

Monroe Township School District



Code of Conduct

Monroe Township School District
Monroe Township, NJ 08831

BOARD OF EDUCATION

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Learning in a stimulating and challenging environment

Code of Conduct

Introduction

The Monroe Township School District Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may delivery quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honest, and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct.

Unless otherwise indicated, this code of conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

I. Student Rights and Responsibilities

A. Students Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to the following:

1. A safe, healthy, orderly and civil school environment
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from personnel.
5. Address the Board of Education on the same terms as any citizen.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning.
2. Show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules and regulations.
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement
6. React to direction given by teachers, administrators, and other school personnel in a respectful positive manner.
7. Utilize anger management strategies to support a positive learning environment
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Accept responsibility for their action.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Make constructive contributions to their school and to report objectively the circumstances of school related issues.
13. Utilize time management techniques to balance academic and extra-curricular responsibilities.

II. Essential Partners

Students in the Monroe Township School District are provided with an educational opportunity that promotes success. Through the ongoing collaborative efforts of the Board of Education, Superintendent, parents, teachers, administrators, and support services personnel we are capable of providing our children with the tools they need to achieve in the 21st century. As the “Essential Partners” our roles are interdependent. Each of us plays a vital part in assisting the children in reaching their fullest potential. The partnership works best when the lines of communication are kept flowing. The Monroe Township School District welcomes and encourages frequent dialogue between all the partners. It is important that the essential partners respect each other for his or her opinion, contributions, and ideas. As essential partners we find ourselves providing so much more than simply an environment for learning. Today, our children face many challenges and the essential partners “wear many hats”. Not only do we support, nurture, and befriend our children, we have an additional charge to each student the necessary life skills, such as responsibility and accountability. Together, we are able to create an environment where students will always flourish and continue to be enriched.

A. PARENTS, GUARDIANS, OR PERSONS IN PARENTAL RELATION TO A STUDENT

All parents, guardians, or persons in parental relation to a student are expected/encouraged to:

1. Recognize that education of their child(ren) is a joint responsibility of the parents and the school community
2. Send their children to school ready to participate and learn
3. Ensure their children attend school regularly and on time
4. Ensure absences are excused and kept to a minimum
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school policies, rules, academic department policies, and help their children understand them
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children’s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Communicate with teachers first to resolve issues that may arise in the classroom.
14. Provide the educational environment necessary for students to develop time management skills.

B. TEACHERS

All district teachers are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning
2. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
3. Be prepared to teach
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.
8. Provide the educational environment necessary for students to develop time management skills.

C. PROFESSIONAL SUPPORT STAFF (Guidance Counselors, Social Workers, Psychologists, Nurses)

All district support staff is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems
4. Regularly review with students their educational progress and career plans
5. Provide information to assist students with career planning
6. Encourage students to benefit from the curriculum and extra-curriculum programs
7. Assist/guide students transitioning from building to building and from one grade to another.
8. Know school policies, academic department policies, rules, and enforce them in a fair and consistent manner
9. Provide the educational environment necessary to students to develop time management skills.

D. SUPPORT PERSONNEL (Teacher Assistants/Associates, Clerical, Custodial, Bus Drivers, Community Aides)

All district support personnel are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning
2. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.
3. Communicate regularly with school personnel regarding student progress.
4. Demonstrate interest in the learning process and concern for student achievement
5. Provide the educational environment necessary for students to develop time management skills.

E. PRINCIPALS/DIRECTORS/ASSISTANT PRINCIPALS

All district principals/directors/assistant principals are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs as well as state assessments
4. Support the development of, student participation in, appropriate extra-curricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Communicate regularly with students, parents, and staff concerning growth and achievement.
7. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.
8. Provide the educational environment necessary for students to develop time management skills.

F. SUPERINTENDENT

The superintendent is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.

5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.

G. BOARD OF EDUCATION

The Board of Education is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning
2. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
3. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
4. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.

CODE OF CONDUCT

Elementary Schools

Regularly scheduled parent-teacher conferences will be conducted during the school year. Additional conferences at other times may be arranged by parents or teachers.

Parents are urged to communicate with teachers via the telephone or conferences at any time during the school year.

II. Student Discipline and Attendance

A. Code of Conduct

The Code of Conduct in the elementary schools is designed to protect the rights of the total school community. It reflects the schools' desire to further student development of desirable character traits, self, and the acceptance of responsibility for one's actions.

Students are expected to follow the school rules and be on their best behavior at all times. Such things as common courtesy, respect for the rights and property of others, a neat appearance, friendly communication, and the completion of all assigned work, will foster a rewarding and enjoyable school experience. Students who find it difficult to comply with these expectations will ultimately find it difficult to succeed and will be unable to cope with the day-to-day activities.

To this end students should:

1. Act respectful and courteous toward peers and adults.
2. Respect the rights and property of other people in the school.
3. Use reasonable means to resolve disputes. (Fighting is an unacceptable method.)
4. Respect and care for school property.
5. Report promptly to class. Be prepared with the required materials for learning.
6. Follow individual classroom rules and procedures.
7. Move quickly and in an orderly manner in the corridors.
8. Refrain from the use of profanity or other unacceptable forms of communication.
9. Refrain from the use, distribution, or possession of drugs, alcohol, tobacco, and other controlled substances.
10. Remain on school grounds or designated areas.
11. Refrain from chewing gum.
12. Eat only in designated areas.
13. Refrain from inappropriate displays of affection.
14. Dress in an appropriate manner. Shirts or other articles of clothing which display inappropriate language and/or slogans will not be permitted.
15. Leave at home items that will interfere with the learning process such as a skateboard, tape player, radio, walkman, electronic game, or any other toy.
16. Bring no weapon or object that is designed, or can be used as a weapon.
17. Stay after school only when directly supervised by a staff member.
18. Participate in all field trips and school activities.

When students do not follow the Code of Conduct, conferences may be held between student and teacher, parent and teacher, with guidance and/or principal. For serious incidents or repeated infractions, after-school detention, out-of-school suspension may be assigned. Parents will be informed of serious violations of the Code of Conduct.

B. Threats

The Board, the Superintendent, and the staff of Monroe Township Schools take each instance of possible danger for your children very seriously. Therefore, we investigate every instance where a student might experience potential harm, either directly or by way of a threat. A threat is a declaration of an intention or determination to inflict punishment, loss, or pain on another, or to injure another by some wrongful act. A threat may be made by means of innuendo, or suggestion, or stated expressly. The student need not act on a threat for the district to consider it a serious matter.

Principals will immediately investigate the incident and remove the alleged perpetrator from the situation. Parents will be notified on an immediate suspension pending additional investigation. Students will be given the opportunity to complete assignments as outlined in our regular suspension procedure. The Principal will assess each situation based on the specific circumstances at the time, and in cases where there is a danger of harm to the perpetrator or others, the police will be notified. Finally, the principal will work with all appropriate district resources to resolve the problem and restore order to the school.

* Detention – An after-school detention program is usually established at each school and is usually held one day each week for one hour. Students assigned to detention shall be responsible for transportation home and the necessary signature forms.

C. School Bus Guidelines*

Student Responsibilities:

1. Students will remain well back from the roadway while awaiting the arrival of the bus and will refrain from improper behavior at the bus stop.
2. Students will enter the bus in an orderly manner and remain seated at all times.
3. Students will sit in their assigned seats.
4. All students shall comply with the directives of the bus driver.

5. Eating, drinking, littering, throwing objects on the bus, or discharging any objects on the bus, or discharging any objects from the bus is prohibited.
6. Students will ride only on their assigned bus unless they have received prior written approval from the principal. (this will only be granted in emergency situations.)
7. Students will get off the bus only at their assigned stops unless they receive prior written approval from the principal.
8. Smoking is not permitted on school buses at any time.
9. Students found to be defacing or damaging school property (including buses) will be held responsible for the damage, and subject to disciplinary measures.
10. No animals of any kind or condition (dead or alive) are permitted on school buses.
11. Students shall refrain from any action which could endanger others.
12. Students are required to use seat belts on buses equipped with them.

Disciplinary Procedures:

Student violations of the above guidelines will be reported to the appropriate school administrator by the bus driver or other school official witnessing the infraction. While each situation will be judged on its individual merits by the school administrator, the following guidelines will generally be followed:

First Offense:

In-school discipline (reprimand, detention, demerits, depending upon school procedures)

Second Offense:

Suspension of bus privileges for one to three school days (depending upon circumstances)

Third Offense:

Suspension of bus privileges for three to five school days (depending upon circumstances) and parent conference.

Fourth Offense:

Suspension of bus privileges for ten school days and parent conference

Fifth Offense:

Suspension of bus privileges for the remainder of the school year.
If the student is suspended from the bus, it shall be the responsibility of the parent to provide transportation for the student to and from school during such bus suspension. Parents will be informed by the local school administrator of any disciplinary report submitted concerning their child's behavior.

*A complete bus safety brochure is mailed to students during the summer with their bus schedule.

ACADEMICS

A. *HOMEWORK (GUIDELINES AND REQUESTS)*

Homework is an extension and reinforcement of what occurs in the classroom. It enables students to reflect upon and react to learning experiences in a meaningful way. We expect every student to accept the responsibility for completing homework neatly, accurately, and on time. While parents should be supportive and encouraging, it is ultimately the student's responsibility to complete assignments that represent the student's best quality and effort. In conjunction with board policy, students should expect to receive homework every evening. It should also be noted that homework constitutes a percentage of the marking period grade. For more specific homework policy information, parents should contact teachers or examine homework requirements for the given content area.

If a student is absent for any reason, it is the student's responsibility to gather missed assignments from teachers upon the student's return to school, complete missed assignments based on a schedule arranged by the teacher and student, and submit missed assignments to the teacher. In the event a student is or is going to be absent from school for three days or more due to illness, the student's parent may notify the main office and request work. Once the office has been notified, teachers will provide work for the student. However, you should allow 24 hours after notification for the work to be provided by the teacher(s). When students are absent for one or two days, students or parents should contact a classmate to obtain assignments instead of the main office.

B. GRADING

The following table provides guidelines for interpreting grades on report cards for students:

KINDERGARTEN

- **M** = Meets or exceeds expectations at this time
- **D** = Developing
- **N** = Needs strengthening
- **X** = Not evaluated at this time
- ***** = refer to comments

GRADES 1-3

- **VG** = Very good progress
- **G** = Good Progress
- **S** = Satisfactory Progress
- **M** = Minimal Progress
- **U** = Unsatisfactory Progress
- **-** = Needs improvement
- **√** = Improvement shown
- **+** = Area of strength
- **No mark** = Satisfactory

GRADES 4-6

- **90 – 100** = Very good progress
- **80 – 89** = Good progress
- **70 – 79** = Satisfactory progress
- **60-69** = Minimal progress
- **Below 60** = Unsatisfactory progress

C. Homework

1. In line with district guidelines, students may expect the following amount of homework:

Grades	Times
1-2	15 – 30 minutes
3-4	30 – 60 minutes
5-6	60 – 90 minutes

2. Students must submit assignments on the date due. Penalties for late work will be determined by the teacher and grade level.

3. Students who miss an assignment because of illness must see their teachers upon return to school and work out a schedule to make up any missed work, including tests. It is the student's responsibility (grs. 4-6), not the teacher's, to assure that this work is made up. If the makeup work is not completed, the assignment will count for zero credit.

4. Students who hand in a major assignment (term paper, report, research project, etc.) late will lose credit for handing it in late. The amount to be deducted will be determined by the teacher.

5. Homework Requests

Teachers will comply with requests for homework when your child will be absent from school for three days or more because of illness; however, it does take time to collect materials and assignments during the day. Therefore, if you wish to request homework to be sent home, you should call the school office prior to 10:00 a.m. on the third day of the absence. Requests later in the day may not be able to be honored. In cases of shorter absences, students or parents should contact a classmate to obtain assignments.

6. Vacations

While we recognize that there may be times that students must be absent from school for family emergencies or crises, we strongly urge that family vacations not be scheduled during the school year. Request for homework/classwork because of a family vacation will **not** be honored. Upon his/her return to school, the student will be given accumulated make-up assignments which must be completed, signed by the parent, and handed in to the teacher within the next ten days.

7. Content Areas (Grades 4-6)

A. All papers will be headed properly according to the district policy which follows:

Name _____ Subject _____

Date _____

Assignment

B. All daily class work should be completed in pencil unless directed otherwise by teacher.

C. Final report copies shall be completed in blue or black ink (grades 4-6) and in cursive writing, or black ink computer print out.

D. Neatness is expected on all assignments. Unacceptable work may be returned to the student to be recopied.

E. All work should be proofread and errors corrected.

F. Necessary corrections should be erased, not scribbled out. If erasing is not possible, one line drawn through the error is sufficient. The use of White Out is not necessary.

- G. For reports, two grades may be given, one for the content and one for grammar and mechanics.
- H. Students should always use correct and acceptable grammar in oral and written expression.

8. Scholastic Standards

Excellence in academics is one of the primary goals of education. It is toward this goal that students must maintain a minimum achievement level before advancement to the higher skills.

While grading is important, it should not be the sole indicator for success. The child's motivation and love for learning and discovery is equally important. The school's emphasis is on the child's acquisition of knowledge and learning skills.

Students need to know that any form of cheating is unacceptable and will not be tolerated. Any child caught doing their work inappropriately, or sharing their work with another student will receive a zero for the assignment and be assigned to after school detention. Copying work from another student, plagiarizing from a published source, or allowing someone else to copy work are all ways that students cheat themselves from acquiring the knowledge and pride necessary to become a successful learner.

D. PROGRESS REPORTS

Progress reports are issued at the midpoint of each marking period; therefore, they are issued four times per year. The purpose of the progress report is to reflect significant progress or lack thereof. Progress reports are distributed in school. Consequently, we expect students to bring progress reports home, have progress reports signed by parents, and return progress reports within two school days of their distribution. Again, we expect students to bring progress reports home, have progress reports signed by parents, and return progress reports within two school days of their distribution.

E. REPORT CARDS

Report cards are issued at the conclusion of each marking period; therefore, they are issued four times per year. The purpose of the report card is to communicate student performance in each content area. Report cards are distributed in school for all four marking periods. Consequently, we expect students to bring report cards home, have report cards signed by parents, and return report cards within two school days of their distribution.

F. HONOR ROLL/Grade 4-8

At the conclusion of each marking period, a list of all students who have qualified for the Principal's List and Honor Roll is published. In order to qualify for the Principal's List, students must receive grades of 90 or better in all content areas. In order to qualify for the Honor Roll, students must receive grades of 80 or better in all content areas. Accommodations have been made for students in the accelerated math program.

G. STANDARDIZED TESTING

National and state standardized tests are administered during the school year on appropriate grades. Standardized test scores are sent home with fourth marking period report cards.

ATTENDANCE

A. STUDENT AND PARENT RESPONSIBILITIES: GENERAL EXPECTATIONS AND REGULATIONS (ADOPTED FROM THE MONROE TOWNSHIP BOARD OF EDUCATION POLICY 5200)

Regular attendance is a prerequisite for success in school. New Jersey state law requires that students attend school regularly, and that it is the parents' responsibility to see that their children attend school on the days/hours that the public schools are in session in the district (N.J.S.A. 18A: 38-25,26). In order to facilitate students' chances for success, the Monroe schools shall work cooperatively with parents to assure that students attend school daily. **IF A STUDENT IS ABSENT, A PARENT OR GUARDIAN SHOULD CALL THE NURSE'S TELEPHONE.** It is recognized that certain legitimate occurrences may occasionally cause the student to be absent from school. Those occurrences which constitute legitimate absences from school and classes include the following:

- Personal Illness
- Death in the Family
- Required Attendance in Court
- Religious Holidays
- Suspension from School
- Other Reasons Which Receive the Prior Written Approval of the Principal

Students returning to school from an absence are required to submit a note to the office within two days of their return. To verify an excused absence, a doctor's note for an absence due to illness, a note for a religious holiday which is recognized by the state of New Jersey, a note for a death in the family, and/or a legal document for a required court appearance must be provided.

In terms of attendance, students and parents should be aware of the following additional expectations and regulations:

- Students under the age of sixteen who exceed 20 days absence during the course of one school year may have a complaint filed against their parents in municipal court.
- Students who have an extended illness shall not be charged with absences provided they are under doctor's care or are receiving home instruction.
- Students who are absent from school due to observance of a religious holiday shall not be deprived of any award or eligibility thereof or opportunity to compete for any award, or of the right to take an alternate test/examination, as long as an absence note is submitted as described herein.
- Students vacationing during school days will accrue unexcused absences. School work will not be provided in advance.
- Although certain medical appointments may be considered excused absences, parents are urged to schedule doctor and dental appointments after school hours.

B. *STUDENT AND PARENT RIGHTS: APPEAL PROCESS*

At any level, appeals may be made to the Principal, and to a committee of the Board, in that order, regarding attendance (N.J.S.A. 18A: 36-14, N.J.S.A. 18A: 38-25).

C. *ADDITIONAL ATTENDANCE PROCEDURES (EARLY DISMISSAL/LATE ARRIVAL)*

Students are expected to arrive on time to school. Students who arrive late to school are to report to the office to sign in upon entering the front door of the school. In turn, the office will issue students arriving late to school hall passes before they proceed to their classes.

Students who wish to be dismissed early from school must have a written request to do so from a parent or guardian. That request should be presented to the main office as soon as the student arrives at school the morning the request is for. The request must state the reason and time for the early dismissal. The parent or guardian given permission to pick up the student must personally sign out and pick up the child in the main office. **SIBLINGS WHO ARE UNDER THE AGE OF 18 WILL NOT BE PERMITTED TO SIGN STUDENTS OUT UNDER ANY CIRCUMSTANCES.** Students being dismissed early from school will be called to the office just prior to the stated dismissal time. If the student is returning later in the day, the student should sign in with security officials upon arrival and receive a hall pass before proceeding to class.

CODE OF CONDUCT

A. *OVERVIEW OF STEPS FOR ADDRESSING STUDENT BEHAVIOR*

Addressing student behavior issues at Monroe Schools involves different levels of support and interaction depending upon the behavior and its severity. The action plan listed below will be followed by staff members.

LEVEL ONE:

THE INDIVIDUAL STAFF MEMBER WILL MEET WITH THE STUDENT TO:

- ✓ Identify the inappropriate behavior.
- ✓ Discuss the inappropriate behavior with the student and help the student to problem-solve.
- ✓ Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon.

❖ *THE INDIVIDUAL STAFF MEMBER MAY ALSO CHOOSE TO CONDUCT A STAFF MEMBER/PARENT/STUDENT CONFERENCE AT THIS LEVEL.*

LEVEL TWO:

❖ *BEFORE THE FOLLOWING STEPS OCCUR, THE STAFF MEMBER WILL CALL AND INFORM THE PARENT AS TO HOW HE/SHE IS GOING TO PROCEED.*

IF A CHANGE IN BEHAVIOR IS NOT OBSERVED BASED UPON THE AGREED TO LEVEL ONE ACTION PLAN, THE INDIVIDUAL STAFF MEMBER WILL:

THE INDIVIDUAL STAFF MEMBER WILL MEET WITH THE TEAM TEACHERS AND STUDENT TO:

- ✓ Identify the inappropriate behavior.
- ✓ Discuss the inappropriate behavior with the student and help the student to problem-solve.

OR

THE INDIVIDUAL STAFF MEMBER WILL MEET WITH THE GUIDANCE COUNSELOR AND THE STUDENT TO:

- ✓ Identify the inappropriate behavior.
- ✓ Discuss the inappropriate behavior with the student and help the student to problem-solve.

❖ *THE INDIVIDUAL STAFF MEMBER MAY ALSO CHOOSE TO CONDUCT A STAFF MEMBER/GUIDANCE COUNSELOR/PARENT/STUDENT CONFERENCE AT THIS LEVEL.*

LEVEL THREE:

- ❖ If a change in behavior is not observed after the steps in levels one and two have been satisfied, the staff member will complete a “disciplinary referral” and submit it to the principal. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in later sections of this code of conduct. (Copies of all disciplinary referrals are sent home to parents indicating the reasons for the referral, staff

member's actions taken prior to the referral, and administrative actions taken after the referral.)

LEVEL FOUR:

- ❖ If a change in behavior is not observed after the steps in levels one, two, and three have been satisfied, the principal will then take the appropriate administrative action as outlined in later sections of this code of conduct. (Copies of all disciplinary referrals are sent home to parents indicating the reasons for the referral, staff member's actions taken prior to the referral, and administrative actions taken after the referral.)

Most behavioral issues can be resolved at Levels One and Two; however, students will be referred DIRECTLY to the administration for more serious infractions. In those instances, appropriate consequences will be imposed at Levels Three and Four. Students and parents should note that appropriate administrative action may include lunch detention, after school detention, out-of-school suspension, suspension of other school privileges, peer or staff mediation, counselor referral/IRT referral, police contact, and/or recommendation for expulsion. ***In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of district-wide policies.***

B. CONSEQUENCES FOR STUDENT INFRACTIONS REACHING LEVELS THREE AND FOUR

BEHAVIOR EXHIBITED

CONSEQUENCES
1ST OFFENSE 2ND OFFENSE 3RD OFFENSE

<p>LOW LEVEL INFRACTIONS</p> <p>Chewing Gum</p> <p>Tardy to School/Class</p> <p>Refusal to Do Work</p> <p>Unsigned Paperwork (Progress Report, Report Card, etc.)</p> <p>Inappropriate Dress (See D Section)</p> <p>Inappropriate Personal Belongings</p> <p>Disruptive in Class</p> <p>Undirected Profanity</p> <p>Horseplay</p>	<p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>CIC</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p>	<p>ASD</p> <p>ASD</p> <p>LD/ASD</p> <p>ASD</p> <p>CIC/ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p>	<p>ASD</p> <p>ASD</p> <p>LD/ASD</p> <p>ASD</p> <p>CIC/ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p> <p>OSS</p>
<p>MIDDLE LEVEL INFRACTIONS</p> <p>Repeatedly Disruptive in Class</p> <p>Directed Profanity</p> <p>Non-permanent Defacing of School Property</p> <p>Lying/Cheating/Forgery</p> <p>Abuse of Pass/Privilege</p> <p>Disrespectful to Teacher</p>	<p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p> <p>LD/ASD</p>	<p>ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p> <p>ASD</p>	<p>OSS</p> <p>OSS</p> <p>OSS</p> <p>OSS</p> <p>OSS</p> <p>OSS</p>
<p>HIGH LEVEL INFRACTIONS (reported directly to principal)</p> <p>Computer Violation (See C Section)</p> <p>Gross Insubordination</p> <p>Racial/Ethnic Slur</p> <p>Harassment/Threats</p> <p>Vandalism/Destruction</p> <p>Theft</p> <p>Possession/Use of Drugs/Alcohol</p> <p>Fighting/Assault (Spitting/Biting)</p> <p>Possession/Use of Matches/Lighters</p> <p>Possession/Use of Weapons</p>	<p>ROP+ASD</p> <p>PCC</p> <p>1 OSS</p> <p>1 OSS+PC</p> <p>OSS</p> <p>1 OSS</p> <p>10 OSS+PC</p> <p>1 OSS</p> <p>1 OSS</p> <p>5 OSS+PC</p>	<p>OSS</p> <p>OSS+PCC</p> <p>3 OSS</p> <p>3 OSS+PC</p> <p>OSS+R</p> <p>3 OSS</p> <p>10 OSS+PC</p> <p>3 OSS</p> <p>3 OSS</p> <p>10 OSS+PC</p>	<p>OSS+PC</p> <p>OSS+PCC</p> <p>5 OSS+PC</p> <p>5 OSS+PC</p> <p>OSS+R+PC</p> <p>5 OSS+PC</p> <p>RE</p> <p>5 OSS+PC/RE</p> <p>5 OSS</p> <p>RE</p>

*** In all instances of infractions, the Administration reserves the right to determine an appropriate consequence.**

**KEY FOR ABBREVIATED TERMS IN THE CHART OF CONSEQUENCES
ON THE PRECEDING PAGE**

ASD = After School Detention LD = Lunch Detention R = Restitution

OSS = Out-of-school Suspension

ROP = Removal of Privileges PC = Police Contact

PCC = Parent Child conference with principal and/or teacher/guidance

RE = Recommendation for Expulsion CIC = Change Inappropriate Clothing

***NUMBERS INCLUDED IN THE CHART INDICATE THE NUMBER
OF DAYS FOR THE GIVEN CONSEQUENCE(S).***

Students and parents should be aware of two additional elements relative to consequences for student infractions reaching Levels Three and Four. Although possession and/or use of tobacco and/or tobacco products is not specifically outlined in the chart on the preceding page, for possession and/or use of tobacco and/or tobacco products is a one day out of school suspension. The second offense consequence for this type of infraction is a three day out of school suspension. The third offense consequence for this type of infraction is a five day out of school suspension inclusive of police contact. The second element students and parents should be aware of requires an expansion of the terms fighting and assault. **THE MONROE TOWNSHIP BOARD OF EDUCATION CURRENTLY HAS A ZERO TOLERANCE POLICY PERTAINING TO PHYSICAL ASSAULT. THEREFORE, ANY STUDENT WHO PHYSICALLY ASSAULTS ANOTHER STUDENT WILL BE HELD ACCOUNTABLE ACCORDING TO THE CONSEQUENCES LISTED IN THE CHART ON THE PRECEDING PAGE. TO THAT END, IF STUDENT X ASSAULTS STUDENT Y AND STUDENT Y RETALIATES BY ASSAULTING STUDENT X, EVEN THOUGH STUDENT Y DID NOT INITIATE THE ASSAULT, BOTH STUDENT X AND STUDENT Y WILL BE HELD ACCOUNTABLE. IF ADDITIONAL CONSEQUENCES ARE RELEVANT ACCORDING TO THE CHART ON THE PRECEDING PAGE, BOTH STUDENT X AND STUDENT Y WILL BE ASSIGNED THOSE CONSEQUENCES AS WELL.**

With respect to the consequences for student infractions reaching Levels Three and Four, parents and students should note that in the event a student exhibits an inappropriate behavior not indicated in the Code of Conduct the administration reserves the right to determine an applicable consequence(s). Moreover, depending upon the severity of ANY inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences. The basis for suspensions and expulsions are outlined in Chapter 18A: 37-2 of the *New Jersey Statutes*.

C. *AN EXPANSION OF THE ACCEPTABLE USE POLICY (COMPUTER)*

As a user of the Monroe Township School District's computing facilities, students will agree to the following rules and provisions regarding the Acceptable Use Policy for Access to Information, Software, and Computing:

1. I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my teacher.
2. I will respect the privacy of information stored in the school's computing facilities. I will not acquire or modify, in any way, information that belongs to another person, nor will I attempt to access restricted portions of the network or operating system.
3. I will only use the software to which I have been granted express rights by the school administration.
4. I will not copy unauthorized software onto the local drive or onto the network drive.
5. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use the school's computing facilities to violate the terms of any software license agreement or any applicable local, state, or federal laws.
6. I agree not to use the school's facilities for any purpose other than that for which it was intended.
7. The use of the district's Internet connection and e-mail is a privilege, not a right. Good judgment should be used to access only information having sound educational value. I understand that accessing or generating inappropriate materials will result in the cancellation of my network account.
8. I understand that violation of any provision of this agreement will result in punitive action that may include suspension from school and removal from present courses that require use of the system, resulting in a failing grade for these courses. Criminal charges may be sought, if appropriate.
9. This agreement remains in force as long as I make use of the school's computing facilities or services.

D. *STUDENT DRESS CODE*

The following dress code has been developed in accordance with the Monroe Township Board of Education Policy (5511) and in consultation with staff members, parent(s) or legal guardian(s), and students of this district.

1. General Rules:

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

2. Prohibited Clothing and Articles:

(THE FOLLOWING GARMENTS AND ARTICLES ARE PROHIBITED IN SCHOOL AND AT SCHOOL-SPONSORED INDOOR EVENTS.)

- ❖ Extremely revealing clothing is not permitted.
- ❖ Tops must extend to the waist and meet the waistband of pants, skirts, and shorts. Clothing must cover the entire front and back of the student.
- ❖ Pants, skirts, and shorts must be worn in such a manner that no underwear is visible.
- ❖ Tube tops, tank tops, halter tops, half shirts, and short shorts are not permitted.
- ❖ Proper and safe footwear (no slippers) is required at all times. Students may not go bare footed. Footwear must be worn at all times.
- ❖ Bandannas and other headwear are not to be worn or carried in the building. Students should place all headwear in their cubbies at the beginning of each school day. Hats may be worn to school but are not to be worn in the building.
- ❖ Coats, jackets, or outerwear are not permitted to be worn in the building. These items must be kept in students' lockers.
- ❖ Cellular phones and/or paging devices are not permitted.
- ❖ Slogans or pictures that promote drugs, alcohol, obscenities, or ethnic violence cannot appear on clothing or property.
- ❖ Patches and emblems, which might distract other students, may not be placed on clothing or book bags.
- ❖ Pants, skirts, and shorts with letters, words, numbers, designs, or pictures that are distracting to other students may not be worn. More specifically, jeans and sweat pants with phrases such as "naughty girl" or "princess" or pictures of lips are not permitted to be worn by students.
- ❖ Clothing or jewelry that could cause injury to any student or damage to school property is not to be worn (i.e. spiked bracelets, choke chains, etc.).

3. Consequences for Student Dress Code Infractions:

Students who do not adhere to the student dress code will be referred DIRECTLY to the administration. The first dress code offense consequence will include the student changing the inappropriate clothing. The second dress code offense consequence will include the student

changing the inappropriate clothing and the student attending after school detention. The third dress code offense consequence will include the student changing the inappropriate clothing and the student attending after school detention. Parental notification will be inclusive of each dress code offense.

E. PHYSICAL EDUCATION POLICIES

Students who are unprepared for physical education classes will be held accountable according to the four levels outlined in the first section of the Code of Conduct. In the event a student is unprepared for his/her physical education class, the student's respective teacher will engage in the Level One steps. If a change in behavior is not observed after Level One and the student is unprepared again, the teacher will engage in the Level Two steps. If a change in behavior is not observed after Level Two and the student is unprepared again, the teacher will refer the student to the Principal. At that juncture, the student will then be assigned after school detention. If a change in behavior is not observed after Level Three and the student is unprepared again the Principal will assign the student after school detention. Subsequent unprepared behavior will result in after school detention beyond the fourth occurrence as well. It should be noted that in terms of unprepared behavior, students will be held accountable on a marking period basis. Therefore, every student has a clean slate at the beginning of each marking period.

F. CAFETERIA RULES AND CONSEQUENCES

Our aim regarding the cafeteria is to provide students with a pleasant dining atmosphere. This requires appropriate student behavior. As soon as students enter the cafeteria, they are expected to adhere to the rules listed below. In the event students do not choose to adhere to these rules, the consequences that follow will be imposed.

CAFETERIA RULES

1. Students must be seated at all times.
2. Every student is responsible for cleaning up his/her own garbage.
3. Students may not throw food for any reason.
4. Students must walk while entering the line for food and may not cut or engage in horseplay while in line.
5. Other rules as determined by School Administration.

In addition, students should be aware that no food is to be taken out of the cafeteria unless the student has been given permission to do so by a cafeteria supervisor. often times

exceptions to this rule are made when students are receiving extra help from a teacher, working on a project or school event, making up school work, or serving lunch detention.

CONSEQUENCES FOR CAFETERIA INFRACTIONS

If a student does not follow one or more of the rules listed above pertaining to expected cafeteria behavior, a cafeteria supervisor will change the student's seat for an extended period of time after meeting with the student to identify and discuss the inappropriate behavior. If a change in behavior is not observed after these steps have occurred, the student will be referred DIRECTLY to the administration. At that point, the administration will assign the student lunch detention or after school detention. It should be noted that depending upon the severity of any inappropriate behavior exhibited in the cafeteria, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences.

ADDITIONAL DISCIPLINE POLICIES AND PROCEDURES

Although the preceding section pertaining to discipline is quite extensive, we have taken the liberty of providing parents and students with an alphabetical listing of several additional policies and procedures that parents and students should familiarize themselves with.

A. ASSEMBLIES

Assemblies will occur at various times throughout the school year. When attending assemblies, students will be accompanied and supervised by teachers. Students are also expected to proceed to and from assemblies in an orderly fashion with a minimum amount of noise. Audience members are to commend assembly participants through applause. There should be no whistling, booing, or excessive noise made during assemblies. Students who choose not to demonstrate proper behavior will lose the privilege of attending assemblies. Constant talking during assemblies will not be tolerated.

B. BOOKS/EQUIPMENT

Students are responsible for the care of all books, equipment, and materials that are assigned or loaned to them during the school year. Textbooks are to be kept covered so they can be returned with a minimum amount of wear. Students should examine their textbooks carefully when they receive them. Students should also call their teachers' attention to any marks or ripped pages so as not to be held responsible for previous damages. Fines will be levied in June for any marks, ripped pages, or any other additional damages inflicted by students. With respect to textbooks, parents and students should be aware that depending upon the amount of damage, fine amounts may be for the replacement cost of the damaged book. Lost textbooks will result in fine amounts of the replacement cost of lost books. Parents and students should be aware that final report cards and standardized test scores will be withheld until payment is received for fines.

C. BUS EVACUATION DRILLS

New Jersey state law requires schools to conduct bus evacuation drills. During a bus evacuation drill, students should leave ALL of their personal belongings on the bus and exit the rear of the bus quickly, silently, and in a single file line. Upon exiting, students should bend down and use their hands and arms to brace themselves as they get out of the actual bus. Students should not jump out of the bus. Once the students have exited the bus, they should stand quietly and wait until the signal is given for them to return to the bus and gather their personal belongings. Students should then proceed to their classes in an orderly fashion.

D. COMPUTER LABS

The computer labs serve as informational and instructional centers for students and school officials. While all students are encouraged to utilize the computer labs, students are reminded that the equipment in the computer labs should not be vandalized in any way, shape, or form. Absolutely no food or drinks of any kind are permitted in the computer labs. (chewing gum in the computer labs is forbidden.)

E. ELECTRONIC DEVICES

Portable radios, CD players, walkmans, pagers/beepers, cellular phones, and electronic games are not permitted in school; however, CD players and walkmans may be used on the bus before or after school hours. Prior to entering school, students should store CD players and walkmans securely in their book bags and should not remove them until they exit the school. School officials will confiscate portable radios, CD players, walkmans, pagers/beepers, cellular phones, and electronic games if students are seen handling or using them in school. Once a school official has confiscated an electronic device, it will be turned over to the administration. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned on the last day of the school year. It should be noted that New Jersey law dictates that students are not permitted to be in possession of pagers/beepers or cellular phones while in school or on a school bus. Possession of pagers/beepers or cellular phones may result in police notification.

F. EXTRACURRICULAR ACTIVITIES

Parents and students should be aware that detentions take precedence over after school activities and athletics; therefore, detentions will not be scheduled around students' extracurricular activities. Parents and students are reminded that any student who is suspended in or out of school on the day of an extracurricular activity will not be permitted to participate in that activity.

G. FAX MACHINE USAGE

Although all schools have a fax machine, it is for school officials. Parents should not be faxing field trip permission slips, physical forms, progress reports, etc., to school for their children. It is the student's responsibility to bring the necessary documents to and from school. Parents should only fax school documents in the event of a true emergency.

H. FIELD TRIPS

A field trip is an optional activity, which enhances or expands the educational programs at the school by providing an experience not available in the traditional classroom setting. In order to attend a field trip, students must provide school officials with signed permission slips. Parental notes will not be accepted in lieu of signed permission slips. As for conduct, students may be denied the privilege of attending a field trip if their behavior shows a negative pattern. If parents decide not to give their child permission to participate in a field trip, their child is expected to be in school for the entire day. Appropriate lessons for each student remaining behind will be developed by teachers. Students and parents should also be aware that the code of conduct extends to field trips.

I. FIRE DRILLS

New Jersey state law requires schools to conduct fire drills. Every classroom has posted fire drill procedures as well as a map of fire drill escape routes. During a fire drill, students should walk quickly, silently, and in a single file line from the classroom. While outside, students should stand quietly and wait for the signal to return to the building. After the signal has sounded, students should return to their classrooms in an orderly fashion. Students should be aware of alternate routes to evacuate the building in the event designated escape routes are blocked.

J. HALL PASSES (BATHROOM, NURSE, AND GUIDANCE) (Grades 4-12)

All students should have a pass if they leave their classrooms during class time. If a student needs to use the bathroom while in class, the student must obtain permission to do so from the teacher, sign the classroom log, and take the classroom hall pass to the bathroom. Students should be aware that they are permitted to use the bathroom when classes change as long as they are on time to their next class. Students who wish to visit the nurse must have a pass from a school official except in the case of a true emergency. Any student who feels he/she cannot remain in school for any reason should receive a pass from his/her teacher and report directly to the nurse. Students are not permitted to telephone parents to request transportation from school. With respect to guidance, students may request to see their guidance counselors at any time for assistance. To arrange a guidance appointment, students should complete a guidance appointment form. Guidance appointment forms are available in the guidance offices, main office, and the nurse's office.

K. HALL TRAFFIC

Students are expected to walk on the right side of the stairs and halls. No running is permitted in the school building. Students should be orderly and reasonably quiet whenever they are in the halls so as not to disturb classes that are in session.

L. MEDIA CENTER

The library serves as an informational and instructional center for students and school officials. While all students are encouraged to utilize the library, reference books may only be taken out overnight. Fines will be charged for late materials. Students will not be fined for overdue materials when they are absent. It is ultimately the responsibility of the student to pay for any library material that is lost or damaged.

M. LOCKDOWN DRILLS

In the event of an emergency that requires students and school officials to remain in their classrooms, it is essential that all students fully cooperate with respect to the following directions for lockdown drills:

- Students should sit on the floor out of the line of vision from the doors and windows as soon as they hear a signal sound three times in a row signifying the beginning of a lockdown.
- Students should lie face down immediately if an explosion or shots are heard.
- no students should leave the area until an “all clear” announcement is made.
- Students who are in the cafeteria should move away from the windows and doorways.
- Students who are in the gymnasium or outside for physical education classes should move into the locker rooms as soon as possible.
- Students who are in the halls or the bathrooms should move to the nearest classroom immediately.
- Students who are near or in the office should remain in the office during the lockdown.
- Students should follow the lead of the police once they arrive on the scene.

N. PERSONAL POSSESSIONS (LOST AND FOUND)

Personal possessions are brought to school at the student's own risk. School officials are not responsible for any damages, thefts, or losses with respect to personal possessions. This includes jewelry, money, and other valuables. Students may check the lost and found for missing items. In order to facilitate the return of lost articles to the rightful owners, every attempt should be made to permanently mark all items brought to school with the student's name. Students are reminded that all found items should be brought to the main office.

O. PETS/ANIMALS

Generally speaking, no pets/animals are permitted in school. In the event a student wishes to utilize a pet/animal as part of a presentation directly related to the curriculum, the student must obtain permission from the vice principal or principal.

P. TOYS (LASER POINTERS/PENS)

Certain personal belongings are considered to be disruptive to the learning process. Articles of this nature (including toys, tech decks, etc.) are not permitted in school and will be confiscated by school officials if students are handling or using them. Once a school official has confiscated a toy or other disruptive article, it will be turned over to the administration. The first time this occurs, the article will be returned to the student at the end of the school day. The second incident will result in the article being returned on the last day of the school year. In addition, laser pointers/pens are dangerous and can cause eyesight damage. Therefore, students are not permitted to have laser pointers/pens in school or on school busses. Laser pointers/pens will be confiscated by school officials if students are handling or using them. Once a school official has confiscated a laser pointer/pen, it will be turned over to the administration.

Q. TELEPHONE USAGE

Students are not permitted to use the main office or guidance office telephones to call parents unless the student is experiencing a true emergency. Students will not be allowed to call parents to bring in homework, class projects/materials, gym clothes, field trip permission slips, physical forms, progress reports, or other school materials/forms that the student is responsible for bringing to and from school himself/herself. Part of the school experience includes encouraging students to fulfill their responsibilities with respect to this issue. In addition, when a student uses the telephone to call a parent and is summoned to the office to pick up items delivered by a parent, the announcement to summon the student to the office is a disruption to other students in the class and the student being called to the office is missing valuable instructional time. To that end, we expect parents to respect this rule and refrain from calling school officials with messages for students unless it is a true emergency. Students should also be aware that they are not permitted to use the school's pay phones without the permission of the vice-principal or principal.

ADDITIONAL SCHOOL PROCEDURES AND PROGRAMS

A. *ADJUSTED DAILY SCHEDULES (HALF DAYS, EMERGENCY CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS)*

For information pertaining to emergency school closings, delayed openings, and early dismissals, parents and students should listen to the following radio stations: WCTC – 1450 AM and WMGQ – 98.3 FM. The Monroe Township website, www.monroe.k12.nj.us, also includes this type of information.

B. *COMMUNICATION WITH SCHOOL OFFICIALS (TELEPHONE AND E-MAIL, CONFERENCES, PARENT CONNECT, NEWSLETTERS)*

Parents should be partners in the educational process. Therefore, it is essential for parents and school officials to communicate with one another regarding student progress and behavior. Frequent contact through telephone calls, e-mail, conferences, is vital in that the success of students is contingent upon continuous communication. To contact teachers please call the main school number, leave a message and the teacher will return your call as soon as he/she is able.

To further foster communication between parents and school officials, the “Principal’s Newsletter” is made available to parents. The “Principal’s Newsletter” is sent home monthly to inform parents of upcoming school and community events.

C. *SUPPORT SERVICES (GUIDANCE, NURSE, SPECIAL SERVICES)*

Each school has full-time guidance counselor who provide services for the student population. More specifically, the guidance counselor is responsible for counseling students and serving as liaison to the Child Study Team. Parents should make every effort to contact the guidance counselor in the event they notice a significant change in their child’s behavior and/or attitude. In addition, the counselor can be quite helpful in terms of conflict resolution should a parent notice that students are having difficulty relating with one another. Our guidance counselor is instrumental in dealing with the various personalities and challenges associated with children. Therefore, parents should take advantage of this valuable resource when applicable. The school nurse is a health professional whose responsibilities include: providing basic health care for students, acting as a liaison to parents regarding student illness and absence from school, handling emergency situations, and serving as a resource person for the Child Study Team and Intervention Referral Team. Students are encouraged to seek assistance from the nurse if they are experiencing vision or hearing difficulties, open sores or wounds, pain, illness, or injuries.

In order to meet the needs of every student, each school offers a variety of special services. In-class support as well as instruction in a resource room setting are available for classified students according to the specifications of their Individualized Education Plans, IEPs. Basic skills instruction is also offered in language arts literacy and mathematics. The focus of this instruction is to assist students who are experiencing academic difficulties in mainstreamed classes. Each school offers speech therapy, physical therapy, and sight and hearing impaired services on an as needed basis too.

As an extension of special services, each school has an Intervention Referral Team, IRT, which is comprised of teachers, guidance counselor, school administrators, a Child Study Team representative, and the school nurse if appropriate. When a concern(s) arises with respect to the progress of a student, team teachers articulate the concern(s) to administration and guidance officials. Following the expression of this concern(s), a recommendation may be made to schedule an Intervention Referral Team meeting. The focus of an IRT meeting is for teachers to communicate with the student's parents in order to identify the difficulties the student is experiencing. In addition, strategies for assisting the student in school are established and a determination is made as to whether it is necessary for the Child Study Team to conduct a complete evaluation of the student.