

Logan Township School District



STUDENT HANDBOOK AND CODE OF CONDUCT

2017-2018

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GENERAL INFORMATION

Logan Elementary/Middle Schools - LES/LMS

- LES/LMS School Hours - 8:20 a.m. - 3:05 p.m
- LES/LMS Early Dismissal Schedule - 8:20 a.m. - 12:40 p.m.
- Students may enter the school property at 8:10 a.m. and the building at 8:15 a.m.
Students are not supervised by an adult if they enter Logan Elementary/Middle Schools grounds before 8:10 a.m.
- Buses unload at LES/LMS at 8:15 a.m.
- Students may enter the building by the front doors or the side doors of their grade level.
- After 8:20 a.m. students must enter by the front doors. (The other doors will be secured.)
- Crossing guards will be at the intersection of School Lane and Heidi Lane, School Lane and Center Square Road and in front and side of the school.
- Parents dropping off students will enter and exit by way of School Lane. Drop off will be in the rear of the building by the south entrance area (Student Drop-off Area).
- When parents are escorting students into school, they should park their car and walk to the designated crossing guard or teacher on duty. Parents or students are not permitted to walk through the parking lots.
- Walking students may ride a bicycle to school as long as they wear a helmet, follow safety rules, use designated paths and park in designated area.
- Bus riding students are not permitted to walk or ride their bikes to school at any time.
- Students will not be dismissed to go home for lunch.

Center Square School - CSS

- CSS School Hours - 8:40 a.m. - 3:30 p.m. for grades PreK, K and Grade 1
- PreSchool Disabled Class 8:40 - 11:25 a.m
- CSS Early Dismissal Schedule - 8:40 a.m.- 1:05 p.m for Grs. Pre K, K & 1
 - PreSchool Disabled Class 8:40 - 10:52 a.m.
- Students may enter CSS property at 8:35 a.m. and the building at 8:40 a.m.
- Buses unload CSS at 8:40 a.m.
- Students who walk to Center Square School must be accompanied by a parent or designated adult
- Students will not be dismissed to go home for lunch.

AFFIRMATIVE ACTION POLICY

Logan Township School District shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in the school regardless of race, color, creed, religion, sexual orientation, gender, age, ancestry, national origin, place of

residence within the district, social or economic condition. Violations should be reported to the Affirmative Action Officer. The Affirmative Action Officer for the district is Mrs. Beverly Green, (856) 467-5133, ext. 600.

AFTER SCHOOL AT LES and LMS

There will be an after school bus on Tuesdays, Wednesdays, Thursdays, and Fridays. Students staying after-school will be able to ride the bus. The bus will leave school approximately 4:00 p.m. Students must sign a bus sign-in sheet before boarding the bus. All rules for riding the After School Bus will be the same as the regular bus conduct rules. The bus stops are listed below. Only students in grades 4-8 may ride the After School bus.

AFTER SCHOOL BUS STOPS

The After-School bus will pass thru the following developments:

- Country Crossing
- Hampton Ridge/Shires
- Cambridge Knoll
- Eagle Farms.

The pass thru will enable the bus to make more than one stop in each development. The bus will stop in the beginning, middle, and end of the main thru street in each development listed above. The after school bus will make one stop at the entrance to the following developments:

- Quail Ridge
- Fox Hound
- High Hill Farms
- Springfield

In Bridgeport, the after school bus will stop at:

- Main/South Bridgeport
- Main/Sheets
- Main/Church
- Main/Law
- Main/Barker
- Main/Municipal Building

Other stops in the area will be house stops except for the Repaupo Fire House. This is a group stop.

CAFETERIA PRICES

For the 2017-2018 school year, the cost of lunches will be \$2.85 and \$.50 for milk. Breakfast is available at all three schools. The cost for breakfast will be \$1.25.

CLUBS AND ACTIVITIES

There are a number of different clubs and/or activities which students in grades 2 to 8 can become involved both during and after school. Some examples are: Student Council, Art Club, Band, Chorus, Intramurals, Drama Club, Kickball, Board Games, etc. Students will have an

opportunity to sign up for clubs during the school year. A signed permission slip is required to participate. Students should listen to announcements for information about meeting times and room location. There are also clubs available for students in Kindergarten and First Grade which begin in late January. Notification of these afterschool programs are distributed by the Principal's office.

DAILY REQUIREMENTS FOR STUDENTS

Students must come prepared for class each day with the following:

- Homework Assignment Book (HAB) for grades 3 to 8.
- At least 2 pencils with erasers; an ink pen (Grades 6-8 only).
- Required textbooks, workbooks, completed assignments or any other teacher requirements.
- All textbooks covered.
- Laptop computers (Grades 5 - 8).

DANCES

Dances may be held periodically during the school year for the middle school students. Dances may be held in the evening or after school from 3:10 p.m.- 4:30 p.m. Any student who is suspended or receives five detentions will NOT be permitted to attend the next scheduled dance. Acquiring 10 discipline points will also exclude students from dances. The responses to Harassment/Intimidation/Bullying (HIB) that occur at school dances shall be consistent with the Board Policy on HIB.

EMERGENCY EVACUATION PROCEDURES

- There will be at least one fire drill and one other emergency drill held each month.
- During evacuation drills, classes will remain outside until a bell signal or announcement to return is made.
- THERE WILL BE NO RUNNING AND ABSOLUTELY NO TALKING while exiting and entering the building during emergency drills.
- Students are to remain in orderly lines. While outside in line, students should face the building.
- If a class is outside for physical education or recess, the class shall line up where they are playing.

GRADING SYSTEM

CENTER SQUARE SCHOOL

Evaluation Key for students in Pre-K

Students are rated on a one to five continuum according to developmental level.

Kindergarten and Grade 1 - Academic Key

- 1 - BEGINNING - Children cannot complete the task independently. They show little understanding of the concept or skill.
- 2 - DEVELOPING - Children show some understanding, but need teacher support and assistance.
- 3 - SECURE - Children can apply the skill or concept correctly and independently.

CSS Special Areas and Positive Behavior Characteristics

- 2 - Meets Expectations
- 1 - Needs Improvement

LOGAN ELEMENTARY SCHOOL

Evaluation Key for students in Grades 2 - 5

- E = EXCEEDING – Demonstrates mastery understanding of grade level skills/concepts. Consistently applies knowledge to new situations and independently produces work exceeding grade level expectations.
- 3 = PROFICIENT – Demonstrates consistent understanding of grade level skills/concepts. Proficiently applies knowledge and produces work at grade level expectations independent of teacher support.
- 2 = PROGRESSING – Demonstrates developing knowledge of grade level skills/concepts. Needs teacher support, direction, and assistance while working toward grade-level expectations.
- 1 = EMERGING – Demonstrates limited knowledge of grade level skills/concepts. Needs more time and additional intervention while working toward grade-level expectations.

LOGAN MIDDLE SCHOOL

Evaluation Key:

100 - 93 - A	O - Outstanding
92 - 85 - B	S - Satisfactory
84 - 75 - C	S+ - Satisfactory Plus
74 - 70 - D	S- - Satisfactory Minus
69 - Below - F	U - Unsatisfactory
INC - Incomplete	
NI - Needs Improvement	

MED - Medical

INC - work needs to be made up within two weeks

HOMEWORK ASSIGNMENT BOOK (HAB)

- Students in grades 3 - 8 are issued Homework Assignment Books.
- Students must carry their assignment book to every class.
- Each assignment is to be written in the appropriate space. If there is no assignment that day, write "NONE" or "NO HOMEWORK".
- The assignment book should be signed every day by your parent or guardian of LES students.. Parents are to check that work has been completed. The book must be signed even if you have no homework.
- Hall passes are inside on the assignment pages. Hall passes must be used whenever a student needs to leave the classroom. Disciplinary actions could be taken for not having a hall pass.

MAKE-UP WORK

Pupils are provided an opportunity to complete assignments missed because of their absences. However, it is the contention of the Board of Education that one cannot make up the participatory aspect of the activity of a total class session.

- The "rule of thumb" for the time allowed to make up work missed is equal to the amount of time absent. Responsibility to obtain and complete make-up work lies with the pupil.
- Pupils choosing to cut classes or otherwise found to be truant may not make up work (for credit) missed during these infractions.
- Pupils may complete assignments for time missed because of suspension, exclusion, etc.
- Extended time to make up work may be granted by the Principal.

PHYSICAL EDUCATION/HEALTH CLASSES

- Students in grades 6-8 will have Health class one time and Physical Education class three times every five day cycle. Proper gym attire will be required.
- Students in grades 6-8 will change in the locker room. The primary reason for changing from school clothes to gym clothes is safety.
- Students must change into shorts, tee shirts or sweatpants and sweatshirts, sneakers and socks. All PE clothing must adhere to the dress code in terms of length and modesty.
- Students in grades Pre-K through 1 at Center Square School and students in grades 2 through 5 at Logan Elementary must wear sneakers and clothes appropriate for activity in Physical Education class, but are not required to change.

PROMOTION/RETENTION POLICY (Grades 6-8)

The following guidelines will be considered when evaluating a student's performance for possible retention:

- A student with one final grade of "F" is eligible for promotion, but with the possible recommendation that they receive summer instruction for the subject area failure.
- A student failing two classes will be eligible to attend an approved summer school to pass the necessary course/courses. Those students not attending summer school will be retained in the same grade the following school year.
- Subject failures in more than two, full year courses will result in a student being retained in the same grade. Summer school is not an option in this case.
- Grades in special area subjects (Art, Music, World Language, Physical Education, Health, STEM, Informational Literacy, Financial Literacy, Character Education) will be reviewed when considering a possible retention. A failing grade in two (2) special area subjects will result in one (major) "F" toward possible retention.

TESTING

Logan School District uses the state required PARCC (Partnership for Assessment of Readiness for College and Career) and MAP (Measures of Academic Progress) as the district's standardized tests. PARCC assessments are administered in the spring. MAP testing is used as a formative/summative assessment administered twice a year in Grades 3 to 8. In Kindergarten through Grade 2, the MAP assessment is administered three times, once in the Fall, once in the Winter and once in the Spring. There is a Chart of District Assessments which is posted on the District Website listing all forms of assessments used in the district.

SCHOOL CLOSING/DELAYED OPENING

The Logan Township Emergency School Closing number is 823. In the event school is closed or is delayed, due to inclement weather or an emergency, a message will be sent to the parents/guardians via our automated calling system by the Superintendent. The fastest way to check if schools are closed is to check the district website at www.logan.k12.nj.us or call (856) 467-5133 after 6:30 a.m. In addition, parents can refer to local radio station KYW (1060AM) and local TV stations Channel 6 (ABC), Channel 10 (NBC), Channel 3 (CBS) and Channel 29 (FOX).

STUDENT CODE OF CONDUCT

Effective citizenship requires a spirit which balances freedom for the individual with responsibility for society. The Board of Education and administration endorses Positive Behavior Support in Schools (PBSIS) which helps to create a balance between individual privileges and the needs of the educational family. Policies are designed to help each student understand the value of acting in a safe, responsible, respectful and kind manner. By implementing PBSIS, we

hope to provide our students with the tools for managing their own behavior in order for them to grow into successful, responsible adults. Together, the home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe and effective learning environment.

Our school-wide PBSIS plan is based upon our philosophy of recognizing positive contributions of our students. PBSIS means that teachers, administrators, counselors, and support staff take responsibility to actively teach positive behavior expectations to all our students. By doing this, we ensure all students will understand their responsibilities and behavioral expectations in all school environments, not just the classroom. (See the Behavior Expectation Chart) Students will be provided incentives/rewards for following the school-wide behavioral expectations listed on the Behavior Expectation Chart. PAWS tickets will be given on an intermittent basis by all school personnel to validate positive behavior. Tickets will be used in a weekly and quarterly lottery, which will provide tangible reinforcement and result in school-wide celebrations. Students will also know what consequences or remedial actions will result when they choose not to meet the school-wide behavioral expectations.

Student Rights

Students have a fundamental right to a free public education. Within this right, students are guaranteed the basic rights of all citizens under the Constitution of the United States and the State of New Jersey. These rights are balanced against individual student responsibility, the safety of the student body and staff members, and the needs of the total school community.

Student Due Process

The Board of Education recognizes that occasionally misunderstandings and differences may arise between staff members, parents and students. In order to provide a quick, satisfactory resolution, students and/or parents are first encouraged to meet with the staff member involved. The administration can help set up such a meeting and mediate if necessary. If this fails, the next attempt at resolution is through the student/parent grievance procedure. The purpose of this procedure is to provide students and parents with an administrative remedy for redress of grievances.

Definitions:

1. A grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of policies of this Board of Education.
2. Days shall be designated as only school days. Holidays and weekends are not to be considered applicable.

Grievance Procedures:

1. A student must initiate definite action on a grievance within ten days following the event or occurrence, which is the basis for such, or the complaint shall be considered invalid (and therefore waived).

2. The student should meet with the administrator and staff member involved, with both attempting to resolve the issue informally and directly. Note: Students may request the administration to make such a contact. If the grievance has not been resolved to the student's satisfaction, then the student must utilize step three immediately below.
3. If the grievance is not resolved in step two above, the student shall:
 - a. Prepare a written statement of his/her grievance setting forth the:
 - i. specific nature of the grievance
 - ii. facts giving rise to the grievance
 - iii. relief sought
 - iv. reason(s) why he/she feels entitled to such relief
 - b. Submit a copy of the written statement to the Principal, who will then discuss the grievance with all parties involved, including the student's parents, if necessary. Following such, the principal shall render a decision to all parties involved, in writing, within ten days after receiving the grievance. If the student is not satisfied with the Principal's decision, he/she may appeal to the Superintendent. The Superintendent will discuss the grievance with all parties, including the student's parents, if necessary. The Superintendent shall render a decision to all parties involved within ten days of receiving the appeal. If the student is not satisfied with the Superintendent's decision, he/she may appeal to the Board of Education.

Search and Seizure/Locker Searches

School administrators and teachers are responsible for protecting the health, safety and welfare of the school community. With this in mind, it may be necessary to search a student's locker (which are on loan to students on a yearly basis). A student's locker may be searched if a school official has reasonable suspicion the search will turn up evidence the student has violated or is violating either a law or the rules of the school.

Pupil and/or his/her belongings - In order to maintain the health, safety and order of the school it may be necessary to search a student and/or his/her belongings. School officials may proceed with personal searches if the school official has reasonable grounds or suspicion to believe an offense or infraction was committed. The depth of the search must be consistent with the scope and reasonableness of the suspicion. School officials are generally expected to use the least intrusive means available to accomplish the search. Police personnel will be notified if necessary.

Discipline Policy

Our discipline policy has been developed to promote positive student behavior and to protect the safety and basic rights of others within the school community. Good, responsible behavior is expected from all students as they travel to and from school, while attending school, during after school activities, and while attending school sponsored events/ functions. Consequences for rule violations will be administered at the discretion of the administration taking into consideration all or one of the following:

- the chronological age of the of the student offender
- the developmental stage of the student offender
- the student's history of inappropriate behavior
- the characteristics inherent to each individual situation

The administration reserves the right to handle each circumstance based on the assessment of each individual situation. In circumstances not specifically covered by the discipline policy, the administration reserves the right to use discretion on a case-by-case basis.

The administration shall keep a discipline file for each student. As per New Jersey State Law, the discipline file will be forwarded to the student's high school upon graduation or to the new district if the student transfers prior to graduation.

In addition to disciplinary consequences, students may also receive counseling, staff mentoring, peer mediation, an office detention, a conference with parent(s), teacher(s) and/or student, lunch detention, referral to the CST, or removal from an activity.

Disciplining Students with Disabilities

The administration and staff of Logan Township School District are sensitive to students with special needs and/or disabilities. Classified students are subject to the same disciplinary procedures as non disabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- the student's behavior is not primarily caused by his/her educational disability;
- the program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities. Communication with the Child Study Team may be helpful as behavior modification plans, interventions and incentives, private counseling, schedule adjustments, close monitoring, and other interventions may be added to, or replace normal discipline consequences.

DEFINITIONS OF TERMS

1. Detentions

- a. Lunch detention - student is removed from regular cafeteria table and provided another place to eat for length of lunch period.
- b. Recess detention - student is removed from recess for length of recess period.
- c. Teacher detention - student remains after school with teacher after normal school day. (Not reported to office for file)
- d. Administrative detention at LES and LMS - After-school detention is held Tuesdays, Wednesdays, Thursdays, and Fridays, from 3:05 p.m.-3:55 p.m. Students are required to have their parents sign their detention slip. Signed detention slips must be given to the homeroom teacher or the main office the morning of the assigned detention. If an individual forgets his/her detention slip,

an additional detention may be issued. (Refer to The Chart of Administrative Responses). Students who have been assigned a detention will report directly to the detention room upon dismissal. Room assignments are announced each day over the intercom. It is the student's responsibility to report promptly to the assigned room. Upon arrival, each student will:

- i. Work diligently on homework or other related assignments.
 - ii. Remain quiet throughout the length of the detention.
 - iii. Remain seated in the room until dismissed by the teacher. Violation of these rules may result in further disciplinary action.
 - e. LES Office detention - student is removed from an activity/class and remains in the office for a given length of time.
 - f. LMS uses the Student Assignment Center when removal from an activity/class is necessary and remains in there for a given length of time.
- 2. Suspensions** -can be 1/2 day, full day or multiple days. Suspensions will be In-school or Out-of-School (Below)
- a. In-School (ISS) - student is removed from classes, restricted within the building, and given opportunity for study.
 - b. Out-of-School (OSS) - student is not permitted on the school grounds or to attend school sponsored functions for (x) amount of days. All suspensions must result in contact with a parent. Any suspension of ten (10) school days or more may be appealed to the Logan Township Board of Education.
- 3. Bullying/Harassment/Intimidation (HIB)**
- The Board of Education prohibits acts of harassment, intimidation or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. The new definition of HIB (per N.J.S.A.18A:37-13.1 et seq.) is as follows, "Harassment, Intimidation or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in Section 16 of P.L. 2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school.
- 4. Sexual Harassment** - Sexual harassment is unwanted and unwelcome sexual behavior either verbal or non-verbal which makes a student feel uncomfortable. This includes gestures, touching, drawings, notes, electronic messaging and lewd comments. All sexual harassment issues should be reported to a staff member or administrator.

5. **School Property** - The school building and its contents, indoor and outdoor structures, walkways and pathways, bus stops and objects both natural and manmade that are within the perimeter of the school boundaries.
6. **School Function** - Any school sponsored activity that takes place prior to, during, or after a normal school day.
7. **Disruptive Behavior** - Any behavior that creates disorder or interferes with the learning of others during school or while participating in a school related activity.
8. **Weapon** - Any device capable of lethal use or inflicting bodily injury or intended to produce temporary physical discomfort or permanent injury.
9. **Truancy** - Ten (10) or more cumulative “unexcused absences toward truancy”.
10. **Hazing** - The organization of, promotion of, facilitation of, or engagement of any conduct that places or may place another individual at risk of bodily injury. Those who both perform and willingly participate in acts of hazing are in violation of this code and could face school consequences (see Chart of Administrative Responses) and/or criminal prosecution.
11. **Insubordination** - Disobedient to authority, refusing to follow a directive given by an authority figure. (i.e., administrator, teacher, aide)
12. **Assault** - An attack or attempt to purposely cause bodily harm
13. **Obscene/Vulgar Language** - Crude, offensive/indecent language that is inappropriate for a school setting.
14. **Instigating** - To provoke or urge others to break school rules. Can be verbal, written, physical or electronic.
15. **Defacing** - To destroy or mar the face or surface of public or personal property.
16. **Vandalism** - Willful destruction of public or personal property.
17. **Extortion** - The act of applying pressure or demanding something (i.e. - food, money, or favors) for personal gain.

ATTENDANCE

The Logan Township Board of Education has a legal and moral obligation to assure that all students attend school. Excessive absence from school disrupts the learning experience and continuity of instruction and jeopardizes satisfactory completion of the grade level. School

attendance is the responsibility of the student and parent/guardian. Unexcused absences could result in truancy charges, notification to Social Services, and police notification, in addition to possible retention.

Rules and Regulations

The following rules and regulations are to ensure the intent of this policy:

A. Absenteeism and Absence Verification - School attendance is a basic responsibility of the pupil and parent/guardian.

- Parents/Guardians of Logan Elementary School are to call 467-5133 ext. 399 by 8:15 a.m. to report a student absent. For Center Square School, dial ext. 603 by 8:40 a.m. to report a student absent.
- Upon returning to school a student must turn in a note/notification of absence from a parent/guardian to the main office.
- When a student is absent for more than 3 consecutive days, a doctor's note must be presented to the main office within 5 days of an absence.

Only the following will be considered "Unexcused absence that does not count toward truancy":

1. Personal illness supported by a written letter from a parent or guardian.
2. Family illness or death supported by a written letter from a parent or guardian.
3. Unavoidable medical or dental appointments not able to be scheduled at any other time.
4. Approved educational opportunities.

Excused absences include:

1. Religious observances
2. Take Your Child to Work Day
3. DOE approved school closures

Parents of students who have a high rate of absences unaccompanied by a parent/guardian note could face truancy charges.

Notification Process for total number of absences:

- 5th absence – Letter sent home to Parent/Guardian
- 10th absence – Letter sent home to Parent/Guardian and meeting with Principal
- 15th absence – Certified letter sent home to Parent/Guardian and meeting with Principal
- 20th absence – Certified letter sent home to Parent/Guardian and meeting with Superintendent

25th absence – Certified letter sent home to Parent/Guardian and consideration for retention

Unexcused Absences/Ttruancy

The school staff shall respond to unexcused absences in accordance with the New Jersey Administrative Code 6A:16-7-8 which includes consultations with parents which will include investigations, consultations with building Intervention and Referral Services (I and RS), development and evaluation action plans, mandatory court referrals and cooperation with law enforcement agencies.

School staff responses for unexcused absences:

- Up to four cumulative unexcused absences = develop an action plan
- Between five and nine cumulative unexcused absences =
 - evaluate the appropriateness of the action plan and make necessary revisions
 - conduct testing, assessments of students' needs
 - make a referral to a community-based social and health provider agency or community resources.
- Absences of 10 or more will result in a mandatory court referral.

B. **Lateness** - It is the responsibility of the parent/guardian to have the student report to school on time. The following guidelines may be used to deal with lateness and absenteeism:

- a. Students who are habitually tardy could face truancy charges. All such absences shall be considered unexcused. Students arriving late to school who had a verified appointment with a physician or dentist will not be marked tardy for the purpose of the policy.
- b. Students who enter Logan Elementary and Middle Schools after 10 a.m. or leave before 1 p.m. will be considered absent for a half day. Students who enter Center Square School after 10:30 a.m. or leave before 1:30 p.m. will be considered absent for a half day.
- c. Students who leave Logan Elementary and Middle Schools before 10:30 a.m. will be counted absent for the whole day. Students who leave Center Square School before 11:00 a.m. will be counted absent for the whole day.
- d. Students who leave Logan Elementary and Middle Schools after 1:00 p.m. will not be counted absent. Students who leave Center Square School after 1:30 p.m. will not be counted absent.

For pupils in grades 6-8:

- e. 3 latenesses/half year = 1 detention
- f. 5 latenesses/half year = 2 detentions

- g. 5+ latenesses/half year = lunch detention for each lateness
 - h. 10 latenesses/half year = 1/2 day Internal Suspension
- Students in Grades 2 - 5 may also be disciplined for excessive tardiness.

Dress Code

- The school has the authority to regulate pupil dress and personal appearance so as to maintain a favorable learning atmosphere and decorum. Attire should be neat, clean, and modest.
- Students whose attire is deemed inappropriate will be asked to remove, replace, cover, or conceal the article of clothing. In certain circumstances, students may need to be removed from the normal school schedule until the problem can be corrected. Clothing that exposes cleavage or leaves the midriff or back exposed is not considered modest and is not to be worn. Any clothing which is too short, and/or so tight as to be form fitting is immodest and therefore inappropriate. Garments must be free of holes and rips.
- Disciplinary action may be administered to repeat offenders. The administration reserves the right to take action on attire that may not be covered by the Dress Code if it could potentially disrupt the orderly academic environment. If a student comes to school not in compliance with the dress code, parents could be contacted at home or work.
- The dress code will be enforced during all school sponsored events. The teaching staff and administration maintain that grooming and dress habits are important to a student's academic success and well being.

Shirts

- No clothing with cigarette or alcoholic beverage advertisements, weapons, double meanings, offensive language or symbols, suggestive or crude phrases or pictures, or anything of a violent nature.
- Tank tops or sleeveless shirts are not permitted in Grades 2 - 8.
- No net or see-through shirts are permitted.
- All shirts should have a neckline that is high enough to fully cover the chest. Cleavage should not be visible.

Jackets

- Jackets or outer garments may NOT be worn during school hours. They are to be kept in the student's locker or classroom closet during the day.

Footwear

- Shoes, sneakers, boots, or sandals (with socks) must be worn at all times. No flip-flops or slippers are allowed. Sneakers are required for physical education classes.
- Sneakers and shoes must be tied (if they are designed to be tied).
- No sneakers with wheels/rollers (Heelys).

- Students in Grades Pre-K through 5th grade should wear footwear conducive for daily physical activity at recess and outdoor play. Footwear not containing a closed back and/or does not fit securely on the foot is not permitted.

Shorts/Pants/Skirts

- Skorts, skirts and dresses may be worn but must adhere to the following guidelines:
 - Must be appropriate length. **This district defines the appropriate length in the following manner: a skirt, skort or dress should reach below one's fingertips when arms are at one's side.**
- Shorts
 - All shorts must be appropriate length.
 - Gym shorts for gym class must meet the Logan length requirements as mentioned above.
 - Prohibited:
 - boxer shorts
 - bicycle shorts - skin tight Spandex
 - any style of shorts that are too short in length or too tight are not permitted
 - shorts worn with leggings must also be appropriate length
- Garments must be free of holes and/or rips.
- Yoga pants are not permitted.
- Pants or shorts must be worn above the hips. A belt will be required if the pants or shorts continually fall below the hips. No undergarments are to be visible.

Head Covers/Headgear

- No head covering or headgear (hats, bandanas, sweatbands, etc.) will be worn indoors during school hours.

Other Regulations

- No sunglasses are to be worn in school.
- Chains hanging from clothing are NOT permitted (ex: chains attached from belt loops to wallets).
- No whistles or air horns are allowed.
- Flannel/pajama pants are NOT appropriate for school and are not permitted.
- All electronic devices including cell phones, cameras, Game Boys, CD players, Walkmans, iPods, MP3 players, DVD players, etc. must be in the off position and kept in a bookbag for students in Grades 2-5, and in a locker for students in Grades 6-8.
- All electronic devices not properly stored will be confiscated by a teacher or administrator and will be held in the office. Devices held in the office will only be released to a parent, in addition disciplinary action could be taken for repeat offenders.

The administration reserves the right to alter this code to guarantee an orderly classroom and academic environment. The above dress code also applies when attending a school-sponsored dance, play, class trip or similar activity. When going on a school-sponsored trip, the dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the administration due to the nature of the outing.

SEXUAL HARASSMENT

Sexual harassment can limit a student's ability to participate in or benefit from the educational process. Students who are guilty of any form of sexual harassment will face disciplinary action consistent with the Chart of Administrative Responses found at the end of this document and with the Chart of Consequences listed in the centerfold. Any student who has concerns or questions regarding sexual harassment may consult with any staff member or with Mrs. Beverly Green, who is the school district's Affirmative Action Officer.

HARASSMENT/INTIMIDATION/BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. The new definition of HIB (per N.J.S.A.18A:37-13.1 et seq.) is as follows, "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in Section 16 of P.L. 2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of the students and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage of his property,
- B. Has the effect of insulting or demeaning any student or group of students or
- C. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The District's Anti-Bullying Coordinator is Mrs. Beverly Green.

- Mrs. Green can be contacted at bgreen@logan.k12.nj.us or by calling 467-5133, ext. 600.

The District's Anti-Bullying Specialists are:

- Center Square School - Ms. Jennifer Mills - jmills@logan.k12.nj.us

- Logan Elementary School (Grs. 2-5) - Mrs. Leah Haft lhaft@logan.k12.nj.us or Mrs. Lauren Altmann altmann@logan.k12.nj.us
- Logan Middle School (Grs. 6-8) - Mrs. Colleen McCourt -cmccourt@logan.k12.nj.us

Any school employee, student, volunteer or non-teaching contracted service provider (bus drivers, cafeteria workers and custodians) who witnesses an act of HIB or has reliable information that a student has been subject to harassment, intimidation or bullying, must report that act to the school principal immediately. Forms for reporting are available in each school office and on the District webpage. The School Anti-Bullying Specialist, appointed by the school principal, is responsible for a prompt investigation of any such report.

The Board of Education shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. Anonymous reporting is acceptable. All such reports will be investigated by the School Anti-Bullying Specialist.

The full Board policy #5512 is 23 pages in length and is distributed electronically in the school packet at the beginning of the school year. This policy can also be viewed on the District webpage.

[Pursuant to New Jersey's Anti-Bullying Bill of Rights (N.J.S.A. 18A:37-13.1 et seq)]

BEHAVIORAL SUPPORT

The Logan Township School District provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavior expectations: Behavioral support includes, but is not limited to:

- Second Step Program - A Violence Prevention Curriculum is taught in all Grades K - 8 and is designed to promote social competence and reduce children's social-emotional problems.
- Character Education (Second Step Program)
- Individual interventions
- Conferencing with staff member
- School based counseling
- Peer mediation
- Mentoring
- Behavior modification plans
- Child Study Team services
- Positive reinforcement for good conduct and academic achievement
- Super Citizen Award at LES
- On A Roll Award at LMS
- Honor roll rewards at LMS

ADDITIONAL RESOURCES

A list of community-based health and social service agencies available to support students and their families include:

1. Board of Social Services
400 Hollydell Drive
Sewell, NJ
(856) 582-9200
(Welfare, food stamps, Section 8)
2. Gloucester County Health Department
160 Fries Mill Road
Turnersville, NJ
(856) 262-4100
3. Community Mental Health of Gloucester County
404 Tatum Street
Woodbury, NJ
(856) 845-8050
4. Gloucester County Courts
(Information - legal services)
(856) 856-3286
5. Psychiatric Emergency/Screening Service
Underwood Hospital
Broad and Red Bank Avenue
Woodbury, NJ
(856) 845-9100

To obtain more resources, please contact the Supervisor of Student Services, Mrs. Laura Flynn at 856-467-5133, x 504.

STUDENT ACCEPTABLE USE POLICY OF TECHNOLOGY RELATED RESOURCES

Logan Township School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District continues to be committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student use. This Acceptable Use Policy outlines the guidelines and behaviors that student users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

The network is intended for educational purposes.

- All activity over the network or using district technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert a teacher, administrator, or IT staff member immediately of any concerns for safety or security.

Technologies Covered

Logan Township School District may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Logan Township School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by Logan Township School District are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, responsible, respectful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Web Access

- Logan Township School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records will be retained indefinitely.
- Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert a teacher or administrator to submit the site for review.

Email

Logan Township School District may provide users with email accounts for the purpose of school-related communication. Availability and use will be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, responsible, courteous conduct online as offline. Email usage may be monitored and will be archived.

Social / Web 2.0 / Collaborative Content

- Recognizing that collaboration is essential to education, Logan Township School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
- Users are expected to communicate with the same appropriate, safe, responsible, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Logan Township School District may provide users with mobile computers or other devices to promote learning inside the classroom. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to a teacher or IT staff member immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices, including use of the school network, will be monitored.

Personally-Owned Devices

Students are not allowed to use personally-owned devices (including laptops, tablets, smartphones, cell phones, or any other hand-held device) at any time during school hours.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origins. If you believe a computer or mobile device you are using might be infected with a virus, please alert a teacher or an IT staff member. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run any programs over the school network or onto school resources. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources (like NetTrekker) when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges and be treated as an act of bullying in accordance with the District Anti-Bullying Policy. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert a teacher if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational purposes only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others-staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

These examples are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability

Logan Township School District will not be responsible for damage or harm to persons, files, data, or hardware. While Logan Township School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Logan Township School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities, following the School Code of Conduct
- Legal action and/or prosecution

DISCIPLINE POINTS FOR STUDENTS IN GRADES 6 - 8

It is a privilege for students at Logan Middle School to attend class trips, school dances, clubs and other after-school activities. Students who habitually break school rules or engage in serious misbehavior should and will lose certain privileges. Students who accumulate 10 discipline points will be in a situation to lose privileges. The following guidelines will be used in support of this policy:

1. Any student who accumulates ten (10) or more Discipline Points will not be permitted to go on class trips, attend school dances, nighttime activities, clubs or assemblies for the remainder of the school year. Points will be assigned in the following manner:
 - offenses resulting in a warning equals zero points | offenses resulting in a detention(s) equals one point
 - half day suspension equals three points
 - full day suspension in or out of school equals five points
 - severe offenses will result in automatic 10 points

(See Chart of Administrative Responses for Point Assignments)

The administration will have the final discretionary say with regard to all improper behavior including misbehaviors not covered by the behavior chart.

2. Any 6th, 7th or 8th grade student who is not in good academic standing and is in danger of failing for the year could be excluded from the class trip.
3. Rewards are in place to encourage good behavior and self-discipline. Students may have discipline points deducted for good behavior. A single point may be deducted for each month the student is free of discipline reports. Points may only be deducted for offenses resulting in one point or three point assignment. Points accumulated as a result of a full day suspension(s) are NOT eligible for good behavior point deductions. Point assignment will be determined by the infraction and the principal. Records regarding discipline points will be kept by the principals. Points will NOT accumulate or “carry over” from school year to school year.

CONDUCT OUTSIDE OF SCHOOL

Activities of students which occur off school premises may result in school disciplinary action. Students may be subject to consequences imposed by the school, including but not limited to suspension, for actions that occur off school grounds that are inconsistent with the Logan

Township School District's Student Code of Conduct. Conduct which shall constitute good cause for disciplinary action shall include, but not be limited to, the following:

- conduct of such character as to constitute a continuing danger to the physical or emotional safety and well-being of the student
- conduct of such character as to constitute a continuing danger to the physical well-being of other student's and/or staff
- physical assault upon another pupil
- taking, or attempting to take, personal property or money from another pupil or staff
- incitement which is intended to and/or does result in truancy, illegal activity, or danger to self and others by other pupils
- cyberbullying

Disciplinary action shall occur when such conduct disrupts the operation of the school. When the police notify the district of such activities, in accordance with the Memorandum of Agreement between Law Enforcement and the Logan Township School District, and/or the district learns of such activities pursuant to its own investigation, the district may impose disciplinary action.

Such authority should be exercised when the conduct materially and substantially interferes with the operation of the school. The administration also has the right to suspend a student from extracurricular activities and from participation in class trips for activity which has occurred outside of school. Students subjected to disciplinary action for conduct away from school grounds shall have the same due process rights available to students subjected to suspension for conduct occurring on school grounds. If a student does any improper action which is not covered in the Responses to Rule Violations Chart or the chart of Administrative Responses, the Administration will have the final discretion as to where it belongs to this policy. In the event that school officials become aware of the possibility of a student(s) possessing or distributing illegal drugs or may be involved with other illegal activities away from school grounds, they shall notify the police in accordance with the Memorandum of Agreement mentioned above.

CHART OF ADMINISTRATIVE RESPONSES FOR LEVEL 2 AND LEVEL 3 VIOLATIONS

Section A: School Attendance/Class Attendance/Punctuality

These rules are instituted because school attendance is mandatory by law, class attendance is required in order for learning to take place and homeroom is necessary for the daily accounting of students. All are a part of the overall educational program which contributes to the student's growth and development.

Infraction	1st Offense	2nd Offense	3rd Offense
Truancy (Illegal Absence)	2 Adm. Detentions 1 Point	3 Adm. Detentions Police Notified 1 Point	1 Suspension Parental Contact Police Notified 5 Points
Leaving school grounds or school building	1 Suspension Parent Notification 5 Points	2 Suspensions Parent Notification 5 Points	3 Suspensions Parent Notification 5 Points
Cutting class	2 Adm. Detention 1 Point	3 Adm. Detentions Parent Notification 1 Point 3 Adm. Detentions	1 Suspension Parent Notification 5 Points 1 Suspension
Cutting detention	2 Adm. Detentions 1 Point	Parent Notification 1 Point	Parent Notification 5 Points
No hall pass or misuse of pass (wandering around during non-instructional times)	1 Adm. Detention 1 Point	2 Adm. Detentions 1 Point	3 Adm. Detentions 1 Point
Late to class	4th Offense 2 Adm. Detentions 1 Point	5th Offense 3 Adm. Detentions 1 Point	6th Offense 1 Suspension Parental Notification 5 Points
Failure to return detention permission slip	1 Adm. Detention 1 Point	2 Adm. Detention 1 Point	1 Suspension Parental Notification 5 Points
Misbehavior while walking to or from school	1 Adm. Detention 1 Point	2 Adm. Detention 1 Point	1 Suspension Parental Notification 5 Points

Section B: Good Order in School/Free from Distractions

In order to maintain an efficient climate for learning, the school must be free from distractions. Those students who are disruptive in a learning situation or who are acting irresponsible on their own behalf will be considered to be interfering with the education of others.

Infraction	1st Offense	2nd Offense	3rd Offense
Misconduct in the classroom or	1 Adm. Detention Parent Notification	2 Adm. Detentions Parent Notification 1	1 Suspension Parental Contact

non-instructional setting. Any conduct requiring a teacher to send a student to the administrative office (behavior making it impossible for the instructor to teach)	1 Point	Point	5 Points
Misuse or damage to computers or peripherals and infractions to internet policy	1 Adm. Detention or Suspension(s) Parental Notification 1 or 5 Points	2 Adm. Detentions or Suspension(s) Parental Notification 1 or 5 Points	Suspension(s) Parent Contact 5 Points
Defiant or insubordinate in or outside a classroom situation	1 Suspension Parental Contact 5 Points	2 Suspensions Parental Contact 5 Points	Suspensions Parental Contact 5 Points
Lighting matches or lighters, possession or use of cigarettes, cigars or pipes, chewing tobacco during any school activity. Students guarding or warning smokers of teacher's approach.	2 Adm. Detentions/or Suspension(s) Parental Contact 1 or 5 Points	2 Suspensions Parental Contact 5 Points	3 Suspensions Parental Contact 5 Points
Defacing school property or the property of others	2 Adm. Deten/Susp Repair/restitution of loss Parental Contact Police Notification 1 or 5 Points	1 or 2 Suspensions Repair/restitution of loss Parental Contact Police Notification 5 Points	2 Suspension Repair/restitution of loss Parental Contact Police Notification 5 Points
Destroying school property or the property of others	2 Suspensions Parental Contact Restitution/payment of loss Police notification Possible complaint 5 Points	3 Suspensions Parental Contact Restitution/ payment of loss Police notification Possible complaint 5 Points	4 Suspensions Parental Contact Complaint signed Restitution/payment of loss Police notification Board hearing 5 Points
Stealing of school property or property of	Suspension(s) Parental Contact	Suspension(s) Parental Contact	Suspension(s) Parental Contact

others	Restitution/ payment of loss 5 Points	Restitution/ payment of loss 5 Points	Restitution/ payment of loss Police notification 5 Points
Misrepresentation -producing signature or reproducing anything of a written nature for deceptive purpose, including plagiarizing. Academic dishonesty	2 Adm. Detentions Parental Contact 1 Point	3 Adm. Detentions Parental Contact 1 Point	1 Suspension Parental Contact 5 Points
Setting off fire alarms	3 Suspensions Parental Conference Police Notification 10 Points	5 Suspensions Parental Conference Complaint signed Police Notification 10 Points	9 Out-of-School Suspensions Possible BOE Hearing Police Notification 10 Points
Obscene and vulgar language or gesture, name calling	2 Adm. Detentions Parental Contact 1 Point	3 Adm. Detentions Parental Contact 1 Point	1 Suspension Parental Contact 5 Points
★ Harsh/obscene language directed toward a staff member will result in harsher consequences.			
Misuse of the computer (e.g., infraction of Internet policy, downloading games, music, e-mail, etc)	2 Detentions or Suspension(s) Parental Contact No computer access 1 Point or 5 Points	Suspension(s) Parental Contact No computer access 5 Points	Suspension(s) Parental Contact No computer access 5 Points

Section C: Activities Dangerous Against the Person

Section C is judged to be the most serious of the three areas described and is therefore treated as such.

Infraction	1st Offense	2nd Offense	3rd Offense
Possession of fireworks/setting off fireworks	3 Suspensions Parental Conference Police Notification 10 Points	5 Suspensions Parental Conference Counseling Police Notification 10 points	9 Out-of-School Suspensions 10 Points
Possession or use of intoxicants, narcotics "look alike" or drug paraphernalia in or on school grounds during any possible school activity	3 Suspensions Parental Conference Appt. Slip from SODAT or GCMH Police Notification Drug Assessment Test within 12 hours 5 Points	5 Suspensions Parental Conference Appt. Slip from SODAT or GCMH Police Notification Drug Assessment Test within 12 hours 10 Points	9 Out-of-School Susp Parental Conference Complaint signed by court Drug Assessment Test within 12 hours Board Hearing 10 Points
Sale/Exchange of above	9 Out-of-School Susp. Parental Conference Appt. Slip from SODAT or GCMH Police Notification and/or Complaint signed with court Drug Assessment Test within 12 hours Board Hearing 10 Points		
Extortion, taking money or valuables from an individual through threats or through assaults	3 Suspensions Parental Conference Restitution/payment of loss 5 Points	5 Suspensions Parental Conference Restitution/payment of loss 5 Points	7 Out-of-School Susp. Parental Conference Restitution/payment of loss Complaint signed 10 Points
Verbal or Written Threats	2 Adm. Detentions/or Suspension(s) Parental Contact 1 or 5 Points	2 Suspensions Parental Contact 5 Points.	3 Suspensions Parental Contact 5 Points
★ Severe Verbal/Written Threats will result in more significant consequences.			

Fighting	1 Suspension Parental Contact 5 Points	2 Suspensions Parental Contact 5 Points	3 Suspensions Parental Contact 5 Points
Instigating, initiating, pre arranging fights	1 Suspension Parental Contact 5 Points	2 Suspensions Parental Contact 5 Points	3 Suspensions Parental Contact
Premeditated assault or any conduct considered dangerous to the physical well-being of other people	3 In or Out-of-School Suspensions Parental Conference Police Notification 5 Points	5 Out-of-School Suspensions Parental Conference Police Notification 10 Points	7 Out-of-School Suspensions Parental Conference Complaint signed Possible BOE Hearing 10 Points
Possession of a weapon or any item that may be used as or construed to be a weapon	Out-of-School Suspension Possible expulsion Parental conference with the Board before returning to school. Police Notification 10 Pts.	BOE Action Needed 10 Points	
Bullying/Harassment/ Hazing (sexual and nonsexual) including electronic	Detention(s) or Suspension(s) Parental Contact Possible Police Notification 1 or 5 Points	Suspension Possible Police Notification 5 Points	Suspension Possible BOE Hearing Police Notification 10 Points