

MILL POND ELEMENTARY SCHOOL



**Mill Pond Elementary School
Student Handbook
2019-2020**

Expectations for School Success

1. Students are required to do all assignments given to them by teachers. Students are expected to be respectful to the adults and their classmates. Because different subjects require different forms of behavior, each teacher is free to establish specific classroom expectations that students must follow. In addition, students are required to come to classes prepared to study; that is, they should bring textbooks, paper, pens or pencils and any other materials required by the teacher.
2. Student behavior standards apply in school, while traveling to or from school, on field trips, and at any school sponsored activity.
3. Students must follow the directions of staff at all times.
4. Students must be in school and in assigned areas on time.
5. No student will participate in, encourage, nor instigate any fighting in school. Students involved in a fight will be subject to suspension.
6. Students' parents will be held financially responsible for damage caused by vandalism (NJSA 18A-37-3).
7. Students who use vulgarity and obscenity are subject to discipline as outlined in the Code of Conduct
8. Misbehavior at school assemblies may result in loss of assembly privileges for the remainder of the school year.
9. Any student using the Internet for illegal, obscene, or inappropriate purposes may be subject to disciplinary action.

Cafeteria Expectations

1. Loud talking, excessive noise or rowdy behavior is not acceptable.
2. When the teacher addresses a group, all talking and movement stops.
3. Food and other objects are **not** to be thrown.
4. Scraps, wrappers, leftovers and trash must be placed in the trash barrels.
5. Students must clean up after themselves – this includes all tables, benches and any items that may have been dropped on the floor.
6. Permission from a teacher or duty aide is needed to leave your seat except when purchasing food, signing out for the bathroom, or returning trays.
7. No running, pushing or cutting in line.
8. Each student must buy his/her own food, and return his/her own tray when finished.
9. Books, book bags, or backpacks should remain in classrooms and lockers during lunch.
10. When entering the cafeteria, students must be quiet and in a line.
11. Students are expected to remain seated during lunch. The same seat is to be kept throughout the entire lunch period.
12. All food and drinks must be consumed inside the cafeteria or put away in lunch bags. No eating in the hallway is permitted.

Bus Expectations

FOLLOW THESE EXPECTATIONS IN ORDER TO MAINTAIN YOUR BUS PRIVILEGES:

1. Be courteous; use appropriate language.
2. Avoid bringing food or drinks on the bus.
3. Keep the bus clean.
4. Cooperate with the driver
5. Use appropriate voice volume while on the bus.
6. Be respectful of the bus equipment.
7. Remain in your seat.
8. Keep your head, hands and feet inside the bus.
9. Treat others with respect. Keep your hands and feet to yourself.
10. Hazardous materials are not allowed on the bus.
11. The bus driver is authorized to assign seats.
12. Never throw articles from the bus windows.
13. Students shall wait in a quiet, courteous manner at their authorized stop. Private property should not be disturbed.
14. Upon arrival at Mill Pond, students are to remain on the bus until the morning bell.

**** Violation of these expectations may result in exclusion from the bus.**

REMEMBER: Riding the bus is a privilege, not a right. A driver has full responsibility for control on the bus and is to be afforded the same respect as any staff member in the school. Any incidents of misbehavior will be reported immediately to the school office.

Dismissal Procedures

All students will be required to have a Dismissal Information Sheet completed and on file at Mill Pond Elementary School. A student's transportation will be determined by what has been indicated by parent/guardian on said form.

If a change is being made to a student's transportation either daily, weekly, monthly, or for the remainder of the school year a note or phone call must be made to the main office indicating the change.

ALL DAILY changes in transportation must be made **PRIOR to 2:00 p.m.** **EXCEPTIONS will be made only in emergency situations.**

If you would like your child to walk from school on Friday afternoons, please send in a note granting permission to do so on a permanent basis. (A permanent pass will be given for the year).

Late/Activity Buses

Late buses are provided at 3:30 p.m. each day. The bus will stop at centralized district bus stops. Bus routes are posted in all homerooms. Students may use the late bus only if they have been staying after school under the supervision of a teacher (extra help, clubs, and detention). All other students must leave school grounds at the regular dismissal time of 2:30 p.m.

Walkers, Bicycles and Parent Drop Off

If you walk or ride a bicycle to school, enter the building and go directly to the cafeteria where there will be supervision starting at 7:45 a.m. Students are not permitted to go to their locker, any classroom, or any other part of the building prior to the 8:00 am bell.

All bicycles must be locked in the bicycle racks located on school property. Skateboards and scooters must be stored in your locker at all times during the school day and must be walked in and out of the building. Walkers or bike riders must remain clear of the bus areas, school driveways or any area of the school parking lot. Crossing guards are to be treated with the same respect shown to teachers and other adults in our building.

Bicycle Safety

New Jersey law sets standards for use of bicycle helmets and outlines bicycle safety. All bicycle riders are encouraged to use helmets and follow safety protocol when operating a bicycle.

Cell Phones and Electronic Devices

1. Cell phones and tablets are permitted in the classroom at the direction of a teacher and for educational purposes only.
2. At no time may a student take pictures or videos of other staff members or other students.
3. Cell phones may not be used in the hallway, cafeteria, recess field, and gymnasium.
4. Use of cell phones and other electronic devices for non-educational purposes may result in disciplinary action

Phone Use

A main office phone may be used during the school day with permission from main office staff. Cell phones are not to be used for personal calls or texts during school hours. Permission from parents to remain after school for a co-curricular activity should be arranged prior to the scheduled event.

Use of Bathrooms

A bathroom pass is necessary for all students at ALL times. The bathrooms may be used during lunch with permission of the lunch aides or teachers on duty in the cafeteria. If you need to use the bathroom during class, raise your hand and wait for the teacher to grant you permission via a signed pass.

Hall Passes

Students who wish to be excused from class for any reason **MUST** secure the prior approval of their teacher. Failure to do so will result in a disciplinary referral for failure to follow procedure or class cutting. Students who leave the classroom during instructional time are expected to have a pass signed by their teacher.

Hallways

Students are requested to keep to the right when walking in hallways. Running is unsafe and never permitted. A pass is required for students to be in the hallway except when changing classes. Students must use the most direct route to their destination or routes specified by the teachers or administration and not delay.

At the sound of the 8:00 am bell, students are to go directly to **her/his** locker and then directly to homeroom. A pass is required to be in any other area.

Lockers

Each student is assigned a hall locker for books, personal belongings, and outerwear. The hall locker, which has a combination lock, is assigned at the opening of school. For your protection, students should avoid sharing locker combinations with others. In addition, always check to make sure that the locker door is locked. Lockers should be kept clean and should be used to store only items needed for school.

Note: Under no circumstances are students to share lockers or leave items jammed in the door to prevent locking. Disciplinary action will be taken with students found to be in violation of the above expectations regarding lockers.

Lockers are the property of the school and may be searched by the school authorities pursuant to P.L. 1985, Chapter 198 18A:36-19-2. Students are responsible for the care of the locker. Vandalism or damage to a locker will result in disciplinary action and/or payment of damages.

Search and Seizure Policy

In November 2005, the Lacey Township Board of Education adopted a policy on search and seizure that states: “a pupil’s person and possessions may be searched by school officials provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating the laws or expectations of the school.”

Parents and students are advised of this policy and that school lockers remain the property of the district even when used by students. Lockers are subject to administrative search AT ANY TIME in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of proper warrant.

The policy states that “common sense will also dictate that any evidence found in the search shall be recorded and its disposition shall be indicated in the file.” The reason for the search, basis for information leading to the search, the manner in which the search was conducted, who was present, and whether anything was found in the search shall also be recorded.

Items Prohibited on School Grounds

The following items are prohibited on school grounds at all times: Animals, Alcohol, Knives, Water Pistols, Weapons of Any Type(real or fake), Cigarettes, E-Cigarettes, Smokeless Tobacco

Disciplinary action will be taken if a student is found to be in possession of any of the above items.

Leaving the Building

Students are expected to remain inside the building during the school day. A parent will be immediately called when it is discovered that a student may have left the building during the school day. Disciplinary action will be taken by the administration.

Tardiness

Students must be in their period homeroom by 8:08 a.m. Those who arrive at school after 8:07 a.m. must report directly to the greeter desk and sign in late. A student who is tardy to school must have a valid and verifiable reason in order to be excused.

Excused Tardiness: include doctor or dental appointments, court appearances, or family emergencies. To be an excused tardy, the main office will need to receive a note from the specific doctor, dentist, orthodontist, etc. that was visited.

Unexcused Tardiness: include oversleeping, feeling ill, missing the school bus, parent making you late, car problems, walking to school with friends, inclement weather, etc.

Attendance and Tardiness

Mill Pond Elementary School adheres to the district Attendance Regulation (R 5200 ATTENDANCE (M)). Students are expected to make up assignments that are missed due to attendance or tardiness. Steps will be taken in order to remediate tardiness and/or frequent absenteeism. These steps include but are not limited to Referral to the Guidance Counselor, Referral to the Teacher of Climate and Culture, and Referral to Administration.

Harassment, Intimidation, Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying. In addition, the Board of Education also prohibits active or passive bystander support of harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any gesture, or written, verbal or physical act, that takes place on school property, at any school-sponsored function or on a school bus and that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual preference, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic.

Acts of harassment, intimidation or bullying shall also be defined as one student exercising power and control over another student, either in isolated incidents or patterns of harassing, intimidating or bullying behavior.

The district prohibits active and passive support for harassment, intimidation or bullying. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion as permitted under N.J.S.A. 18A:37-1.

Reporting Procedures:

Complaints alleging violations of the Harassment, Intimidation and Bullying policy shall be reported to the principal or principal’s designee and the school’s Affirmative Action/Title IX Officer. The school’s Affirmative Action/Title IX Officer is Mr. Paul O’Neill. Incidents/concerns may be reported to Mrs. Niemiec, the principal, or Mr. O’Neill, the Supervisor of Instruction, at Mill Pond Elementary School, 210 Western Blvd., Lanoka Harbor, NJ 08734 or by calling 971-2070. Incidents/concerns may also be reported to the District’s Title IX Coordinator, Mr. Stephen Decker, Assistant Superintendent, at 200 Western Blvd., Lanoka Harbor, NJ 08734 or by calling 609-971-2000 ext 1003.

School employees, students, or volunteers who have witnessed, or have reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the principal or the principal’s designee. All other members of the school community, including parents, and visitors, are encouraged to report any act that may be a violation of this policy.

Discipline

Acceptable behavior is a cooperative effort and a matter of common sense. If a student were to adopt the policy that the main purpose of school is an education and strive toward that goal, disciplinary problems would be nonexistent. However, part of growing up is to make mistakes at times.

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. It is obvious that any form of behavior or conduct which is disruptive not only prevents individual learning, but almost always interferes with the learning opportunities of others, and therefore, cannot be tolerated.

***ALL STUDENTS MUST FOLLOW ANY REASONABLE REQUEST OR
DIRECTIVE OF ANY STAFF MEMBER.***

Discipline Code of Conduct

The administration reserves the right not to invoke this code in the disposition of those referrals that warrant special consideration. The administration also recognizes its responsibility and right to take reasonable disciplinary actions for student behavior and/or conduct that is not spelled out in the code but is judged inappropriate by the administration. The student discipline code extends to all school related functions, both on and off school property as well as off-campus activities that have a connection to school activity. The code is in effect while students are en route to and from school and on field trips.

The following are examples of possible consequences or outcomes in the event that this Code of Conduct is violated.

Academic/Teacher Detention

Teachers have the option of assigning academic detention to students who are not completing class assignments on time. These detentions are mandatory and students who do not attend will face disciplinary action.

Lunch/Recess Detention

Administration reserves the right to assign lunch/recess detention to students who violate this Code of Conduct. The following expectations for lunch/recess detention will be enforced:

1. Lunch/recess detention is held in the main office or other designated location.
2. Students will report to the main office at the beginning of recess with her/his bagged lunch if lunch was brought to school. If the student is purchasing lunch, the student will report to the cafeteria at the conclusion of recess to purchase lunch and report back to the main office to eat and remain until the end of the lunch period. The student will be dismissed at the conclusion of the lunch period.
3. Students are expected to remain silent. (It is recommended that students bring work to do.) If a student refuses to comply, after a warning, no credit will be given for attendance and further consequences will be given.

Office Detention

Administration reserves the right to assign office detention to students who violate this Code of Conduct. Additionally, it is noted that the Teacher of Culture and Climate reserves the right to assign office detention for violations of the Code of Conduct. The following expectations for lunch/recess detention will be enforced:

1. Office detention is held **after school from 2:30 p.m. to 3:30 p.m. on assigned days.**
2. Students will report to the main office at the end of the school day and are expected to quietly wait for the detention supervisor to arrive for pickup. Students will then be escorted to the detention location. Students are expected to remain in the detention room for the entire session. Restrooms should be used beforehand. Students who arrive late without a valid reason will be subject to additional disciplinary action.
3. Students are expected to remain silent. (It is recommended that students bring work to do.) If a student refuses to comply, after a warning, no credit will be given for attendance and further consequences will be given.
4. No food, drink, playing cards, dice, or electronic devices may be taken to central detention. All non-academic items are prohibited.
5. Students who do not report to detention due to school absence or early dismissal are automatically assigned to the next available detention date. It is the student's responsibility to keep a record of his/her detention dates. If a student is uncertain about his/her detention status, he/she should report to the main office to collect the correct information.
6. Parents who wish to reschedule central detention for a valid reason must get approval from the administration at least 24 hours in advance.
7. Detention takes precedence over other commitments: participation in any other co-curricular activity, etc.
8. After detention, students must leave the building immediately by bus or parent pick up. Coats and other belongings should be brought to the detention room. Students will not be permitted to return to their lockers after detention.
9. Students are allowed to use the late bus, which departs at 3:30 p.m. from the bus platform. Parent pick up also takes place from the bus platform.

In School Detention/In School Alternative Program

At the discretion of the Principal or Supervisor, students found in violation of school expectations may be assigned In-School Detention. Students who are assigned In-School Detention must follow all school expectations without exception. Any violation of school expectations at any time while assigned In-School Detention will result in an Out-of-School Suspension. Students assigned to In-School Detention will complete written assignments which will be graded by the appropriate academic teacher. These students will not attend physical education classes on that day. Assignment of In-School Detention excludes student from participation in assembly programs and all co-curricular/after school activities for that day.

Out of School Suspension

At the discretion of the Principal or Supervisor, students found in violation of school expectations may be assigned Out-of-School Suspension. Out-of-School Suspension excludes students from all school related activities during the time of the suspension, including clubs and performances. After the suspension period has concluded, students may return to school following a re-admittance conference with school administration.

Discipline Categories & Consequences

Failure to Serve Teacher Detention

Failure to attend detention assigned by a staff member will result in a disciplinary referral as well as the following:

First Offense	Teacher reassigns detention.
Second Offense	1 Office Detention
Third Offense	2 Office Detentions

Fourth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Failure to Serve Office Detention

Students are expected to attend office detention(s) on the assigned day/time. Failure to notify administration ahead of time regarding any schedule conflicts due to a confirmed reason. Failure to attend will result in the following additional consequences:

First Offense	Office Detention is reassigned.
Second Offense	1 Office Detentions
Third Offense	2 Office Detentions

Fourth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Cutting Class

In addition to disciplinary action for each invalid cut, students will be required to make up all missed coursework. Additionally, the grade for the previously mentioned assignments may be adjusted to reflect work being turned in late. Cutting or being invalidly absent from school for an entire day constitutes one cut in every class.

First Invalid Absence	1 Office Detention
Second Invalid Absence	3 Office Detentions
Third Invalid Absence	1 In-School Detention

Fourth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Leaving Campus Without Permission

Students who leave school and return without signing in or out for unexcused reasons will be referred to building administration and subject to disciplinary action. Leaving school grounds creates a dangerous situation and is disruptive to the school climate.

First Offense	2 Days In-School Detention
Second Offense	1 Out of School Suspension
Third Offense	2 Out of School Suspensions

Fourth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Behavioral Offenses

LEVEL I Offenses

Failure to Follow Procedure (FTFP)

- A. Failure to follow classroom/school expectations, regulations, or procedures
- B. Tardiness to class or other locations.
- C. Failure to sign in/out when visiting the following locations:
 - 1. Health Office
 - 2. Guidance Office
 - 3. Library
 - 4. Main Office
- D. Failure to secure regularly assigned teacher's permission to be excused from class.
- E. Any other act or behavior judged by the administration as failure to follow procedures.

First Incident	Warning
Second Incident	1 Office Detention
Third Incident	2 Office Detentions
Fourth Incident	3 Office Detentions
Fifth Incident	1 In School Detention

Sixth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Insubordination towards any Staff Members

First Incident	Warning
Second Incident	1 Office Detention
Third Incident	2 Office Detentions
Fourth Incident	3 Office Detentions
Fifth Incident	1 In School Detention

Sixth and all subsequent incidents will result in a referral to building administration for disciplinary action.

Inappropriate Language

First Incident	Warning
Second Incident	1 Office Detention
Third Incident	2 Office Detentions
Fourth Incident	3 Office Detentions
Fifth Incident	1 In School Detention

Sixth and all subsequent incidents will result in a referral to building administration for disciplinary action.

LEVEL II Offenses

Inappropriate Behavior on Bus

First Incident	Warning
Second Incident	1 Office Detention/Seat Change
Third Incident	3 Office Detentions

Fourth Incident and all subsequent incidents will result in a referral to building administration which will include long-term removal of bus privileges and/or additional disciplinary action.

Misuse of Technology

First Incident	Warning
Second Incident	1 Office Detention and loss of technology privileges for 1 week
Third Incident	3 Office Detentions and loss of technology privileges for 1 week

Fourth Incident and all subsequent incidents will result in a referral to building administration for disciplinary action.

Severe violations of the technology policy may be reported to law enforcement

Any photography or recording of staff or students is prohibited and subject to disciplinary action. Additionally, posting online may result in further disciplinary action.

Disruption to the School Climate

Students whose actions affect the safety and well-being of themselves and/or others may receive the following consequences:

First Incident	Warning
Second Incident	1 Office Detention
Third Incident	3 Office Detentions

Fourth Incident and all subsequent incidents will result in a referral to building administration for disciplinary action.

Inappropriate Contact

First Incident	Warning
Second Incident	1 Office Detention
Third Incident	3 Office Detentions
Fourth Incident	1 Day In School Detention
Fifth Incident	1 Day Out of School Detention

Fourth Incident and all subsequent incidents will result in a referral to building administration for disciplinary action.

Physical Fighting/Scuffle

Students involved in a physical fight or scuffle will immediately be referred to building administration for disciplinary action that may result in out of school suspension.

LEVEL III Offenses

All infractions listed below will involve police notification and possible disciplinary action. These infractions are all either a disruption to the entire school climate and possibly a safety issue to themselves or others. These infractions may result in an Out-of-School Suspension.

Falsifying Fire or Security Alarm

Assault

Arson

Sexual Harassment

Terroristic Threat

Possession of a Weapon

Possession or Sale of Stolen Property

Inciting a Riot

Vandalism

Theft

Under the Influence or in Possession of a Controlled Dangerous Substance

Students who are administratively referred for a suspected substance abuse violation will immediately have a parent/guardian contacted, be required to submit to a urine screening, and must be seen by a physician in order to be cleared for return to school. Students who were suspected of substance abuse may return to school with clearance from a physician and a receipt from LabCorp.

Zero Tolerance Policy

The Mill Pond Elementary School's Administration will follow Lacey Township Board of Education's Zero Tolerance policy.