

**ABSECON PUBLIC SCHOOLS**  
**609 641- 5375**

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**A Message from Dr. Richards, Principal**

**Hello Marsh Families,**

I am extremely excited to start the new school year at the H. Ashton Marsh School. I know that this year is like no other school year as we navigate through all the changes that are required to keep us all well. Please rest assured that providing an excellent education and supporting the social and emotional learning of students has and will not change. As our motto states, the “all hands on deck” approach will be utilized so that the Marsh school is a place where students feel safe and grow into individuals who develop empathy, civic responsibility and a love of learning.

Marsh students will be involved in attending school and/or learning virtually. Now more than ever it's important for us to stay connected and communicate with our families. We have various social media platforms that families can join such as Twitter, Instagram, Facebook and our district website. We also utilize email, phone calls and various educational platforms to contact parents. Please make sure you provide us with the most up to date personal contact information so that we can keep you abreast of what is going on in the school community.

If at any time you have a question or concern please reach out to me at [srichards@abseconschools.org](mailto:srichards@abseconschools.org) as you are an integral part of a student's success. I look forward to working with you in making this a great year for the students.

Sincerely,

Shelly Ward Richards, Ed.D  
H. Ashton Marsh Principal

**H. Ashton Marsh Elementary School Faculty**  
*“All Hands on Deck”*

**Teaching Staff:**

Miss Abbatemarco, Mrs. Adams, Mrs. Akeret, Mr. Alabarda, Mrs. Anaya, Ms. Kim Saprito- Austin  
Mrs. Barron, Mrs. Basdekis, Ms. Batten Mrs. Bellettini, Mrs. Bergeron, Mrs. Blanco, Mrs. Brady, Ms.  
Brown, Ms. Bruccoleri, Mrs. Caliguiri, Mr. Cavileer, Mrs. Clevenger, Mrs. Cialini, Mrs. DiCioccio, Mr.  
Ewell, Mrs. Fahy, Mrs. Fey, Mrs. Fitzpatrick, Miss Fortunato, Mrs. Flynn, Mrs. Graves, Mrs. Grdic,  
Mrs. Guerrera, Miss Hamburg, Mrs. Hess, Mrs. Hincks, Mrs. Jamison, Mrs. Maletta, Mrs. Nastasi,  
Mrs. Newkirk, Mrs. Okoszko, Miss. Packard, Mrs. Person, Mrs. Ralph, Mrs. Ramirez, Mrs. Scalfaro,  
Mr. Scholder, Ms. Stanton

**School Nurses:** Mrs. Deleener, Mrs. Cooper

**School Counselor:** Mrs. Alvarado, Miss Tully (starting January)

**Related Services:** Ms. Stefano- Speech, Mrs. DeNafo- Speech, Mrs. Heald-  
Occupational Therapist, Dr. Knecht- Physical Therapist

**Child Study Team (CST):** Mrs. Guenther- Social Worker, Mrs. VanEmbden- School Psychologist,  
Mrs. Calloway- Learning Disabilities Teacher/Consultant

**Professional Development Coaches:** Miss Montgomery- Math, Dr. Horner- Literacy

**H. Ashton Marsh School Handbook 2020-2021**

Drawings on agenda covers were created by Ayesha Rizwan, Tiho Valchev and Hannah Oliver

**ACTIVITIES**

Our school provides opportunities for students to participate in challenging and meaningful extracurricular programs. A participant in any one of these learning experiences must accept the commitment and responsibility that goes with the activity. After-school activities are considered an important part of the educational program. Continued participation in any activity is considered a privilege to be maintained by your actions and attitudes during the course of the school year. You will lose the privilege of participation in activities if you become academically ineligible with a failing grade.

**AFFIRMATIVE ACTION/NONDISCRIMINATION**

The Absecon Public School District guarantees each pupil equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national, origin, or economic status. The school district does not discriminate against individuals with disabilities in admission, access to, treatment, or employment in its programs, activities, and vocational opportunities.

For information, contact District Affirmative Action Officer, Mr. Kevin Burns at 641-5375, extension 1019.

**ATTENDANCE**

**It is essential to arrive on time (8:05 a.m.) to Homeroom.** During homeroom you will sign up for lunch and attendance is taken.

Students are considered **late** to school if they arrive **after** 8:10 am. to the building. They must go to the office and pick up a late pass before going to their classroom. Students who are late will be assigned consequences according to the Code of Conduct.

Board policy requires and outlines that regular attendance is important to every pupil. One day's absence equals a loss of two day's schoolwork (the class work for that day and the assignment for the following day). It is the responsibility of the pupil to obtain all assignments and make-up tests missed on the days of absence.

**A parent or guardian is required to telephone the office (641-5375) and select the attendance option to notify the office that a pupil is going to be absent for that day.**

### **STATE-EXCUSED ABSENCES, VERIFIED-UNEXCUSED ABSENCES, AND UNVERIFIED-UNEXCUSED ABSENCES**

- **State-Excused Absences**
  - An absence shall be considered a State-Excused absence for the purpose of determining promotion, Retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, for the following reasons only:
    - Religious Observance
    - A college visit (up to 3 visits for 11<sup>th</sup> and 12<sup>th</sup> grade students)
    - Take Our Children to Work Day or other rule issued by the Commissioner
    - Participation in observance of Veterans' Day (N.J.S.A.18A: 36-13.2) or board of election membership activities (N.J.S.A. 18A: 36-33) or
    - Closure of a busing district that leaves students from transportation to a receiving school.
  - NOTE: All other absences, which are not State-Excused according to the above, shall be considered "unexcused absences" regardless of the reason or documentation. Unexcused absences are required to be reported as such on State reporting. Unexcused absences are broken down into two categories: Verified-Unexcused Absence and Unverified-Unexcused Absence
- **Verified-Unexcused Absences**
  - An unexcused absence shall be considered a "Verified-Unexcused Absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. While Verified-Unexcused Absences may not count toward a student's possible retention/promotion at the end of the school year, as stated above they are required to be reported as unexcused absences on State reporting. The following are examples of Verified-Unexcused Absences provided proper supporting documentation (e.g. doctor's note, note from parent, etc.) has been submitted within ten (10) school days:
    - The student's illness;
    - Requirements of a student's individual health care plan;
    - A death or critical illness in the student's immediate family , or of others with permission of principal;
    - Quarantine;
    - The student's suspension from school;
    - Requirements of the student's individualized education program (IEP);
    - Alternate short or long term accommodations for students with disabilities;
    - The student's required attendance in court;
    - Interviews with an admissions officer of an educational institution;
    - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than a school day;
    - Such good cause as may be acceptable to administration.

- NOTE: The district reserves the right, under certain circumstances, to consider an absence Unverified-Unexcused even though documentation has been provided with ten (10) school days
- **Unverified-Unexcused Absences**
  - An “Unverified-Unexcused Absence” is a student’s absence for all or part of a school day for any reason other than those listed as State-Excused Absences and/or those listed under Verified-Unexcused Absences. An Unverified-Unexcused Absence shall count toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. Unverified-Unexcused Absences are also required to be reported as absences on State reporting. While not an exhaustive list, the following are examples of Unverified-Unexcused Absences:
    - Family travel;
    - Performance of household or babysitting duties;
    - Other daytime activities unrelated to the school program;
    - Leaving school without permission when school is still in session;
    - Leaving class because of illness and not reporting to school nurse as directed; or
    - Being present in school but absent from class without approval. Such absence from class is a “class cut”
    - Any absence that lacks approved supporting documentation within ten school days
    - Other reasons deemed unverified by administration

If leaving school early, you must bring a note from home to the office during the homeroom period. Pupils will be allowed to leave only if a parent comes into the office to sign them out. Pupils leaving early may receive a half-day absence and will only be dismissed directly from the office. **YOU MUST SUPPLY A NOTE TO THE TEACHER IF A STUDENT WILL NOT BE TAKING THE BUS HOME.** If not, they will be placed on their usual bus.

### **CAFETERIA/LUNCH RECESS**

We want students to have time to talk quietly with friends, enjoy their lunch and get some fresh air while respecting everyone's rights to do the same. Each class will be assigned an adult to chaperone them during this time. Students will have a 20 minute lunch and a 20 minute recess. Rules of the cafeteria and playground are to be followed at all times for everyone's safety. Students will be responsible for cleaning up after themselves. ***Students are to sign up for lunch during morning homeroom. No hot lunch sign-ups will be allowed after 10:00 AM.*** All students will move through the cafeteria lines and will pay for their own lunches. At no time are pupils allowed to take food outside of the cafeteria.

Permanent seats will be selected by the second week of school. For safety reasons, students are permitted out of their seats **only** to get lunch or to throw away trash. All tables are expected to be neat and clean at the conclusion of lunch. All movement to and from seats must be with permission of cafeteria chaperones.

### **Playground Rules**

1. Students are prohibited to bring their own equipment and/or toys from home. They must use the equipment provided by the school.
2. Students are expected to display proper behavior. If your child has a concern or conflict on the playground, he/she must report it to their teacher or supervisory teacher.
3. ALL children must keep their hands, feet, and objects to themselves at all times.
4. Due to the nature of certain sports and the number of students at recess, students will not be allowed to play contact sports during recess time (football, etc.. )

5. If your child reports a concern to you, please contact your child's teacher or the school to discuss the incident.

### **COMMUNICATION**

We strive to keep families abreast of what is happening in school and with their child's education. We have various ways you can keep in touch with us. Please visit our website at [www.abseconschools.org](http://www.abseconschools.org) for the most up to date information, and join us on Instagram, Facebook and Twitter as well. Please make sure we have the most current phone number, residential and email addresses for you and your child. The school utilizes email, various electronic communication platforms (Class Dojo, Remind, etc) and phone calls to contact our families. Please log on to the RealTime parent portal on the school website to have access to your students' grades, attendance record and disciplinary reports. A letter will go home with your username and password to access the Real Time system.

### **CURRICULUM**

The Absecon School District effectively utilizes the Connected Action Roadmap to collaboratively develop high quality instructional units and curriculum that reflects the New Jersey Student Learning Standards. Curricular offerings are provided as a means of promoting a well-rounded education that prepares students to enter each phase of their lives and successfully impact the community.

### **ELECTRONIC DEVICES**

Activation and possession of a cell phone, smart watch, iPod or other similar electronic device between 8:10 a.m and 2:30 p.m. is strictly prohibited. All cell phones and similar devices must be turned OFF and stored in bookbags between 8:10 a.m. and 2:30 p.m., unless authorized by a teacher according to the BOE policy. The school is not liable or responsible for lost, stolen or damaged devices. Please refer to the Code of Conduct for consequences.

### **EMERGENCY & FIRE DRILLS**

State Law provides that emergency drills and fire drills be held twice monthly throughout the school year. Schools that have well-prepared students face emergencies seriously and with the appropriate knowledge and readiness. Cooperation from all students is needed if panic is to be avoided in case an emergency occurs. Move directly and quietly out through the designated exit with your class and teacher, and remain outside until directions are given to re-enter the building.

### **EMERGENCY CLOSING OF SCHOOL**

In the event of unusual weather conditions or circumstances, the closing of school will be announced by way of automated phone message, radio, television, social media, and the district website. Do not call the Board of Education, school, police station, or radio station. Any delayed openings will also be publicized in this manner.

### **GRADING, EVALUATION AND REPORT CARDS**

#### **Kindergarten through Second Grade**

Kindergarten, First and Second Graders receive an **Evaluation Report Card** which is holistic in nature and is based on the skills of each content area. Parent/Teacher Conferences are held right after the first report card is issued in November. Kindergarten receives an Evaluation Report Card only in the second and fourth marking period. You may access report card grades on the Realtime Parent Portal

#### **Third and Fourth Grade**

Third and Fourth graders receive a Report Card at the end of each marking period. Grades are made up of tests, quizzes, homework, class participation and/ or projects for each content area. You may access report card grades on the Realtime Parent Portal.

**A (93-100)** The student is more than meeting the demands of the teacher. His/her work is on time. The work is of superior quality and shows mastery of the subject matter.

**B (85-92)** The work is of a good quality, and the required work is well done. The student is meeting the demands of the teacher and subject matter.

**C (77-84)** The work is of a satisfactory nature/average quality.

**D (70-76)** The student is not doing all the assigned work, is dependent on others, and inconsistent. Work is below average, but shows some evidence of growth.

**F (Below 70)** Unsatisfactory, with little growth taking place; many times there is a lack of interest and irregular attendance.

**I (Incomplete)** Work must be made up within three (3) weeks after the marking period closes.

### **GOOGLE CLASSROOM**

Students will be assigned to Google Classroom as part of their instruction. This will be the platform used during their virtual instruction and at times while in school. Each student will be assigned a username and password to access their teacher's Google Classroom and the Marsh Google Classroom. Please check their Google Classroom for all their instructional needs when in virtual learning mode. Marsh Google Classroom will provide school information as well for families and students.

### **GUIDANCE**

The School Counselor may meet students individually, or in groups, to assist with managing school related issues, social interaction, and setting learning goals to maximize personal growth. When you want to see the counselor, you should request an appointment by letting your teacher know. Except in an emergency, students are not to report to the counselor's office unless they have an appointment and a pass. All students have access to school counseling services and programs.

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY (HIB)**

The Board of Education prohibits acts of harassment, intimidation, or bullying (HIB). Consequences and appropriate remedial action for the pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral support interventions, up to and including suspension or expulsion. All members of the school community, including students, parents or legal guardians are encouraged to report any potential acts to the HIB Specialist or Principal.

### **HEALTH SERVICES**

A school nurse is on duty during the school day within the office located next to the cafeteria. In case of illness or accident, a student must obtain a pass from the teacher before going to the health office. If the office is closed, the student is to report to the principal's office. The nurse is not permitted to give medication without proper physician orders, nor can she treat injuries that occur at home. She may only administer first aid and advice. After-care is the responsibility of the home. If you are injured in school, or on your way to and from school, report the injury to the school nurse as soon as possible. Children who need to be sent home because of illness are sent home at the discretion of the nurse. Prescription and non-prescription (Aspirin, Advil, etc.) medication are NEVER permitted to be carried by a student. Any student carrying medications will be treated as if in possession of a narcotic/controlled substance.

### **HOMEWORK**

Home study is sometimes a necessary part of each student's educational program. Students struggling to complete homework should notify their teacher. Students may receive consequences from their assigning teacher if homework is not complete and handed in on time.

### **LOST AND FOUND**

The location of the lost and found for clothes and for books is in the cafeteria. Unclaimed items will be donated to a charitable organization.

### **MARINER PERIOD**

Mariner Period is designed to provide students with opportunities to learn about and develop the 5 Core Competencies of Social and Emotional Learning (SEL). It is a time to connect with the teacher and classmates through various curriculum-driven exercises to create an inclusive community environment that focuses on social, emotional, and behavioral health.

**5 Core Competencies of Social and Emotional Learning**  
Self Awareness, Self Management, Responsible Decision Making,  
Relationship Skills, and Social Awareness

### **PASSES**

Students are given a pass if they arrive late to school (**after** 8:10 am). Passes will also be distributed by the homeroom teacher for the bathroom.

### **PERSONAL APPEARANCE**

The Absecon Public Schools expect their students to look neat and clean and dress in a manner that indicates their seriousness of purpose and pride in themselves and their school. Please refer to the Code of Conduct for consequences associated with Dress Code violations.

#### **Dress Code**

- A. Shorts and skirts must be approximately fingertip in length. Shirts or blouses which are see through are not permitted.
- B. Midriffs, tank tops, strapless tops, and boxer shorts are not permitted. \*Width of shirt straps must be at least three fingers wide.
- C. T-shirts, sweatshirts, sweatpants, and other apparel that have offensive and/or inappropriate messages/sayings/slogans/pictures, advertise for alcoholic beverages, drugs or tobacco products are not permitted.
- D. Flip flops, slides (ex. Adidas, Nike) or sandals without straps are not permitted.
- E. Gloves, hats, scarves, and sunglasses are not permitted in the building during school hours.
- F. No hoods/ hats or bandanas covering the head.
- G. Jewelry/accessories which could be used as a weapon are not permitted.
- H. Articles of clothing deemed "pajamas" should not be worn to school.

### **REGULATION 5145.6 - Student Grievance Procedure**

#### **Parent/Guardian Communication When Reporting Concerns/Issues regarding Your Child**

Step 1- Notify Teacher, If Concern Remains Unresolved

Step 2- Notify Principal, If Concern Remains Unresolved

Step 3- Notify Superintendent, If Concern Remains Unresolved

Step 4- Attend Board of Education Meeting to Share Concern

### **RESTORATIVE PRACTICES**

The goal of Restorative Practices is to **make connections, create common community values, provide a voice to all, and build healthy relationships**. Individuals are taught how to understand one another and be **empathetic** through a common language. Restorative Justice allows for the harm caused by conflict to be **restored** through meaningful discussion between the parties involved.

### **TEXTBOOKS AND SCHOOL ISSUED TECHNOLOGICAL DEVICES**

The school district provides all regular textbooks and technological devices on a loan basis. Books and devices are the responsibility of each student. If you have lost a schoolbook, library book and/or device, you will be responsible to pay for a replacement. Fines will also be issued for damage to books and devices. Please refer to the district's acceptable use policy.

### **TRANSPORTATION**

#### **Bus Rules**

If you are entitled to bus transportation, you must ride only on the specific bus to which you have been assigned. All the rules of courtesy, safety, and common sense that apply to the school building and school grounds apply also on school buses as the safety of all passengers while in transit is of utmost importance. Inappropriate conduct by bus students will result in disciplinary consequences outlined in the code of conduct.

#### **Walkers**

For reasons of general safety, walkers are asked to use sidewalks whenever possible, or to walk facing traffic no more than two abreast where there are no sidewalks. Always cross streets at crosswalks, and do not use shortcuts across private property of local residents. **Skateboards and rollerblades** are not permitted to be used as a source of transportation to or from school.

#### **Bikers**

Students are permitted to ride bicycles to school **with the knowledge that the school assumes no responsibility for theft or damage to the bicycle**. Riding a bicycle is a privilege granted to the student and

may be withdrawn at any time if a student fails to cooperate. Bicycles should be placed in the designated areas and locked at all times. Students are not to ride double on a bike. ***Students must wear helmets.***

### **STUDENT ENTRANCE TO/EXIT FROM THE BUILDING**

All students will be allowed to enter the building by 7:50 a.m. Please note the following:

- Students may attend the breakfast program from 7:50-8:10a.m.
- Students not going to the breakfast program will report directly to their homeroom.
- NO STUDENT WILL BE ALLOWED ENTRANCE TO THE BUILDING BEFORE 7:50AM AND SHOULD NOT BE DROPPED OFF BEFORE THAT TIME.
- No student should be on the playground before 7:50 a.m. or after 2:40 p.m.
- Students in grades Preschool through First will be accompanied by their teacher as they exit the building.

### **UNPREPARED FOR CLASS INSTRUCTION**

For various reasons students may come to class unprepared. These reasons range from not having their textbook or writing tools, to not completing homework or other assignments. The individual teacher will handle these cases. For more serious issues or for continued unpreparedness, lack of homework or assignments will be included as part of the student's grade. The School's Discipline Policy and Code of Conduct for habitually unprepared students may be utilized as well.

### **Code of Conduct**

**Goal:** Our goal is to provide a positive, safe, nurturing, inclusive, and challenging learning environment for all students. The staff of the H. Ashton Marsh School recognizes the importance of explaining and teaching to all students the expectation of student behaviors while in school. These expectations pertain to before and after school activities as well as any activities that take place during school. The focus is to promote social emotional learning while promoting academic excellence.

**Theory and Practice:** Restorative Practices along with the 5 Core Competencies to Social and Emotional Learning will be taught to the student and promoted throughout the building. Restorative Justice will be utilized to repair relationships that have been harmed through conflict with individuals.

**Expectations:** It is essential that parents/guardians, staff and students work together to develop a positive school environment. The Absecon Public Schools are committed to developing partnerships between parents/guardians and staff to teach socially responsible behavior. Parents/guardians will be expected to support the establishment of these partnerships and implementation of this policy. If parents/guardians require assistance to meet their responsibilities in developing their child's social and emotional competencies, the school will seek to link the child and the family to appropriate support agencies.

#### ***The Staff is expected to:***

- \* Teach the expectations of student behavior and the consequences of the Code of Conduct to their students.
- \* Enforce the Code of Conduct in a consistent fashion.
- \* Function as a positive role model for the students.
- \* Contact parents as deemed necessary to enforce the Code of Conduct and to maintain parent/guardian involvement.

#### ***Parents/Guardians are asked to:***

- \*Read the Code of Conduct with their child and explain it as necessary.
- \*Function as a good listener to both their child and the school staff when conflict arises.
- \* Function as a positive role model for their child.
- \* Contact the teacher, counselor and/or administrator when deemed necessary.

#### ***Students are expected to:***

- \* Follow school rules and regulations.
- \* Make a sincere effort to do their best work.
- \* Cooperate with teachers, administrators, school employees and other students.
- \* Be courteous to others at all times.
- \* Respect all individual and cultural differences.
- \* Dress appropriately as stated in the dress code section of this Code of Conduct.
- \* Take pride in their school and community.

### Student Rights

- \* Students will be provided with a learning environment that allows each student to develop into a productive citizen.
- \* Students will obtain an education in a safe and non-threatening environment.
- \* Students will be insured of privacy and confidentiality concerning matters of discipline and counseling.
- \* Students are guaranteed certain rights under the First and Fourteenth Amendments.
- \* Students will be protected from illegal search and seizure.
- \* Students will have the right to due process of the law.
- \* Students will have the right to appeal disciplinary action.
- \* Students will be informed of all aspects of the Code of Conduct.
- \* Students are encouraged to inform teachers, counselors and administrators if they believe they are being treated unfairly by a staff member or other student.

**Rewards:** Students who demonstrate good character, and social emotional health and wellness will be recognized for such positive behavior in various ways throughout the school year.

**Restorative Justice:** The Code of Conduct has been created using Restorative Practices to help students learn to be empathetic and reflective individuals who can learn from their experiences. Restorative Justice allows students to repair the harm they have done to the relationship who was effective by their actions. Students will be given time to reflect on the experience and have a dialogue about their actions.

**Interventions:** Each intervention below is based on developmentally appropriate practices for that specific grade span. Administration reserves the right to use their discretion when assigning students interventions/consequences. based on students' age, severity of the incident, and any other outlying factors.

### Grades K to 2

#### Level One- Teacher handles issues within the classroom until Intervention 3

Incident	Intervention 1	Intervention 2	Intervention 3
<b>Electronics- Use of electronic devices such as cellular phones, I-pods, smart watches etc. without permission during the school day.</b>	<ul style="list-style-type: none"> <li>• Discussion by teacher on choices</li> <li>• Put away device</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion by teacher</li> <li>• Contact home</li> <li>• Confiscate until the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Discussion with Administration</li> <li>• Contact home</li> <li>• Confiscate until guardian can pick it up</li> <li>• Detention(2nd Grade)</li> </ul>
<b>Leaving classroom without permission- Using a pass for reasons other than intended purpose, does not receive permission to leave classroom, or dishonest about request.</b>	<ul style="list-style-type: none"> <li>• Discussion by teacher on choices and safety</li> <li>• Referral to the office</li> <li>• Contact home</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with teacher</li> <li>• Referral to the office</li> <li>• Discussion with Administration</li> <li>• Contact home</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Meeting with guardians</li> <li>• Detention</li> <li>• Counseling</li> <li>• Chaperoned to places for a specific period of time</li> <li>• Lose of school privileges</li> </ul>

<p><b>Inappropriate Behavior- Not following rules and/or non-threatening interactions that mimics fighting/wrestling, or other inappropriate physical contact</b></p>	<ul style="list-style-type: none"> <li>• Discussion by the teacher on choices and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion by teacher</li> <li>• Contact home</li> <li>• Classroom intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Office</li> <li>• Discussion with Administration</li> <li>• Contact home</li> <li>• Possible walking ticket or detention</li> <li>• Counselor involvement if appropriate</li> <li>• Restorative Justice, if applicable</li> <li>• Lose of school privileges</li> </ul>
<p><b>Inappropriate Language - Non-threatening, verbal or gestured messages of an inappropriate nature.</b></p>	<ul style="list-style-type: none"> <li>• Discussion by the teacher on choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion by teacher</li> <li>• Contact home</li> <li>• Classroom interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to office</li> <li>• Contact home</li> <li>• Walking ticket or Detention</li> <li>• Counselor involvement, if appropriate</li> <li>• Restorative Justice, if applicable</li> </ul>
<p><b>Dress Code Violation - Disruptive articles of clothing that violate the dress code policy.</b></p>	<ul style="list-style-type: none"> <li>• Referral to the main office</li> <li>• Call home for change of clothes</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the main office</li> <li>• Call home for change of clothes</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the main office</li> <li>• Call home for change of clothes</li> <li>• Meeting with guardians</li> </ul>

**Grade K to 2  
Level Two- Automatic administrative involvement.**

Incident	Intervention 1	Intervention 2	Intervention 3
<p><b>Missed Detention- Student does not attend teacher-issued detention without authorization</b></p>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Contact home</li> <li>• Student required to make up missed detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Contact home</li> <li>• One additional detention</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the office</li> <li>• Parents and student meeting with administrator</li> <li>• Additional detention issued</li> <li>• Loss of school privileges</li> </ul>

<p><b>Academic Dishonesty- Presenting another's work as one's own or cheating on class activity or assessment.</b></p>	<ul style="list-style-type: none"> <li>• Contact home</li> <li>• Opportunity to make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the office</li> <li>• Contact home</li> <li>• Loss of credit</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the office</li> <li>• Meeting with teacher and or administrator</li> <li>• Restorative Justice</li> <li>• Loss of school privileges</li> </ul>
<p><b>Bus Misconduct - Disruptive behavior on the school bus as documented by the bus driver</b></p>	<ul style="list-style-type: none"> <li>• Bus referral</li> <li>• Contact home</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Bus referral</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Bus referral</li> <li>• Student and guardian meeting with administrator</li> <li>• Bus suspension</li> <li>• Loss of school privileges</li> </ul>
<p><b>Inappropriate messages- Using, writing, or electronic submission of messages deemed inappropriate.</b></p>	<ul style="list-style-type: none"> <li>• Classroom intervention</li> <li>• Contact home by teacher</li> <li>• Walking ticket</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom intervention</li> <li>• Referral to the office</li> <li>• Contact home by administrator</li> <li>• Lunch detention issued</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s) issued</li> <li>• Restorative Justice</li> <li>• Loss of school privileges</li> </ul>
<p><b>Insubordination - Failure to follow directions of a staff member and/or substitute staff member. Student engages in repeated violation of school rules</b></p>	<ul style="list-style-type: none"> <li>• Classroom intervention</li> <li>• Contact home by teacher</li> <li>• Walking ticket</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom intervention</li> <li>• Referral to the office</li> <li>• Restorative justice</li> <li>• Contact home</li> <li>• Lunch detention</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s)</li> <li>• Restorative justice</li> </ul>

<p><b>Technology Misuse - Unauthorized or inappropriate use of technology (i.e. downloading software, websites, and/or pictures; changing computer settings; or providing personal information online)</b></p>	<ul style="list-style-type: none"> <li>• Classroom intervention</li> <li>• Contact home by teacher</li> <li>• Walking ticket (depending on level of severity might go right to intervention 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Contact home</li> <li>• Detention</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s)</li> <li>• Restorative Justice</li> </ul>
<p><b>Physical Aggression- An act involving physical contact i.e. biting, pushing, tripping, or careless behavior where injury may occur. If actions are sexual in nature, referral will be made to the District Affirmative Action Officer and the student will be subject to all consequences related to policy.</b></p>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Contact home by teacher</li> <li>• Classroom intervention</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s)</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Restorative Justice</li> <li>• Suspension (In school and/ or out)</li> <li>• Loss privilege to attend school activity</li> </ul>
<p><b>Safety Scare- Initiating a false alarm is a dangerous and serious action. A student guilty of such offense endangers others and is in violation of the law.</b></p>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Contact home by teacher</li> <li>• Classroom intervention</li> <li>• Detention(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s) issued</li> <li>• Restorative justice</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Restorative Justice</li> <li>• In School Detention/Suspension</li> <li>• Restorative Justice</li> </ul>
<p><b>Selling of items- Unauthorized sales of candy, gum or any other items are strictly prohibited. Items will be taken.</b></p>	<ul style="list-style-type: none"> <li>• Contact home by teacher</li> <li>• Classroom intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Detention(s)</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• Student and guardian meeting with administrator</li> <li>• Restorative Justice</li> <li>• In school detention(s)</li> </ul>

**Level Three- The most serious of incidents that require administrative involvement and could possibly require investigation and resolution from various outside agencies ( ie. Local Law enforcement, Division of Child Protection and Permanency.)**

<b>Incident</b>	<b>Intervention</b>
<p><b>Abusive/Inappropriate Interactions -</b> Threatening verbal or gestured interactions including swearing, name calling or use of words/gestures in an inappropriate manner</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians</li> <li>● HIB investigation</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible Detention</li> </ul>
<p><b>Harassment, Intimidation, Bullying -</b> Defined as any gesture, written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians</li> <li>● HIB investigation</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible Detention/ Suspension</li> </ul>
<p><b>Possession of Drugs, Alcohol, Tobacco</b> Possession of or using alcohol or illegal/ prescription drugs including tobacco products such as E-cigarettes, vaporizers, cigars, and cigarettes but not limited to.</p>	<ul style="list-style-type: none"> <li>● Immediate referral to the office</li> <li>● Contact guardian</li> <li>● Contact local law enforcement</li> <li>● Contact DCP and P</li> <li>● Provide resources to family, if needed</li> <li>● Counseling services, if needed.</li> <li>● Medical assessment may be required</li> </ul>
<p><b>Possession or Distribution of a Dangerous Weapon</b> Possession of knives or guns (real or lookalike), or other objects readily capable of causing bodily harm, or creating the impression of causing bodily harm.</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians/Meeting with guardians</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible detention/suspension</li> <li>● Possible police involvement</li> <li>● Contact DCP&amp;P</li> </ul>
<p><b>Forgery/Theft -</b>Possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission or has used identifying information from another person.</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible Detention</li> <li>● Financial restitution, if warranted</li> <li>● Loss of school privileges</li> </ul>
<p><b>Property Damage/ Vandalism -</b>An activity that results in substantial destruction or</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians</li> </ul>

<p>disfigurement of property. Students purposely, knowingly, or recklessly destroys or defaces school, contracted, or personal property, causing an economic loss due to repair or replacement.</p>	<ul style="list-style-type: none"> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible Detention</li> <li>● Financial restitution, if warranted</li> <li>● Police involvement</li> <li>● Loss of school privileges</li> </ul>
<p><b>Fighting/Physical Aggression</b> -Actions involving serious physical contact where injury may occur (i.e. hitting, punching, hitting with objects, kicking, pushing, hair pulling, scratching, etc.).</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians/Meeting with guardians</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible suspension</li> <li>● Possible police involvement</li> <li>● Loss of school privileges</li> </ul>
<p><b>Physical Assault on School Personnel</b> -Intentional aggressive actions toward school personnel (i.e. hitting, kicking, throwing objects, pushing, etc.)</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Meeting with guardians</li> <li>● Restorative Justice</li> <li>● Counseling, if needed</li> <li>● Possible suspension</li> <li>● CST or I&amp;RS involvement</li> <li>● Behavioral Plan</li> <li>● Loss of school privileges</li> </ul>
<p><b>Security or Terroristic Threat/False Alarm</b> Student delivers a message (electronically, verbally or by gesture) or orchestrates the delivery of a message of possible explosive materials being on or near the school campus</p>	<ul style="list-style-type: none"> <li>● Referral to the Office</li> <li>● Contact guardians/Meeting with guardians</li> <li>● Restorative Justice</li> <li>● Counseling</li> <li>● Possible suspension</li> </ul>

and/or pending security threat. The student pulls or orchestrates the pulling of an unwarranted fire alarm, or causes the need for enactment of district emergency response procedures

- Possible police involvement
- CST and I&RS involvement
- Loss of school privileges

Administration has the right to use their discretion when assigning consequences as the Code of Conduct does not take into account each situation or the severity of each situation that could arise.

#### Explanation of interventions/consequences

- **Restorative Justice:** The student is given the opportunity to repair the harm they have caused by their actions. Examples can include but not limited to: apology letter, participation in a restorative circle with administrative guidance, reflective activity, student created restoration activity with administrative approval, completion of character education skills/lessons.
- **Walking Ticket:** The student walks around the perimeter of the black top and reflects on their choice during part of their recess.
- **Detention Options:**
  - Lunch:** The student has lunch/recess in the detention room. They eat lunch and do the required Assignments in the detention room.
  - After School :** The student will stay after school for 1 hour. The student will complete the required assignment.
  - In School:** The student will spend a portion of the day in the detention room.They will be required to do their work and complete a Restorative Justice activity.
- **Suspension Options:**
  - In School:** The student spends the entire day in the detention room. They will be required to do their work and work on a Restorative Justice activity.
  - Out of School:** The student will be sent home for the entirety of the suspension and required to do work that is provided to them.
- **Loss of school privileges:** The student will lose the right to attend any activities or events taking place for up to 20 days from when the incident occurred. Administration can use their discretion on the loss of privileges depending on the severity of the issue.