

*EISENHOWER MIDDLE SCHOOL*  
*Student Handbook*




*Preparing the students of today for tomorrow...*

Mr. Paul S. Gallagher, Principal

Mrs. Jessica Swaim, Assistant Principal

## Eisenhower Middle School Hours

<b>Doors Open</b>	7:40
<b>Homeroom Begins</b>	7:58
<b>Last Period Ends</b>	2:30
<b>Guidance Office Hours</b>	8:00 - 2:50
<b>Main Office Hours</b>	8:00 - 3:30
	<b>Late Bus Information:</b> Late activity buses run at 4:00 and 5:00 to serve the Roxbury area. There is limited service for Mt. Arlington students on the 5:00 late buses. See the EMS website for late bus information. For student reference, there is a list of late buses and drop off locations posted on the wall outside the main office.

**Vision:** Preparing the children of today for tomorrow...

**Mission:** The Roxbury Township Public Schools, a dynamic and thriving district, in partnership with a supportive and collaborative community, inspires and empowers all learners to flourish as ethical and global citizens in the 21st century.

**Philosophy:** Utilizing various tools we will ensure all students learn and strive to be successful, well rounded citizens.

The staff and community of Eisenhower Middle School set the following goals for the upcoming school year:

1. Student Learning: Meet the academic, social, and emotional needs of all learners through high-quality instruction and a developmentally responsive, supportive and differentiated learning environment.
2. Positive School Climate: To foster strong relationships with students, families and the community and encourage all stakeholders to take an active role in school and community events
3. Effective Communication: To continue meaningful and quality dialogue with all stakeholders, so that the entire EMS community is aware of all pertinent news and information.

## Counseling and Guidance

The Guidance program is an essential tool for the success of students at the middle school level. Our program strives to help students to make the right academic decisions while guiding them through adolescence. Teenagers experience the most change during these crucial years, and we are committed to aiding them socially, emotionally, and cognitively. Counselors schedule student conferences. When needed, students and parents/guardians are encouraged to call or email their child's counselor to make appointments.



**7th Grade Guidance Counselor**  
Mrs. Evelyn Torres-Davis  
[etorresdavis@roxbury.org](mailto:etorresdavis@roxbury.org)  
973-584-2973 x 2007



**8th Guidance Counselor**  
Mrs. Caroline Lomuntad  
[clomuntad@roxbury.org](mailto:clomuntad@roxbury.org)  
973-584-2973 x 2006



**Student Assistance Counselor**  
Mrs. Geri Esposito  
[gesposito@roxbury.org](mailto:gesposito@roxbury.org)  
973-584-2973 x 2008



**SAGE Counselor**  
973-584-2973 x 2035

## EXPECTATIONS FOR STUDENTS

One of the objectives of formal education is to teach citizenship and responsibility for one's actions. This is of primary importance in today's society. It has been the custom of Eisenhower Middle School students to recognize the appropriate behavior for a given situation and to conduct themselves accordingly. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to the student body and the school. The Board expects all pupils in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, and ideas of others;
- Take responsibility for their own behavior and learning;
- Use time wisely and share responsibilities when working with others;
- Follow the directions and instructions of all staff members the first time they are given;
- Monitor their own progress towards school objectives;
- Communicate with parents/guardians and appropriate school staff members about school matters.

### Cell Phones and Personal Mobile Devices

Student use of personal mobile devices is prohibited during instructional hours (7:58-2:30).



- The term “personal mobile devices” includes cell phones, iPads, iPods, tablets, or any other electronic device not owned by the school district.
- Phones must be turned off and stored in lockers for the duration of the school day. Locks are provided by the school.
- Students **MAY NOT** take photographs or video footage in EMS unless directed to do so by a staff member.

**NOTE:** Students who have extreme emergencies can request a pass to Guidance or the Main Office. Students who need to use a phone **MUST** report to guidance or the main office to ask permission.

## ACADEMIC INTEGRITY

The highest standards of honesty must apply to a student's actions at Eisenhower Middle School. Any act of dishonesty reflects upon a student and affects the entire school community.

Among the most serious academic offenses are forgery, copying and plagiarism. All are forms of cheating. Forgery is an attempt by the student to provide a false endorsement of a parent or guardian. In copying, a student is taking the work of another, either from homework or from a test, and claiming it as his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the student is claiming the work as his/hers. The term also applies if a student copies a research paper of another and claims that he/she is the author. **Whether the student is the person who gives or receives the information, he/she is guilty of a dishonest act.**

All instances of cheating are dealt with severely at Eisenhower Middle School. Students will not be able to earn full credit for any work (homework, test examination, or paper) which was completed by dishonest means. If this occurs, the teachers will notify the student's counselor and parent/guardian. The student will have to re-do the assignment or complete an alternative assignment provided by the teacher and can only earn partial credit on the assignment. Students will be subject to additional disciplinary actions and a record of this offense will be placed in the student's file and retained throughout their school career at Roxbury. Students will be ineligible for Honor Roll for that marking period.

## Homework

Homework remediates, reinforces or extends upon the classroom learning activities. While parents and teachers provide support in this area, it is ultimately the student's responsibility to develop good work and study habits. To prepare for homework students should:

1. Make sure they understand the assignments, the date due, and directions.
2. Ask for help in advance.
3. Know the expectation of the individual teacher.
4. Long term assignments should be planned accordingly.

## Student Emergency Cards

Each year, every student must submit an up-to-date and accurate emergency card that provides parental phone numbers and other emergency contact information. If this information changes during the school year, a new emergency card must be submitted. The school nurse will maintain the emergency card information.

## EXPECTATIONS DURING PASSAGE TIME

- It is expected that all students move from class to class in a timely manner. 2 minutes of passage time is provided in the master schedule.
- Chronic tardiness to class may result in disciplinary action.
- Keep to the right at all times. Avoid running, pushing, or engaging in horseplay as these may cause a serious accident.
- Talking in the halls should take place in a quiet, conversational manner
- Students are not permitted to use personal mobile devices at any point during the school day, including passage time.
- Students should avoid using restrooms during the changing of classes. Report to class **first** and request a pass from the teacher.
- When needing to visit another teacher or counselor, report to your scheduled class **first** and receive a pass before you move on to the other staff member.

## Change of Address

Parents must report changes of address or phone number by contacting Central Registration and using the [Change of Address form](#).

## Student Academic Honors

Students will be listed on the EMS Honor Roll provided they meet the following requirements:

- **High Honor Roll:** If a student receives straight A's in all subjects and demonstrates academic integrity for all classes throughout the entire marking period.
- **Honor Roll:** If a student receives a B and higher in all subjects and demonstrates academic integrity for all classes throughout the entire marking period.

## Dances

- Hours of the dance are 7:00 pm–9:00 pm and are strictly enforced. Please be sure to pick up your child promptly at 9:00 pm.
- A parent or designated adult/guardian must drop off and pick up the student.
- All students must have a ticket and student ID to gain admittance to the event. Tickets will be sold during lunches on Thursday and Friday before each dance.
- A student cannot participate in an after school event unless he/ she has been present in school that day, or has been absent due to an excused reason other than for sickness.
- Leaving and re-entering the school during the event is prohibited. Parents that need to pick up a student early must enter the building to do so.
- Disrespect and challenging of the chaperones' authority will not be tolerated.
- The rules found in the EMS Student Handbook and BOE Discipline and Policies will be strictly enforced.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the overall school program. Hot entrees are served daily along with a selection of sandwiches, salads, and nutritious snacks. To help keep the lunch program a success students should remember the following:

1. Consume all food and beverages in the cafeteria.
2. Deposit all recyclable materials in designated containers located in the cafeteria.
3. Be respectful to the custodial staff and the students who eat lunch after them in the cafeteria by leaving the table and floor around their lunch table in a clean condition.
4. Maintain appropriate behavior and follow all directions given by staff members.

Failure to adhere to these procedures may result in disciplinary action and/or a restricted lunch program in the in-school suspension room.

## **Food and Beverage**

In order to keep the building clean and safe, food of any type is not allowed outside the cafeteria without specific permission from a teacher or administrator. Students who violate this rule are subject to disciplinary action.

## **Fire and Security Drills**

Fire and security drills are held periodically for the safety of the student body. With the students' cooperation the building can be emptied quickly and efficiently. Signs are placed in each classroom specifying that building exit to be used. A staff member will be assigned to escort and assist physically impaired students from the building during emergency evacuation procedures. The signal for a fire drill is a continuous ringing of the fire alarm bell.

When the fire bell rings, the student should walk quietly and quickly from the building.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

A hall pass permits a student to go from one room to a specific destination and then return. It does not permit the student to make any unauthorized stops along the way. Failure to observe this regulation will result in the student being sent to the original location and possible disciplinary action. The above-mentioned student planner is to be used for a specific purpose only, and not as an excuse to loiter in the building.

## **Lockers**

Student locks and lockers are the property of Roxbury Township Board of Education and are made available to students for their use. The school administration reserves the right to gain access to lockers when evidence suggests that the health, safety, or welfare of students and other personnel in the building may be endangered. If a student has any difficulty opening a locker, the student should ask a teacher or administrator for assistance. If the problem persists, it should be reported to the main office to be corrected. **Students should keep their lockers locked. THE SCHOOL IS NOT RESPONSIBLE FOR LOSSES FROM THE LOCKERS.**

## **Lost and Found**

The lost and found is located in Cafeteria. If a student misplaces any articles, he/she should check the Cafeteria.

## **Money and Valuable Articles**

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. **The school cannot accept responsibility for stolen money or other articles.**

## **Student ID Cards**

All students **MUST** obtain a picture ID card each year. The photos for this card are taken at the beginning of the school year. Two cards are provided free of charge, one will be placed in the students' Chromebooks. Students will need to replace a lost ID card and will be assessed a \$5.00 processing fee. Students who need a replacement should see the secretaries in the Main Office. Students should have their student ID with them at all times.

## **Substitute Teachers**

The school is fortunate to have qualified, competent and caring substitute teachers. Substitute teachers are a vital part of a safe and organized school setting. It is expected that the substitute teacher be given the same respect as the regularly scheduled teacher.

## **Visitors**

Only those who have scheduled business with the school and a government-issued ID are permitted entry to the school. Visitors must report to the security vestibule and will be given a visitor pass.



*Eagle Hour* = Lunch + EEE (Ensembles, Extension and Enrichment)



<i>7th Grade</i>	<i>8th Grade</i>
<p><b>EEE: 10:41 - 11:14</b></p> <p><b>Lunch: 11:19 - 11:52</b></p>	<p><b>Lunch: 10:41 - 11:14</b></p> <p><b>EEE: 11:19 - 11:52</b></p>

“Eagle Hour” is a block of time in the middle of the day where each student has time for lunch PLUS an Ensemble (BOC), Enrichment Activity, OR Academic Extension period. The purpose of “Triple-E” is to support each student’s academic success and social-emotional growth. Students in BOC **ensembles** (Band, Orchestra, and/or Choir) will attend their ensembles during their Triple-E time. Students not enrolled in BOC will use Triple-E to receive extra help or make up work in an **extension** room, or participate in interest groups and **enrichment** activities.

\*Note: Students in BOC who need to meet with an extension teacher can arrange to do so by getting a pass to visit during their lunch period.

#### Procedures

- Unless otherwise arranged by teachers, a student’s “Home Base” for Triple-E will be their homeroom. At the start of the Triple-E period, students will report to their home base each day where attendance will be taken (BOC excepted, see below).
- Students enrolled in Band, Orchestra and/or Choir (BOC) will report directly to their ensemble during Triple-E.
- Upon completion of attendance, students who are in possession of a pass will be excused to visit an Extension room or attend an Enrichment group.
  - Teachers will provide passes for students to visit their rooms to complete assignments or receive extra help.
  - Only students recorded on the school’s master list of Enrichment groups will be dismissed from home base to attend enrichment activities.
- Students in BOC are also encouraged to request/accept passes for extra help from their core teachers. Our teachers and music directors will work with all students to develop a plan that allows them to excel in both academics and the arts.

## Co-Curricular Program



The school co-curriculum program is an important part in the total development of each individual student. Students are encouraged to participate in athletics, clubs, intramurals, musical groups, class activities, and other special events sponsored and approved by the school. Students should join activities that tap into their interests and allow them to become full-time participants. Eisenhower offers a number of co-curricular options for students to choose from.

<i>Clubs</i>	<i>Athletics</i>
Student Council Art Club Builders Club Tech Club Robotics Math League Chess Club Academic Team	Intramural News/Magazine Literacy International Club Drama Club Encores Choir Harmonies Choir Yearbook Jazz Band  Girls Cross Country Boys Cross Country Girls Track Boys Track Girls Basketball Boys Basketball Field Hockey Wrestling

Students must accept the responsibility for the commitments once they join any club or activity and schedule their time wisely. Classroom work must come first, since that is the primary purpose of attending EMS.

Excessive absences may result in forfeiture of the right to participate in co-curricular events held during the school day. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negative classroom performance.

## Sports, Clubs and Extracurricular activities - Student Expectations

Students who are involved in activities or athletics are representatives of Eisenhower Middle School and must conduct themselves in a manner that reflects positively on their clubs, their teams, their school, and their community at all times. Therefore, they accept the responsibility to comply with all Board of Education Policies and Regulations, all school rules, and the rules established by various governing organizations. Students found to be in violation of the department standards delineated in this document and/or Eisenhower Middle School's student expectations and responsibilities will be subject to appropriate discipline, suspension, and/or expulsion.

The Eisenhower Middle School Code of Conduct contract is a commitment by the student to exercise good judgment in all affairs, to represent self, school, family and community in the most positive manner at all times, and to encourage others to share these ideals. This form must be acknowledged by the student and his/her parent/guardian. No student will be allowed to participate in any activity or sport without having submitted this form. The Code of Conduct includes periods when school is in recess or is not in session.

Students engaged in interscholastic athletics or student activities are considered leaders and, as such, are expected to represent themselves in that fashion. Participation in co-curricular activities is an avenue for the teaching and practicing of good citizenship, for promoting the growth of good character, and for the development of other important life skills. Student involvement in Eisenhower's co-curricular program is an honor and a privilege, not a right. The privilege comes with inherent responsibilities, and is dependent upon compliance with applicable rules and regulations.

As a member of a school, team, club, or organization, a student's behavior on campus, in the community, and at other schools reflects on not only him/herself, but on one's family, on one's program, and on one's school as well. Students engaged in co-curricular activities must carefully consider their actions at all times. This Code of Conduct applies to all students in Eisenhower Middle School. Students and parents understand that, in order to participate in any co-curricular activity (athletic or student activity), students must act in accordance with the following standards:

**SPORTSMANSHIP:** All activity students and student athletes will adhere to the guidelines of proper sportsmanship/behavior and must show proper respect for their teammates, fellow activity participants, opposing players, coaches, advisors, parents, judges, and officials at all times. Disqualification from an activity/event as a result of poor sportsmanship or as a result of an official's ruling is unacceptable. In cases such as these, team/club discipline will be instituted, including possible suspension from a club/activity.

## **ATHLETICS/ACTIVITY PHYSICALS PROCEDURES**

All candidates for interscholastic sports must have a medical examination within 365 days prior to the first practice session. Medical examinations for candidates for a school athletic squad or team are to be conducted at the student's medical home. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care.

As required by N.J.A.C. 6A:16-2-2 (h), the medical report from the examining physician, nurse practitioner, clinical nurse specialist, or physician's assistant must include a determination concerning the student's participation. If it is not possible to arrange a physical at the student's medical home, one may make an appointment to have a physical performed by the school physician (Medical Care Associates) at that office.

Please note that eligibility is directly associated with the date of a physical, not prior sports participation. This means that depending on the date a physical was performed, a student may be eligible for one or two seasons and then become ineligible during the course of the school year. Physical clearance is governed by the official deadlines for submission of Sports Participation forms.

A completed and signed Permission Slip, Health History Questionnaire, Health History Update, Athletic/Activity Emergency Card, and the school physical examination form completed by his/her physician must be returned to the school nurse. Prior to the first practice in a second sport or activity, students must report to the nurse with a completed Permission Slip, Health History Update, and Athletic/Activity Emergency Card for that sport in order to receive clearance. Students will not be allowed to participate in any sport/activity until the coach receives a completed Athletic/Activity Emergency Card signed by the nurse and athletic director.

The school nurse will make announcements as to when and where physical examination forms can be obtained and when they should be returned for each athletic season.

Permission Slips: All students must submit a Parental Permission Form (as provided by the school) to the appropriate school official. This form is included in the packets for all students who must receive a physical examination as a criterion for participation.

## Attendance Policy

**ABSENCES:** EMS encourages regular attendance, while allowing students to be absent if they are ill. If you would like to request work for a child who is absent, please reach out to their teachers. They can email you the work or leave hard copies in the main office for pickup. If your child has an extended illness or a chronic health problem, please get documentation from your child's physician and give it to the secretary to the assistant principal in the main office.

**If your child will be absent, please inform the office by 8:00. To do so, go to the summary page in Genesis. Select the "notify attendance" link and leave a note. If you are unable to access Genesis, call the attendance line at 973-584-2973, Option 1. Leave the student's name, grade, and reason for absence.**

\*In order for an illness to be regarded as "excused", the parent/guardian must provide the school with a **doctor's note** within ten (10) days of the absence. The note should specify the specific date(s) that it covers. **Notes received beyond ten days will not be accepted.\***

In addition to student illness with a doctor's note, the district's attendance policy [HERE](#) outlines other events that would qualify as "excused" absences. All other absences will be noted as "unexcused" and count toward truancy.

**NOTE:** If your child will be absent from school for 10 or more consecutive school days, you will be asked to withdraw your student from his/her Roxbury school for the duration of the extended leave and re-enroll your child upon their return.

**TARDIES:** Students will be considered tardy if they report to school after Homeroom begins at 7:58 am. Anyone coming into school after that time must report to the Main Office to sign in. If a student who is tardy does not report to the Main Office to sign in, a safety Honeywell notification will be sent. Consequences for tardies will be as follows:

- 3<sup>rd</sup> Tardy - Conference with Guidance Counselor
- 4<sup>th</sup> Tardy - Lunch Detention w/ assignment
- 5<sup>th</sup> & Subsequent Tardies - Parent & Administrator conference and discipline based on discretion of administration.

## Pledge of Allegiance & Daily Announcements

The Pledge of Allegiance and daily announcements will take place in homeroom each morning. At this time, pertinent information will be shared with the entire student body. All announcements must be placed on an announcement request sheet found in the guidance office at least one day prior to the announcement date.

## Student Dress Code

Students are expected to be clean and well-groomed in their appearance and to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment. No dress or grooming is allowed that is hazardous to the health or safety of the student or others. This includes failure to wear appropriate health protective measures per recommendations from local, state, or federal officials due to community health concerns.

### Prohibited items include:

- Overly revealing or inappropriately tight clothing. (Including, but not limited to, see-through or mesh, tube/halter/spaghetti strap tops, bare midriffs, or extremely low cut shirts.)
- Aerosols (deodorants, hair sprays, body/perfume sprays).
- Nonprescription sunglasses, glazed/tinted glasses, except as prescribed by a doctor.
- Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach.
- Skirts, dresses, pants, and shorts that end (or have holes) higher than mid-thigh. (Measured at or below finger-tip length when arms are at the student's side).
- Undershirts (underwear) worn without an outer shirt.
- Clothing that is overly soiled, torn, worn, or defaced.
- Outdoor jackets, coats, or hats (except when entering/exiting the building or if there is a defect in the heating system.)
- Clothing/Accessories with reference to gangs, criminal activity, alcohol, controlled dangerous substances, tobacco, or racial or ethnic violence.
- Clothing/Accessories with profanity, obscenity, sexual innuendo, or slanderous or prejudicial slogans. (In essence, anything that could be hurtful or in any way make students and staff uncomfortable.)
- No hats, bandanas, hair-curling aids, or head attire that covers the top of one's head will be worn inside the building during school hours with the following exceptions:
  - ★ Religious Observance
  - ★ School Spirit Day
  - ★ Classroom Activity (supported by teacher)
  - ★ A relevant accommodation in a student's IEP, 504, or I&RS plan

Students whose attire does not adhere to the Dress Code, or is otherwise a distraction to learning, will be warned accordingly. Students in violation of these guidelines may be required to change into proper attire before returning to class and may be subject to disciplinary action.

## School Nurse

**Illness during the school day:** Students becoming ill during the school day should secure a pass from their classroom teacher to report to the nurse. If there is a need to go home, the nurse will inform the students' parents/ guardian and the student will be released from school. Students should not use their cell phones to communicate with their parents directly regarding an illness. *If the procedure is not followed and a student leaves without properly checking out, he/she will be subject to disciplinary action.*

**Medication:** If a student is required to take prescription medication during the day, the parent/guardian will provide a written request to the school nurse for the administration of the prescribed medication. Medications require written authorization from the attending physician. Parents/guardians will deliver prescribed medication to the school nurse, who is the only person authorized to dispense medication.

**Illness/Injury & PE Class:** Occasionally, a student may not be able to participate in PE due to illness or injury. The following provides the expectations of the nurse and PE staff.

1. **Up to three day excuse (without a Doctor's note)**
  - a. Student can bring a note to the nurse, written by the parent/guardian requesting no PE for the day
  - b. Parent/guardian can email or call to notify the nurse
  - c. Nurse will provide a pass for the student to give to their PE teacher
  - d. The teacher will assign an alternative assignment to be completed in a designated classroom with a teacher present
2. **Excuse with a Doctor's note**
  - a. Bring the doctor's note to the nurse
  - b. Nurse will notify PE staff and provide a pass for the student to give to their PE teacher
  - c. Once cleared to return, bring the medical clearance note to the nurse who will provide a pass for the student to share with their PE teacher.
  - d. For long-term excuses, doctor's notes should be updated monthly

**\*NOTE:** On any day that a student is restricted from participating in Physical Education class due to an illness or injury, s/he will also be unable to participate in any sports or recess.

## Student Code of Conduct

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules.

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity. This includes demonstrating the proper respect of authority, adherence to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effects upon the individual - it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning will not be tolerated.

### Eisenhower's Philosophy on Discipline

Our teachers strive to be firm, kind, and consistent. Their aim is to create calm, safe, and orderly classrooms while preserving the dignity of each child. This requires a constant balancing of:

- the needs of the group with the needs of the individual
- the need for order with the need for movement and activity
- the need for teachers to be in control of the classroom with the need of students to be in charge of their own lives and learning.

It requires taking the time to teach children how to be contributing members of a caring learning community. The EMS learning community recognizes that rules are put in place to keep us safe and to ensure that all students can learn.

Misbehavior is viewed as a learning opportunity. As such, teachers will be the first to address most student misbehaviors in the classroom. **When a student's misbehavior violates the law, becomes chronic, or puts the safety of themselves or others at risk**, administration will allocate consequences outlined on the next page (not necessarily in order of occurrence).



<i>Consequences</i>			
<b>Teacher Warning (written or verbal)</b>	<b>Administrative Warning (written or verbal)</b>	<b>Restorative Practices</b>	<b>Conference w/ Guidance Counselor</b>
<b>Lunch Detention</b>	<b>In School Suspension (ISS)</b>	<b>Out of School Suspension (OSS)</b>	<b>Other actions deemed appropriate by administration</b>

### DISCIPLINARY INFRACTIONS

**Note:** The penalties noted below denote the *minimum* discipline to be implemented. Infractions not noted will be left to the discretion of the administration.

1. Insubordination (Failure to follow the directives of school personnel)

- Offense 1: Teacher Warning or Redirection
- Offense 2: Lunch Detention(s), restorative actions
- Offense 3: In School Suspension, restorative actions
- Offense 4: Out of School Suspension, restorative actions

2. Disruptive Behavior/Use of Inappropriate Language

- Offense 1: Administrative Warning, restorative practices
- Offense 2: Multiple Lunch Detentions, restorative practices
- Offense 3: In School Suspension, restorative practices
- Offense 4: Out of School Suspension, restorative practices

3. Plagiarism/Forgery/Cheating

- Offense 1: Multiple Lunch Detentions; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period
- Offense 2: In School Suspension; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period
- Offense 3: Out of School Suspension; Student will complete the assignment (or an alternate assignment) for reduced credit; ineligible for Honor Roll in current marking period

4. Dress Code Violation (refer to attached guidelines on Page 14)

- Offense 1: Administrative Warning/Change Clothes
- Offense 2: Multiple Lunch Detentions/Change Clothes
- Offense 3: In School Suspension

#### 5. Electronic Device Violation / Violation of Acceptable Use Policy

- Offense 1: Teacher Warning, Confiscation for Day
- Offense 2: Multiple Lunch Detentions, Confiscation and Saved for Parent Pick-Up
- Offense 3: In School Suspension, Confiscation and Saved for Parent Pick-Up at Police Station after a Complaint is filed

#### 6. EMS Cell Phone Policy Violation

- Offense 1: Teacher warning; Student will put phone back in locker.
- Offense 2: Teacher confiscation; Student to pick up phone from office at end of day
- Offense 3: Teacher confiscation; Parent must come to pick up phone
- Offense 4: The student must drop off their phone at the office each morning and pick it up as they exit the building.

#### 7. Physical Confrontations/Fighting\*

- Offense 1: In School or Out of School Suspension (1-3 days), restorative actions
- Offense 2: Out of School Suspension (3-5 days), restorative actions
- Offense 3: Out of School Suspension (up to 10 days), restorative actions

*\*Police notification based upon the severity of the incident*

#### 8. Theft

- Offense 1: Multiple Lunch Detentions; restorative practices
- Offense 2: In School Suspension; restorative practices
- Offense 3: Out of School Suspension; restorative practices

#### 9. Verbal Confrontation/Threats/Intimidation (Students or Staff)

- Offense 1: Multiple Lunch Detentions, restorative practices
- Offense 2: In School Suspension, restorative practices
- Offense 3: Out of School Suspension, restorative practices

#### 10. Destruction of Property/Vandalism/Graffiti

- Offense 1: ISS or OSS (1-3 days) and/or restorative measures, if possible
- Offense 2: Out of School Suspension (3-5 days), restorative measures, if possible
- Offense 3: Out of School Suspension (up to 10 days), restorative measures, if possible

*\*Police Report/Charges based upon the severity of the incident*

11. Harassment/Intimidation/Bullying/Bias\* (SEE DESCRIPTION BELOW)

- Offense 1: Multiple Lunch Detentions, remedial learning/research activity
- Offense 2: In School Suspension, remedial learning/research activity
- Offense 3: Out of School Suspension, remedial learning/research activity

*\*Police notification based upon the severity of the incident*

**“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:

- 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 by any other distinguishing characteristic; and that
- 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
- 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
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- 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.

12. \*Possession/Use of Tobacco/Tobacco Products (\*\*including electronic smoking devices)

- Offense 1: Multiple Lunch Detentions, related learning/research activity
- Offense 2: In School Suspension
- Offense 3: Out of School Suspension

*\*Students will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.*

*\*\*Students found using OR in the possession of electronic smoking devices on school grounds will be sent for a **mandatory drug screening**.*

13. Cutting Class

- Offense 1: Two Lunch Detentions; make up missed work
- Offense 2: Three lunch detentions; make up missed work
- Offense 3: One day of In-School Suspension; make up missed work

14. Cell Phone Use During Instructional Day

- Offense 1: Teacher Warning, supervised placement of cell phone in locker
- Offense 2: Confiscation of cell phone, pickup at main office at 2:30
- Offense 3: Confiscation of cell phone; Parent Pick-up of device; Lunch detention(s)

15. Photography/Video Violation

- Offense 1: Warning, supervised deletion of the photo/video
- Offense 2: Confiscation of cell phone, pickup at main office at 2:30; Lunch Detention(s)
- Offense 3: Confiscation of cell phone; Parent Pick-up of device; 1 day In-School Suspension

16. Drug/Alcohol Use or Possession (On school premises/At School Functions)

- Up to 10 Days Out of School Suspension & Police Notification

17. Sexual Harassment

- 10 Day Out of School Suspension; Police Report/Charges; BOE Hearing

18. False Alarm/Bomb Threats

- 10 Days Out of School Suspension; Police Report/Charges; BOE Hearing

19. Possession and/or Use of Weapons

- Up to 10 Day Out of School Suspension; Police notification

20. Failure to Attend Disciplinary Actions/Continued Willful violations of School Policies

- Up to 10 Day Out of School Suspension

*NOTE: Actions not listed above as determined by administration that are justifiable to elicit a disciplinary response are reserved by the right of the administration to handle accordingly.*

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\*This handbook seeks to identify key aspects of our school as well as explain procedures for its orderly operation. This allows us the opportunity to provide the highest quality educational experience for all students. Should you have questions about any of the topics discussed, please feel free to contact your building administration directly or refer to the associated Board of Education approved policies found on the Roxbury Schools website.