

Port Republic School

Student Handbook

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Mission Statement

The Port Republic School District, in partnership with families and community, instills and inspires within each of our students the ability and confidence to achieve his or her unique potential as life-long learners by implementing the New Jersey Student Learning Standards.

POLICIES AND PROCEDURES

(Listed in alphabetical order)

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND NETWORK The Port Republic School District utilizes technology for its ability to increase access to learning opportunities to our students and staff. All students and staff will be told about procedures, ethics and security involving using the technologies and be held accountable for abiding by the Acceptable Use Policy, found in the school registration packet.

ADMISSION TO KINDERGARTEN A child is eligible for kindergarten in the Port Republic School District if they attain the age of 5 years on or before October 1 of the school year in question. The Board of Education will consider applications for early entrance into kindergarten for children younger than five (5) years on or before October 1 on a case by case basis. The parent(s)/guardian(s) wishing to enroll a child in the kindergarten program may do so by making application to the superintendent. Announcements will be made via newspapers, postings at City Hall and various electronic formats such as the district website, registering children for the next year's kindergarten class.

AFFIRMATIVE ACTION Port Republic Board of Education is committed to equality in all areas of employment, students and school practices, textbooks and materials. The Affirmative Action Officer for the district is Mrs. Laura Erber. Please contact the school with any questions or concerns.

ANIMALS IN THE SCHOOL As per Board of Education policy, no animals, wild or pet, may be brought to the school without the expressed permission of the Superintendent. Should a child or parent wish to bring an animal to the school for a valid reason, a formal request must be submitted.

ARRIVAL OF STUDENTS School begins at 8:30am for all students in grades K-8. There is no staff available to supervise students prior to 8:15, and students may not arrive to school prior to that time. Morning meeting will commence at 8:30am. Any student who arrives at school after the morning meeting must report to the front office.

ATTENDANCE Parents are *legally responsible* for ensuring that students attend school on a regular basis. A student can only be considered attending school for a full day if present for four (4) hours of instructional time. Students who are absent from school are not permitted to be on school property which includes participation in, or attendance at, school functions.

If a child is absent, follow the procedures below:

1. Parents/guardians call the front office between 7:45am and 9:00am and report the student's absence.

2. A written parent note must be submitted as to the cause of a student's absence from school to verify the reason for the absence. When a student is absent for 3 or more days, they must have a doctor's note to be readmitted to school.
3. If a parent is aware in advance that a child will be absent, prior notification to the school is expected.

Make Up Work

A student who is absent for any reason is responsible for making up all missed work during the duration of their absence. If possible, parents should arrange for makeup work to be sent home or picked up on a daily basis. Parents who wish to request work to be sent home, are to contact the school office prior to 10:00 AM to allow the staff an opportunity to get the work and materials together.

Homebound Instruction

In the event of an extended excused student absence, the Superintendent is responsible for making the student's parents/guardians aware of the district's obligation to provide individualized homebound (or hospital) instruction as per Board of Education Policy.

PLEASE NOTE: When a student has accumulated more than 19 unexcused absences, the parent is in violation of the New Jersey statute requiring compulsory school attendance (N.J.S.A. 18A:38-25-30 and N.J.S.A. 18A-29). Legal action by the district may be taken.

BICYCLE TRANSPORTATION Only 5th, 6th, 7th and 8th **grade students may ride their bicycles to school.** The school is not responsible for the repair or replacement of damaged or stolen bicycles.

Please Note: In New Jersey, anyone under the age of 17 who rides a bicycle must wear a properly fitted and fastened bicycle helmet. This requirement always applies while the bicycle is being operated. ***Any student in violation of this law may have the privilege of riding the bike to school revoked.*** The parent or legal guardian of that person may also be fined for subsequent offenses.

BUS EVACUATION DRILLS New Jersey State Law requires school to organize and conduct emergency exit drills for all students who ride school buses. Drills are to be conducted on school property and be supervised by the Principal or a designee. The Port Republic School District will conduct bus evacuation drills twice per year.

BUS/TRANSPORTATION The Port Republic Board of Education provides bus transportation to students who live beyond two (2) miles of the school or live in an area designated a "hazardous route". Students must ride in their assigned seat on their assigned bus to and from school.

Parent's Responsibility:

1. Help the driver stay on schedule by making sure your child gets to their bus stop on time.
2. Do not ask the drivers to stop at places other than the regular bus stop.
3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations listed in the disciplinary code of conduct.

CAFETERIA All students attending the Port Republic School will remain in school for lunch. Students may either bring or purchase a lunch at school. If your child brings lunch to school, please label the child's name and classroom on their lunch bag or box.

1. A student can purchase lunch each day for **\$4.25** This price includes milk.
2. **Lunch orders are placed by 9:00 am** and cannot be placed after that time.
3. Glass bottles are strictly forbidden.
4. Port Republic School district is CASHLESS. All payments will be made in the form of check made payable to "Port Republic School". Please note, multiple payments for snack and lunch will be kept on account.

CELL PHONE USAGE As per Policy #3515.1, students shall not display, use, activate, or permit electronic portable communication devices to be activated in any school building during the instructional day without explicit permission from a staff member. The instructional day includes, but is not limited to, study halls, lunch break, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day. Student cell phones will be collected at the beginning of each day and returned prior to dismissal.

CHILD ABUSE REPORTING REQUIREMENTS School employees are required by law, to report all allegations/suspicions of abuse and/or neglect immediately to the Division of Protection and Permanency (DCPP). The school district must cooperate fully with DCPP or other agencies during an on-going investigation of possible abuse. A school employee can be subject to legal penalties should they fail to report allegations or suspicion of abuse.

CLASS FIELD TRIPS Class field trip activities are scheduled each year for students in grades K-8. All activities that require the students to leave the school property, either walking or on contracted transportation, is considered a class trip. Permission slips are sent home to parents regarding each trip a student may participate in and **a signed slip must be returned, or the student will not be able to participate.** Students and parents are reminded that class trip privileges can be lost by students for poor academic standing and/or violations of the school discipline code.

DISMISSAL OF STUDENTS

- Regular School Day: 3:00 pm.
- Single Session Day: 12:40 pm

Early Dismissal: we understand that there may be instances where a student must leave early from school. Below is the procedure:

1. A written parent request should be submitted to the front office in the morning.
2. Parents or guardians who request early dismissal for their son/daughter must report in person to the main office to sign the student out of school.
3. Students will only be released to the recognized parent or guardian unless written permission is submitted to allow other individuals to pick up a child.

DRESS CODE In order to maintain and support a thorough and efficient system of education and to protect student health, safety, and welfare, students are required to wear appropriate attire for school. Inappropriate dress is that which may be disruptive to the educational process, distracts students from their work, or may be considered potentially dangerous or harmful.

The following dress standards are designed to serve these purposes and are expected to be followed.

1. Shirts advertising alcoholic beverages, tobacco or those with obscene or questionable printing on them are not to be worn in school.
2. Outerwear such as coats, hats, scarves and bandanna headwear are not to be worn in school (except for religious garments).
3. All shirts must be secured on both shoulders and cover your body to your waistline. All straps must be a minimum of the “two-finger width” rule.
4. Students must wear pants on their hips or waists only. Undergarments must not be visible.
5. Opened toed, opened back or excessively high heels may not be worn to school.
6. Dress shorts are permitted throughout the year, weather permitting. Dress shorts must be a minimum of “finger-tip length.”

Please Note: all determinations of dress code violations are at the discretion of the administration. Should a student arrive to school dressed inappropriately, parents will be notified and requested to bring in a change of clothing. Depending on the specific circumstances, the student may not be permitted to attend class or participate in a school activity until the change of clothing is implemented.

EMERGENCY INFORMATION / CONFIDENTIAL EMERGENCY INFORMATION FORM It is imperative that student information be kept up to date in case an emergency occurs. Any changes in address or phone numbers must be reported to the office as soon as they are known.

FIRE/SECURITY DRILLS . In accordance with New Jersey State Law, fire and security drills are each held once a month.

GUIDANCE SERVICES It is the responsibility of the school psychologist, social worker, learning disability specialist and/or speech therapist to meet the educational, personal, social, and/or vocational needs of the student. To confer with one of these individuals, an appointment can be made in the front office.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING (Policy #5204) The Board of Education prohibits acts of hazing, harassment, intimidation or bullying (HIB). Allegations of HIB can be reported utilizing district provided forms. For more information, please contact the school.

HEALTH SERVICES School health services are conducted for the purposes of emergency illness or injury in school, communicable disease prevention and control, and determination of health needs and follow up of health needs with parents. Please be aware of the following:

Health Screenings

Screenings, include height, weight, vision, hearing, dental, blood pressure and scoliosis (older than age 10). These screenings are not diagnostic; they are merely to identify students who need referrals for further medical or dental care.

Medications

Please remember that students may not bring medications to school; They must be brought by a parent or guardian. This includes vitamins, herbal preparations, and all over-the-counter medications.

- If medicine is needed during school, New Jersey state law requires the completion of a brief form, which is available in the Health Office. The school nurse may not administer **any** medication without this signed consent form.
- With physician consent, your child may be permitted to carry, and self-administer emergency medications such as inhalers and Epi-Pens. Students who may self-medicate in school also may self-medicate on field trips.

- The first dose of any new medication must be given at home.

Parental communication

- Parents will be notified of any illness or accident that requires further medical care. In order to help us properly care for your children, please notify the school nurse of any health changes your child may experience, such as allergies, asthma, medications, or serious injuries.

Communicable Diseases

Cooperation between home and school is needed to prevent the spread of communicable diseases among children. Please be aware of the following:

- The state of NJ requires various immunization and other healthcare related requirements for school registration. Please see student registration packet for specifics.
- Do not send your child to school when they have any of the following: fever, nausea/vomiting, diarrhea, sore/infected throat, head lice (nits), untreated cough, swollen/infected eyes, skin rash, or any contagious disease
- keep your child home at least 24 hours after a fever, vomiting, or beginning an antibiotic

INCLEMENT WEATHER - CLOSING OF SCHOOL There may be occasions when it will become necessary to cancel school due to heavy snow, ice, or other poor weather conditions. Decisions to close school are based on student and staff safety along with transportation concerns. We use multiple methods to inform the school community in as timely fashion as possible if closing school or delayed opening is needed, including telephone, social media and the school website. Any days missed due to weather conditions or building issues will be rescheduled.

INSURANCE The Port Republic Board of Education has purchased school accident insurance for all students who attend our school during the school year. This insurance will provide coverage for our students from the time they leave for school in the morning until they return home at the end of the school day. In addition, students are covered when participating in after school activities or the athletic program.

LATE TO SCHOOL / TARDINESS Frequent tardiness on the part of a student disrupts the educational process for that student and their classmates and is viewed as a serious matter. Repeated tardiness will be addressed by the administration as a potential discipline issue.

LOST AND FOUND A lost and found department is maintained near the front desk. Items found, but not claimed, are donated after a reasonable amount of time. Parents are urged to label clothing, book bags and other personal items.

LOST OR DAMAGED SCHOOL PROPERTY Students are held responsible for all materials issued to them by the school. Any student who loses an item must report the loss to the teacher who issued the item. A replacement item will be issued, and the student will be responsible for payment of the lost item. Students who damage or deface any school item will be held financially responsible for the replacement or repair of the damaged item.

PARENT TEACHER SOCIETY (PTS) The Port Republic Parent Teacher Society serves as an active school support group. Proceeds from fundraisers by the PTS are utilized to provide a variety of activities for the students during the school year. Parents and staff members are invited to become active in the group.

POTENTIALLY MISSING CHILDREN The Superintendent is directed to maintain procedures to identify as quickly as possible any potentially missing children.

1. Parents/guardians are responsible for notifying the school early in the day (preferably before 9:00 am) if a child will be absent.
2. If daily attendance records indicate a child is absent and the parent/guardian has not called, a designated school employee should attempt to contact the parents.
3. If school officials cannot find the child or contact the parents, they will inform the appropriate authorities.

RESIDENCY REQUIREMENTS To attend the Port Republic School, a child must reside within the boundaries of the City of Port Republic or be admitted through the School Choice Program. Should a question arise as to a child's legal place of residence, the Superintendent may request proof of residency. If a child is found to be attending this district's school while not eligible, the Board of Education may require the payment of tuition for the educational services provided. Should a family be moving out of the district and wish to have their child continue to attend school in Port Republic, the parents should contact the Superintendent. Considerations may be given to allow the student to complete the school year in accordance with District Policy.

SAFETY PATROL Under the direction of the Safety Patrol Coordinator, the patrol members assist in arrival, dismissal and other functions as the need arises. All students are expected to obey the directions and requests of the Safety Patrol members. Should a student or parent have a problem or concern in regard to a Safety Patrol member's actions or directions, it should be brought promptly to the attention of the coordinator and/or Superintendent. Eligibility requirements for the Safety Patrol are the same as for the other coeducational activities and is limited by grade level.

SCHOOL CHOICE STUDENT ACCEPTANCE The Port Republic Board of Education has adopted a policy to allow the enrollment of School Choice students from outside the school district. Any child accepted will have all the rights and privileges of any in-district student and their parents will be encouraged to become involved in school activities.

SECTION 504 OF THE REHABILITATION ACT Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. To be eligible for a 504 plan, a student must have a physical or mental impairment that substantially limits one or more major life activities. Please contact our Section 504 Compliance Officer, Mrs. Laura Erber, with any questions.

STUDENT RECORD ACCESS Any parent who wishes to review the individual records of their child may do so by requesting an appointment with the Superintendent.

TELEPHONE USAGE BY STUDENTS Students are not permitted to use office telephones for personal calls except in emergencies or as directed by staff members. Parents are encouraged to assist their child in organizing their materials and books for school the evening before, and confirming all transportation agreements, after-school activities, and other plans prior to departing for school.

VISITORS TO THE SCHOOL All visitors to the school must report directly to the school office upon entering the building. All visitors must sign in at the office, acquire a visitor pass, return to the office at the end of the visit, sign out, and hand in their pass. Parents who wish to visit classrooms shall request permission to do so through the office. Items brought into the school for students should be brought to the school office for delivery.

WALKING GUIDES For those students who walk to and from school, please read these walking tips:

1. Choose the route with the fewest streets to cross.
2. Go directly to and from school.
3. Cross only at corners/crosswalks
4. Look both ways before crossing.
5. Walk, don't run across streets.
6. Obey traffic signals.
7. Never step into the street from between two parked cars.
8. Watch for turning cars.
9. Face traffic when walking on roads without sidewalks.
10. Be extra alert on rainy days.

WELLNESS/NUTRITION The board believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. To promote healthful behavior in the school, the board is committed to encouraging its students to consume fresh fruits, vegetables, and whole grains. The board is also committed to encouraging students to select and consume all components of the school meal.

EDUCATIONAL PROGRAMS AND EXPECTATIONS

CHILD STUDY TEAM SERVICES The Port Republic School District provides for special education and related services pre-school age through grade eight in compliance with the federal Individuals with Disabilities Education Act of 2004 (IDEA), and an applicable state statute and Board policy. The primary focus of the Child Study Team (CST), is to ensure that all students with disabilities are properly identified and receive a free, appropriate public education in the least restrictive environment as required by law. For further questions or more information, please contact the school.

GRADE LEVEL STRUCTURE

Kindergarten is a full day, self-contained program.

Grades 1-4 each grade has two primary instructors with the students spending half the day with each of them

Grades 5-8 are involved in the departmental program in which the students circulate via a fixed schedule to teachers specializing in Math, Science, Social Studies and Language Arts.

Grades K-8 have their special subject areas taught by the respective teachers.

GRADING SYSTEM

Report Card Grade Scale (Grades 3 - 8)

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Below 60 |

Report Card Grade Scale (Grades 1 and 2)

| | |
|----|--------|
| O+ | 99-100 |
| O | 96-98 |
| G+ | 93-95 |
| G | 90-92 |
| S+ | 85-90 |
| S | 80-84 |
| N | 70-79 |
| U | 0-69 |

Report Card Grades (Kindergarten)

| | |
|----|------------------------------|
| P | Proficient |
| D | Developing |
| E | Emerging |
| NA | Not Assessed at This Time |

HOMEWORK POLICY

The following policy outlines Port Republic's guidelines concerning homework.

Teacher Responsibilities

1. Assign homework that is pertinent to class work and provides practice.
2. Communicate among team members to determine amount of homework assigned each night.
3. Communicate with parents regarding homework, if needed.

Student Responsibilities

1. Write assignments in homework notebook or agenda book.
2. Return homework on time and neatly completed.
3. Make-up missed homework within the time set by the teacher.
4. Inform your parents of your homework and the need of a quiet environment where you can complete it.

Parent Responsibilities

1. Communicate with your child about homework.
2. Establish a daily time for your child to do homework and be available to assist.
3. Provide needed supplies and a quiet environment for your child to do homework.

HONOR ROLL/MERIT ROLL RECOGNITION (GRADES 5-8)

In recognition of academic excellence and social achievement, the Board of Education authorizes the implementation of an Academic Honor Roll and Merit Honor Roll for each marking period.

To attain the **Academic Honor Roll**, the following grades must be maintained:

- a. A grade of A in each major subject.
- b. A grade of B or better in each special subject areas.

To attain the **Merit Honor Roll**, the following grades must be maintained:

- a. Grades of B or better in all subject areas with the following exception:
- b. allowed one C in special subject areas.

Major subjects are: Mathematics, Language Arts, Social Studies and Science.

Special subjects are: Physical Education, Health, STEAM, Algebra and Pre Algebra.

INTERVENTION AND REFERRAL SERVICES (I&RS) The school based program of Intervention & Referral Services (I&RS) is an ancillary student support service for helping staff and parents address the complete spectrum of student learning, behavior and health problems in the general education program, with an emphasis on early identification and intervention of problems at the elementary, and middle school levels.

PARENT/TEACHER COMMUNICATION The success of all good schools depends on the cooperative efforts of the Board of Education, the administration, the staff, the parents, and other community members. Open and honest communication among all of the interested parties is essential to the educational process. Teachers are encouraged to communicate frequently with parents and promptly inform them of any concerns that may surface. Parents should promptly bring to the teacher's attention any academic, behavioral, or social, concerns so that these matters can be openly discussed.

PORT REPUBLIC SCHOOL'S WEBSITE (portnj.org) The website consists of a variety of valuable information including calendars, lunch menus, various school forms and helpful links to valuable resources and is updated on a regular basis. Please contact the school for comments or suggestions to help us improve the site.

PHYSICAL EDUCATION Please review your child's schedule for when they have physical education so that appropriate clothing is worn. Please note: A doctor's note must be provided when your child cannot participate in physical education class. The note should also state when they can return to participation.

PROMOTION AND RETENTION To be successful in school and advance to the next grade level, a student must exhibit the ability to meet the demands of the next academic grade level. At the rare times it may become necessary to evaluate the benefit of retention for a child, parents will be formally notified no later than the end of the third marking and a conference would be held to examine the issue.

REPORT CARDS Report cards are distributed four times each year. Parents are requested to carefully examine their child's report card. Grades are regularly available on OnCourse Connect. sign in the space provided, and return the report card to the school with their child.

SPEECH SERVICES The Port Republic School District employs a certified Speech and Language Therapist to work with children with speech defects and/or language problems. Any parent who feels as though his or her child may be exhibiting speech difficulties can request to speak with the speech/language therapist to discuss the concern. Teachers may also refer children with possible speech/language difficulties to the specialist.

STANDARDIZED TESTING The school district utilizes Board of Education approved standardized testing as part of its process of monitoring student abilities, needs and progress. In addition, students in grades, 3, 4, 5, 6, 7 and 8 will take part in the administration of the state-mandated testing.

Parents are informed when the results of the test are available and may schedule an appointment to review their child's score. As test scores are only one measure of a student's ability or progress. Classroom performance, teacher observation, completed projects, and report card grades, must also be considered when evaluating a student.

DISCIPLINARY CODE OF CONDUCT

The Port Republic School community recognizes the need to provide a positive, safe, nurturing and challenging learning environment that promotes a sense of pride and community spirit for every Port Republic student.

The BOE believes that following traits play an integral part in the education of a well-rounded student and are actively taught via our PRS program:

- Respect
- Thankful
- Caring
- Responsible
- Honesty
- Patience
- Tolerance
- Fairness

The discipline code provides guidelines to foster an atmosphere that is conducive to learning. Any disciplinary action taken by a school official is intended to help the student internalize appropriate behavior, develop their internal discipline and encourage the traits listed above. Expectations include that each student comes to school prepared for learning and that they accept responsibility for their own academic progress and behavior. High standards of courtesy, decency, and honest relationships with others, shall always be maintained.

Disciplinary Consequences

The following consequences may be issued for violation of the discipline code:

Warning (W)

School staff member will address the student about their behavior and **warn** the student that additional misconduct may warrant a more severe penalty.

Lunch Detention (LD)

School staff member may assign a lunch detention. This may include either lunch time, recess time or both, depending on the severity of the infraction.

AS Detention- 30 minutes (ASD-30)

The teacher / administrator may assign a 30 minute after school detention for certain unacceptable offenses. Parents will be contacted and given a minimum of 24 hours notice.

AS Detention- 60 minutes (ASD-60)

The teacher / administrator may assign a 60 minute after school detention for certain unacceptable offenses. Parents will be contacted and given a minimum of 24 hours notice.

In-School Suspension (ISS)

At the discretion of the administrator in charge of discipline, the student will be removed from their regular classes and be required to report for an in-school suspension program designated. Parents will be notified as soon as possible by phone and in writing. During this period of suspension, the student will not be permitted to have social contact with classmates and will be placed in a designated location for supervision during regular school hours. Any student subject to in-school suspension must report to the office at 8:30 am and will be dismissed at 3:00 pm.

Out of School Suspension (OSS)

As per policy #5114 (Suspension and Expulsion/Pupil Due Process) continued disruptive behavior or serious offenses could, at the discretion of the administrator, result in a student's suspension from school. Should the administrator feel the suspension of a student is warranted, they will contact the parent or guardians as soon as possible to inform them of the action to be taken and the reason for it. Depending on the circumstances, the administrator may deem it necessary for the parent to immediately take the child from school. Additionally, please note the following:

- A formal letter regarding a student's suspension will also be sent home containing the nature of the infraction and the consequence.
- A student who is suspended from school is not permitted to participate in any school activity or trip, including after-school, evening or weekend events.
- The suspension remains in effect until the child is readmitted to school by the Superintendent or their designee. A parent conference either in person or via electronic means must be held prior to the child being allowed back to class.
- All class work and homework missed during a suspension must be made up after the suspension concludes.

Any punitive measures (detentions, loss of playground period, etc.) previously assigned to a student but not completed due to a suspension will be fulfilled upon the child's return to school.

Loss of Privileges (LP)

A student having behavioral difficulties may loss privileges. Those privileges could include, but are not be limited to:

1. Participation in co-curricular and interscholastic activities
2. Participation in clubs, school related trips, social and sports events
3. Attendance at assemblies and other celebrations.
4. Graduation activities

Counseling, I&RS Team, and/or Child Study Team Referrals

In severe cases of disruptive behavior, the student may be referred to the School Social Worker, the Intervention and Referral Service Team, or the Child Study Team to attempt to determine the cause of the student's behavior, to discuss the consequences of continued misconduct, and/or offer suggestions for alternative placement.

Expulsion (E)

A student may be permanently excluded from school by the actions of the Board of Education as per policy #5114 (Suspension and Expulsion/Pupil Due Process) for serious disciplinary infractions.

Disciplinary Guides

The initial warning or disciplinary action for infractions in the yellow guide are dealt generally with at the classroom. However, there are times where administrative interventions are required.

Yellow Guides

| Behavior | Grade Level | 1st Offense | 2nd Offense | 3rd Offense |
|-----------------|----------------------|-------------------------------|-------------------------------|-------------------------------|
| Cheating | Elementary Middle | Warning LD | LD ASD-30 | ASD-30 ASD-60 |

| | | | | |
|---|----------------------|-------------------------------------|------------------------------------|--|
| Cutting Class | Elementary Middle | Warning LD | LD ASD-30 | ASD-30 ASD-60 |
| Public Display of Affection: | Middle | Warning | LD | ASD-30 |
| Disruptive Behavior | Elementary Middle | Warning LD | LD ASD-30 | ASD-30 ASD-60 |
| General Misconduct | Elementary Middle | Warning Warning | Warning LD | LD ASD-30 |
| Inappropriate Use of Class Time | Elementary Middle | Warning LD | LD ASD-30 | (2) LD ASD-60 |
| Late to Class | Middle | Warning | LD | ASD-30 |
| Inappropriate Use of Electronic Devices: | Elementary Middle | Warning/Confiscate LD/Confiscate | LD/Confiscate ASD-30/Confiscate | ASD-30/Confiscate ASD-60/Confiscate |
| Obscene language and/or gestures | Elementary Middle | Warning LD | LD ASD-30 | ASD-30 ASD-60 |
| Violation of Dress Code | Elementary Middle | Warning/PC Warning/PC | Warning/PC LD | LD ASD-30 |

Red Behavior Offenses These offenses reflect behaviors that are generally handled by the administrator.

Red Behavior Offenses

| Behavior | Grade Level | 1st Offense | 2nd Offense | 3rd Offense |
|--|----------------------|----------------------------------|-------------------------------|-------------------------------|
| Bus Misconduct | Elementary Middle | Warning ASD-30 | LD ASD-60 | ASD-30 ISS |
| Cutting/Missing Detention | Elementary Middle | Warning/Reschedule Double ASD | LD/Reschedule Triple ASD | Double ASD ISS |
| Defacing/Destroying School Property: | Elementary Middle | ASD-30 ASD-60 | ASD-60 ISS | ISS OSS |
| Defiance/Disobedience | Elementary Middle | LD ASD-30 | ASD-30 ASD-60 | ASD-60 ISS |
| Endangering the safety of oneself or another | Elementary Middle | LD ASD-30 | ASD-30 ASD-60 | ASD-60 ISS |
| Extortion: asking and/or forcing another to give money/food. | Elementary Middle | LD ASD-30 | ASD-30 ASD-60 | ASD-60 ISS |
| Forgery | Elementary Middle | ASD-30 ASD-60 | ASD-60 ISS | ISS OSS |
| Gross Disrespect | Elementary Middle | ASD-30 ASD-60 | ASD-60 ISS | ISS OSS |
| Inappropriate Materials: possession of lighters, matches, stink bombs, etc. | Elementary Middle | ASD-60 ISS | ISS (2-3) ISS | OSS OSS |

| | | | | |
|--|----------------------|--|--|--|
| Incitement to Fight: | Elementary Middle | LD ASD-30 | ASD-30 ASD-60 | ASD-60 ISS |
| Late to School: per marking period. | Elementary Middle | Warning Warning (3 lates in a MP) | ASD-30 ASD-60 (5 lates in a MP) | ASD-60 ISS (7 lates in a MP) |
| Potentially Dangerous Conduct: | Elementary Middle | LD ASD-60 | ASD-30 ISS | ASD-60 OSS |
| Sexual Harassment: | Elementary Middle | LD ASD-60 | ASD-60 ISS | ISS OSS |
| Stealing: | Elementary Middle | LD ASD-60 | ASD-30 ISS | ASD-60 OSS |
| Truant from School | Elementary Middle | ASD-30 ASD-60 | ASD-60 (2) ASD-60 | ISS ISS |
| Violation of Acceptable Use Policy | Elementary Middle | LD ASD-30 | ASD-30 ASD-60 | ASD-60 ISS |
| Assault: | Elementary Middle | (1-3) OSS (4-5) OSS Police Complaint | (4-5) OSS (6-9) OSS Police Complaint | (6-9) OSS (10) OSS Police Complaint |
| Cigarettes: possession, distribution or use. | Elementary Middle | ASD-30 ISS | ASD-60 (1-3) ISS | ISS OSS |
| Drugs/Alcohol: possession, distribution and/or use of illegal drugs, prescription drugs, or drug paraphernalia. | Elementary Middle | (3) OSS (3) OSS Police Complaint | (6) OSS (6) OSS Police Complaint | (9) OSS (9) OSS Police Complaint |
| Fighting: two students deliberately trying to harm the other, includes to and from school. | Elementary Middle | ASD-60 (1-3) OSS | ISS (4-5) OSS | OSS (6-9) OSS Police Complaint |
| Physically Violating Another's Rights: punching, hitting, by one student against another. | Elementary Middle | ISS (4-5) OSS | (1-3) OSS (6-9) OSS Police Complaint | (4-5) OSS (10) OSS Police Complaint |
| Setting off Alarms: includes 911 calls, bomb threats, etc. | Elementary Middle | (10) OSS (10) OSS Police Complaint | (10) OSS (10) OSS Police Complaint | (10) OSS (10) OSS Police Complaint |
| Threats: terroristic or physical threats. | Elementary Middle | ISS (1-3) OSS | (1-3) OSS (4-5) OSS Police Complaint | (4-5) OSS (6-9) OSS Police Complaint |
| Weapons: possession and/or distribution. | Elementary Middle | (10) OSS (10) OSS Police Complaint | (10) OSS (10) OSS Police Complaint | (10) OSS (10) OSS Police Complaint |

Please Note: This Disciplinary Code is designed as a guideline and outlines the possible consequences assigned to a student who violates the rules. It is with the discretion of the administrator to assign the appropriate disciplinary action to the student pertaining to the details and circumstances of each specific infraction.

Bus Expectations

It is a privilege for a student to ride school buses. Breaking the rules will result in temporary or permanent loss of this privilege. Parents/guardians of any student who damages the bus shall be liable for the amount of damage to the Board of Education.

General Guidelines

1. Leave home early enough to arrive at the bus stop on time.
2. While walking to and from the bus stop, do not use the property of others as a short cut.
3. Wait for your bus in a safe place - well off the roadway.
4. Do not damage surrounding property while waiting for the bus.
5. Do not fight or quarrel on the way to or at the bus stop.
6. Do not crowd or push when getting on or off the bus.

While on the Bus

1. Follow the instruction of your school bus driver or bus aide.
2. Go immediately to your **assigned seat, fasten your seat belt** and remain seated until the bus stops at your destination.
3. Keep arms and other parts of your body inside the bus at all times.
4. Keep your feet, arms, and book bags out of the aisle.
5. Talk softly and remain orderly at all times. Do not distract the bus driver in any way.
6. Be courteous and obey the bus driver.
7. Respect the rights of others.
8. Do not throw or project any objects on the bus or out of the bus window.
9. Do not use inappropriate language.
10. Do not call out to pedestrians or motorists.
11. Be alert to traffic when leaving the bus.

Please refer to the disciplinary code of conduct for consequences for misbehavior on the bus. Repeated violation of bus rules may result in bus privileges being suspended or revoked this suspension of bus privileges, the student is required to attend school. Transportation to and from school is to be arranged by the parent/guardian.

Cafeteria Expectations

The specific rules of conduct pertaining to all students in regard to lunch are listed below:

- Students are to walk in a straight, quiet line as their teachers escort them from their classroom to the cafeteria for lunch.
- Students are to enter the cafeteria in an orderly manner and remain seated until their table is called.
- Each student is responsible for cleaning the area where he or she was eating. All tables must be cleared, and any objects removed from the floor before leaving the cafeteria.
- Students must remain in the cafeteria during the entire lunch period, unless given a permission by a staff member.
- No food, beverage, or utensils are to be removed from the cafeteria.

Failure to adhere to the rules established to ensure a safe and orderly lunch environment will result in the student being disciplined under the School Discipline Policy.