Thereafter, any additional unexcused tardiness by the student will result in other disciplinary actions by administration. This will include not participating in some or all of the school’s character education programs/rewards which may include but not limited to; end of year carnival, field day, field trips, dances, etc.

**Early Dismissals:** In the event that a student must leave school early, he/she must be picked up by a parent/guardian or agent of the parent/guardian. That person must **come to the Main Office to sign out the student. Students who leave the building early without George Washington School permission will be subject to discipline.** Students are responsible to make up all assignments missed due to an early dismissal.

**Regular Dismissal:** Students are dismissed through the front of the school. Any pupil who has not returned home or been picked up by a parent or designee **thirty minutes after the end of the school day** will report to the school office. Office personnel at the direction of the Principal shall call the Division of Child Protection and Permanency (DCPP), formerly known as DYFS, and report that the child has not been properly picked up by his/her parents or designee.

Parents/guardians of students who are left in the school at the end of the school day, shall receive a letter of warning for the first offense. A bill for the district’s staff overtime will be issued for the second time and thereafter. The district may impose disciplinary action or bill parents/guardians for any staff overtime. (Board of Education Policy #5231).

Parent/guardians picking up students should adhere to the following procedures;

- ***To ensure the safety of our students, parents/guardians/designated adult to pick up a student MUST present identification.***
- ***Do not pull on the circle drive since that area is for buses.***
- ***Please do not double park or load and unload students prior to pulling next to the curb.***
- ***As a courtesy to our neighbors, please avoid blowing your horn.***

**Emergency Early Dismissal:** Due to unanticipated situations, it may be necessary to dismiss students prior to the end of the school day. At the beginning of the school year, parents will complete an “Emergency Early Dismissal” form. This form will specify how students will be dismissed from school in case of an emergency dismissal. Please discuss your emergency dismissal procedures with your child. If your information changes during the school year, update your contact information with the school.

**Hall Passes and Passing Periods:** Students must always have a pass if they are in the hall for any reason. The pass must contain their name, their teacher’s name, their destination, and the time they left. Students are expected to exhibit appropriate behavior in the halls (no yelling, no running, no throwing anything). Students are encouraged to use the right side of the hall during passing periods due to congestion.



Sixth grade students are allowed to go to their lockers only three times a day: first thing in the morning before entering Period 1, right before going to lunch, and right before going to Period 8. Book bags are not allowed in classrooms.

### **C. Electronic Devices (including Cell Phones)**

**Cell Phones and All Electronic Devices and Equipment:** Students will not be allowed to have cell phones and any electronic devices or equipment (e.g., chargers, earplugs) out. These items must be turned off and put away BEFORE entering the building and stored in the student's locker or book bag. Devices heard or seen during the school day (including breakfast and lunch times) will result in the following consequences being issued:

First offense – warning

Second offense – lunch detention and parent call

Third offense – 3 day lunch detention and parent call

Fourth offense – confiscation and submission to administrator for parent pick-up

Cellular phones that are turned on in violation of this policy may be confiscated by the building principal and the pupil will be subject to appropriate disciplinary action.

Policy #5516

**\*We understand that cell phones are prevalent in today's society; if students bring cell phones to school they should be concealed and turned off. If any staff member sees or hears a cell phone, the phone will immediately be taken away.**

### **Radios, iPod, iPad, iTouch, MP3 players, 2 –way radios, DS and PSP**

All types of electronic devices including but not limited to radios, recorders, game systems, MP3 players, iPods, iPads, iTouch, cameras, laser pointers, 2-way radios, DS, PSP, Tech-Decks and any other dangerous, illegal or disturbing articles are strictly prohibited in school. If the item is seen or heard, the item will be subject to confiscation by teachers or administrators. Suspension is a possible penalty. Confiscated items will be returned to a parent/guardian ONLY.

In addition, students are not permitted to bring roller blades, scooters, skateboards, or ribsticks to school.

The school will not be held responsible for any item that is not picked up by a parent/guardian within 30 days from the time it was taken from the student. After 30 days, the item will be stored away with other lost and found items. Parents/guardians must be able to verify student ownership if student's name is not on the item.

**Please be advised that the school is not responsible for lost cell phones, electronic devices, jewelry, money, or other prohibited items that students bring to school!!! Sixth grade students will be issued lockers and locks at the start of the school year. If a student's lock or locker is broken, it is the responsibility of that student to notify the main office, and he will either provide the student with a new lock immediately OR take the student's cell phone and store it in a locked cabinet in the main office until dismissal.**

### **D. Emergency Contact Information**

For students' welfare, we ask parents/guardians to fill out and return the Emergency Contact Information Form. This information will be entered into Genesis and used to ensure the school is able to contact

families immediately in the event of a medical or any other emergency. In addition, this information will inform the school of adults who have permission to pick up students early from school. Should this information change during the course of the school year, it is up to the parent/guardian to call the school with updated information. **Failure to keep the school updated on change of address or phone number information may result in delay in contacting families in emergency situations.**

#### **E. Field Trips**

Field trips are a part of our curriculum, but they are a privilege. Written permission is required in order for a student to go on a field trip. Prior to each trip a field trip permission form will be sent home with the specifics of the trip. We will not accept faxed written permission or phone call permission for students to attend field trips. Students will not be allowed to go on a field trip if they are served a suspension or if they have recent conduct issues. While on the field trip, students are required to follow the directions and to conduct themselves in an acceptable manner. Any student who violates school regulations will be subject to disciplinary action. If a parent desires to attend a trip as a chaperone, they cannot bring another child with them.

#### **F. Financial Obligations/Fines**

A student who has financial obligations to the school district as the result of lost textbooks, damages to textbooks, lost locks, and damage to school property is responsible for payment for these damages and/or lost materials. Payments should be made as soon as possible, but all financial obligations must be paid at the end of the school year.

Students will not receive their final report card, diploma, and future schedule until the outstanding financial obligation is paid. Fines may be paid during the summer either by cash or money order (no checks) payable to Hillside Board of Education.

#### **G. Fire Drills and Other Emergencies**

During a fire drill or emergency plan, students are expected to proceed in an orderly fashion and silently to the nearest emergency exit. It is important that students become familiar with the emergency exit zones for each of their classes. Students may not stop at their locker (not even to get a coat) and must remain with their classroom teacher in the designated area upon exiting the building. Students are not allowed back in the building until instructed to do so. Students are expected to follow the instructions of the school faculty/staff (teacher, administrator, other instructional or non-instructional staff) at all times, particularly during fire drills and other emergencies. Students should walk briskly, but do not run, remain calm and quiet and listen for instructions.

As prescribed by state law, there shall be at least one lock down security drill per month. Students will participate in lockdown drills, which are designed to quickly secure the school building in an effective and efficient manner in case of an emergency.

Note: A student who pulls a “false” alarm is subject to arrest and/or suspension.

#### **H. Food and Drink**

Students are not allowed to eat or drink outside of the cafeteria or to have food or drink in their possession outside of the cafeteria, including gum or candy, with the exception of water in clear plastic bottles. Students should NEVER bring food or drink outside the cafeteria.

#### **I. Immunizations and Physical Examinations**

New Jersey State statute requires all students’ immunizations to be accurate and up-to-date before they can be admitted to or attend school. However, a student will be exempt from mandatory immunization if the

student's parent/guardian submits to the school a written, signed statement requesting an exemption, pursuant to the requirements for religious exemption established at N.J.S.A. 26:1A-9.1, on "the ground that the...immunization interferes with the free exercise of the pupil's religious rights."

Specific questions regarding immunizations should be directed to the School Nurse.

### **Health Office**

The health office is available to all students during school hours should they need assistance.

Students who become ill in school **cannot** be sent home unless a parent/guardian is notified and provisions are approved. Diagnose or treatment beyond first aid procedures is not within the responsibility of the school. A parent/guardian or emergency contacts listed on the emergency card must come to school to take the student home. Please notify the school when your child will be absent. All health records and contents are confidential information. Should you have any concerns, feel free to contact the school nurse.

### **Medial Information**

For the safety and health of all the children and staff in our school, children must be **fever-free for 24 hours (without the aid of medication) before returning to school**. Children must also be **free from vomiting and diarrhea for 24 hours** before returning to school.

### **Screenings**

The school nurse will screen all children according to state guidelines. These screenings are based on a child's age/grade and include height, weight, vision, hearing, blood pressure and scoliosis. If the school health provider determines that a more thorough examination is required, a referral form will be sent home to the parent/guardian. The form must be completed by the student's private provider of care and returned to the school nurse as soon as possible. If the parent/guardian prefers to have all screening examinations to be done by the student's private provider, please obtain the necessary forms from the nurse. Written documentation declining the screenings must be given to the nurse before October 1<sup>st</sup> of each school year. If written documentation is not given to the nurse, the screenings will be completed by the school nurse or school's medical provider.

### **Medical Excusal from Physical Education**

When health reasons deem it necessary to restrict physical education, a medical form stating the reason and length of time excused from physical education **MUST BE** provided from student's private physician. An excusal is required at the beginning of each school year. Present this documentation to the school nurse and your physical education instructor.

### **Administering Medication**

1. Pupils requiring medication at school must present the prescription container from the family physician which identifies the type, dosage, current date, student's name and physician's name.
2. The medication must be brought to the nurse by the parent/guardian and must be in its original container with the pharmacy label attached.
3. Medication supplied by the physician is held and administered by the school nurse when she is on duty within the building. If a nurse is not on duty, parent will assume responsibility. Whenever possible, parents should administer medication before and after school.
4. No student should be in possession of pills, aspirin, etc. Parents are responsible for educating children about the dangers of the usage of "over-the-counter" drugs, and/or possession of these medicines, etc., while in school.
5. No student is to carry or self-administer any medication (prescribed or over-the-counter).

### **Immunization Policy**

The Board of Education requires that every child who enters school produce a certificate of immunization for the following.

- Diphtheria, Whooping Cough and Tetanus –3 in a series. Booster must be given not less than 6 months from last dose.
- Oral Polio- series of three boosters must be given but not before 6 months has elapsed since last dose given.
- German Measles
- Mumps Vaccine
- Two Measles Vaccines- after first birthday or the doctor's proof of the immunity to the disease.
- After a child's fourth birthday, a Polio/DPT booster is required. As of September 2008:
  - Tdap Vaccine is mandated for all students after their 10<sup>th</sup> birthday.
  - Meningococcal Vaccine is mandated for all students after their 11<sup>th</sup> birthday.

### **Illnesses and Injuries**

The school nurse:

- administers first aid for injuries and illnesses that occur in school contacting parents when needed.
- acts as a consultant to teachers regarding the medical needs of the children.
- does screening examinations in the appropriate grades for the hearing, scoliosis, heights, weights, blood pressure and immunizations. If you do not want the screenings done, please notify the school nurse in writing.
- schedules the optometrist for vision screening and dentist for oral exams and the school doctor for medical examinations on any 4<sup>th</sup> graders and new students who do not have a doctor. Parents are notified of any problems and referred to their family practitioner.

Up to date, medical records are kept on each child, which includes immunizations, the screening test results, childhood diseases, chronic illnesses, operations and injuries.

## **DEPARTMENT OF SPECIAL SERVICES**

### **RE: Health Screening Program**

Dear Parent or Guardian:

During the school year, health services supervised and performed by the school doctors, dentists and the school nurse are provided on a regular schedule. These examinations insure that this becomes part of the student's health record and assures that each individual is in good health. In no way should the school's routine screening take the place of a complete physical examination done by the family doctor or dentist.

1. Dental examinations are given to every child in all elementary grades.
2. Vision examinations are given to every child.
3. Audiometer (hearing) tests are done in the 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup> grades and whenever the need arises.
4. The State Department of Health no longer requires tuberculin tests on Hillside students. All new students from out of the country or out of the state will be required to have a Mantoux Tuberculin Test. All students who transfer into the district from districts requiring testing will be tested.
5. If a departure from the normal is found, you will receive a referral form which will ask

- you to take your child for a more thorough examination. This form, completed by your doctor, must be returned to your child's school as soon as possible.
6. Scoliosis examinations will be done on all 5th grade students. State law requires that all students, age 10-18 be examined yearly.
  7. Height, weight and blood pressure screening are done all students.

It is strongly recommended that you have your child examined by your own doctor or dentist. The examination form is available at the school nurse's office. If a completed form is not returned, your child will be given the regular screening by school physicians.

***Please notify the school when your child is absent. Telephone the school at 908-352-7664 Ext. 7400 or Ext. 7410 between 8:00 AM and 9:00 AM. If your child has a chronic illness or is receiving daily medication, the school nurse must be informed. No other medication will be permitted.***

***Any medication which a student must take during school hours is to be brought to the health office before class in the morning. The medication must be accompanied by a note from the physician and should state:***

- 1. The name of the medication:***
- 2. When it is to be given; and***
- 3. Reason for which it is being taken (ear infection, sore throat, allergy, ect.)***

***The prescription must be in the originally labeled bottle. All medications are to be administered from the health office by the nurse.***

When health reasons deem it necessary to restrict physical education, the school must have a note from your doctor stating the reason and length of time. A new note is necessary each year.

An **Emergency Health Card** will be sent to you each September. It must be completed and returned promptly.

All health records and information are confidential. Should you have any concerns, please feel free to contact your school.

Patricia Stansfield, RN  
School Nurse (908) 352-7664 Ext. 7441

## **J. Internet Use Policy**

Due to its great potential and educational value, students will be given access to the Internet in order to work on class assignments. Because of the wide variety of less than valuable web sites on the Internet, there is an Acceptable Use Policy for users of the Internet that must be signed by a parent/guardian and student before a student utilizes the Internet. This policy will be distributed at Back to School Night. Misuse of the Internet will result in disciplinary consequences and loss of Internet privileges. (Board of Education Policy # 2361).

## **K. Breakfast/Lunch Program**

The school cafeteria serves breakfast in the classroom and lunch on a daily basis. Applications for free and reduced lunch may be obtained online or in the main office. A new application must be completed each school year. Lunch applications are due by October 1<sup>st</sup>. Once the application is completed and returned to the school, the student will be notified of his/her status and a lunch ID number will be issued. Fraudulent use of the ID number will subject the student to removal from the lunch program. Students who forget to bring their lunch money will be served a cold lunch. They will be expected to pay for lunch the next day. They will continue to receive a cold lunch until the outstanding balance is paid. Parents may pre-pay lunches for the week or by the month. You may pay by cash or check payable to the Hillside Board of Education.

## **L. Lunchroom Conduct**

Students are to conduct themselves appropriately in the lunchroom. Students are expected to abide by the following rules in the cafeteria.

- a. Voices must be kept to conversational level.
- b. Use of socially appropriate table manners is expected. Place all lunch wrappings, papers, and milk cartons into waste containers. It is inappropriate to apply cosmetics, comb or brush hair, or put feet on tables.
- c. All food and drinks should be consumed in the cafeteria, not halls or classrooms.
- d. Students are to remain in line while waiting to purchase food.
- e. Students will be dismissed after they have cleared their tables.
- f. Respect all others, especially lunch aides.
- g. Students who misbehave in the cafeteria will be given appropriate warnings and consequences for their actions.

**Students who do not comply with these rules may lose cafeteria privileges.**

#### **M. Media Waiver**

Each student must have on file a permission slip, signed by their parent/guardian, indicating whether or not they have permission to be photographed or videotaped to be included in any newspaper, magazine, television show, or internet site. Students are given this waiver/permission slip the first week of school. It can also be found on the district website.

#### **N. Medication**

Students are not allowed to have medication on them at any time unless required by a physician (i.e., asthma inhaler). Prescription medications must be stored in the nurse's office or main office. In order to gain access to their medication, students must have a signed doctor's note indicating the medication, appropriate dosage, and the start and end dates. Teachers may not dispense medications; the School Nurse is the only one who can.

#### **O. Parent/Guardian Involvement**

##### **Parent Teacher Association (PTA)**

Involvement of family members at George Washington School is heartily welcomed and strongly encouraged. When students see the adults in their lives united in supporting them and working for their success, they are more likely to take school seriously and to do well. As such, we invite family involvement at George Washington School in various forms.

One way in which families may participate in the school is to serve on the George Washington School PTA, which meets with the Principal throughout the school year. There are numerous other ways in which families may become involved in the life of the school. Volunteering at the school, helping chaperone field trips, field day, attending assemblies and concerts that celebrate student achievement are just a few.

#### **P. Parent/Guardian Visits**

Parent/Guardian visits are welcomed and encouraged. To maximize instructional time, parents/guardians are asked to make an appointment with the teacher(s) they would like to meet at least 24 hours ahead of time. Doing this will ensure teachers are available to meet with you. In addition, to ensure that parents/guardians receive the administrative or support staff needed when they come to school, they are strongly advised to make an appointment with them at least one day in advance.

Parents/Guardians must always sign in at the main office. Parent conferences are available (please call the appropriate administrator to arrange an appointment). Mandatory parent-teacher-student conference days will be held two times a year (see our school calendar).

## **Q. School Property/Inspections**

As a community, we share the responsibility of keeping our school in good working condition. In the event that a student's action results in the damage to school property, he/she will be responsible for replacing or repairing the damaged goods. Student lockers and other student storage facilities (desks, cubbies, closets, etc.) are the sole property of the Hillside Board of Education. Therefore, we reserve the right to search these facilities at any particular time and at our discretion. Any items found in aforementioned facilities which are detrimental to the health, safety and welfare of the building and the people in it will result in the suspension and/or expulsion of a student or students.

**School Lockers:** Sixth grade students will be issued a locker and a lock at the beginning of the school year; both are property of the school. Students are to return locks when transferring out of George Washington School or at the end of the school year. Students can store their school related materials overnight and during the day in their assigned lockers. Students are NOT to share lockers or lock combinations. George Washington School is not responsible for any items stolen from lockers. A fee will be assessed for lost or stolen locks.

**School Textbooks:** Student textbooks also remain the property of George Washington School and must be returned when requested. A fee will be assessed for all lost or damaged books and must be paid immediately.

**Lost and Found:** Any item of personal nature, books or materials that are found in the school should be turned into the main office. Students seeking to recover these items should be turned into the main office to claim them. Lost articles will be held in the lost and found bucket for a period of 2 weeks. George Washington School is NOT responsible for the loss of money, valuable books, etc. A word of caution, do not leave valuable items, money, etc. in any storage facility or desk.

## **R. School Supplies**

A major part of a student being prepared to learn is coming to school DAILY with proper school supplies. These supplies consist of the books for all courses, a binder with notebook paper, working writing utensils (pencils and pens), and any additional supplies required by the teacher. In addition, students learn to take responsibility for their own education, and build habits for success in college and the workplace, when they come to school regularly with their tools for learning.

## **S. Student Complaint Procedures**

Any student with a complaint has the right to voice his/her complaint to the appropriate school personnel. No student will be penalized as a result of his/her making a complaint in accordance with this procedure. The sequence for filing a complaint is:

1. Teacher
2. Guidance Counselor
3. Vice Principal
4. Principal

Students with complaints regarding Affirmative Action and Section 504 should consult with the appropriate coordinator, relative to the district's student grievance procedure.

## **T. Student Life**

### **Assemblies**

Assembly programs are held in order to assist students in their total development. Therefore, they are diversified in nature and specifically designed to expose educational, social, and cultural components of our society to each student as part of his/her academic program. Students must sit in their assigned areas. Students must demonstrate appropriate behavior in order to participate in assemblies. It is expected that rules of good conduct will prevail at all times.

### **School Events**

Rules and regulations for school events are as follows:

- No one will be admitted without a signed permission slip.
- Outside guests are not approved for events unless accompanied by a parent/guardian.
- Loitering will not be permitted in the parking lot or on school property.
- Chaperones will be identified by name tag.
- School security officers will be identified by their district uniforms.
- Exit information will be announced in accordance with N.J.A.C. 5:18-3-1.
- Any admissions charge is the student's responsibility.
- Will adhere to GW's dress code policy.
- Administration reserves the right to prohibit any student from attendance.
- Classroom events require the approval of the principal or vice principal.
- No birthday parties for individual students are allowed.
- Only store-bought food items will be allowed at events due to food allergies and other concerns.

### **Birthday Celebration**

You may send either a **STORE BOUGHT** mini cupcake or cookie, with the ingredients on the package, in celebration of your child's birthday. Please send **one** store bought item in the morning and your child's teacher will allow the birthday student to pass out the item. As a courtesy, please include napkins. Our intent is to make all students feel special, safe and important. Please be aware that "Dunkin Donuts" do not supply ingredients on packaging and cannot be distributed due to possible food allergies.

We ask that you do not send a cake because we do not have knives in the classrooms to cut the cake and sending knives to school is prohibited. Drinks, goodie bags, balloons, etc. will **NOT** be distributed. Thank you for your cooperation.

### **Communication**

When there is a need to contact the families of our student body, the Blackboard Connect phone system will be used for notification. Be certain you have provided the number(s) for which you want used.

### **Extracurricular Activities**

#### ***A. Student Performance Groups***

Students are encouraged to join our Chorus and Band. To be eligible for participation in the Band a student must have satisfactorily completed one year of instrumental music lessons. Practice sessions are scheduled each week and performances are conducted in December and May.

#### ***B. Student Service Organizations***

Opportunities are provided for students to give to their school.

### **Transfers**



For the safety and welfare of students being transferred out of the Hillside Public Schools, parents must come in to the office and supply the secretary with information in order to be issued a transfer card.

#### **U. Student Records**

Parents/Guardians have the right to inspect their child's file. If a parent or guardian wants to inspect their child's records, they should call ahead and set an appointment for this inspection. Parents/Guardians can request changes to the record by submitting a request in writing to the Principal. This written request will become part of the student's file. The decision to make requested changes is in the complete discretion of the administration.

#### **V. Substance Abuse**

In accordance with statute and code, penalties shall be assigned for use, possession, and distribution of prescribed substances. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

#### **W. Weather Related School Closing**

Inclement weather may force the closing of Hillside Public Schools. The school website will post information regarding school closings. A Blackboard Connect message will also be sent to parents/guardians when there is a delay or school closing.

<b>V. Academic Policies</b>
-----------------------------

#### **A. Grading Scale**

Assessment and evaluation are essential pieces of the learning process. At GW, we view assessments as opportunities for all school community members (students, parents/guardians, and staff) to learn how students are progressing toward mastery of the material. Evaluations are used to determine ultimate levels of expertise.

Student progress will be reported to parents/guardians at the conclusion of each marking period.

A numerical grading system of 1 through 5 will be used.

5	90-100%	Excellent
4	80-89%	Above Average
3	70-79%	Average
2	60-69%	Below Average
1	Below 60%	Failing

The school year is divided into four marking periods. Report cards are issued as a means of informing parents and students of their progress.

#### **B. Awards**

We celebrate excellence within our community. Our honor roll recognizes high academic achievement and acknowledges the central importance of hard work and dedication. Our report card has a numerical system of assessment. A student will be acknowledged for Honor Roll status if he/she attains all assessments of 85 or above in all academic areas and receives all satisfactory status (S) in all social / behavioral categories. Students achieving Honor Roll status will be recognized each cycle.

## **Honor Roll:**

85-100% GPA

### **C. Homework Expectations**

Homework is an important aspect of the overall program of instruction at George Washington School. It is planned as an extension of classroom learning experiences and does have a significant impact on a child's learning and academic performance. It aids in the continued development of organizational skills, promotes student responsibility and reinforces previously taught subject matter. The successful and timely completion of homework is essential for academic success. Therefore,

- Students are expected to read, study, and do their homework every day.
- Parents/Guardians are expected to provide an appropriate place to study and to monitor their children to ensure that students sit down to study and complete their homework.
- Teachers are expected to provide adequate homework and written directions for students to be successful with assignments.
- Administration is expected to provide adequate resources to further enable students, teachers, and parents/guardians to carry out this homework policy.

Students who are absent are expected to complete missed work, including homework. Upon their return to school, each student is responsible for communicating with the teachers from the previous day(s) in order to get assignments. For students who are absent, homework requests should be made prior to 11:00 am and may be picked up at 3:20 pm or parents may check on the Parent Portal in Genesis.

Recommended time limits:	Grade 5	50 minutes
	Grade 6	60 minutes

*Consequences for missing homework assignments and/or not handing in signed tests may result in a telephone call to parent/guardian, may have some or all time eliminated from recess, field day or field trips.*

### **Study Skills**

Students should bring pencils and other necessary materials to class. It is imperative that each student actively participates in the classroom, listens well, engages in discussions and asks questions when he/she does not understand. It is equally important that the student understands the assignment before he/she leaves class in order to eliminate problems that may arise when homework is begun at home.

### **D. Academic Integrity**

One of the cornerstones of our community is that we pursue academic excellence with integrity. This requires that we submit work based on how it was assigned, and that we are honest about the work we submit.

The faculty at George Washington is committed to providing students with all the extra help they need to succeed in their courses. Students must turn to their teachers when having difficulty. **Cheating/Academic dishonesty is NOT an option.**

There are many forms of cheating, and **none of them will be tolerated.** Cheating in any form is a serious offense. Cheating will result in a grade of zero for the assignment in addition to other consequences. This policy includes both **the giver and the receiver** of the work, since we are not in a position to determine students' intent when it comes to cheating. Cheating involves giving or receiving inappropriate aid on a graded assignment. Students should check in with their individual teacher if they

are not sure if a particular act is considered cheating. The following is a partial list of acts that are considered academic dishonesty.

*Plagiarism:*

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying/stealing/borrowing a paper and handing it in as your own.

*Cheating:*

- Obtaining a copy of tests or scoring devices.
- Copying off another student on a test, quiz, or homework assignment.
- Allowing a student to copy off your work/Providing another student questions or answers to, or copies of, test questions.
- Using notes, cheat sheets, or other reference materials during a quiz or exam without the instructor's permission.
- Students in an early class telling student in a later section of the same class what is on a quiz or exam.
- Improperly obtaining, distributing, or receiving advanced copies of an assignment.

## **E. Academic Support System**

At GW failure of our students is not an option. To that end, we have designed a system of academic support so that students who are struggling in their studies will have the extra help necessary to succeed and parents will be notified of student progress.

**Academic Assistance:** Per teacher's available time, students may receive academic assistance before or after school or during lunch.

**Progress Reports:** At the middle of every quarter, the school will send progress reports home to families.

**Report Cards:** Report cards will be sent to parents with student progress in relation to grade-level expectation, as well as effort made by the individual (four times a year).

**Telephone Calls:** Calls are made by teachers or guidance counselors to discuss a particular concern or to make arrangements for a parent-teacher-student conference.

**Parent Conferences:** Parents are welcomed and encouraged to come to school to meet with teachers. Appointments must be made to coincide with the teachers' schedules. This can be done by calling the school office during school hours. The dates for district conferences are provided on the School Calendar at the back of this handbook. Please make every effort to adjust your schedule to facilitate attendance on your conference day.

"Back to School Night" serves as an orientation to your child's educational experiences for the year. The evening's activities are designed to introduce the professional staff and to provide a general description of the school's program. It is a first and important step in establishing effective home-school communication.

## **F. Promotion/Retention**

Retention of a pupil at a grade level shall be considered when one or more of the following conditions prevail:

- The pupil has failed two or more academic subjects requiring the pupil to repeat the grade. Standardized testing may be used as one of the evaluation instruments to establish the exit criteria achievement level for eighth grade students.
- The pupil has failed to develop sufficient intellectual and social skills to be able to function effectively in the succeeding grade.
- The pupil has a record of twenty or more absences from school.

In February of each school year, teachers identify students who are at risk for possible retention. Parents/Guardians are notified and conferences are held to develop interventions that will assist the student in becoming academically successful. Student progress is continuously monitored and documented through progress reports, report cards, and home contact.

#### *Procedures*

1. If retention is considered a possibility, a letter shall be sent by the principal to the parent/guardian at the end of the second marking period or sooner documenting the fact that the pupil may be retained.
2. The principal or designee will schedule a conference with the teacher and parent/guardian. The parent/guardian will be kept apprised if any significant development occurs beyond the second marking period that would influence placement for the succeeding year. Child Study Team members will be consulted for additional information, as needed.
3. The principal/teacher will meet with parent/guardian and other appropriate staff by early June for final determination relative to pupil's retention.
4. In those cases where there might be a difference of opinion between the parent/guardian and the principal as to the value of retention, the principal should retain a pupil when he/she feels that in the best interest of the child it is wise. The parent has the right to appeal to the chief school administrator following a conference with the principal and teacher.

(Board of Education Policy #5410)

<b>VI. George Washington School Student Code of Conduct</b>
---

George Washington School believes that appropriate behavior and discipline is crucial in the ability of our students to attain academic and personal success. We use our Non-Negotiables as the core of our school-wide discipline policy and this ensures the safety of our students and staff and enhances the learning environment. In addition, we have a detailed Student Code of Conduct that outlines attitudes and actions that are to be avoided, as they negatively impact school culture and climate and inhibit student learning. Our discipline policy will be communicated to parents and students through this written handbook.

### **A. Guide to Expected Behavior**

#### **A. School Rules**

We believe all students can behave appropriately in school. The positive behavior must carry through on buses (for those who are transported to and from school and on field trips), on the playground, and throughout the building. We will not tolerate any student who interferes with the teaching and learning process in the school environment.

#### ***Students will:***

1. Be prepared for class by having homework, textbooks, notebook and supplies;
2. Follow directions in and out of class, in assembly, in special classes, in the cafeteria, in the school yard and in hallway
3. Raise their hands to seek and receive permission before leaving their seat, speaking, leaving the room and asking questions.

4. Refrain from fighting, pushing, pinching, kicking, teasing and throwing objects; in essence rough/or horse play;
5. Use proper language at all times (in both verbal & written form);
6. *Not* be permitted to bring sporting equipment to school:
7. *Not* be permitted to bring iPod, MP3 players, hand held computer games or cell phones to school.
8. *If a student must bring a cell phone to school, the phone must remain off at all times during the school day.*
9. Be held accountable for the care and condition of their textbooks and workbooks. All textbooks *must* be covered at all times. Periodic inspections of these materials will be conducted throughout the school year. If, in the event a book is lost or badly damaged, fines will be assessed in accordance with an established district wide book fine schedule.
10. When it is excessively hot, please follow these directions regarding students bringing water bottles to school:
11. Have students place their names on their water bottle. (This can be done using a piece of masking tape.)
12. There shall be *NO* traveling with water bottles to specials. i.e. Gym, Music, Library, etc.
13. If a class is disturbed by students playing with a water bottle, the bottle may be taken from the student. The student shall be sent immediately to the office to be disciplined.
14. Encourage your child *not* to splash other students after school. The reasons for this include safety factors and associated problems resulting from this type of play.

## **Conduct/Discipline Policy**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is reflected in the behavior of pupils. The best discipline is self-imposed and pupils should learn to assume responsibility for their own behavior and the consequences of their misbehavior. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules (Board of Education Policy #5600).

### **B. Rewards**

Rewards are used to encourage students to achieve our mission and to put forth their best effort to grow academically and socially. Our School-wide Rewards Program includes:

- Student of the Month
- Quarterly grade-level rewards (tied school-wide character ed program)
- Quarterly honor roll recognition

### **C. Consequences (Violations/Infractions and Penalties)**

#### **Consequences of Disruptive Behavior**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations or school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Pupils who engage in disruptive behavior may be **suspended** or **expelled**. Any student that is suspended or expelled during the school year will not be allowed to participate in the school's character education programs/rewards. This includes but not limited to; field day, end of year carnival, field trips, etc.

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

These consequences are the **minimum** for the infraction listed; however, the building principal or Administration may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty the Administration may consider the entirety of a student’s disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand.

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>
<b>Arson</b> – crime of intentionally starting a fire or causing an explosion in or on school grounds  <b>BOE Policy 2415.06 &amp; 5615</b>	<b>ES</b>	→ Parent notification → Possible expulsion → Police complaint
	<b>MS</b>	→ Parent notification → Possible expulsion → Police complaint
	<b>HS</b>	→ Parent notification → Possible expulsion → Police complaint

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>Assault on a school employee</b> – crime of violence against another person  <b>BOE Policy 5612</b>	<b>ES</b>	→ Parent notification → Short-term suspension → Police notification → Counseling → Behaviorist	→ Parent notification → Police notification → 45 day interim placement out of district
	<b>MS</b>	→ Parent notification → Long-term suspension → Police notification → 45 day interim placement out of district	→ Parent notification → Police notification → Possible expulsion
	<b>HS</b>	→ Parent notification → 45 day interim placement out of district → Police notification	→ Parent notification → Police notification → Possible expulsion
<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>

<b>Assault on a board member – crime of violence against a board member</b>  <b>BOE Policy 5612</b>	<b>ES</b>	→ Parent notification → Short-term suspension → Police notification	→ Parent notification → Police notification → Possible expulsion
	<b>MS</b>	→ Parent notification → Short-term suspension → Police notification	→ Parent notification → Police notification → Possible expulsion
	<b>HS</b>	→ Parent notification → Long-term suspension → Police notification → Possible expulsion	→ Parent notification → Police notification → Possible expulsion

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>
<b>Assault with weapon – crime of violence against a person with weapon</b>  <b>BOE Policy 5613 &amp; 8467</b>	<b>ES</b>	→ Parent notification → Police notification → 45 day interim placement out of district → Counseling
	<b>MS</b>	→ Parent notification → Police notification → Possible expulsion
	<b>HS</b>	→ Parent notification → Police notification → Possible expulsion

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>Bomb Threats – crime of initiation or accomplice to the execution of bomb threats on school grounds</b>  <b>BOE Policy 8420</b>	<b>ES</b>	→ Parent notification → Long term suspension → Police complaint → Meeting with counselor	→ Parent notification → Police complaint → 45 day interim placement out of district

	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ 45 day interim placement out of district</li> <li>→ Police complaint</li> <li>→ Meeting with counselor</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Police complaint</li> <li>→ Possible expulsion</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ 45 day interim placement out of district</li> <li>→ Police complaint</li> <li>→ Meeting with counselor</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Possible expulsion</li> <li>→ Police complaint</li> </ul>

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<p><b>Bullying, Harassment &amp; Intimidation/Hazing</b> –any gesture or written, verbal or physical act perceived as motivated by 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 grounds, at any school sponsored function or while traveling on school transportation.</p> <p><b>BOE Policy 5512</b></p> <p>(See full definition on page __ and the policy in the district website for additional consequences)</p>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Investigation as applicable</li> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Detention</li> <li>→ Possible suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Possible suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Counseling, intervention</li> <li>→ Possible school Transfer</li> <li>→ Police complaint</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Detention</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Short-term suspension</li> <li>→ Conference with Juvenile Officer</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Counseling, Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Police complaint</li> <li>→ School transfer</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling, Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Conference with Juvenile Officer</li> <li>→ Police complaint</li> <li>→ Alternative placement</li> </ul>

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<p><b>Bus Conduct</b> – causing any disruption while traveling on school transportation which is against the school and student transportation guidelines. (See School Bus Rules and Safety guidelines listed on the district’s website.)</p> <p><b>BOE Policy 8631</b></p>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Warning</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Assigned seat</li> <li>→ Short-term removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Indefinite removal from bus</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Warning</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Assigned seat</li> <li>→ Central detention</li> <li>→ Short-term removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Indefinite removal from bus</li> <li>→ Short-term suspension</li> </ul>



	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Warning</li> <li>→ One week removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ One month removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Indefinite removal from bus</li> <li>→ Short-term suspension</li> </ul>
--	-----------	---	---	---

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Cheating</b> – lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one’s own interest and often at the expense of others.  <b>BOE Policy 5701</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Detention or short-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Detention or short-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term Suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Loss of academic credit</li> </ul>

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Cyber-Bullying</b> – harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student while on school grounds. Consequences may be adjusted based on nature of message.  <b>BOE Policy 5512.02</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Detention</li> <li>→ Possible suspension</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Detention</li> <li>→ Short-term Suspension</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Police complaint</li> <li>→ Possible Prosecution</li> <li>→ HIB Investigation</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Detention</li> <li>→ Short-term suspension</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Central detention</li> <li>→ Short-term suspension</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ Possible Prosecution</li> <li>→ HIB Investigation</li> </ul>

	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Short-term Suspension</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Conference with Juvenile Officer</li> <li>→ Short-term suspension</li> <li>→ Possible Prosecution</li> <li>→ HIB Investigation</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ Possible Prosecution</li> <li>→ HIB Investigation</li> </ul>
--	-----------	---	---	--

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Dating Violence</b> – pattern of behavior where one person threatens to use, or uses physical, sexual, verbal, or emotional abuse to control a dating partner.  <b>BOE Policy 5519</b>	<b>MS</b>	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Short term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Long term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Parent notification → Counseling → 45 day interim placement out of district
	<b>HS</b>	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Short term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Long term suspension	→ Affirmative Action investigation → Parent notification → Counseling → Police report → Parent notification → Counseling → 45 day interim placement out of district

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Open Defiance/Insubordination</b> – Bold resistance, disrespect and disregard for authority  <b>BOE Policy 5610 &amp; 5560</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Community service → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term Suspension → 45 day interim placement out of district
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention → In-school suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Long-term suspension → 45 day interim placement out of district

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
---------	-------	-----------------	-----------------	-----------------

<b>Disorderly Conduct/Disruption of School</b> – any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to health, safety and/or welfare of students, staff or others.  <b>BOE Policy 5520 &amp; 5560</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Community service → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term Suspension → 45 day interim placement out of district
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention → In-school suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Long-term suspension → 45 day interim placement out of district

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Electronic Devices</b> – open display or use of any electronic device not sanctioned by the school district.  <b>BOE Policy 5516</b>  <b>Acceptable Use Policy</b>	<b>ES</b>	→ Parent notification → Silenced, confiscated until end of day	→ Parent notification → Confiscate for parent pick-up → Detention	→ Parent notification → Silenced and confiscated for parent pick-up → Detention
	<b>MS</b>	→ Parent notification → Silenced and put away	→ Parent notification → Silenced and confiscated until end of day → Saturday detention	→ Parent notification → Silenced and confiscated for parent pick-up → ISS
	<b>HS</b>	→ Parent notification → Silenced and put away → ISS	→ Parent notification → Silenced and confiscated until end of day → Counseling/ Intervention → 2 day ISS	→ Parent notification → Silenced and confiscated until end of day → 3 days ISS

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Extortion</b> – Taking or attempting to take property or money from another individual by force or intimidation.  <b>BOE Policy 5615</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police notification	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Detention → Police notification → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint → 45 day interim placement out of district
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police complaint	→ Parent notification → Central detention → Counseling/ Intervention → Police complaint → Short-term suspension	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police complaint → Detention	→ Parent notification → Central detention → Counseling/ Intervention → Police complaint → Short-term suspension	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>False Allegations</b> – claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered.  <b>BOE Policy 5701</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer	→ Parent notification → Counseling/ Intervention → Detention → Conference with Juvenile Officer	→ Parent notification → Counseling/ Intervention → Short-term suspension → Conference with Juvenile Officer
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer	→ Parent notification → Counseling/ Intervention → Central detention → Short-term suspension	→ Parent notification → Long-term suspension → Possible expulsion
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Detention	→ Parent notification → Counseling/ Intervention → ICE → Short-term suspension	→ Parent notification → Long-term suspension → Possible expulsion

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Fighting</b> – initiating or responding to physical confrontation. <b>BOE Policy 5600 &amp; 5560</b>	ES	→ Parent notification → Counseling/ Intervention → Detention or short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	MS	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Fire Alarms</b> – tampering of district fire alarms. <b>BOE Policy 5600 &amp; 5560</b>	ES	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Police complaint → 45 day interim placement out of district
	MS	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Police complaint → 45 day interim placement out of district
	HS	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Police complaint → 45 day interim placement out of district

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>
<b>Fireworks/Chemicals</b> – criminal possession or activation of explosives or chemicals on school grounds <b>BOE Policy 5560</b>	ES	→ Parent notification → Short-term suspension → Police complaint → Possible prosecution	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district → Possible prosecution

	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Police complaint</li> <li>→ Possible prosecution</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ 45 day interim placement out of district</li> <li>→ Prosecution</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Police complaint</li> <li>→ Possible prosecution</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ 45 day interim placement out of district</li> <li>→ Prosecution</li> </ul>

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Food Fighting – inappropriate handling of food anywhere on school grounds</b>  <b>BOE Policy 5513</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Detention</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Long-term suspension</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Long-term suspension</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term suspension</li> <li>→ School service</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term suspension</li> <li>→ School service</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Long-term suspension</li> <li>→ School service</li> </ul>

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Forgery</b> – alterations made on any type of school material, e.g. Passes, notes, grades, etc.  <b>BOE Policy 5701</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Short-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Teacher detention	→ Parent notification → Counseling/ Intervention → Central detention	→ Parent notification → Counseling/ Intervention → Short-term suspension
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Teacher detention	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → In-school suspension

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Gambling</b> – wagering of money or something of material value with the primary intent of winning additional money or material goods  <b>BOE Policy 5600 &amp; 5560</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>
<b>Gang/Group Fighting</b> – a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others  <b>BOE Policy 5615</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Detention or short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension



	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term Suspension</li> <li>→ Possible police charges</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ 45 day interim placement out of district</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term Suspension</li> <li>→ Conference with Juvenile Officer</li> <li>→ Possible police charges</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police complaint</li> <li>→ 45 day interim placement out of district</li> </ul>

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>High Tech Tampering</b> – willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy.  <b>BOE Policy 7523</b>  <b>Acceptable Use Policy</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Short-term suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Long-term Suspension</li> <li>→ Police notification</li> <li>→ Possible prosecution</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Short-term suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Long-term suspension</li> <li>→ Police notification</li> <li>→ Possible prosecution</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Short-term suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Short-term suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Supervised computer usage</li> <li>→ Long-term suspension</li> <li>→ Police notification</li> <li>→ Prosecution</li> </ul>

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Inappropriate Dress</b> - wearing clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.  <b>BOE Policy 5511</b>	<b>ES</b>	→ Parent notification → Written warning	→ Parent notification → Counseling → Parent conference	→ Parent notification → Counseling → Detention → Parent conference
	<b>MS</b>	→ Parent notification → Written warning	→ Parent notification → Detention	→ Parent notification → Counseling → Detention → ISS
	<b>HS</b>	→ Parent notification → Written warning → Change of clothes	→ Parent notification → Detention	→ Parent notification → ISS

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Plagiarism</b> –representation of the words or ideas of another as one’s own without their permission or knowledge  <b>BOE Policy 5701</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Detention → Loss of academic credit	→ Parent notification → Counseling/ Intervention → Detention or short-term suspension → Loss of academic credit	→ Parent notification → Counseling/ Intervention → Long-term Suspension → Loss of academic credit
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit	→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit	→ Parent notification → Counseling/ Intervention → Long-term suspension → Loss of academic credit
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit	→ Parent notification → Counseling/ Intervention → Short-term suspension → Loss of academic credit	→ Parent notification → Long-term suspension → Loss of academic credit

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Profanity/Inappropriate Language</b> – use of obscene language, gesturing, profanity, suggestive comments, either written or verbal  <b>BOE Policy 5610</b>	<b>ES</b>	→ Parent notification → Verbal warning → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention → Short-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Teacher detention	→ Parent notification → Counseling/ Intervention → Central detention	→ Parent notification → Counseling/ Intervention → Short-term suspension
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Teacher detention	→ Parent notification → Counseling/ Intervention → Central detention → Detention	→ Parent notification → Counseling/ Intervention → In-school suspension

## QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Sexual Harassment</b> – any unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature  <b>BOE Policy 5751</b>	<b>ES</b>	→ Parent notification → Verbal warning → Counseling/ Intervention → Short term ISS	→ Parent notification → Counseling/ Intervention → Detention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Short term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint → Long term suspension	→ Parent notification → Counseling/ Intervention → Long-term Suspension → Police complaint
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Counseling with Juvenile Officer → Short term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint → Long term suspension	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Smoking/Possession of Tobacco Products</b> – criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds  <b>BOE Policy 5533 &amp; 7437</b>	ES	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention
	MS	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term Suspension → Counseling/ Intervention
	HS	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention

### QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Snowball Fighting</b> – throwing of snowballs anywhere on school grounds  <b>BOE Policy 5560</b>	ES	→ Parent notification → Lunch detention → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention
	MS	→ Parent notification → Short-term Suspension → School service → Counseling/ Intervention	→ Parent notification → Short-term Suspension → School service → Counseling/ Intervention	→ Parent notification → Long-term Suspension → School service → Counseling/ Intervention
	HS	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention

OFFENSE	LEVEL	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
<b>Selling/Distributing of Alcohol or other Drugs</b> – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation	ES	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint

<b>BOE Policy 5530 &amp; 7435</b>	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term Suspension → Police complaint
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Substance Abuse</b> – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation  <b>BOE Policy 5530</b>	<b>ES</b>	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification
	<b>MS</b>	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification
	<b>HS</b>	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>Terrorist Threats</b> – criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent fear  <b>BOE Policy 2415.06</b>	<b>ES</b>	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint → Possible prosecution	→ Parent notification → Counseling/ Intervention → Police notification → Possible expulsion
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Short-term Suspension	→ Parent notification → Counseling/ Intervention → Police notification → Possible expulsion

		→ Police complaint → Possible prosecution	
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint → Possible prosecution	→ Parent notification → Counseling/ Intervention → Police notification → Possible expulsion

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Truancy</b> – being present on school grounds without signing in or being away from school or class without authorization  <b>BOE Policy 5200</b>	<b>ES</b>	→ Parent notification	→ Conference with Principal and Counselor → Parent notification	→ Parent notification → Conference with Principal and Counselor → Referral to truant officer
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Conference with Principal and Counselor/ Intervention → Referral to truant officer
	<b>HS</b>	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Conference with Principal and Counselor/ Intervention → Referral to truant officer → Loss of academic credit

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>
<b>Vandalism</b> – deliberately damaging or defacing of school property or any individual’s property  <b>BOE Policy 5560 &amp; 7610</b>	<b>ES</b>	→ Parent notification → Detention → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Short-term Suspension	→ Parent notification → Long-term suspension
	<b>MS</b>	→ Parent notification → Counseling/ Intervention → Short-term Suspension	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police notification	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police notification

	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term Suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Long-term suspension</li> <li>→ Police notification</li> </ul>

**QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES**

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>Weapons and Dangerous Instruments</b> – criminal possession or transmitting of any kind of weapon on school grounds  <b>BOE Policy 8467</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Short-term suspension</li> <li>→ Counseling/ Intervention</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Police notification</li> <li>→ Counseling/ Intervention</li> <li>→ Possible expulsion</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term Suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Police notification</li> <li>→ Counseling/ Intervention</li> <li>→ Possible expulsion</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Counseling/ Intervention</li> <li>→ Short-term Suspension</li> <li>→ Police notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Parent notification</li> <li>→ Police notification</li> <li>→ Possible expulsion</li> </ul>

<b>OFFENSE</b>	<b>LEVEL</b>	<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>
<b>Wrongful entry</b> – any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board  <b>BOE Policy 9150</b>	<b>ES</b>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Written warning</li> <li>→ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Police complaint</li> <li>→ Persona non-grata</li> </ul>
	<b>MS</b>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Written warning</li> <li>→ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Police complaint</li> <li>→ Persona non-grata</li> </ul>
	<b>HS</b>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Written warning</li> <li>→ Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>→ Removal from premises</li> <li>→ Police complaint</li> <li>→ Persona non-grata</li> </ul>

--	--	--	--

### **Leaving the School Building**

No student may leave the school premises during the school day without the permission of the administrator. Any student who leaves without permission may be subject to a 1-3 day out of school suspension.

If a student has committed willful and malicious damage to Board of Education property, including graffiti, the student or parent/guardian will be held liable for the damage and the district will seek appropriate restitution.

Sanctions will be based on the severity of the offense. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5600 (Suspension and Expulsion) and Policy #5610 (Conduct/Discipline). The student may be prosecuted in accordance with the law.

Physical violence against another pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

All school personnel will work with parents to help each child meet the expected behavioral standards explained in this handbook.

However, in the case of an individual student who does not comply with the expectations outlined herein appropriate disciplinary actions will be taken. These may include:

1. Loss of privileges.
2. Exclusion from special activities (i.e. trips, assemblies, seasonal parties, etc.)
3. Lunch or after-school detention – Children may be detained until 5:00 PM. If this action is taken, parents will be informed the day before the detention is served. It will be the parents' responsibility to pick the child up at school upon completion of detention or provide written permission for the child to walk home after detention is served. Children can also receive a lunchtime detention where the child will eat lunch in another supervised classroom and will remain there with appropriate work until the end of the lunch period.
4. "Time Out" Informal Suspension - At the principal's discretion, a child may be given an unofficial "time out" for inappropriate behavior. This procedure is utilized on a case to case basis and when a child has not had a continual pattern of poor behavior. A "time out" is initiated by calling the parent/guardian and asking for the child to be picked up for the rest of the school day, or in the event the incident occurs late in the day, a one day "time out" from school for the next school day will be implemented.
5. *Suspension – Out-of- School Suspension*

Pupils under suspension are prohibited from participating in or attending any school regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of



Education, acting upon the recommendation of the administration. In addition, any student suspended during the school year will be excluded from any class trips scheduled.

1. Out-of-School Suspension - The local police will be involved, where appropriate.

a. Actions that constitute a danger to the physical well-being of students or staff

1 <sup>st</sup> offense	1-3 days
2 <sup>nd</sup> offense	5 days
3 <sup>rd</sup> offense	up to 10 days

b. Malicious damage to school property or school personnel's property

1 <sup>st</sup> offense	up to 10 days
2 <sup>nd</sup> offense	up to 10 days - possible expulsion

**Note: Police Intervention**

c. Possession of weapon

1 <sup>st</sup> offense	up to 10 days - recommendation of expulsion
-------------------------	---

**Note: Action taken will be at the discretion of the principal. Safe Schools Initiative Law will be implemented. Police Intervention.**

To insure that the Hillside Public Schools will continue its goals for a safe learning environment for all students, the district has adopted "Zero Tolerance" for any weapon. A weapon is anything that can be used to harm others.

d. False Alarms/Bomb Threats

1 <sup>st</sup> offense	up to 10 days - reported to police and referral to the Intervention and Referral Service Committee
-------------------------	--

e. Stealing/Extortion

1 <sup>st</sup> offense	3 days
2 <sup>nd</sup> offense	5 days
3 <sup>rd</sup> offense	up to 10 days - possible expulsion

**Note: Police Intervention**

f. Sexual Harassment

Subject to up to 10 days Out-of-School suspension, possible expulsion
---

**Note: Disciplinary action determined by the school principal**

g. Threat to a staff member (person and/or property)

Up to 10 days Out-of-School Suspension - police intervention

h. Non-compliance of school rules

1-3 day Suspension

#### Legal References

N.J.S.A. 2C: 33-19	Bringing or possessing remotely activated paging devices by student on property used for school purposes without express written permission of school board; disorderly persons offense
N.J.S.A. 18A:6-1	Corporal punishment of pupils Board; disorderly persons
N.J.S.A. 18A: 11-1	General mandatory powers and duties
N.J.S.A. 18A: 25-2	Authority over pupils
N.J.S.A. 18A: 37	Discipline of pupils
N.J.S.A. 18A: 40A	Substance Abuse
N.J.S.A. 6:8-4.3(a) 3vi, 3vii	Evaluation of elements and standards (curriculum and instruction)
N.J.S.A. 6:28-2.8	disciplinary action
N.J.S.A. 6:29-6	Substance abuse
See particularly:	
N.J.A.C. 6:29-6.3©	

Adopted: July 27, 1992

SCHOOL DISTRICT OF HILLSIDE  
TOWNSHIP, County of Union  
New Jersey

#### ***Suspension Procedures***

*The administration shall establish, and the board shall approve, specific procedures regarding suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall include at least:*

- Informing the pupil of the charges against him/her;
- Giving the pupil a chance to respond to the charges.
- Calling for a conference with parents/guardians.

Pupils under suspension are prohibited from participating in or attending any school regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.

#### **Expulsion**

The board will consider expulsion only if:

1. the chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
2. the nature of a single act presents a clear possibility of danger to others that immediate definitive action is indicated.

The parent/guardian of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing that will afford him/her procedural due process, and the right of the parent/guardian to appeal to the chief school administrator.

Before expulsion proceedings are started, the pupil must have a full evaluation by the district's child study team, observing all due process required by N.J.A.C. 6:28.

Should the evaluation reveal that there is no handicapping condition causing the misbehavior, the pupil shall remain out of school until either:

1. An appeal made to the chief school administrator is decided in the pupil's favor; or
2. The appeal, if made, has been denied and the board has yet to hear the chief school administrator's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

Legal References:

N.J.S.A. 2C: 12-1	Definition of assault	N.J.S.A. 6:8-4.3(a)3v1
N.J.S.A. 2C: 33-19	Remotely activated paging device	Evaluation of elements and standards (curriculum and instruction)
N.J.S.A. 18A: 11-1	General mandatory powers and duties	N.J.S.A. 6:29 Substance Abuse
N.J.S.A. 18A: 37	Discipline of pupils	
N.J.S.A. 18A: 40A	Substance abuse	
See particularly: N.J.S.A. 18A:40A-9,-10,-11,-12		
N.J.S.A. 6:8-1.1	Words and phrases defined	See particularly:
N.J.S.A. 6:8-2.8	Disciplinary action	N.J.S.A. 6:29-6.3(c)2,6.4(b)

**D. Vandalism and Violence Policy**

In an effort to prevent vandalism, all staff will stress the importance of respect for property and a sense of pride in the schools.

If vandalism occurs, the local police department will be notified to obtain assistance relative to the investigation of the incident in an effort to identify the vandals. If a student has committed willful and malicious damage to Board of Education property, including graffiti, the student and/or parent/guardian will be held liable for the damage, and the district will seek appropriate restitution.

Sanctions will be based on the severity of the offense. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5114 (Suspension and Expulsion) and Policy #5131 (Conduct/Discipline). The student may be prosecuted in accordance with the law.

Physical violence against another pupil or staff member will result in the disciplinary sanctions included in policies on suspension/expulsion and conduct/discipline.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the schools will report the incident to the principal.

## **E. Suspension/Expulsion Policy**

**Out-of-School Suspension** – While the Board of Education believes a positive approach to acceptable behavior is usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Students who indulge in disruptive behavior may be suspended or expelled.

The Superintendent of Schools, or a representative, designated in writing, is authorized to suspend students from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school. Suspension of pupils will be issued for repeated or gross disobedience, misconduct, or other violation of our conduct code. Please be reminded that suspension will be issued for ***repeated disobedience, typically signaled by repeated detentions, or for gross disobedience, which could be first time, serious acts of misconduct.*** Every such suspension shall be reported immediately to the parent or guardian of the pupil, with a statement of the reasons for such suspension. **Students who are suspended are not allowed to participate in any extra-curricular or co-curricular activities. Also, students will not be re-admitted to school without a parent/guardian conference with the appropriate school administrator.**

Any student who is suspended 5 days or less may have a parent/guardian (or their designee) pick up the child's classwork the day after the suspension (in order to give teachers time to provide the material without interruption of instructional time for other students), or the parent/guardian may elect to have the student make up the classwork upon their return to school (a student has 1 day for every day suspended to make up missing work). **The suspended student is not allowed to return to school during the suspension for any reason, including retrieving classwork.** For any suspension that is 5 days or more, the student will be provided home instruction on the 6<sup>th</sup> day of suspension. The Guidance Counselor will coordinate home instruction for the student.

### **Long-Term Suspension Hearings: Procedure, Protocol, and Appeal**

Providing there is a suspension lasting beyond ten (10) school days, the parent/guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond ten (10) school days must be approved by the Board.

**Expulsion (Permanent removal from school)** – The Board of Education shall consider expulsion only if:

- The chief school administrator, with his/her staff, has exhausted all means of bringing about correction of repeated misconduct; or
- The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parent/guardian of the student shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of the parent/guardian to appeal to the chief school administrator.

Before expulsion proceedings are started, the student must have a full evaluation by the district's child study team, observing all due process required by N.J.A.C. 6:28. Should the evaluation reveal that there is no handicapping condition causing the misbehavior, the student shall remain out of school until either:

An appeal, made by the chief school administrator, is decided in the student's favor; or

The appeal, if made, has been denied and the Board has met to hear the chief school administrator's recommendation.

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing. The student must receive:

- Notification of the charges against him/her;

- The names of adverse witnesses;
- Copies of the statements and affidavits of those adverse witnesses;
- The opportunity to be heard in his/her own defense;
- The opportunity to present witnesses and evidence in his/her own defense;
- The opportunity to cross-examine adverse witnesses; and
- The opportunity to be represented by counsel.

A student younger than 18 years of age that is expelled will be provided with an alternative program or home instruction.

**Weapons** – George Washington School will comply with the “zero tolerance” mandate on weapons. A student found with any type of weapon (including BB guns or weapon look-alikes) will be referred to the Hillside Police Department and suspended from school. There will be no exceptions! Should a student be found with a weapon, the school district will schedule a legal hearing for expulsion from the Hillside Public Schools.

**Discipline of Students with Disabilities** – Unless specifically exempted from school discipline in his/her individualized educational plan (IEP), a pupil classified with an educational disability will be disciplined in the same manner as non-classified pupils. When a classified pupil faces a long-term suspension (over ten days), he/she will be evaluated by the Child Study Team for a determination of whether the conduct alleged was primarily caused by the pupil’s disability. The conclusion of the Child Study Team will be considered by the Board and/or the school district administration in determining the appropriate disposition of the matter.

In all disciplinary matters (until a student is officially dismissed), students’ due process rights will be preserved and students will continue to receive an education through home instruction.

#### **F. Harassment, Intimidation, or Bullying (HIB)**

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

New Jersey State Law defines “harassment, intimidation, or bullying” 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 either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds... that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that:

- A. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional 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; or
- C. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.” Actions fitting this description will not be tolerated at GW, and will be punished severely.

Note: “Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

### **Reporting Harassment, Intimidation, and Bullying Behavior**

The Principal (and/or her designee) shall be responsible for receiving complaints and alleging violations of this policy.

The Board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, Board member, contracted service provider, student, visitor, or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying must report the incident to the Principal/Building Administrator or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation, and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the Principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The Principal shall inform the parents/guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, and bullying shall be reported in writing to the Principal within two (2) school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A Board member, school employee, contracted service provider, visitor, volunteer, or student who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the Principal/Building Administrator (or his/her designee), and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school's procedures concerning school bullying.

A Board member or a school employee who promptly reports an incident of harassment, intimidation, or bullying to the appropriate school official designated by the school's policy, or to any school administrator or safe schools resource officer, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a school employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying, may be subject to disciplinary action.

School Anti-Bullying Specialist – The Principal shall appoint a school anti-bullying specialist. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

### **School Safety Team**

GW has a school safety team to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team meets at least two times per year.

The school safety team consists of the Principal (or her designee who, if possible, shall be a senior administrator); a teacher in the school; the school anti-bullying specialist; and other members to be

determined by the Principal. The school anti-bullying specialist serves as the chair of the school safety team.

The school safety team:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents/guardians, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the school anti-bullying coordinator may request;
- G. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or anti-bullying coordinator.

**Investigating Reported Harassment, Intimidation, or Bullying**

All reported incidents of harassment, intimidation, or bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include but not be limited to:
  1. Taking of statements from victims, witnesses, and accused;
  2. Careful examination of the facts;
  3. Support for the victim; and
  4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the Principal or her designee within one school day of the report of the incident and shall be conducted by the anti-bullying specialist. The Principal may appoint additional personnel who are not anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than ten (10) school days from the date of the written report of the incident of harassment, intimidation, and bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-school day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the Principal within two (2) school days of the completion of the investigation, and in accordance with law and Board policy. The Principal may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board meeting following the completion of the investigation, and include:
  1. Any services provided;
  2. Training established;
  3. Discipline imposed; or
  4. Other action taken or recommended by the Principal.
- F. The Principal or her designee shall ensure that parents/guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within five (5) school days after the results of the investigation are reported to the Board and include:
  1. The nature of the investigation;

2. Whether the school found evidence of harassment, intimidation, or bullying; and
3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

### **Appeal Process**

The parent/guardian may request a hearing before the Board after receiving the information from the Principal regarding the investigation. The hearing shall be held within ten (10) school days of the request. The Board shall meet in Executive Session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

Whether pursuant to a request for a hearing or not, at the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the Principal's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than 90 days after the issuance of the Board's decision.

A parent/guardian, student, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Throughout the school year, the school shall provide on-going age-appropriate instruction on preventing harassment, intimidation, and bullying, such as during monthly advisory time and during regular assemblies.

### **G. Restoration**

Goals of student discipline include restoring the student and encouraging self-discipline. When students violate school rules that require a suspension of 5 days or more, that student will not simply be given a consequence; they will reflect on wrong behavior and become restored to the school community.

## **VII. George Washington School Uniform Policy/Dress Code**

On June 27, 2005 at its regular meeting, the Hillside Board of Education unanimously approved a mandatory uniform policy for all students in grades pre-K through 8. All students will wear the school's designated uniform as of September 7, 2005. Students must wear a uniform to school each day. Uniforms help create a communal and academic environment, which minimizes a sense of social competition and/or distractions from the learning process. Uniforms are to be neat, clean, and pressed daily. The uniform colors for GW are black tops and khaki bottoms.

In addition to the above uniform, students must also adhere to the dress code details below. School administrators reserve the right to contact parents/guardians and exclude any student who does not meet the dress code and uniform standard.

- Coats/hoodies should not be worn during the school day, including breakfast and lunch times. They should be stored in the student's locker.
- No jewelry, watches, or bracelets are allowed, with the exception of small button earrings.
- Sneakers must be tied correctly with a bow on the outside of the shoe.
- The shirt and/or blouse must meet the pants and/or jeans, trousers, slacks, skirts.
- Excessively short shorts. Mid thigh to knee are acceptable. (Rule of thumb: bottom of shorts should reach fingertips when arms are at sides).
- Bare midriffs, halters, tank tops or any articles of clothing which display excessive nudity.
- Open-toe shoes, backless sandals, flipflops, slippers, and bare feet are not acceptable.
- Clothing that is not clean or is excessively soiled is not acceptable.
- Any item which displays indecent writing, pictures, or slogans is not permitted.



- Any articles which could cause damage to self, other persons or property.
- Sunglasses without a prescription or medical excuse may not be worn in the school.
- No head gear (i.e., bandanas, large headbands or bows) is allowed. Hats, scarves, headbands, or any type of head covering are not to be worn in the school, with the exception of religious head coverings (and prior approval by the principal is needed). Hats worn in school will be confiscated and returned to a parent.

Students who do not comply with the uniform policy/dress code are ineligible to participate in school activities throughout the year. Students who publicly represent the school at any activity away from the school are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement disqualify themselves from participation. Failure to wear uniforms for **4 or more times** may result in forfeiture of end-of-year activities.

At GW, we want our students to wear their uniforms with pride. If there is a financial difficulty in purchasing uniforms, please contact the principal. All requests for assistance or grace will be kept confidential.

### **Gym Uniform**

- a) Black t-shirt may be worn.
- b) Black or khaki shorts or sweatpants with an elastic waist may be worn on gym days ONLY.
- c) Sneakers must be worn.
- d) No lotion may be used in gym. No gum, food, or drink is allowed in the gym



George Washington Elementary School  
*“Together Everyone Achieves More”*

George Washington’s Code of Conduct

1. *Bullying is not allowed in our school or on the bus.*
2. *Use of kind words - no teasing, name calling, or putting others down in school or on the bus.*
3. *We show self-control by keeping our hands and feet to ourselves in school and on the bus.*
4. *We will make sure that everyone is included and no one is left out.*
5. *We will speak up and stop bullying (if we can) or go for help right away.*
6. *We treat each other with kindness and respect at all times in school and on the bus.*
7. *We respect each other’s property (school property, too).*
8. *We look for the good in others and value differences.*

# Playground Rules Contract

- I will be kind to everyone
- I will line up promptly when the whistle is blown. I will do this quietly
- I will stay only on the area designated by the teacher
- I will keep my hands to myself. This means I will **not** touch anyone for any reason
  
- I will **not** touch or throw stones, sticks, or any other objects
- I will **not** bully anyone verbally or physically

I will be responsible with **all** the equipment on the playground. I will follow all rules. I will be respectful towards everyone.

By signing this contract you agree to follow all playground rules. If you do not follow the rules you understand there will be consequences.

**1<sup>st</sup> Offense:** No Recess for 2 days

**2<sup>nd</sup> Offense for violation of the same rule:** No Recess 1 week

**3<sup>rd</sup> Offense for violation of the same rule:** No Recess for 2 weeks

**Student Signature:**

**Parent Signature:**

**Date:**

## George Washington Consequences for Unacceptable Behavior School Year 2018-19

Behavior	First Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Level 1</b>	Verbal warning	Parent notified	Parent meeting and/or counseling	In-School suspension
<ul style="list-style-type: none"> <li>-hurtful teasing or demeaning name calling*</li> <li>-spreading rumors*</li> <li>-use of insulting or obscene gestures (giving the finger, staring/glaring, etc)</li> <li>-intimidating on any level*</li> <li>-social isolation or exclusion (ie: refusing to let students sit next to them, telling others not to be friends with another, etc.</li> </ul>				
<b>Level 2</b>	Parent notified	Parent meeting and/or counseling Possible Detention	In-School suspension Possible conference with Juvenile Officer	Out of school suspension
<ul style="list-style-type: none"> <li>-harassing/bullying others based upon race, gender, ancestry, color, religion, natural origin, sexual orientation, or disability*</li> <li>-cyberbullying</li> <li>-hate or nasty notes*</li> <li>-Insulting remarks (verbal or written)*</li> </ul>				

<ul style="list-style-type: none"> <li>-physical acts (pushing, bumping, tripping, spitting)</li> <li>-stalking or following another</li> <li>-Profanity/inappropriate language</li> <li>-threatening violence*</li> </ul>				
<p><b>Level 3</b></p>	<p>Parent meeting and/or counseling Possible Police notification</p>	<p>Out of school suspension (short term)</p>	<p>Out of school suspension or expulsion</p>	<p>Consequences to be determined on an individual basis, based on severity and patterns of behavior</p>
<ul style="list-style-type: none"> <li>-Assault/inflicting bodily harm (ie: kicking, hitting, slapping, punching, pinching)</li> <li>-vandalism/destroying property</li> <li>-stealing</li> <li>-exposing oneself</li> <li>threatening with a weapon*</li> </ul>				

***\*Verbal, written, or via any electronic media, including but not limited to telephones, computer, cell phones, pagers, picture messages, emails or posting on a website.***