



**Central Middle School**  
**2017-2018**

Central Middle School seeks to help students fulfill academic, social and emotional development while allowing them to build bonds that connect them to our school community. We strive to develop a firm respect for diversity within all aspects of school, while challenging our students to reach across the curriculum and provide them experiences that move beyond the classroom into adulthood. We value an environment that is patient, understanding and maintains a vision seeking to provide young students with clear, attainable goals. We call upon our students to embrace positive, life affirming opportunities in the search for self-identification and to take ownership for their decisions while employing the lessons of the classroom in everyday life.

### Regular School Day

8:00	Students may enter the building
8:00 - 8:15	Students gather in All-Purpose Room
8:20- 9:01	PERIOD 1
9:04 - 9:44	PERIOD 2
9:47 -10:27	PERIOD 3
10:30 – 11:10	PERIOD 4
11-13 –11:53	PERIOD 5 (GR. 6 LUNCH, GR. 7&8 CLASS)
11:56 – 12:16	PERIOD 6A (GR. 7&8 LUNCH/GUIDE/GR. 6 STUDY HALL)
12.16 – 12:36	PERIOD 6B (GR. 7&8 LUNCH/GUIDE/GR. 6 STUDY HALL)
12:39 – 1:19	PERIOD 7
1:22 – 2:02	PERIOD 8
2:05 – 2:45	PERIOD 9
2:45	Student dismissal

### Half – Day

<b>Time</b>	<b>Period</b>
8:15 – 8:20	Lockers
8:20 - 8:51	Period One
8:53 - 9:24	Period Two
9:26 - 9:57	Period Three
9:59- 10:30	Period Four
10:32 – 11:03	Period Five and Six (Gr. 7&8 –Per. 6, Gr. 6 Per. 5)
11:05 – 11:15	SNACK TIME (NO MILK/JUICE PROVIDED)
11 :17 – 11:48	Period Seven
11:50 – 12:21	Period Eight
12:23 – 12:55	Period Nine

### 2 Hour delay schedule

#### STUDENTS ARRIVE AT 10:15 A.M.

LOCKERS	10:15—10:20
PERIOD 1	10:20—10:49
PERIOD 2	10:51—11:20
PERIOD 3	11:22—11:51
PERIOD 4	11:53—12:22
<i>SNACK *</i>	<i>12:25—12:40(NO LUNCH SERVED)</i>
PERIOD 5/6	12:43—1:12
PERIOD 7	1:14—1:43
PERIOD 8	1:45—2:14
PERIOD 9	2:16—2:45

### School Closings

School closings will be announced via Honeywell Instant Alert. Parents register phones and/or email and are notified for any emergency closings. The District website has information for registering for the Honeywell system and indicates closings. The web address is [www.longhill.org](http://www.longhill.org).

## **Grades and Academic Achievement**

The grade scale and explanation of marks is as follows:

<b>A+</b>	<b>100-98</b>
<b>A</b>	<b>97-93</b>
<b>A-</b>	<b>92-90</b>
<b>B+</b>	<b>89-87</b>
<b>B</b>	<b>86-83</b>
<b>B-</b>	<b>82-80</b>
<b>C+</b>	<b>79-77</b>
<b>C</b>	<b>76-73</b>
<b>C-</b>	<b>72-70</b>
<b>D</b>	<b>69-60</b>

### **Effort and Conduct Indicators**

1 = Exemplary   2 = Satisfactory   3 = Needs Improvement   4 = Unsatisfactory

### **Honor Roll Criteria**

All students are asked to work hard and be the best students they can be. Students who maintain academic excellence are recognized by receiving the **High Honor Roll and Honor Roll**.

**High Honor Roll** is given to any student who earns an “A-” in all subjects

**Honor Roll** is given to any student who earns a “B” in all subjects

### **HOMEWORK**

Many assignments require study and research outside of class. Individual study is essential if students are to better understand the subject matter. Homework provides the student with the opportunities to sharpen his/her knowledge, helps the student become aware of personal responsibilities, discipline, and work habits; provides help in needed skills and leads to proficiency in the subjects being studied. Assigned homework must be completed. Grades will be affected, and lunch or after school detention may result if assignments are not completed.

Since students work at different rates, it is difficult to prescribe homework in a set amount of time. Assignments will vary from class to class.

All students should use their Agenda to record their homework assignments. The Agenda will help students remain organized and current in their work. We encourage all students to use the teacher’s website to track homework assignments. It is also advisable for students to have a study partner in each class who can share work that is missed because of illness or special program participation. If students are absent from school for two or more days and cannot obtain their homework from another student, parents may check the teacher web site for daily assignments. If parents are not able to get assignments, they may call the General Office after the second day and request assignments. We ask that parents telephone before 11 A.M. to allow time to gather assignments.

## **REPORT CARDS**

Report cards will be available four times a year via the Genesis Parent Portal. Report cards are a permanent record of student progress. Report card distribution dates are available through the school website.

## **ACADEMIC RESPONSIBILITY FOR PARTICIPTION IN EXTRA-CURRICULAR ACTIVITY**

Students are provided the opportunity to participate in challenging and meaningful athletic and extra-curricular programs. Those students who desire to participate in these after-school experiences must accept the challenges, sacrifices and responsibilities associated with these programs. After-school activities are considered an important component of the educational program being offered for Central Middle School students.

All students participating in –extra-curricular activities who receive a grade of a “D” or “U” in any academic subject or an “Unsatisfactory” in Effort and Conduct will not be permitted to participate until such time as the subject teacher and principal indicates that the student has performed satisfactorily and is eligible.

## **TARDY**

When a student is late for school, the parent or guardian of that child must sign him or her in at the Main Office. Students who are late to school 5 or more days will meet with the Principal for administrative review and receive disciplinary action.

## **LEAVING SCHOOL AND EARLY DISSMISSAL**

*No student will be permitted to leave the building without official permission.*

If a student becomes ill in school or has an appointment, he/she will be excused only into the care of a parent or guardian. For prearranged appointments, a student must present a note from the parent or guardian to the office before homeroom period, stating the reason, the time, and a telephone number where the parent can be reached for verification of the request for early dismissal.

Before leaving the building the student must first report to the Main Office and await the arrival of the parent or guardian. That person must come into the office and “sign out” his/her child.

## **TRUANCY**

If you are absent from school without the knowledge and permission of your parents, you are considered truant. When the school becomes aware of an unauthorized absence, this procedure will be followed:

1. Parents/Guardians are notified of student’s absence.
2. Municipal police are notified that the student did not arrive at school.
3. The Superintendent is notified of student absence.

Students who are truant can expect in-school suspension for each unauthorized absence. A parent conference will be required, and other disciplinary actions may be taken.

## **BACKPACKS**

Students are not permitted to use backpacks during the school day. Students may bring a backpack to school and leave it in their locker during the day. Wheeled backpacks are not permitted. Occasionally, a student may receive special permission from the Administration or school nurse to carry a backpack during the school day.

## **BEFORE AND AFTER SCHOOL**

Central Middle School opens at 8:00 a.m. unless a student is in Chorus or has made arrangements to meet with a staff member. Students who arrive before the opening time of 8:15 must go directly to the All Purpose Rom. If a student has an appointment with a teacher, guidance counselor, or administrator, he/she must **have a pass indicating that permission**. Students are dismissed for the day at 2:45. Buses leave from the side entrance area shortly thereafter, and all riders should board their buses as soon after dismissal as possible.

There should be no students in the building after dismissal time unless:

1. They are staying with a teacher for extra help.
2. They are participating in a scheduled activity such as a club or sports activity.
3. They are required to stay for detention.

**Under no conditions will students be permitted to stay in the school building after dismissal without supervision!**

## **MORNING DROP OFF**

Students should arrive between 8:00 a.m. and 8:15 a.m. There is no supervision prior to 8:00 a.m. Please do not drop off your child before 8:00 a.m. Drop off and pick up will be conducted in front of the school along Central Avenue. Do not pull into the parking lot to either drop off your child or to pick him/her up. Parents are asked not to block the driveway when dropping off or picking up their children.

## **EMERGENCY DRILLS**

Emergency drills are held at regular intervals throughout the year. These drills are held so that students and staff will be familiar with procedures in the event of a real emergency. These include: fire drills, lock down drills and medical containment. Students will follow the directions of staff in each of the situations. Should a student be in the restroom, library, or at any other location away from his/her class during a drill that requires exiting the building, that student should exit the building immediately, check in with a teacher. Any student in a bathroom or hallway during a lock down or containment drill is to move to the nearest supervised classroom and await instructions. When the fire bell sounds, all classes will leave the building from the assigned exit, walking as quickly and as quietly as possible, going directly to the assigned area for that class. There should be no talking in leaving the building during these drills!

## **HEALTH OFFICE**

Students should come to school physically well and able to participate in class for the entire day. If a student becomes ill during the day, he/she is to go to the Health Office after notifying his or her classroom teacher. If the nurse is not available, the student is to go to the Main Office. If a student is too ill to continue the day, a parent or designated person must be contacted by telephone. A parent or designated person must come to the Main Office to sign-out the student who is being excused because of illness.

## **LOCKERS**

Central Middle School has lockers for each student. Lockers are school property and they are lent to students for safekeeping of books, supplies and personal belongings. Students are given combination locks at the beginning of each school year, and are to be returned at the end of the year. Each student needs to remember:

1. Locker combinations should never be given to another student.
2. Before leaving their locker, students should always check to see that they are tightly closed and locked.
3. Careful planning will enable students to get the necessary materials for classes from their lockers. **A student may not be late for class due to locker visits!**
4. Opening another student's locker is prohibited.
5. Students are expected to take care of their lockers.
6. Students will be responsible for keeping their lockers free of graffiti and other markings. No student is to write on or mark any locker.
7. Lockers are not to be kicked or hit to open or close since these actions damage the lockers.
8. Students should keep lockers clean. There will be locker checks and locker cleanups from time to time.

Having the use of a locker is a privilege, which will be taken away if it is misused or abused, or if any of the above rules are violated.

*School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.*

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

## **PERSONAL PROPERTY**

Students must assume responsibility for loss or damage of any school or personal property issued to or belonging to them. Students should not bring expensive items to school as they might get lost or stolen. If, for any reason, a student brings in a large sum of money, it can be checked in the office for safe keeping during the day.

## **DAILY BULLETIN FOR CENTRAL MIDDLE SCHOOL**

The Main Office publishes a DAILY BULLETIN each day. Persons who sign up to receive email blasts from Central Middle School will automatically receive the bulletin at their designated email address. The bulletin details upcoming events happening in school. To sign up, go to the District website and log in using the username and password the District provided. If you have trouble with this, contact the Main Office for assistance.

### **AEROSOL SPRAYS, FRAGARENCES, PERFUMES AND BODY SPRAYS**

Central Middle School requests that students refrain from having and/or using any type of heavy perfume or cologne at school. Students should not have any type of aerosol spray in school. Our school population includes many students and staff who are adversely affected by contact with the smells put forth by these items as a result of severe allergies or asthma.

### **BICYCLES AND SKATEBOARDS**

Students are permitted to ride bicycles and skateboards to and from school. We request that students lock their bikes on the bike rack along the south side of the building. Skateboards may be kept in the Main Office if students are unable to put them into their lockers. Students should wear appropriate helmets to and from school whether using a bicycle or skateboard. No motorized bikes, scooters or mopeds are permitted on school grounds.

### **SPORTS, EXTRA CURRICULAR ACTIVITIES AND SPORTS PHYSICALS**

Students are encouraged to get involved in some activity along with their academic work. Sports offered include soccer, cross-country, cheerleading, basketball, fencing, baseball, softball, track and field. Coaches hold tryouts at the beginning of each sporting season. Students may also choose to try out to participate in one time sporting events such as the spring track competition. Other activities include Theater Arts, Tiger Talk(school newspaper) and student government. Students and their parents will be required to sign an extra-curricular participation contract which indicates the academic level necessary for participation to continue. Parents are further reminded that all sporting activities will be conducted on a “pay to participate” basis. All students are required to have an up to date health physical to participate in sports events.

### **ADDITIONAL ASSISTANCE AND MEETINGS WITH TEACHERS**

All staff members are available for extra help during the school day as well as 15 before school or 30 minutes after 2:45 P.M. If a student has a need for meet with a teacher before or after school, the student or student’s parent should contact the staff member in day in advance to ensure the teacher will be available.

Staff members are available to meet with parents either on an individual basis or as part of the weekly grade level Team meetings. Requests to met with individual staff should be handled through that person. Requests to meet with a grade level team should be made with our guidance counselor or Mr. Vitarello.

All staff members at Central school have four digit voicemail boxes. After dialing our main number, 647-2311, you will be given the option of pressing \* if you know the teacher’s extension or # to get a names directory. If after leaving a message you do not receive a return call within 24 hours please phone the principal’s office at extension 4000. E-mail messages may be sent to teachers by clicking on the envelope by the teacher’s name in the directory. As a quick reference a teacher’s email address consists of the first letter of the first name followed by the last name @longhill.org. For example the principal’s email address is mvitarello@longhill.org.

**CENTRAL MIDDLE SCHOOL**  
**CODE OF CONDUCT**

The school environment is a safe and positive place to learn when everyone cooperates and works together. This atmosphere is prevalent when everyone knows the rules and takes an active role in following and enforcing them. The Long Hill School District's professional and support staff understand their role as appropriate models for their students. Students are expected to be responsible for their own actions and ultimately for their school experience. When students, parents, teachers, support staff, and administrators all work together, a strong sense of pride is developed, and everyone can grow and experience success. Self-discipline is the ultimate goal. With these thoughts in mind, this Central Middle School Student Code of Conduct was developed. Input from students, parents, staff, and board members has been considered in the construction of this behavioral statement.

**DISCIPLINE GUIDELINES/EXPECTATIONS OF STUDENT BEHAVIOR**

**1. Preparation**

Students are to prepare themselves mentally and physically for the process of learning. Students are expected to:

- Be nourished, rested, clean, and properly dressed and groomed
- Be free of drugs and alcohol
- Be prepared to learn

**2. Behavior**

Students are to take responsibility for their own behavior and learning both in school and at all school-related activities, including class trips, school bus transportation, and school-related events at other locations. Students are expected to:

- Recognize that academic development is the primary purpose
- Complete all class work, homework, and assignments on time
- Make appropriate decisions
- Accept constructive criticism as part of the learning process
- Accept the consequences of their actions
- Use their time and resources in a responsible manner
- Attend school regularly and punctually
- Use learning materials and equipment appropriately
- Respect the natural and physical environments
- Participate in the maintenance and cleanliness of school facilities and property
- Take good care of educational materials entrusted to them
- Play in appropriate designated areas only using permitted equipment
- Walk bicycles on school property and wear appropriate headgear
- Communicate with others in a positive manner without teasing, name-calling, or profanity
- Keep to the right when moving through the hallways and stairways without running, fooling around, or making excessive noise

- Obtain permission from the teacher, sign out, and obtain a hall pass when leaving class during a specific period
- Learn and follow class rules related to the school building, lunch program, playground, etc.

### **3. Respect**

Students are to demonstrate respect for self and for others. Students are expected to:

- Be honest, courteous, and polite
- Respect the opinions of others
- Be respectful of different cultures, religions, ethnic and racial groups, genders and sexual orientations, and physical and mental differences
- Settle differences peacefully and appropriately
- Refrain from any form of hazing or inciting group disturbances
- Display good sportsmanship
- Show respect for others, both schoolmates and adults, and follow directions the first time they are given

### **4. Working Together**

Students are to share responsibilities when working as members of a group or team. Students are expected to:

- Cooperate, contribute, and share in the work of the group
- Accept and assume leadership when appropriate
- Listen to the points of views of others

### **5. Communication**

Students are to communicate appropriately with parents and school personnel regarding their needs and goals. Students are expected to:

- Take time to discuss academic learning and school programs
- Transmit information to parents and return responses to school personnel when appropriate
- Seek assistance from appropriate school personnel as needed

### **6. Learning**

Students are to be responsible for meeting individual class requirements. Students are expected to:

- Participate actively in learning activities
- Follow all class rules and procedures
- Arrive at class with all appropriate materials
- Ascertain and complete all assignments missed during absences

## **7. Character**

Students are to work to their potential, monitoring their progress and seeking help when necessary. Students are expected to:

- Put forth a meaningful effort each day in a positive manner
- Record and maintain a record of their progress
- Seek assistance from peers and school personnel
- Value the relationship of learning to everyday life

## **8. Sportsmanship**

Students are to display sportsmanlike conduct during intra- and interscholastic events. Students are expected to:

- Treat opponents with respect
- Play one's best and play within the rules
- Exercise self-control and set an example for others
- Win without boasting, lose without excuses, and never quit
- Remember that it is a privilege to represent the school and community
- Appreciate a good play no matter who makes it
- Respect the judgment of the coach and officials, and the performance of other players

## **PARENTS AS PARTNERS**

Parents are our students' first and most important teachers. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist in solving issues that may negatively impact the learning environment of their child. We encourage parents to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question. After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact the Principal so that he may look into the matter further and assist you accordingly. More information is available in this manual under "Grievance Procedures."

## **DRESS CODE GUIDELINES**

Each school requires that students follow a dress code which adheres to **Board Policy 5132**. Students should come to school looking neat, and well-dressed. Students will wear clothing that does not pose a distraction to the learning environment. Clothing that promotes violence, profanity, or is offensive is not permitted. Shorts and skirts must be an appropriate length. Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed. If students violate these guidelines, parents will be telephoned and asked to bring a change of clothes for their child. Subsequent offenses will require a parent teacher conference and/or sending the child home to change their clothing.

## LUNCH PERIODS

Each student is expected to:

- Enter and exit the lunch area in a quiet and orderly manner and proceed to a table
- Keep food and drinks in the lunch area
- Never leave the lunch area without permission from the adult supervisor
- Remain seated except when getting drinks, snacks, or disposing of refuse
- Wait for dismissal from the adult supervisor
- Dispose of trash and keep immediate lunch area clean

## COMPUTER USE

Computers are an integral part of today's society. Students and their parents must sign the contract entitled "Technology Acceptable Use Policy Agreement (AUP)" which is part of **Board Policy 6142.10** and conform to all of the requirements and conditions of that policy. Students who do not fulfill this obligation will be prohibited from access to any school computers. Students are expected to use technology for educational purposes only as directed by teacher. and use email only under the teacher's direction. Social networking sites are not permissible sites. Students should:

- Be responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a student disclose his/her password to another individual
- Refrain from gaining unauthorized access, including attempting to log in through another individual's account or accessing another's files
- Refrain from deliberately attempting to alter or disrupt the district's or school's computer system by changing or destroying settings, files or data or by downloading software
- Refrain from connecting unauthorized devices to the system, including but not limited to personal laptops, iPods, etc. unless pres-approved by the technology coordinator
- Refrain from using the district system to engage in illegal activities or non-school related activities
- Refrain from accessing material that is profane or obscene, that advocates illegal acts, or advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person
- Refrain from plagiarizing from other student's or published materials including but not limited to the internet
- Refrain from infringing on copyrighted material
- Refrain from posting pictures/video online obtained during school hours or on school grounds, even when using a person computer at home

## **CELL PHONE/AND PERSONAL ELECTRONIC DEVICES**

According to **Board Policy 3151.1**, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school busses unless it is part of an instructional activity and supervised by the classroom teacher or building Principal. Also, cell phone cameras on school busses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to retrieve the device from the main office. Subsequent offenses will require a parent teacher conference, an after school detention, or in-school suspension.

## **CONDUCT/STUDENT DISCIPLINE**

The Long Hill Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board of education-approved code of student conduct is established to achieve the following purposes:

- A. Foster health, safety, and social and emotional well being of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and student's histories of inappropriate behaviors as appropriate.

The staff and Principal will determine and use a variety of approaches to address disciplinary situations. Corporal punishment by any staff member in any form is strictly forbidden. Teachers are required to treat each student with courtesy, respect, and with an understanding of individual needs. In many instances, discipline is handled by the classroom teacher. The Principal has the authority to become involved in disciplinary situations as they see appropriate and/or when a staff member completes a disciplinary referral.

Students whose presence and behavior pose a continuing danger to persons or property, or ongoing disruption of the academic process, may be suspended or expelled in accordance with policy and following due process. Prior to expulsion proceedings, the student must be referred to the Child Study Team for evaluation.

Students who display chronic behavioral or academic problems may be referred to the Child Study Team by the Principal for possible identification as disruptive or disaffected. The Principal shall inform the Superintendent of such referrals as they are made; the Superintendent shall keep the Board informed of such referrals and follow-up at regular Board meetings. Students

identified as disruptive or disaffected shall be provided with appropriate programs and services as prescribed by the Child Study Team.

## **DISCIPLINE STRATEGIES**

Teachers are required to develop classroom rules and to share and review them with their students during the first three days of school each year, and to review them periodically for reinforcement.

### ***Strategies to Address Inappropriate Behavior:***

1. Student-teacher conference
2. Parent-teacher contact by telephone, email, and/or conference
3. Student-teacher-administrator conference
4. Behavioral contract or improvement plan
5. Detention (early morning, after school, or lunch time)
6. Loss of certain school privileges, such as
  - Field trips/school events
  - Lunch
  - Intramural/extra-curricular activities
7. Office Restrictions
8. Suspension
9. Expulsion
10. Financial reimbursement for damages caused by a student
11. Reimbursement of expenses incurred in removing student from an out-of-district school function
12. Loss of bus privileges (in the event of bus infraction)
13. Contact of local authorities

When office restrictions are imposed by the Principal, pupils are expected to work within the office area or other designated location with appropriate supervision. They may be permitted to attend some special subject classes with administrative approval. Ordinarily, parent/guardians are to receive notice one school day in advance when after-school detention is assigned. When unique circumstances prevail, the teacher must contact the parent/guardian to see if this notice can be waived and the detention held the same day. Detention is to be served on the day(s) assigned unless a medical appointment or religious obligation is scheduled. Parents must notify the teacher if a delay is requested for these or any other reasons. If the teacher and parents cannot agree to a mutually agreeable change, the Principal shall make the determination.

**Potential outcomes for infractions according to the discipline levels:**

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Late to school</li> <li>• Late to class</li> <li>• Disrespectful to classmates</li> <li>• Unprepared for class</li> <li>• Not doing homework or not completing same</li> <li>• Failure to follow class rules/requirements</li> <li>• Failure to follow lunchroom requirements</li> <li>• Corridor misbehavior</li> <li>• Disregard for school property</li> <li>• Cheating</li> <li>• Chewing gum</li> <li>• Inappropriate attire</li> <li>• Eating in areas other than the lunchroom at lunch time</li> <li>• Using the following devices: pagers, cell phones, laser pointers, personal music listening devices such as iPods.</li> <li>• Unauthorized use of audio/video recording devices including cameras and cell phones</li> </ul>	<ul style="list-style-type: none"> <li>• Repetition of Level 1 offenses</li> <li>• Insubordination</li> <li>• Using foul/profane language (not directed at an individual)</li> <li>• Disrespect towards a staff member, substitute, or school visitor</li> <li>• Pushing/shoving</li> <li>• Throwing objects without malicious harm or injury to others</li> <li>• Name-calling</li> <li>• Harassment (not racial, gender, ethnic, sexual, or religious)</li> <li>• Intimidation</li> <li>• Damage/defacement of school or students' property (minor)</li> <li>• Unsportsmanlike behavior</li> <li>• Causing disruption at a school event</li> </ul>	<ul style="list-style-type: none"> <li>• Repetition of Level 2 offenses</li> <li>• Leaving school grounds or a school activity without authority</li> <li>• Excessive Truancy</li> <li>• Fighting or assault that results in minor injury</li> <li>• Smoking (first offense)</li> <li>• Stealing</li> <li>• Gambling</li> <li>• Foul or profane language directed at an individual</li> <li>• Sexual harassment</li> <li>• Harassment , intimidation, hazing or bullying of pupils whether it be related to race, color, gender, religion, ethnicity, nationality, sexual orientation, ancestry, handicapping condition, economic condition, physical and/or mental differences, or to any other distinguishing characteristic, or by simple exercise of exerting physical force over another individual, including acts utilizing electronic devices, cell phones, computers, or other technology</li> <li>• Infractions against "Technology Acceptable Use Policy (AUP)</li> <li>• Infractions against Electronic Device Policy</li> <li>• Substantial damage or defacement of school property</li> <li>• Causing disruption of a standardized test</li> </ul>	<ul style="list-style-type: none"> <li>• Repetition of Level 3 offenses</li> <li>• Smoking (second offense)</li> <li>• Fighting (cases harm/intend to cause harm)</li> <li>• Vandalism</li> <li>• Stealing (second offense or major theft)</li> <li>• Possession or use of drugs or alcohol</li> <li>• Foul or profane language directed at an individual</li> <li>• Possession and/or use of weapons or weapon-like objects</li> <li>• Possession and/or use of fireworks</li> <li>• Gross disrespect towards a member of the staff</li> <li>• Harassment, intimidation, hazing or bullying of pupils whether it be related to race, color, gender, religion, ethnicity, nationality, sexual orientation, ancestry, handicapping condition, economic condition, physical and/or mental differences, or to any other distinguishing characteristic, or by simple exercise of exerting physical force over another individual, including acts utilizing electronic devices, cell phones, computers, or other technology</li> <li>• Threatening behavior, including ideation</li> <li>• Sexual harassment</li> <li>• Infractions against "Technology Acceptable Use Policy (AUP)</li> <li>• Infractions against Electronic Device Policy</li> <li>• Assault by student upon a Board member, staff member, or student</li> </ul>

## **OUTCOMES:**

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the discipline issue. The following details must be considered prior to determining the appropriate disciplinary measures:

1. The student's age and maturity
2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable

The following list includes possible actions taken in the case of inappropriate student behavior. Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out.
3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
5. Potential loss of privileges during the school day or related to extra curricular activities
6. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
7. If the situation falls under Harassment, Intimidation, and Bullying (**Policy 5131.1**), we will follow state mandated HIB procedures and parents will be notified.
8. Other disciplinary action may be taken as deemed appropriate by the teacher or principal

## **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION**

When possible and appropriate, pupils will serve suspension within the school environment in a restricted area apart from the general school population. The student serving in-school suspension will not eat with other students or attend classes, and will not be permitted to participate in or attend any school functions until the period of suspension is completed.

In instances of out-of-school suspension, the parent/guardian will be responsible for supervision of the student until the period of suspension is completed. Depending upon the circumstances at the time of suspension, academic work will be collected for the suspended student and arrangements will be made for the parent/guardian to pick up this work for the student.

## **GRIEVANCE PROCEDURE**

To grieve a disciplinary action, the procedures are as follows:

**Step 1:** Within 2 school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.

**Step 2:** Within 10 school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.

**Step 3:** Within 10 school days the building principal is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.

**Step 4:** Within 10 school days, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.

**Step 5:** Within 10 school days, the Superintendent of Schools is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter.

**Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Township Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.

During the appeal process, the Superintendent of Schools, after conferring with the building principal, may temporarily suspend any consequences issued against the aggrieved pupil.