

**THE DISCIPLINE CODE APPLIES TO ALL STUDENTS AT ALL TIMES AT ALL SCHOOL ACTIVITIES.**

**CLEMENTON SCHOOL DISTRICT**

**STUDENT HANDBOOK/CODE**

**OF CONDUCT**

**2022-2023**



**Mission Statement**

*The Clementon School District is dedicated to a meaningful collaboration among parents, students, administrators, teachers, support staff, board of education members, and the community. Our daily mission is to provide every student with a high-quality education driven by the New Jersey Core Curriculum Content Standards and Common Core State Standards. We are committed to providing a secure, nurturing school climate in order to provide for the educational, social, and emotional needs of students and staff.*

**THE PHILOSOPHY OF  
CLEMENTON SCHOOL DISTRICT**

*We, the Board of Education of Clementon School District, believe that all students are capable of learning.*

*We believe that the home and community, along with the ability and attitude of the student, are intrinsic components of education. We accept the formal responsibility, delegated to us by the State of New Jersey, to provide as appropriate an education for each child as possible while remaining fiscally responsible.*

*We believe that our schools exist for the children. Schools should be a place where the school climate continually affirms the worth of all students and where pupils can have meaningful experiences in an environment that is inspirational, challenging, pleasant, and which protects and observes the legal rights of students.*

*We believe at the very minimum that our students should exhibit demonstrated competencies in listening, speaking, reading, writing, and basic mathematical computations. We further believe that in order to actively participate in civic responsibilities, our children should demonstrate an understanding and appreciation of our form of government.*

*We believe the instructional program and teaching strategies should be flexible enough to provide for pupil exploration and self-expression and to keep abreast of an ever-changing society. We support the efforts and expertise of our professional staff as they strive to promote excellence.*

*We believe it is essential to work with parents and other people of the community and to cooperate with various agencies to help us attain our goals.*

**WELCOME**

This handbook is to provide you with the guidelines that are followed in the Clementon School District. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the administration and teachers if the need arises. **READ THIS BOOK CAREFULLY**, as it will answer many questions about your needs and what will be expected of you at Clementon Elementary School.

**AFFIRMATIVE ACTION PLAN**

Please contact the Affirmative Action Officer, Clementon Elementary School Principal, if you would like to see the District's Affirmative Action Plan. The purpose of the Plan is to formally state objectives and activities as required by New Jersey Statutes Annotated 18A:36-20 and New Jersey Administrative Code 6:4-1. All areas related to employment and contract practices will be continually evaluated to ensure non-discrimination. School and classroom practices will be evaluated to ensure equal educational opportunities for all students.

**ARRIVAL/DISMISSAL TIMES**

Students must report to school on time. Students will not be released for early dismissal after 3:00 PM (12:25 PM on early dismissal days). The following are arrival times:

<b>FULL DAY HOURS</b>	<b>EARLY DISMISSAL HOURS</b>	<b>TWO-HOUR DELAYED OPENING</b>
Preschool Full Day: 8:40 AM – 2:45 PM	Preschool: 8:40 AM – 12:40 PM	Preschool: 10:40 AM – 12:25 PM
Grades K – 8: 8:40 AM – 3:15 PM	Grades K – 8: 8:40 AM – 12:40 PM	Grades K – 8: 10:40 AM – 3:15 PM

**ARRIVAL TIME**

Breakfast is served from 8:05 AM to 8:25 AM. The doors for breakfast open at 8:05 AM and close at 8:25 AM. **Students who are not participating in the breakfast program cannot arrive at school prior to 8:25 AM.** Please do not drop your child off before 8:25 AM. There is no supervision before 8:25 AM. The police crossing guards and safety patrol members are only on duty during regular hours. If your child arrives before 8:25 AM, the parent/guardian will be contacted to come and pick your child up or to supervise your child until 8:25 AM.

Camp Clementon by Archway, the before and after school program, is available from 7:00-8:25 AM and 3:15-6:00 PM. (12:40-6:00 PM

on early dismissal days) when school is in session. For more information regarding Camp Clementon by Archway program registration, please call 783- 2300 ext. 1020.

### **LATE PICK-UP**

Students must be picked up from school no later than 3:25 PM on full-days and 12:50 PM on early dismissal days. Students who remain after school for various programs must be picked up on time at the end of their schedule program. Any students not picked up on time will be taken to Camp Clementon by Archway where they will be supervised, for a fee, until they are picked up. Parents must pay the late fee when they pick-up their child. Repeated lateness in picking up your child will result in a meeting with the administration.

In an effort to maintain safety and supervision for our students, Clementon School District will utilize Camp Clementon by Archway Program (after school child care program) to supervise students who are not picked up by 3:25 PM.

The following procedures for students not picked-up are currently effective and are as follows:

- Your child will be brought to Camp Clementon, which is held in the Multi-Purpose Room, starting at 3:25 PM.
- Parents may be charged a late pick-up fee and/or be required to attend a meeting with the administration to address the situation.
- Only the parents/guardians and persons listed on the emergency card will be permitted to pick up the child. Identification will be requested and required in order to release the child.

Please note that this procedure will also be put into place if a child is not picked up following after school activities, up until 6:00 PM. If a student is not picked up by 6:00 PM, a call will be placed to both the Clementon Police Department and DCP&P.

### **ASSEMBLIES**

Assemblies will be held at various times throughout the school year. Disruptive behavior that takes place during and/or coming to or from an assembly will result in a consequence.

### **ATTENDANCE**

#### **Full Day Session**

Preschool	Present for four (4) hours
Pre-K-8	Student must be in school 4 or more hours of actual class time.

#### **Early Dismissal Session**

Preschool	Present for two (2) hours
Pre-K-8	Student must be in school 2 or more hours of actual class time.

Every parent has the responsibility to make sure his/her child attends school regularly. According to NJ State Law (18A:38-25), children between the ages of 6 and 16 must attend school regularly. There is a strong relationship between a student's attendance and academic growth.

Whenever a child is absent for any reason, it is the parent's responsibility to call **prior to 9:00 AM** to 783-2300, prompt 2.

**In order for your child to have an excused absence, a note is required for all absences within 4 days of returning to school.**

If the child has been to a doctor, please send in the physician's certificate with your child when he/she returns to school.

Letters of attendance notification will be sent to any student accumulating 4, 7, and 10 days of absence for the year. Municipal court procedures may occur if a student accumulates 10 absences.

In order for a student to attend and/or participate in any extra-curricular, after-school, night activities and/or any other activities or events associated with the school district, a student must be present in school for four (4) or more hours of actual class time.

### **ATTENDANCE - RE-ADMISSION**

Any child who has been absent from school for a period of five or more consecutive school days must report to the nurse's office with a certificate from the family physician before re-entering the classroom. The school may also ask for a physician's certificate if a child is absent frequently for a period of less than five days. A pupil will be retained at grade level, in accordance with Board policy, when he/she has accumulated twenty-five or more absent school days, whatever the reason(s) for the absences. However, absences for the observations of religious holidays and absences occurring during a pupil's suspension will not count toward the total. Administration will take into consideration any pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home

instruction that they have mastered the proficiencies established for the assigned courses of study.

### **ATTENDANCE**

The Clementon Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

### **BICYCLES, SCOOTERS, SKATEBOARDS**

The following rules are necessary to ensure the safe passage to and from our school for those students who choose to ride their bicycles, scooters and/or skateboards. All areas including the parking lot, access roads, and walking paths are included in this agreement.

1. Bicycle helmets must be worn. This is a state law. If you do not have a helmet you are not permitted to ride the bike, scooter, or skateboard to and from school.
2. All bicycles, scooters, and skateboards must be in proper working order with appropriate devices.
3. Bicycles, scooters, and/or skateboards must be “walked” while on school property or in high student traffic areas such as the path and Erial Road during arrival and dismissal.
4. Bicycles, scooters, and/or skateboards must be ridden on the sidewalks to and from school at all times. Students may not ride in the school parking lot, in the street on Erial Road, on the path, or on the sidewalks on school grounds.
5. “Wheelies,” tricks, or unconventional riding stunts are forbidden at all times.
6. Only one person should be on a bicycle, scooter, and/or skateboard.
7. All bicycles, scooters, and/or skateboards must be locked on the bike rack. Students will not be permitted to bring bicycles, scooters, and/or skateboards in the building.
8. The school district is not responsible for Bicycles, scooters and/or skateboards that go missing or are stolen.

Students who do not follow these guidelines will not be permitted to ride their bicycles, scooters, and/or skateboards to school depending on the severity and frequency of the offense. Administration will determine all consequences.

Parents are asked to support this endeavor. It is for the safety and well-being of the students at Clementon Elementary School.

### **BIRTHDAY CELEBRATION GUIDELINES**

As a protective measure for the children, all food treats for birthday celebrations are to be pre-packaged by the manufacturer or bakery. For example: packaged cookies, packaged pretzels, Dunkin’ Donuts, packaged snack cakes, Dixie cups, etc. Parent may also use taffies, fancy pencils, erasers, etc. to celebrate birthdays. Parents are asked to notify the child’s teacher at least 2 days prior to the day of the celebration. The last day of school, before a holiday/vacation, is not to be used for birthdays as other activities are planned.

### **BOOK BAGS**

Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

### **CAFETERIA**

A breakfast and lunch program is provided at the school through Nutri-Serve. Breakfast and Lunch are served daily at a charge for students for the 2022-2023 school year. Families may qualify for free or reduced meal programs through the state application process.

Information about the breakfast and lunch programs are sent home regularly through Catapult. If you have any questions about these programs, please call 856-783-2300 x1023.

### **CLASS TRIPS & SCHOOL ACTIVITIES**

As you know, activities and class trips offer students the opportunity for learning experiences outside of the classroom. Although all students are eligible at the beginning of the school year, we believe that participation in these activities is a privilege that your child must earn.

**In order for a student to participate in a sport or after-school activity:**

- Students are permitted to walk home after an after-school sport (game/practice) or extra-curricular activity that ends by 4:00 PM.
- Students are NOT permitted to walk home after an after-school sport (game/practice) or extra-curricular activity that ends AFTER 4:00 PM.
- Students must go home with their parent/guardian or someone over the age of eighteen that the parents/guardians have listed on their emergency card once a game practice or extra-curricular activity ends.
- All students must follow the dress code guidelines and Code of Conduct while participating or watching a CES extra-curricular activity, game, and/or event.
- If students want to watch any extra-curricular activity and/or sporting event, the students must go home upon dismissal and can return for the event as long as a parent/guardian or someone over 18 years of age accompanies them.
- In order for a student to attend and/or participate in any extra-curricular, after-school sport, night activities and/or any other activities or events associated with the school district, a student must be present in school for at least four (4) or more hours of actual class time on the day of the event.
- No food or drink is allowed in the gym.

Any student that receives an In-School Suspension or Out-Of-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions, or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom. (See below for a list of activities.) After the first offense, when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc. and then possibly the remainder of the school year.

**When a student is placed on Restricted Standing, he/she is excluded from:**

- Attending any events during the school day and/or evening events associated with Clementon Elementary School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8<sup>th</sup> grade graduation dance)
- 8<sup>th</sup> grade graduation
- Band, Jazz band, and choir activities
- Clubs of any kind
- Student Government
- National Junior Honor Society
- Play
- PRIDE Trips
- CES Carnival
- Rehearsals and practices of any kind
- Non-Academic Assemblies
- Any other extra-curricular activities, non-academic and/or school functions

Any student who receives a combination of two (separate incidents) administrative (lunch and/or after-school) or teacher detentions within two weeks of a field trip and/or field day, will not be permitted to participate in those activities. Please note that students participating in any school activities or trips must still abide by all school rules in the Code of Conduct.

**\*NOTE: Students may not participate in any school activities or class trips at the discretion of the administration.**

**DANCES**

- Students from other school districts will NOT be admitted to dances.
- When attending a dance, students must remain in the dance area unless special permission is given by the chaperone.
- Public displays of affection will not be tolerated.
- School dress code guidelines apply.
- Students are responsible for their own personal articles.
- Coats, purses, and bags must be stored in a locked classroom.
- Conduct at each dance determines individual student exclusion.
- All dances will be adequately chaperoned by certified staff.
- Students must arrive on time and must stay until the dance has concluded.
- Students must have a signed permission slip to attend any dances.
- Students must be picked up by a parent/guardian or someone over the age of eighteen that the parents/guardians have listed on their emergency card at the conclusion of the dance.

- Students must go home with their parent/guardian once or someone over the age of eighteen that the parents/guardians have listed on their emergency card if the dance did not take place on school property regardless of what time it ends.
- Students are NOT permitted to walk or ride a bike, scooter, and/or skateboard to the dance or after the dance.

### **DRESS CODE – DISTRICT**

The District Dress Code is designed to establish guidelines which assist students in making responsible decisions as they select attire which is appropriate for school. It is important for both parent(s)/guardian(s) and students to understand that the way one dresses may have a direct effect on one's attitude and behavior. We expect all students to appear in clean, sensible attire at all times, and to maintain good grooming habits. Types of clothing, attire, and accessories deemed inappropriate, unsafe, or distracting within an educational setting will be considered unacceptable. It is the intent that parent(s)/guardian(s) and students will follow the dress code guidelines as listed below. If students wear inappropriate clothes to school, they are excluded from class and must change into readily available clothes or the parent(s)/guardian(s) will be contacted to provide an outfit that is appropriate, in order to return to class. Continued disregard for the dress code will result in disciplinary action. Please consider your child's health and safety when choosing school clothing and footwear. If you question the appropriateness of a particular item of clothing, which in itself may indicate the item is not acceptable for school wear.

*In all matters of the guidelines listed below the school shall be the judge of what is appropriate.*

**GUIDELINES:** The following guidelines listed below should be followed.

#### **1. Clothing**

- Skirts, dresses, or shorts must be fingertip length or longer.
- Shirts/tops must be long enough to touch the waistline so midriff is not exposed.
- It is not permitted for skin to show from chest to below mid-thigh (at fingertip length), whether it is uncovered or visible through sheer or open material. This includes any shirt that exposes any part of the back, chest or stomach.
- Attire that is strapless, backless, see-through, or has spaghetti straps will not be permitted.
- Tank tops, halter tops, half shirts, sleeveless shirts, and muscle type shirts shall not be worn.
- Attire that is excessively tight, sheer, fishnet, brief, low cut, revealing, or spandex will not be permitted.
- Attire that advertises or refers to alcohol, cigarettes, drugs, sex, and/or gangs is prohibited.
- Attire that is offensive, derogatory, prejudiced, obscene/vulgar or has a double meaning will not be permitted, including patches, slogans, words, symbols, phrases or pictures of an objectionable nature.
- Pajamas/sleepwear is not to be worn.
- Any clothing which exposes undergarments will not be permitted. Pants must be worn around the waist and must cover undergarments.
- Pocket chains, or any other types of clothing chains are not permitted, including those attached to wallets.
- Swimsuit wear is not acceptable.
- Bandanas and scarves are not permitted to be worn in any way, shape, or form.

#### **2. Hats/Head Coverings**

- No head coverings are permitted except for those worn for religious observation. This includes bandanas, sweatbands and hats. These items are to be stored in students' lockers or book bags until dismissal.

#### **3. Shoes**

- Footwear that is not firmly attached to the foot is not to be worn. Shoes designed for beachwear are not appropriate (ex: flip-flops). Shoes with wheels are not permitted on school grounds. If these shoes with wheels are worn, the wheels must be removed and given to a teacher or administrator.
- Slippers are not to be worn.
- Examples of approved footwear include: shoes with straps behind the heel and sneakers.

#### **4. Glasses**

- Sunglasses, glazed and/or tinted glasses shall not be worn or placed on top of students' heads while inside the school building unless the school nurse grants permission. These items are to be stored in students' lockers, classroom closet or book bags until dismissal.

#### **5. Jewelry/Accessories**

Jewelry/accessories shall not be permitted if they:

- Are offensive
- Are a safety concern or dangerous
- Could possibly be used as a weapon (i.e. studded bands, dog chains, etc.)
- Purses large enough to carry books are not permitted and must be stored in lockers and/or classroom closet.
- Book bags of any kind are not to be worn or carried during the school day and must be stored in the locker and/or classroom closet.

#### **6. Piercing(s)**

All pierced jewelry must be removed during P.E. class. Any pierced jewelry that would endanger the wearer (i.e. too large) will not be permitted.

#### **7. Hair**

Hair should be clean and well-groomed. Although hairstyle and hair color are largely matters of personal choice, hair should not be worn in such a fashion that the educational program is disrupted or impeded. For example, hairstyles sporting long spikes or unnatural colors tend to distract other students from the educational program. In the event that any student attends school with a hairstyle that has a demonstrably adverse impact in the classroom, that student will be asked to immediately change the hairstyle or hair color before attending school the next day. Exceptions to this rule may occur on special occasions (e.g. “Crazy Hair Day” or “Eagles Day”.)

No object should be worn in the hair that could be removed and used as a weapon, or which could cause serious injury to the student wearing the object. Traditional objects such as barrettes, scrunchies, small hair combs and hair clips that present no risk of harm are clearly acceptable.

#### **8. Outerwear**

Coats, gloves, mittens, and scarves shall not be worn in the school building for health and safety reasons. These items should be kept in the students’ lockers, coat closets, or book bags. Hoodie sweatshirts can be worn without the hood on the students’ heads.

#### **EARLY DISMISSAL REQUESTS**

Requests for early dismissal should be made by parents/guardians only when absolutely necessary. All students must be signed out by their parent/guardian, or anyone listed on the emergency card, through the Main Office and must show identification in order for the student to be released. It is encouraged that parents do not request students to be released for early dismissal after 3:00 PM. Please note that students **will not be released** for early dismissal to anyone not listed on the emergency card. Every child **MUST** have two (2) emergency contacts listed (must be over 18 years of age). Identification will be required for anyone picking a student up from school.

If any information on your emergency card changes during the school year, we are requesting that you update the record in OnCourse Connect. Any documentation regarding legal custody of a child must be noted on the emergency card and verified with the proper court documentation.

#### **EMERGENCY CLOSING/ DELAYED OPENING - CODE #634 CAMDEN COUNTY**

Emergency school closings and delayed opening announcements will be made on our website, television stations using the code number listed, phone notification system, and/or on our electronic sign. If school is already in session and a decision is made to close for an emergency, all practical means to contact parents will be utilized.

#### **EMERGENCY PROCEDURES**

The Clementon staff, in conjunction with local and county police agencies, has developed an emergency management plan in the event of a terrorist attack, natural disaster, or any other type of emergency situation. Below please find some helpful information regarding our procedures and directions on what you should do as parents if a situation should arise while your children are in school.

Steps to be taken will be dependent upon the type of emergency and the directives given by the Office of Emergency Management.

- Emergency procedures have been provided to all staff.
- A chain of command has been set up within the school.
- Students will be moved to inside classrooms if necessary.
- Attendance folders and all important information regarding students are in the possession of each teacher at all times during high alert status.
- Medications will be distributed by the nurse as needed.

What a parent should do during an emergency alert:

- **DO NOT** come to the school to pick up your children.
- **DO NOT** call the school. Unnecessary calls may prevent essential emergency information from being transmitted.
- When clearance is given, an orderly procedure will be in place for you to pick up your children.
- Do not send anyone to pick up your child who is not on the Emergency Card.

#### **ENTRANCE AGE**

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

Preschool Disabled - A child is eligible for entrance into a program of special education who has attained his/her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with rules of the State Board of Education.

Preschool - Clementon offers a full-day preschool program through our Preschool Expansion Grant for children who are 4 years old by September 30th.

Kindergarten - A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before October 1 of the year in which entrance is sought. The Principal may admit to Kindergarten any child who has not attained the entrance age requirement of this district, but who was properly enrolled in an approved public or private school Kindergarten before transferring to this district providing that testing data supports the child's ability to successfully complete Kindergarten skills.

First Grade - A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought and has completed the Kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. Clementon Elementary School reserves the right to perform further screening and make alternative placement recommendations when indicated.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education Concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW  
Washington, DC 20202-8520

You can review the entire FERPA act on the Clementon School Webpage [www.clementon.k12.nj.us](http://www.clementon.k12.nj.us).



## **GRADING SYSTEM**

Pre-School: Narrative and/or Skill Based

Kindergarten through Eight:

- 4 = Exceeds grade level standards
- 3 = Meets grade level standards
- 2 = Developing proficiency on grade level standards
- 1 = Not yet meeting grade level standards
- NA = Not assessed

Grades Two through Eight:

- Grading scale
- 93-100 = A
  - 85-92 = B
  - 75-84 = C
  - 74-65 = D
  - 64 and lower = F

Special Areas:

- 3 = Meets or exceeds grade level standards
- 2 = Developing proficiency on grade level standards
- 1 = Not yet meeting grade level standards
- NA = Not assessed

## **GUIDANCE COUNSELOR**

Two counselors are available to assist students with educational, career, and personal needs. The counselors will help locate information, assist in solving academic and social problems, and provide guidance in making wise decisions and adjustments. If you have any questions, please contact our school Guidance Counselors, Ms. Deborah Whittington or Mrs. Cassandra Jones at (856) 783-2300 x 1035.

## **2NDFLOOR® New Jersey's Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board.

## **HAZARDOUS SUBSTANCE IN SCHOOLS**

At times, the school district has construction or activities which may involve the use of hazardous substances. During these occasions, a notice will be posted on the front entrance doors, in the faculty room, on the school website, and/or a letter may be sent home two days prior to any activities that involve the use of hazardous substances. Notice will include the nature of the activity and the hazardous substance being used. Hazardous substances may also be stored at the school at various times throughout the year. There will always be Hazardous Substance Fact Sheets available in the Board of Education and Maintenance Offices for any substances used in the school.

## **HEALTH INFORMATION**

### **MEDICINE AT SCHOOL**

If it is necessary for a child to take medication during school hours (this applies to prescription and non-prescription drugs), a letter from the child's physician is required. The letter should explain the type, quantity, and schedule of the medication that will be administered. An adult must bring this letter and any medication to the school nurse. Children may **not** bring medication into the school at any time. School personnel (other than school nurse) are not permitted to administer any medication at any time.

### **ADMINISTRATION OF MEDICATION - Policy**

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

The district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All prescription and non-prescription medicines will be brought to the school by a parent or guardian and registered with the school nurse. The medication shall be brought to school in the original container appropriately labeled by the pharmacy or physician. If the school nurse has any concern about administering said medication, he/she will contact the school physician for advice relative thereto.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

Should students be found to have prescription or non-prescription medicine(s) in their possession, said medicine(s) shall be taken from them. The medicine(s) shall be given to the school nurse and he/she will make contact with the parents/guardians relative thereto. The building principal or his/her designee shall be informed of this offense and appropriate action will be taken.

**IF A STUDENT HAS PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICINE IN HIS/HER POSSESSION OR IS USING IT ON SCHOOL PROPERTY OR AT AN EVENT ASSOCIATED WITH CES, HE/SHE WILL BE REFERRED TO ADMINISTRATION AND THE BOE APPROVED CODE OF CONDUCT WILL BE FOLLOWED.**

**Grades K-8:**

<b>OFFENSE: Possession/Use of a prescription and/or over-the-counter medicine on school property or at an event associated with CES. (Examples of medication include but are not limited to: aspirin, ibuprofen, Tylenol, cough syrup, cough drops, etc.)</b>	
<b><i>CONSEQUENCES</i></b>	
1 <sup>st</sup>	Student Warning + Parent Notice Form + Parent Contact
2 <sup>nd</sup>	1 Administrative Detention + Parent Notice Form + Parent Contact
3 <sup>rd</sup>	1 In-School-Suspension + Parent Notice Form + Parent Contact + Guidance Referral

**ADMINISTRATION OF MEDICATION - Regulation**

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to pupils with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Non Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i).
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the pupil.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent(s) or legal guardian(s) requests for the administration of medication in school must be made in writing and signed by the parents or legal guardian.
4. The parent(s) or legal guardian(s) must submit a certified statement written and signed by the pupil's physician. The statement must include:
  - a. The pupil's name,
  - b. The name of the medication,
  - c. The purpose of its administration to the pupil for whom the medication is intended,
  - d. The proper timing and dosage of medication,
  - e. Any possible side effects of the medication,
  - f. The time when the medication will be discontinued,
  - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
  - h. A statement that the pupil would not be able to attend school if the medication is not administered during school

hours.

5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
  - a. An approved request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s).
  - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

#### C. Administration of Epinephrine To Pupils

1. The parent(s) or legal guardian(s) may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a pupil for anaphylaxis provided that:
  - a. The parent(s) or legal guardian(s) provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the pupil requires the administration of epinephrine for anaphylaxis.
  - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The pupil's parent(s) or legal guardian(s) must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
  - c. The parent(s) or legal guardian(s) must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.
  - d. The parent(s) or legal guardian(s) must sign a statement acknowledging their understanding the district shall incur **NO** liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism.
  - e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
  - f. The school nurse shall be responsible for the placement of the pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
  - g. The school nurse or designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
  - h. The school nurse or designee shall arrange for the transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

#### D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent(s) or legal guardian(s) of the pupil must provide the Board written authorization for the self-administration of medication;
2. The parent(s) or legal guardian(s) of the pupil must also provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
  - a. The pupil's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the pupil for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the pupil is physically fit to attend school and is free of contagious disease; and
  - h. A statement the medication must be administered during the school day or the pupil would not be able to attend

school.

3. The parent(s) or legal guardian(s) of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
4. The parent's and/or legal guardian's written authorization and the physician's written certification shall be reviewed by the Building Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the pupil is capable of self-administration of the medication. If it is determined the pupil may self-administer medication in accordance with the request:
  - a. The request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s),
  - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent,
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.

#### E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
  - a. All medications must be delivered to the school by the parent(s) or legal guardian(s).
  - b. All medications must be in the original container, with the prescription information affixed.
  - c. The school nurse shall be custodian of pupils' medication, which will be properly secured.
  - d. Any unused medication must be picked up by the pupil's parent(s) or legal guardian(s).
  - e. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a pupil:
  - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a pupil must be kept in the pupil's possession.
  - b. No pupil may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
  - c. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the pupil, shall not cause severe illness or death.
  - d. Pupils who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the pupil's school day.
  - e. Notwithstanding any other law or regulation, a pupil who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the pupil does not endanger himself or other persons through misuse.

#### F. Administration of Medication

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and the pupil does not have permission to self-administer medication and there is a risk that the pupil may suffer injury from lack of medication, the pupil may be excused from the event.

#### G. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing

regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a pupil to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).

#### H. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report pupil self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

#### I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.
3. The school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any pupil who appears to be adversely affected by the medication. Should students be found to have prescription or non-prescription medicine(s) in their possession, said medicine(s) shall be taken from them. The medicine(s) shall be given to the school nurse and he/she will make contact with the parents/guardians relative thereto. The building principal or his/her designee shall be informed of this offense and appropriate action will be taken.

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#### **MEDICAL EXAMINATION**

Routine physicals will not be scheduled at school. Student medical exams shall be conducted at the medical home (family doctor) of the student, and a full report sent to the school. The school provides the physical examination forms that are to be completed by the physician.

#### **ILLNESS AT SCHOOL**

When a student becomes ill or has a serious accident at school, the parents will be contacted immediately. A school staff member will administer first aid if necessary and decide what action to take.

If the parent cannot be notified about the illness or accident, the person whom the parent has authorized to serve in an emergency will be contacted. Therefore, it is important to notify the school of any changes in address or phone number.

Although every effort will be made to prevent accidents, the school's responsibility is limited to administering first aid. The school is not responsible for the cost of medical treatment for pupils who become ill or are involved in accidents at school.

#### **MEDICAL EXCUSE**

Parents should attempt to schedule a child's medical appointments outside of school hours. When this is not possible, students may be excused from school. Arrangements should be made through the school office. A note from the doctor/dentist is required. Since physical education is a state requirement, a doctor's note is required to excuse participation for more than one day.

#### **SCOLIOSIS SCREENING**

Scoliosis is a lateral curvature of the spine, most commonly found in children during their adolescent growth period. The effect of scoliosis depends upon its severity, how early it is detected and prompt treatment. Under the direction of the school physician, each student ten and older will be screened for scoliosis every other year.

#### **CONTAGIOUS DISEASES**

Please contact the school nurse for information on isolation and quarantine of children who contract any of the following diseases: chicken pox, German measles, measles, scarlet fever, scarletina, strep throat, streptococcal.

The New Jersey Statutes require that the following diseases be reported to the Camden County Board of Health by the head of the household if no physician is attending: diphtheria, hepatitis (infectious and serum), meningococcal meningitis, measles, mumps, rubella, haemophilus B, influenza, varicella. Students exhibiting symptoms of head lice, ringworm and/or impetigo will be excluded from school pending receipt of a doctor's note.

## **IMMUNIZATION PROGRAM**

At registration, immunization records must be presented. On the following page is a chart of minimal immunization requirements for school attendance in New Jersey.

**New Jersey Department of Health and Senior Services**  
**MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY**  
**N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL**

<b>Disease(s)</b>	<b>Meets Immunization Requirements</b>	<b>Comments</b>
<b>DTaP//DTP</b>	<b>Age 1-6 years:</b> 4 doses, with one dose given on or	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for pertussis.
	after the 4 <sup>th</sup> birthday, OR any 5 doses. <b>Age 7-9 years:</b> 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	
<b>Tdap</b>	<b>Grade 6</b> (or comparable age level for special education	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
	programs): 1 dose	
<b>Polio</b>	<b>Age 1-6 years:</b> 3 doses, with one dose given on or after	Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*
	the 4 <sup>th</sup> birthday, OR any 4 doses. <b>Age 7 or Older:</b> Any 3 doses	
<b>Measles</b>	If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**
	If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.	
<b>Rubella and Mumps</b>	1 dose of live mumps-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **
	1 dose of live rubella-containing vaccine on or after the first birthday	
<b>Varicella</b>	1 dose on or after the first birthday	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.
<b>Haemophilus influenzae B (Hib)</b>	<b>Age 2-11 Months:</b> 2 doses	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***
	<b>Age 12-59 Months:</b> 1 dose	
<b>Hepatitis B</b>	<b>K-Grade 12:</b> 3 doses or	If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.
	<b>Age 11-15 years:</b> 2 doses	



<b>Pneumococcal</b>	<b>Age 2-11 months:</b> 2 doses	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***
	<b>Age 12-59 months:</b> 1 dose	
<b>Meningococcal</b>	Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ***
<b>Influenza</b>	<b>Ages 6-59 Months:</b> 1 dose annually	For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period.

### **HOME AND SCHOOL ASSOCIATION**

The Clementon Home and School Association (HSA) is an opportunity for all parents to become involved in their child's school. The HSA offers membership on various committees that you can join and be a part of. HSA meetings take place throughout the school year. Dates and times are in the monthly Student Information Packet. All parents and/or guardians are welcome to attend. Please contact the Main Office if you would like additional information on how to become a member of the HSA.

### **HOME AND SCHOOL COMMUNICATION**

At Clementon School, we are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back-to-School Night
- School and teacher web pages
- Parent Access
- Home and School Association (HSA): Information will be posted on the HSA Facebook page. All parents are welcome.
- Parent-Teacher conferences
- Agenda communications
- Teacher e-mail and phone extensions
- Student Information Packets
- Parent visits and conferences (upon request)

### **HOME INSTRUCTION DUE TO HEALTH CONDITION**

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or special education pupil age three to twenty-one, at the pupil's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting, whether general education or special education. To request home instruction due to a temporary or chronic health condition, the parent(s) or legal guardian(s) shall submit a request to the Child Study Team (CST) Coordinator that includes a written determination from the pupil's physician documenting the projected need for confinement at the pupil's residence or other treatment setting for ten consecutive school days or fifteen cumulative school days or more during the school year. The CST Coordinator will then contact the parent(s) or legal guardian(s) to receive more information and complete the request.

### **HOMEWORK**

The Board of Education believes that homework should become an integral part of every pupil's learning experience. The purposes of homework are--to improve the learning process; to aid in the mastery of skills; to allow for a deeper understanding of informational content or, help practice a skill, strategy, or process; to create and stimulate independent research; to obtain experiences in time management; to gain confidence and success in carrying out learning activities; and to develop a sense of responsibility, accountability and individual work habits.

Homework should have a valid educational purpose and should relate to the objectives and skills of a lesson or unit, and is designed to deepen students' knowledge of informational content or, practice a skill, strategy, or process. Homework shall not be assigned for punitive reasons.

Classroom teachers are to consider the following points:

1. Establish regularity in assignments. A good practice is to give some homework each school day.
2. All pupils should receive homework appropriate to their age, grade level and abilities.
3. Notify parent(s) or legal guardian(s) of the design for homework assignments. Explain the purposes of homework to them; seek their cooperation to make homework a learning situation; request that they provide a suitable time and place for working.
4. Make homework assignments absolutely clear to the pupils. Homework is the primary responsibility of the pupil but may require some assistance from parent(s) or legal guardian(s) or others.
5. Check all homework carefully.
6. Return assignment papers to the pupil or file in a folder to be used at parent-teacher conferences.
7. Relate the assignment to the needs of the pupils.
8. Be able to justify the assignment in relation to the purposes of homework.

Make-up Work - Any pupil who is absent from school because of illness, suspension or another reason must be provided the opportunity to make-up the work missed if it will have a direct influence on the grade he/she will receive for the subject. The pupil should discuss the assignments and amount of time given for make-up work with the teacher. At a minimum, for every day missed, is the number of days the students have to make-up the assignments. Pupils are to be provided with the opportunity to complete assignments missed because of their absence(s), as well as receive full (earned) credit for the work. The time allowed to make up work missed is to be equal to the amount of time absent. Work not made up within this time will receive partial and/or zero credit. It will be

accepted and evaluated by the teacher. Assignments and tests announced prior to the absence are due by the second day of the pupil's return to school or at the teacher's discretion.

Parents may only request work for their child if they are going to be absent for more than one day. If a student is absent for only one day, it is his/her responsibility to make up the work when he/she returns to school. All requests for homework for extended absences must be made prior to 9:00 AM by calling the homeroom teacher directly at his/her extension.

Recommended Times - Some types of homework assignments should be given each school day to pupils at all grade levels. The assignment should be commensurate with the child's grade level, age and abilities. The amount of time spent will vary from one assignment to another and will increase as the pupil matures.

Assignments - All pupils will be responsible to know their daily assignments. Individual grade level procedures will be communicated to parents in writing at the beginning of each school year. Specific directions for long term projects will also be provided when applicable.

#### Typical Homework Activities

1. Extension: Doing further work on skills taught in class.
2. Drill: Practicing fundamental skills of any particular subject-math, social studies, reading, etc.
3. Reading: Using textbooks, library materials, and reference works for recreation or project research.
4. Correction: Correcting errors on evaluated themes, rewriting compositions in final form, or writing up notes taken in class.
5. Experimentation: Working to uncover further findings in regard to an experiment already demonstrated at school.
6. Research: Locating outside information on a given subject, observation of environment, etc.
7. Review: Studying for tests and checking lessons to make sure main points are mastered.
8. Memorization: Committing to memory such materials as poems, speeches, plays, vocabularies, mathematical formulas. Memorization should be purposeful, i.e., the teacher and child have a reason for the activity and the activity is appropriate for maturity and age level of pupils.
9. Observation: Obtaining ideas from such activities as field trips, plays, and television programs and turning in evaluations on them.
10. Interviews: Gathering information from authoritative sources.
11. Collecting: Preparing collections and exhibits.
12. Make-up: Completing work missed due to illness.
13. Completion: Unfinished class work.

#### **IDENTIFICATION OF CHILDREN WITH EDUCATIONAL DISABILITIES**

The Clementon School District accepts the New Jersey State mandate to identify all children with educational disabilities between the ages of birth and 21 years who reside within the Borough. The Child Study Team will assist parents in locating special services, evaluations, and programs for these children. Anyone who knows of a child who may be experiencing physical, emotional, speech, learning, or social difficulties, and who is not receiving special help, should contact Special Services at 783-2300 ext. 1021.

#### **INTERNET POLICY - DISTRICT**

**Acceptable Use Policy:** User access must be consistent with the educational objectives of the Clementon School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state, federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secret. Use for non-school related activities or for commercial, religious or political promotion is also prohibited. System administrators will be monitoring access to all system usage, including e-mail. Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct – Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, Administrators, Computer Coordinators, Computer Teachers, and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required.

**Internet Etiquette:** All students are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- Do not be abusive in communication with others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.

- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not engage in illegal activities.

### **INTERVENTION AND REFERRAL SERVICE (I&RS)**

The Clementon School District has an I&RS committee to assist students with behavioral, academic, or health concerns that interfere with learning. Your child's homeroom teacher is responsible for the referral to this committee. If you have any questions about the I&RS process, please contact the guidance counselor at 856-783-2300 x1035.

### **INSTRUMENTAL INSTRUCTION**

As part of the Clementon School District's music program, lessons for instrumental band are offered for students in grades 4 through 8. Parents may furnish instruments or may rent one from an approved music company. If you have any questions please contact Mr. Roemer at (856) 783-2300 x 3105.

### **KINDERGARTEN REQUIREMENTS**

Our full-day kindergarten program is designed to provide instructional activities geared to the different stages of a child's development. In addition to reading and mathematics, the kindergarten program provides experiences in these areas: language arts, music, art, media, computer literacy, health, and physical education. Activities in these areas provide a complete kindergarten program.

### **LOCKERS**

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and clothing. If school officials have reasonable suspicion that a student has placed illegal substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find.

Lockers are assigned by the school and are not to be changed without permission. Locks are distributed by the school. If a lock is lost, another is to be purchased by the student so that the lost lock can be replaced. Students are not permitted to share lockers or locker combinations. The school is not responsible for any stolen articles from lockers.

### **LOST AND FOUND**

Articles of value or clothes turned in to the main office will be held until the end of each month on the stage. They will be appropriately disposed of or donated to charity at the end of each month.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is a select service club of seventh and eighth grade students. The club has five principles: Scholarship, Leadership, Citizenship, Service, and Character.

The selection information is found on the school website. Students in Grades 6, 7 and 8 that qualify in academics are invited to complete the application process after second marking period grades are available. Students who complete the process and qualify are inducted at the end of the school year.

Students need to maintain an overall grade average of 86%, attend monthly meetings, participate in the service activities, and have no suspensions to stay members in good standing for this national club.

### **PARTICIPATION IN PHYSICAL EDUCATION CLASSES**

Students will participate in Physical Education classes, both with special area and regular education teachers.

GUIDELINES: Students will wear clothing and footwear suitable for safe participation in physical education class activities (i.e. sneakers). Students will be exempt from physical education class with a physician's note specifying the number of days to be excused and the date normal physical activities can resume.

### **PARTICIPATION IN SPECIAL AREA CLASSES**

Students will be prepared to participate in various special area classes during the school year, such as music, art, technology, Spanish, physical education, and/or media/library.

Media Center materials will be returned on time and in the same condition as when borrowed. It may become necessary for the replacement cost to be paid by the student before final report cards are issued.

Use of the computer technology throughout the school building shall be in accordance with the guidelines set forth on the Internet Permission Form. Vandalism of computer hardware or failure to follow proper procedures when operating a computer will result in exclusion of computer privileges. Repair costs will be charged to the student and a complaint may be filed with the police.

### **PERSONAL ITEMS**

Students are asked to be extremely careful about leaving valuables unattended in desks, cubbies, classrooms, and unlocked lockers. The school is not responsible for stolen articles brought to school.

### **POSSESSION OF ELECTRONIC DEVICES**

A student who brings a remote activated paging device on the school property (whether school is in session or not) is violating both a school rule and the New Jersey State Law 2C:33-19. A student who brings a remote activated paging device to school may be subject to consequences from the school as well as law enforcement authorities.

Cell phones, radios, headsets, cassettes, CD players, MP3 players, laser pointers, and other types of electronic devices are not permitted to be used in the school building. Such devices will be confiscated and the students will be subject to the consequences for breaking school rules. Parents/guardians are required to come to the school and pick-up any confiscated items. Any confiscated items will not be given back to the student.

Additionally, students who do bring in any electronic devices, such as cell phones, iPods, etc., must have them turned off and put in their book bag and/or locker during the school day. If any devices are found on the student, they will be confiscated and the parent/guardian must pick them up. If it becomes necessary for a student to use a telephone during school hours, students must request permission from one of their teachers to use a classroom phone or to use the phone in the Main Office. Students are not permitted to use any cell phones to make or receive calls or texts during the school day or during after-school detentions.

### **PREPAREDNESS FOR CLASSROOM INSTRUCTION**

Students will have the required textbooks, workbooks, notebooks, homework folders, completed homework assignments, and supplies ready for participation in instruction. Textbooks are to be kept clean and handled carefully. Any textbook, workbook, notebook, or homework folder that is lost, has unreasonable damage, or rendered unusable, will be replaced or assessed a fine at the student's expense. A published list of costs is available. At the end of the school year, the student must return the same book that was loaned at the beginning of the school year. All fines must be paid by the end of the school year in order for the student to receive his/her final report card.

### **PRESCHOOL**

Clementon offers a full-day preschool program through our Preschool Expansion Grant for children who are 4 years old by September 30th. The first year in school is one of the most important years in a child's life. Children will discover a new world opening to them. The preschool program is planned to help introduce children to this world.

### **SCHOOL TIME STUDENT ACCIDENT INSURANCE**

The Board of Education will provide school day insurance for all students at no cost to the parent.

### **SECTION 504**

Students who have a physical or mental impairment that substantially limits one or more major life activities can be identified through Section 504. The 504 Coordinator for the Clementon School District is the Guidance Counselor. You can contact the Guidance Counselor at 856-783-2300 x1035.

### **SECURITY CAMERAS**

The school district utilizes a camera security system. The purpose of this system is to aid in maintaining a safe and secure learning environment.

### **SPORTS**

Any student who wishes to participate in a school sport during the year must have a physical on file before he/she can start practice. Sports physical forms can be obtained at the Main Office, or the nurse's office.

Students who are involved in sports activities are expected to maintain acceptable grades and must do so in order to remain eligible for athletics. Any student who is unable to maintain the minimum grade average that is expected will be removed from the athletic squad. Eligibility will be determined on a weekly basis.

### **SPORTS/ACTIVITIES**

HOME GAMES: Students should not leave the gym while a game is in progress. Dress code guidelines must be followed. No food or drink is allowed in the gym. Students must go home upon dismissal and can return for the game as long as a parent/guardian or someone over 18 years of age accompanies them. Students must go home with the parent/guardian. Students may not bring basketballs or backpacks to the game.

### **STUDENT COUNCIL**

Any student interested in becoming a member of the student council should consider carefully the responsibilities and duties that are connected with this office. Council members will be expected to make decisions that will affect the entire student body and, therefore, be expected to work to promote a better school for all students of Clementon School.

### **STUDENTS REMAINING AFTER SCHOOL**

In grades K-8, a parent permission phone call will be made if the student is being asked to remain after school on the day of an infraction. Otherwise, notification will be sent home to be signed. The date, time, and reason will be stated on the form. Teachers and/or administrators supervise after-school time and will be anywhere between 3:15 and 4:00, unless otherwise noted by the teacher. Listed below are some of the reasons students may be required to stay after school.

- Needs additional instruction
- Discipline issue
- Failure to follow classroom rules
- Assisting the teacher
- Incomplete assignments
- Incomplete homework
- Other: to be specified by the teacher

### **P.R.I.D.E. PROGRAM (GRADES 5-8)**

This is an incentive program designed to promote positive character traits. We encourage students to demonstrate their Bulldog Pride by showing Patience, Respect, Integrity, Determination, and Empathy. It is a program to see who can earn the most points in their grade level. Students may earn points for demonstrating the positive traits as well as for attending and participating in school sponsored events and activities. Additionally, students may be deducted points for demonstrating inappropriate behaviors. At the end of each marking period, the top ten students from each grade level are rewarded with a very special activity.

### **MANNER BANNER (GRADES K-8)**

Clementon Elementary School is dedicated to teaching and encouraging kind manners from our students. Each month, faculty members vote on the class who has shown the best manners day in and day out. This class is awarded the honor of hanging the school's Manner Banner outside their classroom, and the students are treated to a pretzel party to reward their efforts.

### **BULLDOG'S BEST (GRADES K-4)**

Bulldog's Best is an incentive program which identifies students who are engaging in a positive act. Students who are "caught" receive a paw point from a staff member. Students can earn paw points by doing anything positive e.g. helping a friend, holding a door open, helping a teacher etc.

### **MONTHLY CHARACTER TRAITS (K-8)**

Each grade level will choose one student each month to receive the character education award. Once each grade level has chosen a student, please turn in a short paragraph (3-5 sentences) about the student and why they were chosen. These will be read at the board meeting. Each student can only be chosen once.

### **TARDINESS - Attendance Policy**

A pupil who arrives beyond the times listed below, regardless of the situation, will be marked tardy and disciplinary consequences will be administered as listed below. **There are no excused tardies.**

Grades Pre-K through 8: 8:40 AM

Students who arrive after the school session has started are required to go to the Main Office to receive a late pass.

Lateness to class and lateness to school shall be treated according to the following provisions:

- a. Late to School (arriving after the start of homeroom)
  1. Age-appropriate consequences will be assigned for lateness. After five latenesses, students will be assessed one unexcused absence for every third lateness. (ie: On the 8th, 11th, 14th, 17th, etc.). Latenesses will be equivalent to one unexcused absence.

### **TRANSFERS/ MOVING**

All transfer requests must come from the parent/guardian of the child to be transferred. This may be accomplished by a personal visit. All requests are processed through the school office. Full pupil records will be mailed to the receiving district following a request from the Principal of the school. All financial obligations must be met and all books returned before the transfers will be prepared.

## TRANSLATORS

Any parent requiring translation services must notify the Main Office at least 48 hours in advance.

## VISITORS

Visitors are permitted in the school only during school hours. Visitors are to report to the Main Office upon entering the building and must show valid state ID, sign-in and wear a Visitor's Pass. Anyone wishing to view the school must do so by appointment only. Appointments can be made through the Main Office. A classroom visit must be arranged through the classroom teacher at least 72 hours in advance and should not exceed sixty (60) minutes. A classroom visitation may ordinarily not exceed sixty (60) minutes without the express permission of the teacher and the Principal. While school is open, we do require that visitors abide by all school policies.

## SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school, the Board directs the enforcement of rules governing school visits.

The Superintendent/Principal and Assistant Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Superintendent/Principal or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Superintendent/Principal or designee; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent/Principal shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

### A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, "visitor" does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

### B. Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors not to proceed without registering in the school office.
3. The Superintendent/Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Superintendent/Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Superintendent/Principal or designee may give a permanent identification tag or badge to a trade's person who makes regular and frequent visits to the school.
5. The Superintendent/Principal or designee shall arrange for an escort to accompany each visitor to his/her destination except that the Superintendent/Principal or designee may permit visitors familiar with the school and personally known to the Superintendent/Principal or designee to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Superintendent/Principal or designee immediately.
7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Superintendent/Principal or designee.
8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

#### C. Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the Superintendent/Principal or designee.
2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Superintendent/Principal or designee will so advise the visitor and suggest another time for the visit.
4. The Superintendent/Principal or designee is authorized to exclude a visitor from a classroom if the Superintendent/Principal or designee has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Superintendent/Principal or designee.
6. The Superintendent/Principal or designee may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Superintendent/Principal or designee. Each such guest speaker and observer must sign the school logbook.
8. The Superintendent/Principal or designee has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal to the Superintendent/Principal, should the designee deny the request, or it may be appealed to the Board of Education in accordance with Policy No. 9130.

#### D. Limitations on Visits to School

1. Visitors are permitted in the school only during school hours.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the Superintendent/Principal or designee and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Superintendent/Principal or designee.
7. The Superintendent/Principal or designee may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.

#### E. Disruptive Visitors

1. The Superintendent/Principal or designee has complete authority to exclude from school premises any person whom he/she believes may:
  - a. Disrupt the instructional program;
  - b. Disturb teachers or pupils; or
  - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Superintendent/Principal or designee may summon assistance from the Clementon Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Superintendent/Principal or designee has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Superintendent/Principal or designee may, in his/her discretion:
  - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
  - b. Secure the services of professional security personnel to monitor entrances; and/or
  - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

### **WORKING PAPERS**

Students can apply for working papers through the Board of Education Business Office.

### **CODE OF CONDUCT**

#### **PURPOSE**

The purpose of this Code of Conduct is to acquaint you and your parents/guardians with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures.



We want you to know what is expected of you and what you can expect from your school. ***This is your formal notification of the rules and procedures under which we operate.***

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

Students, parents, school administrators, and the board of education all believe that pupils should commit themselves to learning and to the development of their unique potential. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences.

Therefore, we, the students, parents, teachers, administrators, and members of the Board of Education of the Clementon School District expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare mentally and physically for the process of learning.
- Respect the person, property, and intellectual and creative products of others.
- Take responsibility for own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the expectations of each class.
- Monitor own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

## **STUDENT RESPONSIBILITIES**

Below is a partial list of student responsibilities and expectations which are necessary to improve the overall climate of the school.

1. Attend school on a regular basis.
2. Be on time to school and to all classes.
3. Come to class prepared with homework completed, pencil, paper, and textbooks.
4. Come to school properly attired.
5. Treat teachers, staff members, and fellow students with respect.
6. Establish pride in yourself by working to the best of your ability.

## **STUDENT CONDUCT**

Students are expected to exhibit proper behavior, at all times. Such actions as yelling, throwing things, profanity, insubordination, defiance, and disorderly or discourteous acts interrupt a proper educational atmosphere. We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school. We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Students are expected to show respect to all adults in the school. Insubordination and defiance of adult authority, or verbal and/or physical abuse of those adults employed in the school will not be tolerated and consequences will be assigned for these offenses. It is the students' responsibility to obey school regulations and procedures and the school staff and administration that enforce them. This responsibility extends to student conduct to, during and from school as well as in the building itself and on school grounds. Any unlawful act taking place on school grounds or buses before, during or after school (e.g. athletic events, dances, etc.) not only makes the student subject to penalties which the courts prescribe, but may also result in suspension or dismissal from school.

## **STUDENT CODE OF CONDUCT**

One very important goal of the school system is to develop positive and constructive student behavior. Thus, discipline must be administered with the goal of changing inappropriate behavior. All aspects of each case will be considered. Administration will conduct an investigation of reported incidents before assigning consequences.

## **STANDARDS FOR BEHAVIOR**

1. Students are required to attend school and arrive on time. Inappropriate behavior may include, but not limited to:
  - Truancy (unexcused absences)
  - Lateness to class or school
  - Cutting class
  - Leaving the building and/or school grounds without permission
2. Students are expected to conduct themselves in an orderly manner on the way to and from school, during school hours (including lunch and recess) and in all activities and programs supervised by the school.

Inappropriate behavior may include, but not limited to:

- Misconduct going to or from school, on school grounds, buses, field trips, assemblies, clubs, dances, athletic games, etc.
  - Theft
  - Fighting
  - Pushing and Shoving
  - Use of Force
  - Harassment, Intimidation, Bullying
  - Sexual Harassment
  - Property Damage/Vandalism
  - Possession of a weapon
  - Possession and/or use of a controlled dangerous substance, intoxicants, narcotics, or tobacco products
  - Falsification
  - Extortion
  - Wrongful Entry
  - Littering
  - Gambling
  - Arson and Exploding Devices
  - Falsifying Alarm
  - Gang Involvement
3. Students are to respect their teachers in and out of the classroom. Inappropriate behavior may include, but not limited to:
- Insubordination/Non-compliance with adult directions
  - Failure to serve a teacher detention or an administrative detention (lunch or after school)
  - Defiance
  - Disrespect
  - Threats (Verbal or Written)
  - Inappropriate language towards staff and students
  - Inappropriate behavior towards staff and students
4. Students are required to take the appropriate steps to pass all of their classes and to respect the rights of other students to learn. Inappropriate behavior may include, but not limited to:
- Disrupting class or activities
  - Unprepared for class
  - Cheating, Forgery, or Plagiarism
  - Not doing school work or homework
5. Students are required to follow all other school rules and procedures. Inappropriate behavior may include, but not limited to:
- Bringing a paging device (beeper or cell phone) to school. Cell phones are allowed to be brought to school; they must be turned off and placed in the students' book bag, locker and/or classroom closet during school hours.
  - Dress code violation
  - Failure to wear seatbelt on school bus
  - Misuse of computers and/or computer networks
  - Any act that endangers yourself or others

### **POSSIBLE CONSEQUENCES**

Inappropriate student behavior exhibited within a classroom, in the halls, lavatories, cafeteria, or any other area in the building or on the school grounds, will be dealt with accordingly. Students who fail to comply with the rules and regulations of Clementon Elementary School will be referred to the Assistant Principal's Office and will receive necessary disciplinary action. Parents will be notified by letter or phone and, when necessary, parent conferences will be scheduled.

Disciplinary action will be taken for inappropriate behavior (consistent with due process) and may include, but not limited to, any of the possible consequences stated. In appropriate cases, discipline will be progressive, and take into account prior misconduct and consequences. Parents and students will be liable for illegal behavior by a student. When an unlawful act does occur, prosecution for illegal behavior will be to the fullest extent of the law. When it becomes necessary to administer discipline, the following measures will be used at administration's discretion:

- Detentions – teacher, lunch/recess, administrative, after school

- Parent conference
- Loss of cafeteria, technology or media center privileges
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Restricted Standing
- Expulsion
- Payment for damaged property
- Completion of an incident report to be filed with the police department
- Charges filed with the police department

*Once a student has been referred to the administration, the administration will evaluate the situation and, in context of the student's disciplinary history and the extent of his/her misbehavior, assign the appropriate disciplinary measures as needed. The administration reserves the right to interpret the Code of Conduct and consequences based upon individual situations and circumstances. For some incidents, immediate notification of the police and Camden County Prosecutor's Office could result in criminal charges.*

### **IN-SCHOOL SUSPENSION**

Students that receive an In-School Suspension (ISS) will serve their suspension during school hours. Any student receiving an In-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when an In-School Suspension is given, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

<b>IN-SCHOOL SUSPENSION</b>	
<b>OFFENSE:</b>	<b>RESTRICTED STANDING - CALENDAR DAYS</b>
1 <sup>st</sup>	5
2 <sup>nd</sup>	10
3 <sup>rd</sup>	15

### **OUT-OF-SCHOOL SUSPENSION**

Suspension is the most severe punishment given by the school with the exception of expulsion, and is utilized when serious offenses are committed. When a student is suspended, the parents will be notified by phone and letter. A parent conference, on the phone or in person, with administration will be scheduled in order for the student to be re-admitted. Any student receiving an Out-of-School Suspension, for any reason will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when an Out-of-School Suspension is given, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

<b>OUT-OF-SCHOOL SUSPENSION</b>	
<b>OFFENSE:</b>	<b>RESTRICTED STANDING - CALENDAR DAYS</b>
1 <sup>st</sup>	5
2 <sup>nd</sup>	10
3 <sup>rd</sup>	15

### **RESTRICTED STANDING**

As soon as a student is assigned an In-School Suspension(s) or Out-of-School Suspension for any infraction and they will be placed on Restricted Standing. While on Restricted Standing, students will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student accumulated 6 demerits and/or is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., and possibly the remainder of the school year, respectively.

<b>OFFENSE:</b>	<b>RESTRICTED STANDING - CALENDAR DAYS</b>
1 <sup>st</sup>	5

2 <sup>nd</sup>	10
3 <sup>rd</sup>	15

**When a student is placed on Restricted Standing, he/she is excluded from:**

- Attending any events during the school day and/or evening events associated with Clementon Elementary School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances (this also includes the 8<sup>th</sup> grade graduation dance)
- PRIDE Trips
- 8<sup>th</sup> grade graduation
- Merit Movie (Movie and Popcorn Party)
- Band, Jazz band and choir activities
- Clubs of any kind
- Student Government
- National Junior Honor Society
- Play
- CES Carnival
- Rehearsals and practices of any kind
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Clementon Elementary School that have not been specifically mentioned.

**DETENTIONS**

The staff at Clementon Elementary School believes that the Code of Conduct should not be as much punitive as it is corrective, for it is our duty to try to help every student learn to behave and interact in a socially acceptable manner. We would like to maximize the teachers' time spent on instruction and minimize time spent on disciplining the disruptive elements present in the classroom. Corrective action will be taken to remedy inappropriate behaviors. The action is taken to help our students learn from their mistakes and/or poor choices.

Detentions may be assigned by the administration or teacher when it is deemed necessary to correct behavior that is interrupting the normal learning process. Detentions may be given for disciplinary infractions that a teacher feels are detrimental to the smooth operation of the classroom and/or school. In most cases, students will be given one day's notice before the detention is to be served. The teacher will send the Parent Notice form home so that the parents/guardians will know that their child has detention. Please note the Parent Notice form will be sent home to inform the parents/guardians that there was a disciplinary infraction that occurred and when the detention will be served. A signature will be required for all Parent Notices. Parent Notices must be returned to school the next day. Failure of the students to remain for detention will result in further disciplinary action. The parents/guardians will be notified and a conference may be scheduled. If a student does not return the Parent Notice signed, the teacher and/or administration may contact the parent/guardian for confirmation they are aware of the incident(s) that occurred and the consequence(s) assigned.

Detentions will be scheduled from 3:15 PM – 3:45 PM, normally on the day following the infraction. Additionally, lunch detentions can be assigned by administration or teachers on the same day as the infraction and/or on future days. Any student that is given an administrative detention and is absent or goes home early on the assigned detention day will serve that detention on the day they return to school. Work will be assigned. Rules and regulations must be strictly adhered to or further disciplinary action will be taken.

**LOCKERS (7<sup>th</sup> & 8<sup>th</sup> Only)**

Students will be issued a hall locker, and possibly a physical education locker, and one (1) lock. Only school locks may be used on the assigned locker. Students are responsible for the school locks they are issued. A replacement lock will cost \$5.00. Students must keep their locker locked at all times for their security. Students are not to share lockers with other student(s) or give other student(s) their locker combination. Students may go to their lockers at designated times. **The school cannot assume responsibility for lost or stolen items.**

**LOCKER SEARCHES**

In accordance with New Jersey law and United States Supreme Court rulings, lockers are school property over which the district retains the right to conduct periodic inspections. If school officials have reasonable suspicion to suspect that a search of a student's locker or

possessions will reveal evidence that the student has violated or is violating either law or the rules of the school, then a search will be conducted.

### **HARASSMENT, INTIMIDATION, OR 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. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

#### **B. Harassment, Intimidation, and Bullying Definition**

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. 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;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) 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 their person or damage to their property; or
  - 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.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

You can review the entire Harassment, Intimidation and Bullying Policy and Regulations on the Clementon Elementary School Webpage [www.clementon.k12.nj.us](http://www.clementon.k12.nj.us).

### **SEXUAL HARASSMENT POLICY**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

You can review the entire Sexual Harassment Policy and Regulations on the Clementon Elementary School Webpage [www.clementon.k12.nj.us](http://www.clementon.k12.nj.us).

### **PUPIL SUPERVISION AFTER SCHOOL DISMISSAL POLICY**

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

You can review the entire Pupil Supervision After-School Dismissal Policy and Regulations on the Clementon Elementary School Webpage [www.clementon.k12.nj.us](http://www.clementon.k12.nj.us).

### **COMMENCEMENT ACTIVITIES**

The Board endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the Superintendent and approved by the Board.

#### **Guidelines for Graduation Year Activities**

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral problems and shall include, but not limited to:

- A. Consistent involvement in disciplinary action(s);
- B. Suspension;
- C. Collaborative evaluation by the staff.

The final decision shall be made by the Superintendent.

Pupils and parent(s) or legal guardian(s) shall be given advance notification of these criteria.

#### **Graduation Procedures and Ceremonies**

No pupil shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A pupil who may be prevented from participation and his/her parent(s) or legal guardian(s) shall be so notified in advance and no later than ten days prior to the close of the school year, provided the sanction was non-disciplinary in nature.

When a pupil or his/her parent(s) or legal guardian(s) experience financial hardship and are unable to pay the costs of participation in graduation ceremonies, the Board shall assume the costs of the following items:

- A. Rental or purchase of cap and gown;
- B. One yearbook;
- C. Other, as may be determined by the Board.

Financial hardship shall be defined by eligibility standards for free and reduced price meals under the State school lunch program.

The Board reserves the right to deny participation in graduation activities when extreme circumstances warrant it. Such denial shall be treated in the same manner as suspension and the pupil so affected shall be afforded the rights of review provided in policies of this Board.

The Board reserves the right to withdraw a diploma sends transcripts until all fines are paid. **Awarding of Diplomas**

A Board member shall present a copy of the Declaration of Independence, the Constitution of the United States and the amendments thereto, and the Constitution of the State of New Jersey and the amendments thereto to each pupil upon graduation from elementary school.

The President of the Board of Education and/or another designated member of the Board shall award the diplomas. Board members and former Board members shall be afforded the opportunity to award diplomas to their own children.

### **CARE OF SCHOOL PROPERTY**

The Board of Education believes that the school should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose

payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

### **SUBSTANCE ABUSE**

All staff members have the responsibility to report suspected substance abuse or possession to the building principal. Any staff member who reports a pupil to the principal, or designee, in compliance with the provisions of this subsection, shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 6:29-6.5, 18A:40-2.2, 18A:40A-13, and 18A:40A-14.

You can review the entire Substance Abuse Policy and Regulations on the Clementon Elementary School Webpage [www.clementon.k12.nj.us](http://www.clementon.k12.nj.us).