

**Anna L. Klein School**  
**301 69<sup>th</sup> Street, Guttenberg, NJ 07093**  
**[www.alkschool.org](http://www.alkschool.org)**  
**201-861-3100**



**Student Handbook 2021-2022**



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**School Mission**

*We value education and foster independence, motivation and confidence  
in a safe environment that is nurturing and positive, with involvement from all community members.*

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## Acceptable Use of Computer Technologies, Network Services, and Internet Resources

### Purpose

The Guttenberg School District prides itself in preparing students to be active participants in the global community and preparing them for success in life and in work in the 21<sup>st</sup> century. To this effort, the school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

### STANDARDS FOR USE OF TECHNOLOGY

The use of the network and the Internet is a privilege, not a right. Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district’s computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers would be private or confidential.

The following prohibited behavior and/or conduct using the school district’s networks/computers is susceptible to disciplinary action and includes but is not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another’s password;
12. Trespassing in another’s folders, work or files;

14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

### **Online Conduct**

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

## STUDENT ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A: 38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. A student must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which she/he is assigned.

The New Jersey Commission of Education has stated:

“Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction is lost and cannot be entirely who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education which underlines and gives purpose to the requirement of compulsory schooling in this and every other state in the Nation.” (Wheatley et al vs. Board of Education of Burlington, 9/23/74.)

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 10 days. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent. In accordance with the provisions of N.J.A.C. 6A: 16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will be excused or unexcused that counts toward truancy. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level in accordance with policies of this Board.

Students shall be subjected to the school district’s response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A: 16-7.6(a)4 and Regulation 5200. Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student’s participation in cocurricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

**“Chronic absenteeism”** is defined in New Jersey’s ESSA State Plan as the percentage of a school’s students who are not present for 10 percent or more of the days that they were “enrolled” at a school.

- A. A total of fifteen (10) unexcused absences per school year (Grades K-8).  
The principal and the teacher(s) involved are required to conduct a conference notifying the parent/guardian that their child has either lost credit for the marking period or the entire year due to a violation of this Attendance Policy pursuant to N.J.S.A 18A:38-25 <New Jersey Compulsory Attendance Law>.
- B. If a student accumulates more than the number stated in A (for the year), he/she will receive no credit or a failing grade of sixty (60) for the course. In addition, if a student is absent for 5 unexcused absences within a marking period, he/she will receive a failing grade of a sixty (60) for the marking period for each course that they have 5 unexcused absences for.
- C. Unexcused absences and excused absences shall be defined as follows, as per the New Jersey Department of Education:

**Unexcused:**

- a. Basic illness without a doctor's note
- b. Truancy and class cutting
- c. Personal reasons
- d. Employment
- e. Family Vacation
- f. Leaving school ill without permission from the school nurse and/or administrators.
- g. Late or excused early from school without a valid reason.
- h. Dental excuse (except for: oral surgery and orthodontist appointment. (A note from the dentist/ surgeon is required)

**Excused:**

- a. Religious observance
- b. A college visit (up to 3 days per school year for students in grades 11 and 12)
- c. "Take Our Children to Work Day" or other rule issued by the Commissioner of Education
- d. Participation in observance of Veterans Day (N.J.S.A.18A: 36-13.2) or district board of election membership activities
- e. The closure of a busing district that prevents a student from having transportation to the receiving school

According to the terms of Chapter 322, P.L. 1951 regarding pupil absences from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

1. No pupil who is absent from school because of religious holiday may be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
  2. If a pupil misses a test or examination because of religious holiday, he/she must be given the right to take alternate test or examination.
  3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or guardian.
- D. A student will have five (5) school days to submit a doctor's note after he/she returns to school.

obligation to assist pupils in making up class work missed for credit except for work missed as a result of an absence due to truancy or cutting.

- F. A student absent for one to three days must have a note signed by the parent on the return to school following the above absence.
- G. A student with an unexcused absence on a given day will NOT be permitted to participate in any after school activity (athletic games or practice, dances, plays, chorus, clubs, etc.)
- H. Attendance will be taken in every class even if the regular classroom teacher is absent. Any absence from such class will be recorded as unexcused and "cut"

The following levels of intervention have been adopted by the Guttenberg School District to promote regular attendance are for all students regarding excused and unexcused absences:

**Level 1 (3 Days):** Any student who accumulates three days absent will have a letter sent home from the school and or be notified via a phone call by the attendance officer. Parents must sign the letter and return back to the school promptly. The letter will be recorded in the student's file.

**Level 2 (5 Days):** Any student who accumulates five days absent will have a phone call home and a formal letter sent home from the school. In addition, parents must meet with an administrator and the administrator will inform the parents that any further absences will result in a meeting with the Principal. Attendance of the student will be reviewed and the importance of daily attendance of school will be discussed. Formal letter sent home must be signed and will be kept in the student's file.

**Level 3 (7 Days):** Any student who accumulates seven days absent will have a phone call home, formal letter sent home from school, and a meeting with the principal. The principal will inform the parents that any further absences will result in referral to summons to truancy court.

**Level 4 (10 Days):** Any student who accumulates ten or more days absent will be issued a summons to truancy court. The parent or guardian must appear to truancy court or a warrant will be issued for the parent. Parents may be subject to fines in truancy court.

## **II. CUT POLICY**

- A. A cut is defined as an absence based upon a deliberate decision by a student or group of students not to attend class without prior administrative approval.
- B. A student shall receive an "F" for the work missed on the day of the cut.
  - First: (1) cut = 1 day (in - school) suspension.
  - Second (2) cut = 1 day (out of school) suspension; parent conference.
  - Third (3) cut = 3 days of (out of school) suspension; parent conference.

## **III. TRUANCY**

Truancy is an absence from school without parental knowledge or more than (3) cuts during a school day.

- First (1) Truancy = Saturday detention.
- Second (2) Truancy = 1 day suspension; parent conference.
- Third (3) Truancy = 2 day suspension; parent conference.
- More than three (3) = student and parent (s) will be charged in either Municipal Court or County Court.

#### IV. SUSPENSION

Students who are suspended for one day will be readmitted the following day after suspension.

Students must report to the Principal's Office for readmittance slip when returning from suspension. This slip will indicate to the faculty that the student is allowed to return to class.

Suspension can either be In-School or Out-of-School depending on the circumstances. Parental contact and notification will be administered for either of these consequences.

#### LATENESS

Students late to school after 8:25 am must obtain a late pass from the Lateness Monitor or the Main Office. All students are required to report to school no later than 8:25 am for Homeroom.

##### Grades K-5

On the **third late** a phone call to the parents/guardian will be made.

On the **fifth late** student will be given a lunch detention and a parent meeting will be required.

On the **tenth late** grades **Kdg. - 2** will receive a Morning Detention and grades **3rd - 5th** will receive an afternoon detention.

Failure to appear to detentions and/or being late to detention will result in another added morning detention.

Any **late after the tenth** will result in parents being required to sign in their child every day in the main office.

##### Grades 6-8

On the **third late** students will receive a morning detention and a phone call home to their parent/guardian.

On the **fifth late** students will receive a morning detention, be required to attend On Course (lunch tutor program), and receive a phone call home to their parent/ guardian.

On the **tenth late** students will receive a phone call home to their parent/ guardian requesting a meeting with their parents and an administrator and an afternoon detention.

Any **late after the tenth** will result in a Saturday detention and the requirement of parents to sign in their child every day in the main office.

#### STUDENT CODE OF CONDUCT

##### PURPOSE

In order to support a safe, healthy environment centered on the social emotional needs of students, the Guttenberg Board of Education maintains high expectations for student behavior. As a result, students in Anna L. Klein are expected to adhere to rules and policies outlined in the Code of Conduct and Board of Education Policy and the law. The Code of Conduct and sub-range of disciplinary action for grades K-8 is as follows:

**Student Code of Conduct (K-5)**

Level 1	Level 2	Level 3	Level 4
Cafeteria Misconduct	Cafeteria Misconduct	Cafeteria Misconduct	Cafeteria Misconduct
Being late to first period	Being late to first period	Being late to first period	Being late to first period



Disruption in assemblies	Disruption in assemblies	Disruption in assemblies	Disruption in assemblies
Disruption in Class	Disruption in Class	Disruption in Class	Disruption in Class
Disruption in detention	Disruption in detention	Disruption in detention	Disruption in detention
Hall Infractions (without a pass)	Hall Infractions (without a pass)	Hall Infractions (without a pass)	Hall Infractions (without a pass)
Swearing, profanity, or making obscene gesture(s) towards student(s)	Swearing, profanity, or making obscene gesture(s) towards student(s)	Swearing, profanity, or making obscene gesture(s) towards student(s)	Swearing, profanity, or making obscene gesture(s) towards student(s)
Inappropriate Language	Inappropriate Language	Inappropriate Language	Inappropriate Language
Lack of Cooperation	Lack of Cooperation	Lack of Cooperation	Lack of Cooperation
Locker abuse/ Damage to Locker	Locker abuse/ Damage to Locker	Locker abuse/ Damage to Locker	Locker abuse/ Damage to Locker
Insolence or insubordination toward a staff member	Insolence or insubordination toward a staff member	Insolence or insubordination toward a staff member	Insolence or insubordination toward a staff member
Use of unapproved of electronic device	Use of unapproved of electronic device	Use of unapproved of electronic device	Use of unapproved of electronic device
Failure to report to detention	Failure to report to detention	Failure to report to detention	Failure to report to detention
Biting	Biting	Biting	Biting
Possession of a cell phone	Possession of Cell Phone	Possession of Cell Phone	Possession of Cell Phone
Misuse of computers	Misuse of computers	Misuse of computers	Misuse of computers
Forging signature	Forging signature	Forging signature	Forging signature
Physical altercation (pushing/shoving)	Physical altercation (pushing/shoving)	Physical altercation (pushing/shoving)	Physical altercation (pushing/shoving)
Copying/ allowing someone to copy	Copying/ allowing someone to copy	Copying/ allowing someone to copy	Copying/ allowing someone to copy
Plagiarism	Plagiarism	Plagiarism	Plagiarism
Fighting/ Assault	Fighting/ Assault	Fighting/ Assault	Fighting/ Assault
Gambling/extortion	Gambling/extortion	Gambling/extortion	Gambling/extortion
Throwing snowballs	Throwing snowballs	Throwing snowballs	Throwing snowballs
Failure to report to Saturday detention	Failure to report to Saturday detention	Failure to report to Saturday detention	Failure to report to Saturday detention
Pulling false fire alarm	Pulling false fire alarm	Pulling false fire alarm	Pulling false fire alarm
Inappropriate social media postings	Inappropriate social media postings	Inappropriate social media postings	Inappropriate social media postings

Theft of school of school or personal property	Theft of school of school or personal property	Theft of school of school or personal property	Theft of school of school or personal property	
Unauthorized use of a cell phone	Unauthorized use of a cell phone	Unauthorized use of a cell phone	Unauthorized use of a cell phone	
		ISS misconduct	ISS misconduct	
		Possession of any substance that could contaminate the air	Possession of any substance that could contaminate the air	
		Vandalism (1st Offense, ZERO tolerance)	Vandalism (1st Offense, ZERO tolerance)	
		Drugs/ Alcohol a. under the influence- diagnostic test via school nurse/ parent call/ student sent for testing b. possession of drugs/ alcohol- ZERO tolerance- 10 days of OSS and readmitted barring BOE approval c. selling or possession of drugs/alcohol with intent to distribute- police notification ZERO tolerance, 10 days OSS and readmitted of BOE approval	Drugs/ Alcohol a. under the influence- diagnostic test via school nurse/ parent call/ student sent for testing b. possession of drugs/ alcohol- ZERO tolerance- 10 days of OSS and readmitted barring BOE approval c. selling or possession of drugs/alcohol with intent to distribute- police notification ZERO tolerance, 10 days OSS and readmitted of BOE approval	
		Destruction or vandalism to school/ staff property	Destruction or vandalism to school/ staff property	
		Graffiti on school property	Graffiti on school property	
			Sexual Misconduct	
			Assault with a weapon	
			Possession of a weapon	
			Arson (Immediate police notification)	
			Harassment, Intimidation, or Bullying of any student or school personnel ZERO TOLERANCE	
Consequences				
Parent Notification	Morning Detention		Parent Meeting with Administration	Afternoon Detention
Lunch Detention	Parent Notification/ Meeting with Administration		Afternoon Detention	Saturday Detention

student conference with administrator	ISS	OSS	OSS
		Police Referral	Police Referral
		ZERO TOLERANCE	ZERO TOLERANCE

#### Student Code of Conduct (6-8)

Level 1	Level 2	Level 3	Level 4
<b>Hall Infractions</b> - In hallway without a pass  <b>Consequences:</b> <i>Negative points given at discretion of the teacher</i>	<b>Hall Infractions</b> - In hallway without a pass - Running/yelling in the hallway  <b>Consequences:</b> <i>Negative points and lunch detention</i>	<b>Hall Infractions</b> - In hallway without a pass - Running/yelling - Rough-play  <b>Consequences:</b> <i>Administration Detention</i>	<b>Hall Infractions (multiple offenses)</b> - In hallway without a pass - Running/yelling - Rough-play - Refusal to return to class  <b>Consequences:</b> <i>Saturday Detention</i>
<b>Lateness to Class after 8:33 am</b> - Up to 3 lates  <b>Consequences:</b> <i>Negative points given at discretion of the teacher</i>	<b>Lateness to Class after 8:33 am</b> - Up to 6 lates  <b>Consequences:</b> <i>Negative points AND lunch detention</i>	<b>Lateness to Class after 8:33 am</b> - Up to 9 lates  <b>Consequences:</b> Negative points , parent notification, AND Administration Detention	<b>Lateness to Class after 8:33 am</b> - Above 10 lates  <b>Consequences:</b> <i>Negative points, parent notification, AND Saturday Detention</i>
<b>Misuse of Chromebook/Laptop</b> - Inappropriate website usage  <b>Consequences:</b> <i>Lunch detention/Mandatory On Course</i>	<b>Misuse of Chromebook/Laptop</b> - Inappropriate website usage (repeated offenses) - Usage of another student's chromebook  <b>Consequences:</b> <i>Chromebook confiscation for the class period AND lunch detention</i>	<b>Misuse of Chromebook/Laptop</b> - Inappropriate website usage (repeated offenses) - Usage of another student's chromebook - Defacing - Plagiarism (on paper and/or Google Docs) - Violating computer policy - Using another student's account or password  <b>Consequences:</b> <i>Chromebook confiscation for the day AND Administrative Detention with possible retribution. Parents will be notified.</i>	<b>Misuse of Chromebook/Laptop</b> - Inappropriate website usage - Usage of another student's chromebook - Defacing - Intentional damaging (tampering) of chromebook - Plagiarism (on paper and/or Google Docs) - Violating computer policy  <b>Consequences:</b> <i>Chromebook confiscation for the week AND Saturday Detention with possible retribution. Parents will be notified.</i>
<b>Cell Phone Possession</b> - Possession of a cell phone (first offense)	<b>Cell Phone Usage/Text Messaging</b> - Possession of a cell phone	<b>Cell Phone Usage/Text Messaging</b> - Possession of a cell phone	<b>Cell Phone Usage/Text Messaging</b> - Possession of a cell phone - Continual unauthorized cell phone usage in the

<p><b>Consequences:</b> Confiscation of phone, phone will be returned at conclusion of school day</p>	<p>- Unauthorized cell phone usage in the hallway</p> <p><b>Consequences:</b> Confiscation of phone, phone will be returned to a parent or guardian</p>	<p>- Unauthorized cell phone usage in the classroom</p> <p><b>Consequences:</b> Confiscation of phone, phone will be returned to a parent or guardian AND an administrative detention will be assigned</p>	<p>classroom</p> <p>- Inappropriate website usage</p> <p><b>Consequences:</b> Confiscation of phone, phone will be returned to a parent or guardian AND a Saturday Detention will be assigned</p>
<p><b>Cafeteria Misconduct</b></p> <ul style="list-style-type: none"> <li>- Not sitting in assigned tables</li> <li>- Disrespectful behavior to cafeteria personnel</li> </ul> <p><b>Consequences:</b> Negative points</p>	<p><b>Cafeteria Misconduct</b></p> <ul style="list-style-type: none"> <li>- Not sitting in assigned tables</li> <li>- Disrespectful behavior to cafeteria personnel</li> <li>- Inappropriate language in the cafeteria</li> <li>- Littering</li> <li>- Taking food out of the cafeteria</li> </ul> <p><b>Consequences:</b> Negative points AND lunch detention</p>	<p><b>Cafeteria Misconduct</b></p> <ul style="list-style-type: none"> <li>- Not sitting in assigned tables</li> <li>- Disrespectful behavior to cafeteria personnel</li> <li>- Inappropriate language</li> <li>- Littering</li> <li>- Sharing lunch account</li> <li>- Throwing food</li> <li>- Taking food out of the cafeteria</li> </ul> <p><b>Consequences:</b> Negative points, administrative detention, AND possible removal from cafeteria with parental notification</p>	<p><b>Cafeteria Misconduct</b></p> <ul style="list-style-type: none"> <li>- Not sitting in assigned tables</li> <li>- Disrespectful behavior to cafeteria personnel</li> <li>- Stealing food from other students</li> </ul> <p><b>(ZERO TOLERANCE)</b></p> <ul style="list-style-type: none"> <li>- Using/stealing another student's lunch account</li> </ul> <p><b>(ZERO TOLERANCE)</b></p> <ul style="list-style-type: none"> <li>- Selling lunch account <b>(ZERO TOLERANCE)</b></li> <li>- Throwing food</li> <li>- Littering</li> <li>- Taking food out of the cafeteria</li> </ul> <p><b>Consequences:</b> Saturday detention, and/or ISS, and possible removal from cafeteria with parental notification.</p> <p><b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p>Being in an unauthorized area of the school/being on school property while suspended from school</p> <ul style="list-style-type: none"> <li>- First offense</li> </ul> <p><b>Consequences:</b> Lunch detention</p>	<p>Being in an unauthorized area of the school/being on school property while suspended from school</p> <ul style="list-style-type: none"> <li>- Second offense</li> </ul> <p><b>Consequences:</b> Administrative Detention</p>	<p>Being in an unauthorized area of the school/being on school property while suspended from school</p> <ul style="list-style-type: none"> <li>- Third offense</li> <li>- Cutting class (First Offense)</li> </ul> <p><b>Consequences:</b> Saturday Detention with parental notification</p>	<p>Being in an unauthorized area of the school/being on school property while suspended from school/leaving school without permission</p> <ul style="list-style-type: none"> <li>- More than three offenses</li> <li>- Cutting class (multiple offenses)</li> <li>- Leaving school without permission</li> </ul> <p><b>(ZERO TOLERANCE and Police Notification)</b></p> <p><b>Consequences:</b> In School Suspension and/or Community Service with parental notification</p> <p><b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p><b>Unauthorized use of electronic devices</b></p> <ul style="list-style-type: none"> <li>-First offense</li> </ul> <p><b>Consequences:</b> Negative Points</p>	<p><b>Unauthorized use of electronic devices</b></p> <ul style="list-style-type: none"> <li>-Second offense</li> </ul> <p><b>Consequences:</b> Administrative Detention</p>	<p><b>Unauthorized use of electronic devices</b></p> <ul style="list-style-type: none"> <li>-Third offense</li> </ul> <p><b>Consequences:</b> Saturday Detention with parental notification</p>	<p><b>Unauthorized use of electronic devices</b></p> <ul style="list-style-type: none"> <li>-More than three offenses</li> </ul> <p><b>Consequences:</b> In School Suspension and/or Community Service with parental notification</p>

<p><b>Failure to report to/disrupting administrative detention</b> -First offense</p> <p><b>Consequences:</b> 2 Administrative Detentions</p>	<p><b>Failure to report to/disrupting administrative detention</b> -Second offense</p> <p><b>Consequences:</b> Saturday Detention</p>	<p><b>Failure to report to/disrupting administrative detention/disruption Saturday detention, or ISS Misconduct</b> -Third offense</p> <p><b>Consequences:</b> 1 Day of ISS parental notification</p>	<p><b>Failure to report to/disrupting administrative detention/Saturday detention, or ISS misconduct</b> -Fourth offense</p> <p><b>Consequences:</b> 2 Days of ISS with parental notification</p>
<p><b>Disrespectful or insubordination towards a staff member</b> -Examples include: - failure to follow directions - rolling eyes - etc.</p> <p><b>Consequences:</b> Negative points AND Lunch Detention</p>	<p><b>Disrespectful or insubordination towards a staff member</b> -Examples include: - raising voice - giving an attitude - answering back towards a staff member, etc.</p> <p><b>Consequences:</b> Negative points AND Administrative Detention</p>	<p><b>Disrespectful or insubordination towards a staff member</b> -Examples include: - using profanity towards - consistently lying to - verbal confrontation - repeating offenses from Level 1 or Level 2</p> <p><b>Consequences:</b> Negative points AND Saturday Detention with parental notification</p>	<p><b>Disrespectful or insubordination towards a staff member (ZERO TOLERANCE)</b> -Examples include: - assaulting/physical altercation - stealing from teachers - Verbal threats - Obscene/sexual gestures and comments</p> <p><b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p><b>Swearing, profanity, or making obscene gestures toward student(s)</b> - First offense</p> <p><b>Consequences:</b> Negative points AND Lunch Detention</p>	<p><b>Swearing, profanity, or making obscene gestures toward student(s)</b> - Second offense</p> <p><b>Consequences:</b> Negative points AND Administrative Detention</p>	<p><b>Swearing, profanity, or making obscene gestures toward student(s)</b> - Third offense</p> <p><b>Consequences:</b> Negative points AND Saturday Detention with parental notification</p>	<p><b>Swearing, profanity, or making obscene gestures toward student(s)</b> - Fourth offense</p> <p><b>Consequences:</b> Negative points, Administrative AND Saturday Detention with parental notification</p>
<p><b>Throwing Snowballs</b> - at school property</p> <p><b>Consequences:</b> Administrative Detention</p>	<p><b>Throwing Snowballs</b> - at school property</p> <p><b>Consequences:</b> Saturday Detention with possible retribution</p>	<p><b>Throwing Snowballs</b> - at each other without injury - repeat offenses of Level 1 and/or 2</p> <p><b>Consequences:</b> In School Suspension AND community service</p>	<p><b>Throwing Snowballs (ZERO TOLERANCE)</b> - at a teacher - at an innocent bystander - at another student with injury</p> <p><b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p><b>Disrespectful/disruptive behavior</b> - failure to follow classroom rules - unsafe, loud behavior - ignoring teacher - lack of cooperation</p>	<p><b>Disrespectful/disruptive behavior</b> - failure to follow classroom rules - unsafe, loud behavior - ignoring teacher - disrupting assembly - lack of cooperation</p>	<p><b>Disrespectful/disruptive behavior</b> - failure to follow classroom rules - name calling - leaving classroom without permission - ignoring teacher - lack of cooperation</p>	<p><b>Disrespectful/disruptive behavior</b> - failure to follow classroom rules - leaving classroom without permission (repeat offenses) - ignoring teacher - cheating on major assessments - lack of cooperation - verbal threats between students</p>

<p><b>Consequences:</b> Negative points AND Lunch Detention</p>	<p><b>Consequences:</b> Negative points AND Administrative Detention</p>	<p>- verbal confrontation between students</p> <p><b>Consequences:</b> Negative points, Saturday Detention, AND Parental Notification</p>	<p><b>Consequences:</b> Negative points, In School Suspension AND parental notification</p>
<p><b>Verbal Altercations</b> - Arguing with other students disrespectfully</p> <p><b>Consequences:</b> Administrative Detention</p>	<p><b>Verbal Altercations</b> - Causing a classroom/hallway commotion</p> <p><b>Consequences:</b> Saturday Detention</p>	<p><b>Verbal Altercations</b> - Interjecting one-self into altercations between other students - Causing a classroom/hallway commotion with profanity</p> <p><b>Consequences:</b> In-School Suspension AND Parental Notification</p>	<p><b>Verbal Altercations (ZERO TOLERANCE)</b> - verbal threats between students - discriminatory comments</p> <p><b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p><b>Physical Altercations</b> - pushing/shoving - jumping over/on top of other students</p> <p><b>Consequences:</b> 2 Administrative Detentions AND Parental Notification</p>	<p><b>Physical Altercations</b> - pushing/shoving (multiple offenses) - spitting - body checking - physical scuffle</p> <p><b>Consequences:</b> Saturday Detention AND In-School Suspension with Parental Notification</p>	<p><b>Physical Altercations</b> - physical fight/assault without injury (First Offense) - biting - play Fighting/wrestling</p> <p><b>Consequences:</b> 1-3 Days of Out of School Suspension AND Parent Conference upon readmission to school</p>	<p><b>Physical Altercations (ZERO TOLERANCE)</b> - physical fight/assault without injury (Second Offense) - physical fight/assault with injury (First Offense) - biting (multiple offenses) - spitting (multiple offenses) - assaulting another student with objects (i.e. book, perfume, ruler, book sock, etc.)</p> <p><b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.</p>
<p><b>Possession of harmful substances that could disrupt or contaminate the air</b> - First Offense - Examples: Stink bombs, perfume, spray deodorant, etc.</p> <p><b>Consequences:</b> Administrative Detention</p>	<p><b>Possession of harmful substances that could disrupt or contaminate the air</b> - Multiple Offenses - Examples: Stink bombs, perfume, spray deodorant, etc.</p> <p><b>Consequences:</b> 2 Administrative Detentions</p>	<p><b>Use of harmful substances that could disrupt or contaminate the air</b> - First Offense - Examples: Spraying of perfume, spray deodorant, etc.</p> <p><b>Consequences:</b> Saturday Detention</p>	<p><b>Use of harmful substances that could disrupt or contaminate the air</b> - Multiple Offenses - Examples: Spraying of perfume, spray deodorant, etc. - Setting off of stink bombs</p> <p><b>Consequences:</b> Saturday Detention and In- School Suspension</p>
<p><b>Possession of cards, dice, or games of chance</b> - First Offense</p> <p><b>Consequences:</b> Negative Points</p>	<p><b>Possession of cards, dice, or games of chance</b> - Multiple Offenses</p> <p><b>Consequences:</b> Negative Points AND</p>	<p><b>Gambling for services</b></p> <p><b>Consequences:</b> Administrative Detention</p>	<p><b>Gambling with exchange of money</b></p> <p><b>Consequences:</b> Saturday Detention AND Parent Notification</p>

	<i>Lunch Detention</i>	<i>AND Parent Notification</i>	
<b>Gum Chewing</b>  <i>Consequences:</i> Negative Points	<b>Gum Chewing (repeated offenses)</b>  <i>Consequences:</i> Negative Points AND Lunch Detention	<b>Inappropriate Social media Postings</b>  <i>Consequences:</i> 5 or more Days of Out of School Suspension, possible police notifications, AND Parent Conference upon readmission to school	<b>Inappropriate Social media Postings (Repeat Offenses)</b>  <i>Consequences:</i> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board o Education Hearing.
<b>Cut teacher detention</b>  <i>Consequences:</i> Administrative Detention	<b>Locker abuse/damage</b>  <i>Consequences:</i> <b>Monetary Restitution of Damage</b> <b>2 Administrative Detentions</b>	<b>Sexual Misconduct</b> - inappropriate touching of another student - possession of pornographic material  <i>Consequences:</i> 5 or more Days of Out of School Suspension, possible police notifications, AND Parent Conference upon readmission to school	<b>Sexual Misconduct (ZERO TOLERANCE)</b> - including Indecent exposure - sexual harassment - sexual encounters - distributing/viewing of pornographic material  <i>Consequences:</i> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
<b>Intentionally wasting limited resources</b>  <i>Consequences:</i> 1-3 Administrative Detentions	<b>Forgery</b>  <i>Consequences:</i> 1-5 Administrative Detentions and parental notification	<b>Accepting stolen goods</b>  <i>Consequences:</i> 1-3 Days Out of School Suspension and Parent Conference upon readmission to school	<b>Smoking in building or on school property or possession of a tobacco product or paraphernalia such as lighters, matches, rolling papers, etc. (ZERO TOLERANCE)</b>  <i>Consequences:</i> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
	<b>Allowing someone to copy homework or classwork</b>  <i>Consequences:</i> 1-3 Administrative Detentions and a grade of zero on the homework assignment	<b>Copying someone's homework/classwork</b>  <i>Consequences:</i> 1-3 Administrative Detentions and a grade of zero on the homework assignment	<b>Theft of school or personal property (ZERO TOLERANCE and Police Notification)</b>  <i>Consequences:</i> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
		<b>Disruption during emergency drill</b>	<b>Possession and/or use of fireworks (ZERO TOLERANCE and Police Notification)</b>

		<b>Consequences:</b> <b>1-3 Administrative</b> <b>Detentions or one day ISS</b>	<b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
		Participation in unlawful group activity  <b>Consequences:</b> <b>ISS</b> <b>OSS</b>	Pulling false fire alarm <b>(ZERO TOLERANCE and Police Notification)</b>  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
			Destruction, vandalism or tampering of school property or equipment, including graffiti <b>(ZERO TOLERANCE and Police Notification)</b>  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
			Harassment/Bullying of students/school Personnel  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
			<b>Drugs/Alcohol</b> <b>(ZERO TOLERANCE and Police Notification)</b> - under the influence - possession of drugs/alcohol - selling or possession of drugs/alcohol with intent to distribute  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
			<b>Assault with a weapon/possession of a weapon</b> <b>(ZERO TOLERANCE and Police Notification)</b>  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending Board of Education Hearing.
			<b>Arson</b> <b>(ZERO TOLERANCE and Police Notification)</b>  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> Indefinite out of school suspension pending



			<i>Board of Education Hearing.</i>
			<b>Terroristic Threats (ZERO TOLERANCE and Police Notification)</b>  <b>Consequences:</b> <b>ZERO TOLERANCE:</b> <i>Indefinite out of school suspension pending Board of Education Hearing.</i>

#### **Zero Tolerance Tiers:**

**Tier 1 – Low-level offenses of Zero Tolerance, as deemed by the administration will be a meeting with the principal.**

**Tier 2 – Mid-level offenses of Zero Tolerance, as deemed by the administration will be a meeting with the Superintendent**

**Tier 3 – High-level offenses of Zero Tolerance, as deemed by the administration will be a Board of Education hearing.**

#### **Lunch Detention**

Any teacher or administrator can assign a lunch detention. Lunch detentions are for less serious discipline offenses and the student cannot sit with their class during their lunch period.

#### **Teacher Detention**

A teacher can assign their own after school detention, however a teacher detention cannot exceed 29 minutes in length. If a student fails to report to a teacher detention, they will be referred to an administrator and be given an administrative detention.

#### **Administrative Detention**

The Administration assigns administrative detention to students who have been referred to them by a staff member for violation of school rules and regulations. Administrative Detention is held after school from 3:15 until 4:15 on Tuesday through Friday. Students will be given a letter to bring home and be given at least 24-hour notice prior to the date of the detention. Extracurricular activities do not excuse any student from attending detention. Students are responsible for showing up on their own, on time to detention. In the event that detention is cancelled or a student is absent, students are expected to attend the next scheduled detention unless otherwise noted by an Administrator. If there is an emergency or a valid excuse to miss detention i.e. doctor's appointment, it is the student's responsibility to inform the Administrator prior to the detention. If a student cuts an administrative detention, the student will be assigned one additional detention.

#### **Saturday Detention**

During the course of the year, students may be assigned a Saturday detention as a more serious consequence for breaking the code of conduct. Parents will be notified and given sufficient notice when a Saturday detention is assigned. Saturday detention is held from 8:15 am until 12:15 pm. All students must report to the front of the building in the approved school uniform and must be signed in and out by a parent or guardian. Students are expected to comply with all school rules while attending Saturday detention and must complete all assignments. If a student is late, out of uniform, displays behavioral issues or fails to complete their work in Saturday detention, they will be assigned an additional day of Saturday detention.

#### **In-School Suspension**

The In-School Suspension program was designed to hold students accountable for their behavior and their school assignments while they remain in school after having committed a violation of the Guttenberg Board of Education Policies. Students must report to school at 7:30 am and be signed in by a parent via the main office. Teachers will provide the student with enough work to complete for the duration of the day. During ISS, students' behaviors will be monitored using a 50-point rubric. At the end of each day the points will then be computed. If the points fall below 25 for that day an additional day of ISS will be given. If the student(s) do not lose a point and end the day with the required 50 points then a positive point slip will be filled out in the amount of 3 points by the ISS monitor and will be tallied by the homeroom teacher. Parents must sign and return a form that indicates that they have read the rules and regulations of the ISS process

## Out-Of-School Suspension

The most serious infractions to the code of conduct may result in out-of-school suspensions. When a student is assigned out-of-school suspension (OSS), the parent/guardian will be contacted and must pick up their child from school within a reasonable amount of time **the same day**. The student will remain out of school until the return date specified by the Administrator. All efforts will be made to provide the student with work from his classes. At no time should a student who is suspended be outside the immediate area of the school or on school grounds. After the 5<sup>th</sup> day of OSS, arrangements will be made to provide the student with homebound instruction until the student is remitted back into the school. Unless noted, parents/guardians are required to accompany their child the day they are to be readmitted to school. **\*Any student who receives OSS will be automatically placed on social restriction for two weeks.**

## POINTS SYSTEM

In conjunction with the Discipline Policy, Anna L. Klein employs a behavioral point system for students in grades 3-8. An explanation of this program is outlined below.

### Negative Points

Students will begin the school year with a bank of thirty points. Students who demonstrate inappropriate behavior throughout the year will lose points from their total. If a student's point total is reduced to fifteen points or less, he will be placed on the Restricted List, and as a result, will be ineligible to participate in field trips, assemblies, and extracurricular sports and activities. A student may earn points back by earning positive points as outlined below. Once a student has earned sixteen or more points, he will be removed from the Restricted List and will be able to resume participation in all activities.

### Positive Points

Conversely, Positive Points are awarded to those students who demonstrate characteristics of good citizenship. Positive Points are added to a student's total number of points. Students who receive positive points are recognized in the morning announcements each day and will be called down during homeroom to collect their points. Students who accumulate and maintain a Positive Point level above forty-five will be eligible for recognition and rewards throughout the school year.

*\*Please note that at the conclusion of each marking period, each student with a point balance below 15 will be reset to 15 points, and each student with a point balance above 45 points will be reset to 30.*

## PRIDE PROGRAM

The Anna L. Klein P.R.I.D.E. program is dedicated toward infusing character education and reinforcing positive social qualities in our students and serves as a compliment to the Points System outlined above. It is based on the core belief that when students demonstrate P.R.I.D.E. and are visibly recognized for it, they can truly make a positive impact on the school community. The five components of the P.R.I.D.E. program remain as follows:

**P**erformance: Students perform to their best ability every day and face challenges with a strong, positive outlook.

**R**esponsibility: Students take responsibility for themselves, their actions and the environment around them.

**I**nitiative: Students are self-aware of the needs of the community and are motivated to act in the best interest of others.

**D**etermination: Despite challenges, students are determined to never give up and be a positive force in our school.

demonstrated by their actions.

Students who embody the tenants of the P.R.I.D.E. program will receive recognition and reinforcement through the points system and rewards for their positive behavior. In addition, those students will also be invited to the P. R. I. D. E. ceremony to honor their accomplishment and these take place at the conclusion of the first and second trimesters.

#### HALLWAY PROCEDURES

In order to maintain student safety, students in grades Pre-K-4 will be escorted by their teachers to and from their classes throughout the day. Students who leave the classroom are required to sign out of the classroom and have a pass in their possession.

#### CARE OF SCHOOL PROPERTY

Students causing destruction to school property will be reported to the school administration. The parent or guardian shall be liable for the amount needed to repair or replace the damage.

#### RESTROOMS

Students are permitted to use the bathrooms when issued a pass by a staff member. Students should use the bathroom closest to their classroom unless there is an unusual circumstance, which would preclude them from using the closest bathroom. Students are not permitted to use the bathroom during the two-minute passing time between classes. Any student violating this rule is subject to disciplinary action.

#### LOCKERS

During the first days of school, homeroom teachers will provide students with a locker. Lockers do not have locks on them, except for those students that occupy lockers in the new building. Outside locks are not permitted, but the school issues locks to students for a refundable five-dollar deposit. It is strongly encouraged that students do not store valuables in their lockers and utilize the school's lock program. **The Guttenberg School District is not responsible for lost or stolen items. Students are only permitted to go to their locker before homeroom, before lunch, and at the conclusion of the school day unless given explicit permission by the classroom teacher. Any student found at their locker outside of the outlined times is subject to disciplinary action.**

#### CAFETERIA PROCEDURES

Students in grades K-5 will be brought in to the cafetorium and picked up at the end of the period.

Students in grades 6-8 will come to lunch on their own. An administrator or security officer will be stationed on the third floor at the start of the lunch period and will follow the students as they make their way to the cafetorium.

Due to the fact that the lunch periods have been reduced to thirty minutes and the PE classes are on a rotational basis providing more PE time, students will not have recess during the lunch period.

Students will have seating assignments in the cafetorium with the exception of 8<sup>th</sup> grade. Students will be seated according to homeroom. Students in grades 8 will select their tables.

If a teacher wants a student for any reason during the lunch period, he/she must provide the student with a pass.

No more than 2 girls and 2 boys will be permitted to use the restroom at one time. If a teacher sees more than 2 girls or 2 boys using the restroom during the lunch periods, those students will be detained and the main office will be informed.

Most of our discipline problems originate in the cafetorium and outside during the lunch periods. Many of these incidents carry over in to the classroom in some way. It is our hope that these changes will help to maintain order, keep the cafetorium clean and reduce the number of negative incidents that occur.

It is recommended that all electronics, including cell phones, be left at home. However, if your child does bring these items in, they are required to be stored in their locker. If a student is caught with his/her cell phone out, it will be taken away, and the parent or guardian will be required to pick up the cell phone during school hours. If a student refuses to relinquish their cell phone to a staff member, the student will be disciplined and the parent will be contacted. **Please remember that the Anna L. Klein School is not responsible for any cell phones/electronics that are lost or stolen.**

#### **LATENESS TO CLASS**

Any student reporting late to class must present a pass. A teacher may issue corrective discipline, but repeated lates may be reported to the grade level administrator.

### **Anna L. Klein School Student Uniform Policy**

The purpose of these regulations of a student uniform policy is to provide:

- A. Pupils, parents, and staff members with a clear description of the district's expectations with regard to student uniforms.
- **Shirts**
  - Navy blue cotton-blended polo shirts bearing the Guttenberg School District insignia (short and long sleeve styles) Gold T-Shirt bearing the Guttenberg School District insignia for Physical Education classes.
- **Pants**
  - Any pants can be worn as long as they are deemed school appropriate and must be worn at the natural waistline.
  - Colored tights or leggings may be worn underneath skirts in cold weather, but not in lieu of pants.
  - Shorts may be worn in September, May, and June must be appropriate fit and length and deemed school appropriate.
- **Sweaters**
  - Sweaters that are blue or have the Guttenberg insignia may be worn.
  - Only school spirit wear sold by Anna L. Klein school clubs may be worn.
    - No other sweatshirts other than the Anna L. Klein sweatshirts may be worn at any time.
- **Footwear**
  - Shoes must be securely fastened.
    - Clogs, flip-flops, bedroom slippers and ANY shoes WITHOUT a back are **NOT PERMITTED**.
- **Sizing**
  - Clothing must be sized to fit the student. Pants should fit appropriately and should not be too tight or too loose. Shirts should be appropriate size and should not extend below the hip. Skirts and shorts shall be no shorter than two inches than above the knee. Undergarments shall not be visible.
- **Headwear**
  - Students may not wear/carry hats, hoods, sweatbands, bandanas, scarves or sunglasses while in the school building unless a school event was approved by the principal.

All transfer students have two weeks from day of enrollment to purchase and begin wearing school uniforms.

#### **Violations of Dress Code:**

required to bring in the student's uniform. Student will be given a pass to class until their parent/guardian has arrived.

- **Second Offense:** Parent/ Guardian will be notified by the school secretarial staff. Parent/ Guardian will be required to bring in the student's uniform. Students in grades k-2 will be given a lunch detention. Students in grades 3-8 will be given an afternoon detention.
- **Third Offense:** Parent/ Guardian will be notified by the school secretarial staff. Parent/ Guardian will be required to bring in the student's uniform. Students in k-2 will be given 2 consecutive days of lunch detention and a morning detention. Students in grades 3-8 will be given 2 consecutive days of afternoon detention and a Saturday detention.

\*\*Student violations will be kept in a school wide Google Sheets where teachers will be able to track and see students who have violated the dress code and what level offense they are on. Teachers are responsible for updating the spreadsheet.

### SEARCH AND SEIZURE

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the school and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. This section of the handbook serves as written notification of students that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property. Except as required by urgent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings. Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal.

A search prompted by the reasonable belief that the circumstances are urgent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

### **PURPOSE**

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. 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.

### **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 his/her person or damage to his/her 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).

### **SEXUAL HARASSMENT**

Sexual harassment includes verbal, nonverbal, or physical contact of a sexual nature with the purpose or effect of intimidation and/or creation of a hostile or offensive educational environment. This includes any unwelcome advances, suggestions, or requests of a sexual nature.

### **REPORTING PROCEDURES & EXPECTATIONS FOR ADDRESSING HIB**

Students who experience, witness, or learn of a HIB incident are responsible for reporting it promptly to a staff member. Concerns can be reported to an administrator, the anti-bullying specialist (Ms. De La Torre or Ms. Travelli), a counselor, school nurse or any other available staff member. Staff members will then communicate the report to the administration. Parents are also encouraged to inform staff of HIB-related concerns as soon as possible. Individuals have a responsibility to prevent HIB when possible.

### **HIB CONSEQUENCES AND REMEDIAL ACTION**

Students involved in HIB will be referred to administration for appropriate consequences based on the behavior that caused the HIB and/or remedial action. Potential results of HIB may include but are not limited to, parent meetings, counselor check-ins, corrective instruction, mediation, behavior management plans, schedule changes, removal from class etc. When possible, HIB offenders will also be responsible for restitution.

### **TUTORIAL/PROGRAMS & SERVICES**

The purpose of tutorial is to provide students with extra help if they are struggling in their studies. Each teacher is required to hold one tutorial session once a week. The timing of the tutorial is at the discretion of the teacher and may be held either before school or after school. It is strongly recommended that students attend tutorial.

In addition to tutorial, there are many other programs available to further enrich or help students. These programs are as follows:

AIM High-After school program that promotes reinforcement of LAL skills.

Write-On- Before school program that promotes reinforcement of writing skills.

TESOL-After school program that assists our ELL students.

ELL Emersion Program – After school program to assist those port of entry students in assimilating to a school environment.

On Course-Tutoring program at student lunchtime is designed to offer help for students struggling in specific content areas.

### **PROMOTION/RETENTION POLICY**

The Anna L. Klein School's promotion/retention policy for grades K – 8 is outlined on the following pages. As with any district policy, a teacher should consult the Principal if a question concerning such should arise.

### **GUIDELINES FOR PROMOTION / RETENTION**

#### **KINDERGARTEN**

In order for a child to be promoted into the first grade multiple measures will be used. The child must be able to:

- Print full name (print first and last name)
- Recognize, print and recite the alphabet in and out of sequence (lower/upper case/letters)
- Properly form upper and lowercase letters
- Distinguish all beginning and ending sounds
- Recognize grade level site words
- Read independently at grade level D/E
- Count to 100 by ones and tens
- Count forward beginning from given number
- Write numbers from 0 to 20 correctly
- Represent a number with a written numeral ranging from 0-20
- Demonstrate fluency for addition and subtraction within 5
- Describes measurable attributes of objects (length, height)
- Classify and sort objects into categories
- Uses geometric terms to identify shapes
- Describe relative positions of objects as "above, below, inside, etc."
- Compare numbers (greater than, less than, or equal to)
- Listen to others and take turns speaking
- Make relevant contribution to conversations
- Speak and express thoughts, feelings, and ideas clearly

If a child is unable to complete all of these guidelines, it is an indication of a possible retention.



there is a possibility that he/she may be retained. Aside from these guidelines, all standardized test scores, teacher recommendations, and classroom performance will be taken into consideration.

Children enrolling from non-public schools or day cares must follow these guidelines:

- 1) Interview child and parent
- 2) Must take district assessment test
- 3) Must submit records / reports / information from previous school.

After reviewing the results of the above criteria, a determination to place the child in K / Grade 1 will be made by the screening committee including the guidance counselor with a final review by administration.

### Grade 1 and 2

1. A failure to attain a passing final average of 70% in reading, language arts or math will result in either summer school or retention.
2. Failure in any other of the two major subject areas science and social studies a tutor will be recommended.
3. All retentions will also have to attend summer school. Borderline students who received RTI services are strongly urged to attend the summer school enrichment program.
4. Attendance at a summer enrichment program will be mandatory for students receiving a borderline (70 – 75) in any major subject.

Due to the fact that each student is an individual, careful consideration will be taken. Academic performance, effort and the ability to succeed in grade three will be decided by the classroom teacher with the guided suggestion of the student's ESL teacher if necessary.

### Grade 3

#### Major Subjects

Reading  
Math  
Language Arts  
Science  
Social Studies

#### Minor Subjects

Health  
Physical Education  
Art  
Music  
Computers

1. Failure to attain a final average of 70% in any major subject (Reading, Math, Language Arts) will result in summer school or retention.  
(Attendance at a summer school is **mandatory**)
2. Failure to attain a final average of 70% in two minor subjects will result in retention.
3. Attendance at a summer enrichment program will be mandatory for students receiving a Borderline (**70 – 75**) in any major subject.
4. Promotion of transitional Bi-Lingual students and ESL students will depend on a joint agreement between the Supervisor of BL/ESL and classroom teachers as each student will be considered on an individual basis due to different abilities and constraints.



I. **Academic Requirements**

Pupils in Grades 4 – 6 are to work diligently toward the goal of promotion. However, in the event that subjects are failed, the following procedure will be enforced.

- A. Any student failing any academic subject will be required to go to summer school.
- B. Any student failing three or more academic subjects will be retained and will also attend summer school.
- C. Any student failing any special subject will be required to complete the project assignments (according to guidelines) during the summer. These assignments will be due in the school office no later than July 31<sup>st</sup>.
- D. Failure to make-up any academic or special subjects will result in retention.

Academic Subjects

English  
Math  
Reading  
Science  
Social Studies

Special Subjects

Art (Grade 4)  
Health  
Music (Grade 4)  
Physical Education  
Computers (Grade 4)  
World Language  
STEM (Grades 5 and 6)

II. **Social Requirements**

Pupils are to behave in a manner that is a credit to the school and community. Participation in special activities, (i.e. field trips, programs, etc.) will require conduct and deportment to be of the highest caliber in all school situations.

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

- A. Consistent involvement in disciplinary action(s);
- B. School detentions, suspension, expulsion;
- C. Collaborative evaluation by the staff.

The final decisions shall be made by the Chief School Administrator.

Students and parents/guardians shall be given advance notification of these criteria to help ensure a successful school year.

**GUIDELINES FOR JUNIOR HIGH AND GRADUATION**

I. **Academic Requirements**

Pupils in Junior High are to work diligently toward the goal of graduation. However, in the event that subjects are failed, the following procedure will be enforced:

- A. Any student failing any academic subject or any special subject will not be permitted to participate in commencement exercises.
- B. Any student failing any academic subject will be required to go to summer school.

- D. Any student failing any special subject will be required to complete project assignments (according to guidelines) during the summer. These assignments will be due no later than July 31<sup>st</sup> in the school office.
- E. Failure to make-up any academic or special subjects will result retention.

**ACADEMIC SUBJECT**

Language Arts Literacy  
Math  
Science  
Social Studies

**SPECIAL SUBJECTS**

Health  
Physical Education  
Character Education  
World Language  
STEM

**II. Social Requirements**

Pupils are to behave in a manner that is a credit to the school and community. Participation in Junior High and special graduation year activities will require conduct and deportment to be of the highest caliber in all school situations.

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

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

The final decision shall be made by the Chief School Administrator.

Students and parents/guardians shall be given advance notification of these criteria to help ensure a successful school year.

### **Early Release of Students Procedure**

The early release of students during the school day is an important safety issue. Therefore, the following procedures must be followed:

- A release of students' form must be completed and signed by a parent/guardian
- This form will include the name, address, phone number, etc. of the parent/guardian, immediate family member or emergency person that the child may be released to
- An early release form will be signed by the responsible person and a form of identification will be Photostatted and attached to this form
- A note from the parent / guardian sent to teacher one day prior to early dismissal.

The main office will maintain these forms.

### **Dismissal Procedures** **2021-2022**

An orderly and safe dismissal procedure is an important part of a student's routine. Due to high enrollment, the Anna L. Klein School does have a staggered dismissal. Grades Kindergarten through three are dismissed at 3:07 p.m. and grades four through eighth are dismissed at 3:14 p.m. Therefore, the following steps must be followed:

- A dismissal form must be completed and signed by a parent/guardian in grades pre-kindergarten to grade three
- Students in pre-k to grade three will only be dismissed to the indicated family member/emergency pick-up person
- The teacher in charge will dismiss students in grades four thru eighth at the assigned exit

Below please find designated dismissal areas for all grade levels:

- Pre-Kindergarten – Faculty Parking Lot
- Kindergarten – ramp and faculty parking lot next to the playground
- Grade one – front courtyard on 69<sup>th</sup> Street
- Grades two and three – on 69<sup>th</sup> Street in front of school building
- Grade 4 – Hudson Avenue original gym door
- Grades 5-8 – New Building Front Entrance (Hudson Avenue)

**Please note that these dismissal locations are subject to change and this will be communicated to you should that need arise.**

***Note: All day care pick-ups will be in the new gym on all days.***

### Parent/Guardian Consent Form

As a parent/guardian of \_\_\_\_\_, I have read and reviewed the terms and conditions set forth in this student handbook, including the computer acceptable use policy, the discipline policy, attendance policy and all other rules and regulations contained in the student handbook. By signing this document, I am acknowledging that I have read and agree to the contents of the student handbook.

I agree to the following: (Please initial where appropriate)

\_\_\_\_\_ As the parent/guardian of the student named above, I have read and agree with the student Code of Conduct.

\_\_\_\_\_ As the parent/guardian I have read the policy regarding locks for the lockers and I understand that this is the only lock my child may use. I agree to pay a \$5 replacement fee should my child lose or damage the lock. I also understand that the Anna L. Klein School **assumes no responsibility for the loss or theft of any cell phone, electronic device, or general contents of the locker.**

\_\_\_\_\_ As the parent/guardian of the student named above, I grant permission for my child to use any technology/Internet resources in the Guttenberg Township Public Schools.

\_\_\_\_\_ As the parent/guardian of the student named above, I grant permission for my child's photo without identifying name or caption, to appear on any district, school, or teacher website connected with the Guttenberg Township Public Schools or with the Township of Guttenberg Governing board.

\_\_\_\_\_ As the parent/guardian of the student named above, I grant permission for my child's schoolwork to be published without identifying names or caption to appear on any district, school or teacher website connected with the Guttenberg School District or with the Township of Guttenberg Governing board.

Student's Name (Please Print) \_\_\_\_\_

Student's Grade \_\_\_\_\_ Student's Homeroom \_\_\_\_\_

Parent's Phone Number \_\_\_\_\_ Parent's Email \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's/Guardian's Name (Please Print) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER**