

Monroe Township School District



Elementary School: Code of Conduct

Monroe Township Schools: Vision

The Monroe Township Board of Education commits itself to all children by preparing them to reach their full potential and to function in a global society through a preeminent education.

Monroe Township Schools: Mission

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well-trained committed staff in a safe and orderly environment.

Introduction to the Elementary School Code of Conduct

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 deliver 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, honesty, 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.

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:

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, gender identity or expression, disability, or nationality.
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 report objectively the circumstances of school related issues.
13. Utilize time management techniques to balance academic and extra-curricular responsibilities.

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 provide each student with 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 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.
15. Parents are urged to communicate with teachers via the telephone or conferences at any time during the school year. Regularly scheduled parent-teacher

conferences will be conducted during the school year. Additional conferences at other times may be arranged by parents or teachers.

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, etc.)

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, and 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, and 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/Supervisors

All district principals/directors/assistant principals/supervisors 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, and 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, and 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/Assistant Superintendent

The superintendent/assistant 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, and 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

Student Discipline

A. Expectations:

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, including name calling of any kind.
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 toys, electronic devices, cell phones, etc.
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.

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 of 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.

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.
7. Students will get off the bus only at their assigned stops.
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.
13. Large parcels that are hazardous or block the aisle may not be transported on the school bus. The use of scented hand sanitizers, spray perfumes/colognes and any other substance with strong fragrance may not be brought on the bus by the students.

School Bus 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. Possible actions include:

In-school discipline (student and or parent conference, detention, or other action; depending upon school procedures).

Suspension of bus privileges for one or more school days (depending upon circumstances).

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.

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.

General Rules:

1. Students are expected to be clean and well-groomed in their appearance.
2. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students is beyond normal control.
3. 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.

Prohibited Clothing and Articles (The following garments and articles are prohibited in school and at school-sponsored events):

1. Extremely revealing clothing is not permitted.
2. 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.
3. Pants, skirts, and shorts must be worn in such a manner that no underwear is visible.
4. Tube tops, tank tops, halter tops, half shirts, and short shorts are not permitted.
5. Proper and safe footwear (no slippers) is required at all times. Students may not go bare footed. Footwear must be worn at all times.

6. 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. Headwear required for religious reasons is permitted and exempt from this policy.
7. Coats, jackets, or outerwear are not permitted to be worn in the building. These items must be kept in students' lockers/storage cubbies.
8. Slogans or pictures that promote drugs, alcohol, obscenities, or ethnic violence cannot appear on clothing or property.
9. Patches and emblems, which might distract other students, may not be placed on clothing or book bags.
10. 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.
11. 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.).

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. Subsequent dress code offenses will include the student changing the inappropriate clothing with additional consequences as indicated by administration. Parental notification will be inclusive of each dress code offense.

E. Physical Education Policies

Students must remember to bring appropriate footwear when participating in physical education classes. Students who are unprepared for physical education classes will be held accountable according to the level outlined in the Code of Conduct's "Steps for Addressing Behavior Concerns."

F. Cafeteria Rules

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, consequences will be imposed.

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. No food is to be taken out of the cafeteria unless the student has been given permission to do so by a cafeteria supervisor or other authorized adult.
6. Other rules as determined by school administration.

Students who do not follow the cafeteria rules will be held accountable according to the levels outlined in the Code of Conduct's "Steps for Addressing Behavior Concerns."

G. Harassment, Intimidation, and Bullying Policy (HIB)

This policy has been developed in accordance to N.J.S.A. 18A:37-15.

Following is an overview of the Monroe Township School Board Policy 5512, Harassment, Intimidation, and Bullying. The complete, unabridged version of this policy, resources to assist students and their families, and the names of the district personnel responsible for implementing this policy can be found on the district website www.monroe.k12.nj.us and at the following link:

<http://monroenj.schoolwires.com/85310616102354503/lib/85310616102354503/Web%20Policies.pdf>

Harassment, Intimidation, and Bullying Policy Statement:

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Policy Definition:

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

Harassment, Intimidation, and Bullying Policy Off School Grounds:

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully) when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Harassment, Intimidation, and Bullying Policy Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of school

district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent or Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This code of conduct requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop such acts, provide support to pupils who have been subjected to such acts, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each building principal will develop and provide a school-based program for appropriate recognition and positive reinforcement of good conduct, self-discipline, good citizenship and academic success.

Harassment, Intimidation, and Bullying Policy Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the

district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Policy Reporting Procedure:

Complaints alleging violations of this policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged incidents of harassment, intimidation or bullying to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system.

Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in Board Policy 5512, Harassment, Intimidation and Bullying, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

H. Overview of Steps for Addressing Student Behavior Concerns

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.

1. 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.
- Parent may be contacted at this level via telephone/in writing.
- In all instances of infractions, the administration reserves the right to determine an appropriate consequence.

2. Level Two:

If a change in behavior is not observed based upon the agreed to level one action plan, the individual staff member will:

- Meet with the student to identify and discuss the inappropriate behavior and help the student to problem-solve.
- Possibly meet with the guidance counselor or other school personnel and the student to create a new agreed upon action plan.
- Parent/guardian will be contacted at this level via telephone, in writing or in person.
- In all instances of infractions, the administration reserves the right to determine an appropriate consequence.

3. Level Three

If a change in behavior is not observed based upon the agreed to level two action plan, the individual staff member will refer the student to the administration. Upon receipt of a referral, the administration 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.

I. Serious Behavioral Infractions

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. Students and parents should note that appropriate administrative action may include lunch or recess detention, after school detention, in-school suspension, out-of-school suspension, suspension of other school privileges, peer or staff mediation, counselor referral/I&RS 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.

J. Consequences for Student Infractions

Low Level Infractions Infractions in this level will be handled by the staff member the first two times as per steps above. At the third offense the administration will become involved. **Many of the infractions listed in this section would fall under the staff members' purview of classroom management.	1 st Offense	2 nd Offense	3 rd Offense
Lying to a staff member	1 Day LD	ASD	2 Days ASD
Possession of Cell Phone (Parent must come for it)	1 Day ASD	2 Days ASD	5 Days ASD
Refusal to do Work	1 Day LD	2 Days LD	1 Day ASD
Inappropriate Dress	CIC	CIC 1 ASD	CIC 2 ASD
Inappropriate Personal Belongings	1 Day LD	2 Days LD	1 Day ASD
Inappropriate Behavior	1 Day LD	2 Day LD	1 Day ASD
Undirected Profanity	2 Days LD	1 Day ASD	1 Day ISS
Repeatedly Disruptive in Class	1 Day ASD	3 Days ASD	1 Day ISS
Name Calling	1 Day LD	2 Day LD	1 Day ASD
Middle Level Infractions **Certain infractions at this level may be directed straight to the administration.	1 st Offense	2 nd Offense	3 rd Offense
Directed Profanity at Student	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Removing/Touching Another's Locker Items	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Inappropriate Physical Contact	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Defacing of Property	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Cheating/Forgery	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Disrespectful to Teacher	1 Day ASD	2 Days ASD	1 Day ISS/OSS
High Level Infractions ** Infractions at this level will most likely result in direct administrative action.	1 st Offense	2 nd Offense	3 rd Offense
Computer Violations	ROP & 1 ASD	ROP & 2 Days ASD	ROP & 1 Day ISS/OSS
Gross Insubordination/Directed Profanity At Board Employee	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Propagating or spreading rumors or information that directly interrupts the normal delivery of instruction and operation of the school	Follow Anti-Bullying Reporting Procedures http://www.njleg.state.nj.us/2010/Bills/AL10/122 PDF		
Non Directed Racial/Ethnic/Gender/Sexual Slurs	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS

Directed Racial/Ethnic Slurs	Follow Anti-Bullying Reporting Procedures http://www.njleg.state.nj.us/2010/Bills/AL10/122 .		
Harassment/Threats, which do not rise to the level of harassment, intimidation or bullying	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Vandalism/Destruction	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Theft	1 Day ISS/OSS	3 Days ISS/OSS	5 ISS/OSS/PC
Extortion (Forcing another to provide money or other material against their will)	1 Day ISS/OSS+R	3 Days ISS/OSS+R	5 ISS/OSS/PC+R
Possession/Use of Drugs/Alcohol/Tobacco	5 Days OSS/PC	10 Days OSS/PC	RE
Fighting/Assault (Spitting/Biting)	1 Day ISS/OSS/PC	5 Days ISS/OSS/PC	RE
Possession/Use of Matches/Lighters	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Possession/Use of Weapons (includes toys)	5 Days OSS/PC	10 Days OSS/PC	RE
Terroristic Threats	5 Days OSS/PC	10 Days OSS/PC	RE
Leaving Campus (automatic police contact)	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Bullying	Follow Anti-Bullying Reporting Procedures http://www.njleg.state.nj.us/2010/Bills/AL10/122.PDF		
Urinating/Defecating on floors	1 Day ISS/OSS	Days ISS/OSS	5 Days ISS/OSS
*Bus Vandalism (restitution expected)	2 Days ASD	BPS/ISS	BPS+2 OSS

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

ASD = After School Detention

ISS = In-school Suspension

ROP = Removal of Privileges

RE = Recommendation for Expulsion

BPS=Bus Privilege Suspended

LD = Lunch Detention

OSS = Out-of-school Suspension

PC = Police Contact

CIC = Change Inappropriate Clothing

ROP Removal of Privilege (Bus)

R = Restitution

BC=Bus Contract

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

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

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, the disciplinary consequence 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*.

Academics

A. Homework: Guidelines and Requests and Board Policy

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 most evenings. 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.

1. 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 due to illness, the student's parent may notify the main office and request work at the end of the day. 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).
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. 4-5), 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 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 day of the absence. Requests later in the day may not be able to be honored.
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.

Monroe Township Board of Education Policy 2330 Homework

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to, and extension of the instructional program.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be aligned to the grade level content standards and board-approved curriculum.
2. Homework should provide students an opportunity to reflect upon, reinforce, and/or apply previously taught skills and acquired knowledge, and/or prepare for future lessons.
3. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
4. As a valid educational tool, homework should be clearly assigned, evaluated, and used to provide feedback to students in a timely manner.
5. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the pupil.
6. Completion of homework is the responsibility of the student as it provides an opportunity for independent work, an exercise in judgement, and academic responsibility.
7. Schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which they may play a supportive role through monitoring, encouraging students' efforts, and providing a conducive learning environment for homework.
8. Group assignments should have clearly defined criteria for collaboration; class time or digital opportunities should be afforded for long-term group projects.
9. Homework and/or long-term projects should be given at the discretion of the teacher during defined breaks, which are Thanksgiving, winter, and spring recess.

Adopted: 11 June 2003

Readopted: 14 October 2009

Revised: 22 August 2018

B. Grading

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

Kindergarten – Grade 3

3	=	Meeting the standard
2	=	Approaching the standard
1	=	Does not meet the standard
NA	=	Not assessed at this time

Grades 4-5

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

Monroe Township Board of Education Policy 2624 Grading System

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore directs the instructional program of this school district include a system of grading that measures progress toward the New Jersey Core Curriculum Content Standards and Common Core State Standards and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal after consultation with the teacher. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: 11 June 2003

Readopted: 16 December 2009

Revised: 15 June 2016

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.

C. Progress Reports

Progress reports are issued at the midpoint of each marking period at the discretion of the teacher and therefore, may be 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.

D. 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.

E. Principal's List/ Honor Roll: Grade 5

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.

F. Standardized Testing

National and state standardized tests are administered during the school year in the appropriate grades. Standardized test scores are sent home when they are available from the reporting agency.

Attendance

A. Student and Parental Responsibilities: General Expectations and Regulations (Adopted from 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 must 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 holiday, suspension from school.

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:

1. Students under the age of sixteen who exceed 20 days absent during the course of one school year may have a complaint filed against their parents in municipal court.
2. Students who have an extended illness shall not be charged with absences provided they are under doctor's care or are receiving home instruction.
3. 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.
4. Students vacationing during school days will accrue unexcused absences. School work will not be provided in advance.
5. Although certain medical appointments may be considered excused absences, parents are urged to schedule doctor and dental appointments after school hours.

B. Student and Parental 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.

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 on the morning for which the request is being made. The request must state the reason and time for the early dismissal. The parent or guardian who was 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 upon arrival and receive a hall pass before proceeding to class.

D. Planned Extended Absence

1. Extended absence for all students is defined as an absence from school of more than 10 days consecutive.
2. Parents/guardians must provide the school written notification of a planned extended absence. The notification should include the dates of the absence. Students of parents/guardians who notify the school of an impending extended absence will be dis-enrolled and transferred to Home Schooling status effective the first day of the planned extended absence. Students must return their school books and any other supplies provided by the school district. Homework or make-up examinations will not be provided.
3. Dis-enrolled students are required to re-enroll at the Central Registration Office, located at Monroe Commons, 239 Prospect Plains Road, Monroe Township, N.J., prior to returning to school. Parents/ guardians must present proof of residence and a copy of the child's birth certificate or passport at that time. Students will be placed back into the class or school schedule they had prior to the extended absence if possible.

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 bookbags 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. 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.

H. 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.

I. MASKS

Per the Governor of New Jersey, effective August 9, 2021, masks will be required for all students and staff. Masks must cover the nose and mouth. Masks must be worn at all times unless actively eating or drinking during permitted times. Students who come to school without a mask, lose a mask, or damage a mask will be provided with a replacement mask. Students who refuse to wear a mask may be subject to disciplinary action. In accordance with the NJDOH and NJDOE the district understands that mask use may be challenging for some individuals, however mask use is mandatory unless a mask cannot be safely worn, such as:

- For individuals who would not be able to remove a mask without assistance.
- For individuals with medical conditions or disabilities as reflected in federal disability laws that preclude the use of a mask.
- When wearing a mask would be considered unsafe.

Procedure for Student Refusal to Wear Mask

- Staff member will request that the student put a mask on. If the student complies, the student will proceed to class.
- If the student refuses, the staff member will repeat the request. If the student then complies, they will return to their class. Parent will be notified for follow-up as needed.
- Any student who continues refusal will be supervised in the isolation area, with immediate parent contact.
- Students who are continually insubordinate with respect to wearing a mask will be referred to the appropriate Code of Conduct violation (Gross Insubordination), which may result in removal or suspension until compliance.

J. 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.

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.

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 a full-time guidance counselor who provide services for the student population. More specifically, the guidance counselor is responsible for counseling students and serving as a 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.

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.