

Clinton Township Middle School

STUDENT HANDBOOK 2022-2023



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Mrs. Chris Steffner, Interim Principal

Mr. Luke Mason, Assistant Principal

Community & Teamwork Motivate Success

Name: _____

Important CTMS Contact Information

Clinton Township Middle School	Main Office	908-238-9141
Mrs. Steffner	Interim Principal	Ext. 229
Mr. Mason	Assistant Principal	Ext. 203
Mrs. Mueller	School Counselor	Ext. 208
Mr. James	School Counselor	Ext. 209
Mrs. Christopher	School Secretary	Ext. 201
Mrs. Davis-Diop	School Secretary	Ext. 200
Mrs. Gugliandolo	School Secretary	Ext. 200
Mrs. Karalevich	School Nurse	Ext. 206

The CTMS Student Handbook is designed to provide students and parents important information pertaining to the school. The handbook also states expectations that apply to a student while on school property, on the school bus, who is in school, during remote instruction, or at any school sponsored activity, and whose conduct at any time or place has a direct and immediate effect on maintaining order discipline in the school, or maintaining the safety and welfare of a member of the school community.

The CTMS Student Handbook lists the expectations for student behavior and should be reviewed by the parents as well as the student. Parents are encouraged to reinforce the information in this handbook with their child(ren).

The underlying philosophy of Clinton Township Middle School is “**Community & Teamwork Motivates Success**”. This motto embodies our belief that the education of a child is a team effort and is through the collaborative partnership and commitment of all the stakeholders; students, parents, educators and community members, that our students will be provided an environment that supports and celebrates learning while preparing them to become leaders and learners in the rapidly changing 21st Century.

At the Clinton Township Middle School we recognize that students possess both the right to a free public education and the rights of citizenship. Student rights place responsibilities upon each student including respect for the rights of others, the recognition of school authority and compliance with the policies and regulations of the district.

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SCHOOL COMMUNITY EXPECTATIONS for a GREAT YEAR

We meet these expectations in school, on school grounds, on the bus, on field trips, and at all school functions.

Clinton Township Middle School EXPECTATIONS MATRIX				
	Classroom	Cafeteria	Bathrooms	Hallways
I am Respectful I will:	<ul style="list-style-type: none"> Follow directions Raise my hand Use appropriate language & tone Resolve disputes and differences peacefully Keep my hands & feet to myself 	<ul style="list-style-type: none"> Talk quietly Listen to adults Show good table manners Stay mindful of food allergies Resolve disputes and differences peacefully 	<ul style="list-style-type: none"> Respect the privacy of others Flush the toilet Keep walls and stalls clean 	<ul style="list-style-type: none"> Walk quietly Walk on the right side of the hallway Be considerate of the learning in other classrooms Resolve disputes and differences peacefully
I am Responsible I will:	<ul style="list-style-type: none"> Use my time appropriately Never settle for less than my best Help others Be an active listener Switch my cell phone off and store it out of sight during the school day 	<ul style="list-style-type: none"> Clean up my eating area Stay at my table Make sure that no more than 8 students sit at a table. Recycle and throw out any leftover food/drink 	<ul style="list-style-type: none"> Turn off the water Flush the Toilet Throw trash in appropriate bins Wash hands 	<ul style="list-style-type: none"> Carry a signed pass Walk quickly to my destination Ensure my locker is closed and locked Pick up litter
I am Safe I will:	<ul style="list-style-type: none"> Push in chairs Keep my hands & feet to myself Sign out/in when leaving the classroom Follow drill procedures 	<ul style="list-style-type: none"> Be aware of food allergies Sit appropriately Sign out when leaving 	<ul style="list-style-type: none"> Have appropriate hygiene Throw away trash Follow drill procedures Report problems 	<ul style="list-style-type: none"> Walk on the right side of the hallway Keep my hands & feet to myself
	Bus		Technology	
I am Respectful I will:	<ul style="list-style-type: none"> Listen to the bus driver Stay in my seat Keep the aisle clear Use appropriate language and volume 		<ul style="list-style-type: none"> Treat equipment appropriately Plug in when finished Use appropriate language and volume 	
I am Responsible I will:	<ul style="list-style-type: none"> Keep my body and belongings to myself Stay seated Use my cell phone on the bus to play, listen to music or text only Not use my phone to take pictures. Respect the privacy of others 		<ul style="list-style-type: none"> Follow the acceptable use policy Access only school appropriate websites Report incidents 	
I am Safe I will:	<ul style="list-style-type: none"> Stay seated Keep hands & feet within the seat area Keep aisles clear Report incidents 		<ul style="list-style-type: none"> Keep personal information to myself Always sign out. Access only school appropriate websites 	

CTMS students demonstrate respect to self, others, and the learning environment.

1. Respect for SELF

A. Respect to self is shown by dressing appropriately for school.

- We wear clothing that is not extreme and that does not cause distractions in the educational environment.
- We also refrain from wearing clothing that supports the use of drugs, alcohol, tobacco, violence, profanities, and obscenities or that implies sexual connotations.

*See Dress and Grooming **BOE Policy 5511** for complete listing*

B. We speak kindly to peers and adults and use school-appropriate language. We use school-appropriate language on school grounds, on the bus, at all school activities, and on field trips. We refrain from using profanities and obscenities and from implying them by gesture or word.

2. Respect for OTHERS

A. We need to be courteous and respectful at all times.

Many times misunderstandings can be resolved if we stay calm and explain our situation in a reasonable manner. Arguing generally makes the situation worse. We seek peaceful ways to settle our differences. If we have a problem with another person, we ask advice from a guidance counselor or from another adult. Fighting is never an appropriate choice. If we engage in a fight, we will face disciplinary action. Both the person who initiates the fight and the person who participates in it face suspension.

B. Some other situations where respect for others is necessary are as follows:

- Dangerous Devices - We keep laser pointers, spray bottles, aerosol spray cans, sharp instruments, and other dangerous devices at home. Any such item brought to school will be removed and returned only to parents.
- Emergency Drill Safety - We respond to every evacuation bell as if there were a real emergency. We remain quiet so that we can hear teacher instructions.
- Fire Emergency: We walk quickly and quietly to the nearest exit, and once we are outside, we remain quiet so that we can hear teacher instructions.

C. We respect school property and the property of others. We treat all school and personal property with respect. Because we are trustworthy, we do not take things that do not belong to us, nor do we borrow items without permission. We are careful not to misuse or destroy both school property and the property of others.

3. Respect for the LEARNING ENVIRONMENT

A. We recognize everyone's right to be in an environment conducive to learning.

We behave in a manner that supports our classmates' right to learn. We understand that if our actions interfere with that right, we will be subject to disciplinary action. We keep our learning environment, classrooms, bathrooms, hallways, etc, clean and graffiti free.

B. We arrive to class (including homeroom) on time, and we meet the expectations for behavior established in each class.

- We arrive in our homerooms by 7:55 A.M., and we arrive at every class on time. If we are going to be late to class because a teacher has detained us, we request a pass to take to the next teacher.
- We do not leave any class without a pass.
- If we need to see the nurse, a counselor, or any other staff member, we do not do so between classes. Instead, we report to our next teacher and request a pass.

C. We are gum-free. We refrain from chewing gum in school (including during lunch), on school grounds, and on the school bus.

D. We consume food and beverages only in the cafeteria or in an area designated by a teacher, and we keep our school building, grounds, and bus litter-free. In an effort to demonstrate respect in the cafeteria, we use restaurant manners in the lunchroom. If we meet the lunchroom expectations previously addressed, we will have an enjoyable lunch period.

Student Signature: _____

ARRIVAL, ATTENDANCE and TARDINESS

Please be reminded that the CTMS academic day begins at 7:55 A.M. Students dropped off prior to 7:40 A.M. will need to wait in the vestibule until staff members are available to supervise the school day. Only students attending extra help, band, chorus or those who have a scheduled meeting with a teacher may enter the building before 7:40 A.M.

Students need time to enter the building, unpack and get ready for the learning day. When children are not in their homeroom by 7:55 A.M., they are considered “tardy.” Tardiness leads to disruption of self and to fellow classmates. Tardy students begin their school day in a more harried, disorganized fashion than their classmates who arrive on time. In addition, students who are late to class lose valuable instructional time and often disrupt the attention of the teacher and the learning of fellow students. Please keep these thoughts in mind when bringing your child to school. We know there are times when tardiness cannot be avoided due to unexpected situations. Planning for 7:40 A.M. arrival will help alleviate some of these stressful situations. Note that excessive, unexcused absences and tardiness will result in exclusion from after-school activities, and other disciplinary consequences may be issued in accordance with policy.

TARDINESS

If a child arrives at school after 7:55 AM, the parent/guardian must park in the visitor's parking lot and bring the child into the office and sign the attendance book in the main office. A child is tardy if he/she arrives after 7:55 AM and must report with a parent/guardian to the main office for a late pass. Tardiness is only excused when there are extenuating circumstances. Those who regularly arrive late disturb class time and demonstrate disrespect for the educational environment and other students.

ATTENDANCE and TARDINESS - BOE POLICY 5200 Updated September 2021

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.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school

personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. All pupils absent, regardless of the reason, must complete assignments which, in the opinion of the teacher, are necessary to assure continuity of the instructional program.

In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

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.

Excused Absences

Excused absences are when a pupil is absent from school for a full day or a portion of a day for one or more of the following reasons:

- The pupil's illness (must be verified by medical doctor's note after four consecutive days).
- A death or critical illness in the pupil's immediate family.
- Family illness.
- Educational opportunities.
- Take Your Child to Work Day.
- Excused religious observances, pursuant to N..S.A. 18A:36-14 through 16.
- When appropriate, when consistent with Individual Education Programs, the Individuals with Disability Act, accommodation plans under Plan U.S.C. SS 794 and 705 (20), and individualized health care plans pursuant to N.J.A.C 6A:16-2.3.

In general, pupils will be allowed one day to make up missed work for each one day of absence.

Chronic tardiness and absenteeism may result in disciplinary action.

As per policy 5200, "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."

For the complete attendance policy, see www.ctsdnj.org

BOOK BAGS

All book bags and backpacks must be sized to fit inside a 12" wide by 10" deep hall locker, where they will be kept during school hours. Sufficient time is provided for students to visit their lockers during the day to get necessary books and supplies. Safety concerns mandate that bookbags not be kept in classrooms or hallways to avoid potential hazardous situations.

BUS REGULATIONS

All students being transported on buses by the school district must be considerate of the safety and well being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting all students on that vehicle.

For the safety of all riders, students will be required to meet the following expectations:

Be respectful to self, others, and environment

- Listen to the driver and remain seated in the assigned seat with the seatbelt fastened at all times.
- School appropriate language is used at all times. Talk in a reasonable volume and tone of voice.
- Hands are kept to oneself. No part of the body is to be extended out the window.
- Enter and leave the bus in a polite manner.
- Respect other people's property. No throwing of objects inside or out of the bus.
- Keep the bus clean and aisles clear. Eating is prohibited on the bus.
- Taking photos or video with a cellphone is prohibited.
- School appropriate behavior is expected at the bus stop.
- In the morning, board the bus only at your stop.
- In the afternoon, get off the bus only at your stop, unless you have been issued a pass by the school office to get off your bus at a different stop. (A pass will be issued only upon receipt of a written request signed by a parent or guardian.)
- District policy only permits students to depart from their bus at a different stop, if they have presented a written note to the office in the morning from their guardian and the guardian of the household to be visited.
- Students **are not** permitted to ride a different bus. Each bus is scheduled in advance and may be near maximum capacity. Therefore, there is no way to guarantee seating. Additionally, in the case of delays or traffic accidents, last-minute changes would cause miscommunication. In rare circumstances, permission to ride another bus is permitted. Permission for these situations must be arranged in advance through Mrs. Shaw, at the Board of Education Business Office. The CTMS office cannot grant permission in these cases.

Riding a school bus is a privilege rather than a right. When students do not meet the above expectations, the following general guidelines will be followed:

First Offense: Discussion with the assistant principal or principal and parent contacted.

Second Offense: Detention and contact with the student's parents.

Third Offense: Exclusion from the bus for one school day.
(*Parents must provide transportation.*)

Fourth Offense: Exclusion from the bus for five school days.

(Parents must provide transportation.)

Fifth Offense: Exclusion from the bus for thirty school days and/or other consequences determined by the administrator on an individual basis.
(Parents must provide transportation.)

When a student is excluded from the bus, the parents are responsible for transporting him or her to and from school. (N.J.S.A. 18A:25-2)

A severe rule-breaking behavior will result in immediate exclusion (length of time to be determined) and/or other consequences assigned by the administrator on an individual basis.

Students should be aware that many of the buses have video cameras which record during each trip. These recordings are reviewed frequently to monitor behavior.

CAFETERIA /LUNCH

Cafeteria services are provided for all students. The menu is posted on the district's web site at:
http://clinton.ss9.sharpschool.com/resources/parent_resources/lunch_menus

- Students have a lanyard with a lunch card that has a barcode to identify individual students' lunch purchases. Parents will be able to deposit funds into a student account for the purchase of cafeteria meals. The system combines the flexibility and convenience of paying by credit card or bank draft (using the PayPal payment processing system), with the peace-of-mind that comes from knowing how your student is spending their lunch money through detailed transaction reports.
- Students who forget their lunch, or do not have money to purchase, will be permitted to "charge" a lunch. Maschio's Food Service will provide the student with a receipt detailing the money owed. Parents are asked to make the reimbursement in a timely manner. While we still accept cash at the register and personal checks, the automated system provides busy parents an opportunity to manage lunch funds online.
- Students will go directly from their lockers to the cafeteria. Students bringing lunches and beverages from home are to immediately sit at a table. Those students buying lunch or beverages should immediately walk to the kitchen and wait in an orderly line.
- Students need teacher/staff permission to leave the cafeteria and/or use the restrooms and must sign out.
- Students should be respectful and accept directions the first time given.
- Appropriate student conduct is expected at all times.
- Students have the privilege to choose their seats and are expected to behave appropriately at their table. Any disruption may result in students being asked to remove themselves from the group and relocate their seat.
- No more than 8 students may sit at a table.

- Food is to be eaten and disposed of properly. Each student is responsible for the area around and under his/her seat.
- Throwing food, beverages, or any other items is unacceptable and will result in disciplinary action.
- Food from outside restaurants delivered or brought to school to be shared is prohibited. Students are encouraged to bring their own lunches or purchase one in the cafeteria.
- Celebrations (birthdays) during lunch: Students may bring individual snacks to serve 8 only, No balloons or party favors will be permitted.

CLASSROOM ETIQUETTE

- Students should arrive at homerooms by 7:55 A.M., and should arrive at every class on time. If a student is detained by a teacher, he/she should obtain a pass to gain entry into their next class.
- Students should not leave any class without a signed pass.
- If a student needs to see the nurse, a counselor, or any other staff member, he/she must request a pass.
- Students should respect school property and the property of others.
- Students should refrain from chewing gum in school (including during lunch), on school grounds, and on the school bus.

REMOTE/VIRTUAL INSTRUCTION GUIDELINES

Students should consider their school network account as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. Policies and procedures within our Student Code of Conduct handbook will also apply to our digital learning environment. We advise parents to discuss with their children the importance of following the Student Code of Conduct and positive digital citizenship. A few items to remember when participating in remote learning are:

- School appropriate clothing if participating in a video assignment
- School appropriate language, either in speech or text
- Screenshots or recordings of Google classrooms are not permitted
- Use of chromebooks and internet in accordance with user agreement

COUNSELING DEPARTMENT

The primary goal of counseling at Clinton Township Middle School is to provide students with a safe, supportive environment in which to manage any crisis or ongoing issue that may otherwise impede their emotional growth. The program is developmental in nature, incorporating techniques that are meaningful in working with preadolescents in general and specifically, with middle schoolers at each grade level as they transition toward greater independence, acceptance of personal responsibility, and the need for more complex decision-making capacities.

Some specific areas that we strive to address with individuals as well as groups of students include the following:

- Accepting and respecting others, regardless of similarity or difference from oneself.
- Learning to view differences among people as positive or innocuous, not as something to be distrusted.
- Agreeing to disagree; developing strategies for getting along and working with those who are not your natural allies.
- Resolving conflicts for oneself or via the involvement of a mediator.
- Making positive life choices.
- Managing challenges at home, including sibling rivalry, parental relationships, and loss of loved ones.

DISCIPLINE

At Clinton Township Middle School, students are expected to be responsible and contributing citizens. Students who engage in rule-breaking behaviors interfere with the right to learn in an emotionally and physically safe environment.

Staff members have the responsibility to provide a classroom climate that is conducive to learning. They will address rule-breaking behaviors that interfere with learning and apply a logical consequence deemed appropriate. Consequences may include, but are not limited to, completion of a written plan, a phone call home, a parent conference, loss of privilege, or other administrative action.

Students who receive two or more unsatisfactory ("U") grades in conduct are ineligible for afterschool and evening activities for at least three weeks following the distribution of report cards. Ineligibility will be reviewed every three weeks, and students will be notified of their status.

Students who are suspended are ineligible for afterschool and evening activities beginning on the day that the suspension is assigned and continuing for five school days after the suspension is served. Students who continually display rule-breaking behaviors or whose rule-breaking behaviors are severe may be required to be accompanied by a parent or guardian when attending field trips or may be excluded from field trips and/or other school activities.

Depending upon the severity and/or frequency of the rule-breaking behavior, staff members may refer the student to the principal. Rule-breaking behaviors that may result in suspension from school and/or police involvement include--but are not limited to--the following:

- Possession or use of dangerous substances, including illegal drugs and alcohol
- Setting a false fire alarm or threatening the school community with an explosive device
- Possession of a weapon (including mace)
- Theft and/or possession of stolen property
- Reckless or deliberate damage of property
- Computer-related offenses

- Harming a member of our school community
- Threatening to harm a member of our school community through spoken or written words
- Bullying, harassing, or embarrassing a member of our school community through spoken or written words
- Acts of bias (intimidation because of race, color, religion, sexual orientation, or ethnicity)
- Possession and/or use of an unsafe instrument (including matches, lighters, penknives)
- Possession or use of tobacco
- Endangering the safety of others
- Fighting- The person(s) who initiates) the fight **and** the person(s) who participate(s) in it are held accountable.
- Gambling
- Unauthorized sale of items for personal profit
- Proliferation, distribution, or sale of sexually explicit pictures or printed material
- Truancy or leaving school without permission
- Insubordination
- Tampering with a pass, a note written by a staff member, or a note written by a parent
- Forging an adult's signature
- Possession of a weapon look-alike
- Obscene comments and/or gestures directed to school staff members

Clinton Township Board of Education Policy 5600

CONDUCT/DISCIPLINE

The Clinton Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board approved Code of Student Conduct is established to achieve the following purposes:

- A. Foster the health, safety, and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- F. Establish parameters for consistent responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are expected to:

- A. Conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others;
- B. Obey constituted authority and respond to those who hold that authority;
- C. Prepare mentally and physically for the process of learning each day school is in session;
- D. Be honest and refrain from all forms of cheating in the completion of school assignments and work;
- E. Take responsibility for their own behavior;
- F. Use time and other resources efficiently;
- G. Willingly share responsibilities when working with others;
- H. Meet the daily requirements of each course of study;
- I. Be accountable for their own progress toward school objectives; and
- J. Communicate with parents/guardians and appropriate school staff members.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The Superintendent shall establish the degree of order necessary to the educational program in which students are engaged.

Code of Conduct

The Superintendent or designee shall oversee the development of and the Board shall approve a Code of Student Conduct, which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Code of Conduct may be based on parent/guardian and student involvement, and locally determined core ethical values. The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.5.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The Board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The district Code of Conduct shall contain:

- A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;
- B. A description of behaviors that will result in detention, suspension or expulsion;
- C. A description of the students' rights to:
 - 1. Advance notice of behaviors that will result in suspensions or expulsions;
 - 2. Education that supports student development into productive citizens;
 - 3. Attendance in safe and secure school environment;
 - 4. Attendance in school irrespective of marriage, pregnancy, or parenthood;
 - 5. Due process and appeal procedures in accordance with law and Board policy;
 - 6. Parent notifications consistent with Board policy and law for law enforcement interviews (5605 Questioning and Apprehension), short-term and long-term suspension (5610 Suspension and Expulsion), due process and appeal procedures, and attendance (5200 Attendance, Absences and Excuses);

7. Records and privacy protections (8330 Student Records).

D. A description of comprehensive behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including:

1. Positive reinforcement for good conduct and academic success;
2. Supportive interventions and referral services;
3. Remediation of problem behavior that takes into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance
4. Behavioral interventions and supports for students with an IEP or accommodation plans.

E. A description of responses to violations of behavioral expectations that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors that shall:

1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
2. Be consistent with other responses as required by law for serious offenses including firearms, weapons and assault offense;
3. Ensure that the code of student conduct is applied equitably without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil-union, mental, physical, or sensory disability, or any other distinguishing characteristic;
4. Be consistent with the provisions of N.J.S.A. 18A:6-1 regarding the corporal punishment of students.

F. Expectations and consequences consistent board policies and procedures 5200 Attendance, Absences and Excuses and 5512 Harassment, Intimidation and Bullying;

G. A current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Student Behavioral Infractions

Students who display chronic behavioral or academic problems may be referred to the child study team by the Superintendent and/or designee for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

The Superintendent or his or her designee shall take appropriate measures to ensure that minority and male students shall not be disproportionately represented in detentions, suspensions and expulsions.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with Policy 5530 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The Principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this Board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

Harassment, Intimidation or Bullying

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board prohibits acts of harassment, intimidation or bullying against any student in accordance with Board Policy 5512 Harassment, Intimidation and Bullying, and law.

"Harassment, intimidation or bullying" is defined as any gesture, any 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 or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, that 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, what will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental 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 by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

Gangs

The Board acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation of gangs. A gang in this policy is defined as "any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

A. The Board prohibits the following on school property or at school related functions, and off school property if it involves intimidation or an attack on another student in the District:

1. Wearing of gang apparel, accessories, signs, insignias, or symbols on one's clothing or person;
2. Display of gang apparel, accessories, signs, insignias, or symbols on personal property; Communication in any method (verbally or nonverbally) designed to convey gang membership or affiliation;
3. Initiating, advocating, or promoting a gang or any gang-related activities;
4. Tagging or defacing school property with gang names, slogans and/or insignias;
5. Conducting gang initiations;
6. Threatening another with bodily injury and/or inflicting bodily injury on another in connection with a gang or gang-related activity;
7. Inciting, soliciting, or recruiting others for gang membership or gang-related activities;
8. Aiding or abetting any of the above activities by one's presence or support.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or by any other part of the school's disciplinary code, a finding that the conduct was gang-related or gang-affiliated shall be considered an aggravating factor in determining the appropriate punishment.

The Superintendent, Principal or other administrators shall attend a gang education seminar on how to recognize signs of gang involvement or activity within the first year of initial employment. Any administrator employed prior to October 12, 2007 shall attend the first seminar offered in the County. Administrators shall be exempt from attending the required seminar if that person has successfully completed a gang education seminar conducted by a public school district, which is equivalent to the required seminar.

Secret Societies

The Board prohibits fraternities, sororities, secret societies or other organizations that organize and perpetuate by selecting members:

- A. Drawn from outside the currently enrolled student body;
- B. Whose qualifications are based on considerations and/or the exclusion of students for race, creed, color, national origin, ancestry, age, marital status, familial status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, nationality, disability, pregnancy, political beliefs, or socioeconomic status;
- C. Whose qualifications are based on filling the special aims of such organization rather than the student's free choice;

All school activities shall be Board approved and conducted according to Board policies 2430 Extracurricular Activities and 2431 Intramural and Interscholastic Competition in school activities shall be the free choice of any student and school activities shall not discriminate (see Board policy 1140).

Any student who seeks to form or is a member of a fraternity, sorority, society or organization composed in whole or in part of district students shall be subject to discipline according to the Code of Student Conduct (see 5600 Conduct and Discipline Regulation).

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP and accommodation plans. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the Board approved Code of Student Conduct and accepted Board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed and updated along with the Code of Student Conduct on an as needed basis. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

Implementation

The Superintendent shall ensure that the rules for this policy are applied consistently with the district's Code of Student Conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

The Board may review and update the Code of Student Conduct annually, when necessary. The Code of Student Conduct shall be posted on the district's website annually for public viewing and shall be included in the student's handbooks.

The Superintendent shall report as required by law to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Principals shall ensure that staff members receive annual training on the Code of Student Conduct, including training on the prevention, intervention, and remediation of student conduct that violates the Code of Student Conduct. Information on the Code of Student Conduct shall be incorporated into the orientation for new employees.

CLINTON TOWNSHIP BOARD OF EDUCATION REGULATION 5600R

Code of Student Conduct

Purpose

The purpose of these regulations is to:

- A. Foster the health, safety, social, and emotional wellbeing of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- F. Establish parameters for school responses to violations of the student discipline/Code of Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students histories of inappropriate behaviors;
- G. Promote character in students;
- H. Teach students about appropriate behavior and citizenship in school and in society.

Rules of Conduct

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

Students shall respect themselves and everyone in the school community by demonstrating following behaviors:

- A. Follow classroom rules set by teachers;
 - 1. Be polite;
 - 2. Use appropriate language with no profanity;
 - 3. Follow the dress code (Board Policy 5511);
 - 4. Treat others as they want to be treated;
 - 5. Keep the Clinton Township School District bully-free, including reporting all incidents of bullying.

B. Students shall respect school property by demonstrating the following behaviors:

1. Keep desks, walls, and lockers clean;
2. Take care of books and all other school materials;
3. Respect hall and classroom displays;
4. Refrain from gum chewing and candy consumption in school;
5. Use all school facilities, including bathrooms as intended.

General Behavioral Expectations

A. In the school building and the classroom:

1. Keep hands, feet, and objects to yourself;
2. Fighting is never acceptable. It's never a solution. Use conflict resolution and pro-social skills lessons skills;
3. Follow fire and safety rules.

B. In the hall:

1. Walk quietly and orderly in the hall;
2. Use an inside voice;
3. Stay to the right;
4. Respect the learners in the rooms you pass;
5. Hold doors open for others;
6. Follow fire and safety rules.

C. Come to school prepared:

1. Be on time for school and class;
2. Do your own work. Cheating and plagiarism will not be tolerated;
3. Be prepared for class by having all the supplies you need;

D. Cafeteria and playground rules:

1. Use good table manners;
2. Use an inside voice;
3. Listen and follow the teacher's instructions;
4. Respect cafeteria and playground supervisors;
5. Follow fire and safety rules.

E. Use electronics and technology resources appropriately:

1. Keep cell phones turned off in school;
2. Use computers and the Internet in accordance with the user agreement;
3. Use technology and electronics according to the directions and procedures given by teachers;
4. Follow Internet safety rules.

F. Students assigned to a school bus must obey all school rules, and:

1. Show respect for the driver at all times;
2. Enter and leave the bus in an orderly manner;
3. Ride only the bus to which they have been assigned;

4. Be and remain seated while the bus is in motion;
5. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
6. Talk in a reasonable tone of voice and avoid loud noises;
7. Extend no portion of the body or other object out a bus window;
8. Keep aisles clear at all times;
9. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
10. Refrain from smoking, eating, and drinking on the bus; and
11. Possess, use, or distribute no substance in violation of Policy 5530 Substance Abuse

Prohibited Behaviors

Students shall not:

- A. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- B. Create disorder or disruptions on school premises;
- C. Harass, intimidate, or bully, and/or procure the property of others by threat or intimidation;
- D. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
- E. Steal, damage, or deface the property of other students, staff members, or the district;
- F. Engage in the sexual and/or other harassment of students or staff members;
- G. Violate codes of conduct adopted for organizations of students;
- H. Possess or use weapons or any implement intended to harm others;
- I. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- J. Convey information about other students or staff members known to be false;
- K. Act so recklessly as to endanger the safety of others;
- L. Enter school premises or any specific portion of the premises without permission and without Authority:
- M. Vandalize school property, real or personal;
- N. Create litter on school property;
- O. Be truant from school or class;
- P. Cheat or otherwise engage in academic dishonesty;
- Q. Persistently refuse to complete homework and other assignments;
- R. Engage in illegal gambling;
- S. Smoke on school property;
- T. Falsify an excuse or any school document;
- U. Set fire to or cause a fire in any way on school premises;
- V. Possess or explode a firecracker or other explosive device on school premises;
- W. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- X. Possess, use, or distribute a substance in violation of Policy 5530 Substance Abuse;
- Y. Join a secret society prohibited by law; or
- Z. Engage in any other activity expressly prohibited by a school staff member in authority.

The Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is

reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and N.J.S.A. 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and regulation 5131 Conduct and Discipline, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3 or 6A:16-7.5.

Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the student's violation of school rules. The measures are sequential and are organized in order of severity. The age of the student, nature of the offense and circumstances surrounding the offense will all be taken into account when discipline is being applied.

A. Admonishment

A school staff member in authority may admonish the student for his/her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty. Teachers will settle less serious discipline issues in the classroom. A conference, a phone call to the parent or a teacher assigned detention will settle most cases. Students will be sent to the office in more severe cases.

B. Deprivation of Privileges

Students may be deprived of the following privileges for disciplinary reasons:

1. Moving freely about the school building;
2. Participation in co-curricular or extracurricular activities;
3. Participation on sports teams, or in competitions;
4. Attendance at a school-related social or sports activity;
5. Participation in a graduation ceremony;
6. Transportation by school bus; or
7. Any other privilege the Principal or designee determines may be appropriate and consistent with this Regulation, and N.J.A.C. 6A:16-7.1 et seq.

C. Temporary Removal from Classroom

1. The classroom teacher may direct the student to report to the office of the Principal or Superintendent for repeated serious infractions;
2. The teacher will inform the office as to the student's name, homeroom, and the conduct that has caused the student's removal from the room;
3. Students who are sent to the office will be dealt with in a firm, fair, and consistent manner;
4. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

D. Detention

1. The student may be required to report before or after the school day to detention for a period of supervised study;
2. Transportation will be the responsibility of the student's parents or legal guardians;
3. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

E. Grading

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

F. In-school Suspension

1. The student may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study;
2. In-school suspension is a deprivation of the student's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5610 Suspension and Expulsion;

G. Suspension from School

1. The student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and N.J.A.C. 6A:16-7.3 and Policy 5610 Suspension and Expulsion;
2. Suspension from school is a deprivation of the student's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5610 Suspension and Expulsion.

H. Expulsion

1. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5 and Policy 5610 Suspension and Expulsion;
2. Expulsion is an extremely serious disciplinary measure; it deprives the student of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5610 Suspension and Expulsion.

Student Signature: _____

Remedial Measures

The following remedial measures may be taken to aid in correcting student conduct and to ensure that the student is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

A. Restitution and Restoration

The student and parent/guardian may be required to:

1. Make restitution, in kind or cost or labor, for any loss he/she has caused; or
2. Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.

A student who refuses to make restitution or restoration as directed may be disciplined by one or more of the Disciplinary measures listed above. The student may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.

B. Guidance and Counseling

1. The counselor will explain:

- A. Why the student's conduct is unacceptable to the school and damaging to the student;
- B. What the consequences of continued misconduct are likely to be; and
- C. Appropriate alternate behaviors.

2. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

- A. The child study team;
- B. Intervention and referral team;
- C. A public or private social agency; or
- D. A legal agency.

C. Parent Conferences

The student may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

D. Alternate Educational Program

The student may be assigned to an alternate educational program as recommended by the Child Study Team, and/or Superintendent in consultation with the Child Study Team or Intervention and Referral Services team.

Disciplinary Procedures

- A. This Policy and Regulation 5600 Conduct and Discipline/Code of Student Conduct can be found on the district's website.
- B. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly;
- C. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline:
 - 1. Orally inform the student of the conduct for which he/she is being disciplined;
 - 2. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
- D. Where the discipline is greater than an admonishment, the student's parents/legal guardians will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the person imposing the consequences;
- E. Where the offense is serious and the discipline greater than detention, parents/guardians will be notified as immediately as possible;
- F. An in-school suspension, out-of-school suspension, or expulsion will be conducted in strict accordance with law and Policy 5610 Suspension and Expulsion.

Students with Disabilities

For students with disabilities, subject to individualized education programs (IEP) in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. § 794 and 705(20) student discipline and the Code of Conduct shall be implemented in accordance with the components of the applicable plans.

Student Rights

Students subject to the consequences of this Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1 that include:

- A. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
- B. Education that supports student development into productive citizens;
Attendance in safe and secure school environments;
- C. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
- D. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through -1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8 (due process for students with disabilities);
- E. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
- F. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6:3-6, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 41-55 of the Elementary and

Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19. Creation; Student Records: Maintenance and Retention. Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9. Student Records as well as other existing Federal and State laws pertaining to student Protections.

Records

- A. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and this Policy;
- B. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information: penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10(iv) and N.J.A.C. 6A:16-7.10:
 - 1. The record shall be provided within two weeks of the date that the student enrolls in the receiving district;
 - 2. Written consent of the parent or adult student shall not be required as a condition of the transfer of this
 - 3. When a student transfers to a private school which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspensions or expulsions shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b);
 - 4. The Board shall not use a student's past offenses on record to discriminate against that student;
 - 5. All student disciplinary records maintained in the district shall conform to the requirements set forth in N.J.A.C. 6A:16-7.10(d).

Annual Report

The Superintendent shall report, on an as needed basis, the implementation of this Policy and Regulation at a public meeting. Any proposed changes to the district's current policies, procedures, programs or initiatives, will also be implemented on an as needed basis.

Alphabetical Chart of Disciplinary Consequences

Violation	First Offense	Second Offense	Third Offense
Arson	In or Out of School Suspension/ Parent Conference/ Counseling/ Police notification	Suspension/ Counseling/ Alternate Education Program	Alternate Education Program
Assault Refer to Policy 5610	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program
Assault With Weapon Refer to Policy 5611	Police Contact/ Memorandum of Agreement/ Police Notification/ Removal of Student(s)/ Alternate Education Program	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education Program	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education Program/ Possible Expulsion
Cheating/Plagiarism	Warning/ Deprivation of Privilege/Detention/ Grading/ Parent Conference	Grading/ Detention/ In-School Suspension/ Parent Conference	Grading/ In-School Suspension
Cutting Class Leaving Class Leaving assigned Illness without permission Refer to Policy 5200	Detention/ Parent Conference/ In-School Suspension	In-School Suspension	Suspension
Cutting Detention	Detention/ Parent Conference/ In-School Suspension	In-School Suspension	Suspension

Violation	First Offense	Second Offense	Third Offense
Dating Violence Refer to Policy 2422	Warning/ Temporary removal from classroom/ Administrative Detention/ Parent Conference/ Possible Police Notification	In-School Suspension/ Out of school Suspension/ Police Notification	Reports to law Enforcement/ Expulsion
Defiance of Authority	Warning/Detention/ Parent Conference/ Counseling	Detention/ In-School Suspension	In-School Suspension/ Suspension
Destruction of school, staff or student property Refer to Policy 7610	Warning/ Deprivation of Privilege/ Detention/ In-School Suspension/ Parent Conference/ Restitution	In-School Suspension/ Counseling/ Restitution	Suspension/ Restitution
Disobedience	Warning/ Deprivation of Privilege/Detention/ Parent Conference	Detention/ In-School Suspension/ Counseling	In-School Suspension/ Suspension
Disruption	Warning/ Deprivation of Privileges/ Detention/ Parent Conference	Parent Conference/ In-School Suspension/ Counseling	Suspension
Exploding Devices Refer to Policy 5611	Suspension/ Parent Conference/ Police Notification/ Alternate Education Program	Suspension/ Counseling/ Police Notification/ Alternate Education Program	Police Notification/ Alternate Education Program
Extortion	Detention/ In-School Suspension/ Parent Conference	In-School Suspension/ Suspension	Suspension
Failure to Wear Seatbelt on School Bus	Warning/ Deprivation of Privilege/ Parent Conference	Deprivation of Privilege/ Detention	Deprivation of Privilege/ In-School Suspension

Violation	First Offense	Second Offense	Third Offense
Falsifying a Fire or Security Alarm	Warning/ Parent Conference/ Police Notification/ Detention/ In-School Suspension	Warning/ Parent Conference/Police Notification/ Detention/ Out of School Suspension	Warning/ Parent Conference/ Police Notification/ Detention/ Out of School Suspension
Fighting	In-School Suspension/ Suspension/ Parent Conference	Suspension/ Parent Conference	Suspension/ Counseling/ Parent Conference
Forgery	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension	In-School Suspension/ Suspension
Gambling	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension/ Counseling	Suspension
Harassment, Intimidation, or Bullying Refer to Policy 5512	Warning/ Deprivation of Privileges/ Detention/ Parent Conference/Counseling	Deprivation/ In School/ Out of School Suspension/ Parent Conference/ Counseling	Suspension/ Expulsion
Inappropriate Language	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension	Suspension/ Counseling
Inappropriate Dress Refer to Policy 5511	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension/	Suspension/ Counseling
Inappropriate Behavior on School Bus	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension/ Deprivation of Privilege	Suspension/ Counseling/ Deprivation of Privilege
Littering	Warning/ Deprivation of Privilege/ Parent Conference	Detention	In-School Suspension

Violation	First Offense	Second Offense	Third Offense
Misuse of Computer Networks/Computers Refer to Policy 2360	Warning/ Deprivation of Privilege/ Parent Conference/ Detention	Deprivation of Privilege/ Detention/ In-School Suspension	Deprivation of Privilege/ Suspension
Membership in Secret Society Refer to Policy 5600	Warning/ Deprivation of Privilege/ Parent Conference/ Counseling	Parent Conference/ Deprivation of Privilege/ Detention/ Counseling	In-School Suspension/ Counseling
Recklessness	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension	Suspension
Sexual Harassment Refer to policy 1140	Suspension/ Parent Conference	Suspension/ Counseling	Suspension/ Alternate Education Program
Smoking on School Grounds Refer to policies 7434 and 5530	Warning/ Deprivation of Privilege/ In-School Suspension/ Parent Conference	In-School Suspension/ Suspension/ Counseling	Suspension
Substance Abuse Refer to Policy 5530	Suspension/ Parent Conference/ Counseling	Suspension/ Counseling/ Alternate Education Program	Counseling/ Alternate Education Program
Terroristic Threat Refer to Memorandum of Agreement with Law Enforcement	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference
Theft/Damage Refer to Policy 7610	Warning/ Deprivation of Privilege/Detention/ In-School Suspension/ Parent Conference/ Restitution/ Possible Police Notification	In-School Suspension/ Counseling/ Restitution/ Possible Police Notification	Suspension/ Restitution/ Police Notification
Truancy Refer to Policy 5200	Warning/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/ Parent Conference	In-School Suspension/ Counseling

Violation	First Offense	Second Offense	Third Offense
Use of Force Refer to Policy 7610	Detention/ In-School Suspension/ Parent Conference/ Possible Police Notification	In-School Suspension/ Suspension/ Counseling/ Possible Police Notification	Suspension/ Alternate Education Program/ Police Notification
Use or Possession of an Exploding Device Refer to Policy 5611	Suspension/ Parent Conference/ Police Notification/ Alternate Education Program	Counseling/ Police Notification/ Alternate Education Program	Alternate Education Program/ Police Notification
Vandalism Refer to Policy 7610	Restitution/ Warning/Detention/ Parent Conference	Restitution/ Detention/ In-School Suspension	Restitution/ Suspension/ Counseling
Weapon Possession Refer to Policy 5611	Suspension/ Alternate Education/ Police Notification	Alternate Education Program/ Police Notification	Expulsion/ Police Notification
Wrongful Entry	Warning/ Detention/ In-School Suspension/ Parent Conference/ Police Notification	Detention/ In-School Suspension/ Police Notification	In-School Suspension/ Police Notification

DRESS CODE - BOE Policy 5511 Updated June 2021

The Clinton Township Board of Education recognizes that the student dress code should support equitable educational access and should not reinforce stereotypes. Each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. Student dress code and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

Guiding Principles and Beliefs

- All students should be able to dress comfortably for school without fear of discipline.
- All students and staff should respect that personal appearance is an individual expression and not a topic for comment and/or criticism.
- Teaching staff members are responsible for teaching and should not be burdened with dress code enforcement.
- Students and their parent(s) or legal guardian(s) have the right to make decisions regarding their appearance, except when their choices affect the educational programs of the schools.

The Board will not interfere with the right of students and their parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational programs of the schools.

Rules and Regulations

- The Board authorizes the Superintendent to enforce school regulations prohibiting student dress and grooming practices which:
- Present a hazard to the health or safety of the student or of others in the school;
- Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement;
- Contain language or symbols depictive of a sexual nature, of drugs, alcohol, or tobacco, violence or gangs or any other language or image that is not appropriate for the learning environment;
- Contain any obscene writing, or promotes suggestive, indecent or unacceptable school behavior whether stated or implied;
- Are directly offensive to any group based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, disability, or political views.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt (or the equivalent) and shoes.
- Shirts and dresses must contain fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands, and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight of any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Enforcement & Intent

- The administrative staff may modify the dress code for specific school-sponsored activities or school-sponsored events.
- The building principal or their designee shall determine whether the dress of an individual interferes with the school programs and/or creates disorder by violating the dress code.
- When enforcing the school dress code, staff members and administrators shall take reasonable measures to address the student in private.

- Students who violate the school dress code will remove the items and/or replace them with either clothing they have with them or clothing that the school will loan them. If no clothing is available, parent(s) or legal guardian(s) will be contacted to request other clothing.
- Individuals are entitled to their own opinions on the student dress code, but not all instances related to the CTSD dress code will result in a disciplinary response.
- The intent of this policy is to keep our students safe and focused upon their academic experience.

EARLY ALERT

If a child is going to be absent or tardy, it should be reported on the “Early Alert” line. (Call 238-9141 and press 1). Please do not leave this type of message on the teacher’s voicemail. To ensure student safety, we are required to check each absence every day, and a prompt call to the Early Alert line will assist us in this process.

EMERGENCY DRILLS

All CTSD schools follow the SRP Protocols. <http://iloveguys.org/srp.html>

When an alarm sounds, all class activities must cease immediately. Students will follow their teachers in an orderly fashion to designated areas and wait quietly for instructions. It is essential that students both exit and re-enter the building in silence.

At the all clear signal, students will quietly follow their teacher back into the building and classrooms. Any student not in their classroom at the beginning of the drill should go with the nearest class and that teacher will inform the student’s regularly scheduled teacher. Students who fail to adhere to the drill procedures may be subject to disciplinary action.

EXPECTATIONS FOR ACADEMIC INTEGRITY

Students should always:

- Work to his/her best ability
- Cite all sources used (from internet and other reference sources)
- Use his/her own language when constructing responses
- Use only authorized materials during a test
- Submit homework on time
- Submit work that is representative of his/her own efforts
- Collaborate and utilize support services as intended
- Use school resources for their intended purpose to support personal growth

Violation of the Academic Integrity code will result in a failing grade, parental notification, as well as other possible consequences.

GRADING POLICY

NUMBER	REPORT CARD GRADE
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

A student receiving an incomplete ("I") in any subject will have two weeks from the report card distribution date to complete missing assignments.

HIB ~ HARASSMENT, INTIMIDATION, AND BULLYING PREVENTION

On September 1, 2011 the NJ Anti-Bullying Bill of Rights Act went into effect. All New Jersey Public Schools are required to follow policies and procedures aimed at prohibiting harassment, intimidation and bullying in the school setting. Every school has an Anti-Bullying Specialist and a School Safety and Climate Team on site. There are scheduled parent information sessions at each school during DCC meetings in order to provide detailed information about the law and procedure.

CTMS SCHOOL SAFETY and CLIMATE TEAM

Mrs Steffner: Principal

Mr. Mason: Vice Principal

Mrs. Mueller and Mr. James: Anti-bullying Specialists

Teacher Representatives and Child Study Team Members

The Clinton Township Board of Education prohibits acts of harassment, intimidation, and bullying against pupils (5512.01). Harassment, intimidation, or bullying means any gesture, written, verbal or physical act, or any electronic communication that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability.

Anti-bullying Information: http://clinton.ss9.sharpschool.com/resources/anti-bullying_information

Anti-bullying Policy:

http://rvs.ctsdnj.org/UserFiles/Servers/Server_325015/File/5131.1%20Harassment,%20Intimidation%20and%20Bullying.pdf

HIB Reporting Form:

http://clinton.ss9.sharpschool.com/UserFiles/Servers/Server_324588/File/Resources/Anti-Bullying%20Info/2015-16%20HIB%20REPORT%20FORM%20.pdf

All HIB documents, including report forms, are located on the school and district websites.
<http://www.ctsd.k12.nj.us/hib/>

HOMEWORK

All students should expect to receive homework assignments every day in order to reinforce material learned in class.

Practicing skills at home is important and assignments should be of reasonable length. The time planned for the completion of homework in grades 6, 7 and 8 is up to 90 minutes.

- Daily homework grades will count for 20% of the achievement grade. Long-term assignments, lab activities, project grades, etc. will be averaged into the remaining 80% of the grade along with tests.
- Daily homework assignments not handed in on the due date will not receive full credit. In exceptional cases, a one-day grace period may be granted through a parent-teacher communication. Partial credit may be given for partially completed assignments.
- Students missing any assignments because they were participating in other school activities during their regular class period are responsible for determining how to make up missed essential course material.
- Homework requests will be honored for a student absence of three or more days. Parents should contact the main office (238-9141) and allow the school 24 hours to gather assignments. Students have two days for every day of absence to make up missed work.

HONOR ROLLS

The Honor Roll at CTMS is an honor achieved by a student for his/her exemplary performance.

Academics and behavior in all classes are taken into account. Students who earn all "A's" (A+, A, A-) will be on the High Honor Roll. Students who earn all "A's" and "B's" (+ or -) will be on the Honor Roll. No student with a "U" in conduct will be listed on either Honor Roll.

LOCKERS

Homeroom teachers assign lockers to students. Students should go to their lockers only during assigned times.

The school lends lockers to students for their convenience and for the safekeeping of their personal property.

- For security purposes, students should not give their locker combination to or share their locker with classmates.
- Students are expected to secure their lockers at all times. Each student is responsible for all items in his/her locker.
- A student who has a locker-related problem should inform his/her homeroom teacher.
- A student will lose his/her locker privilege if he/she abuses it through poor maintenance, poor security, or misconduct in the locker area.

- Student lockers will be inspected on a regular basis. Students should not keep valuable or inappropriate items in their lockers. If such an item is found, it will be removed, the student informed, and the item will be returned to his/her parents.
- A dangerous substance, a weapon, or any other type of illegal item found in a locker will be reported to the police.

Gym lockers are also available for the convenience of students to use during gym class.

- A combination padlock may be obtained from the physical education teacher for use for the entire year; a one-dollar deposit is required. Those students failing to return their locks at the end of the year will be assessed a \$5.00 replacement fee.

LOST AND FOUND

Any student who loses an item may look for it in the health office. Lost and found items are also displayed in the lunchroom daily. Items are kept for a month and then donated to a local charity.

PARENT PORTAL

The Parent Portal is part of the district's Powerschool student information system. Parent Portal allows parents and guardians to view students' grades and attendance, submit updated contact information, and get in touch with teachers via email. To access the portal, use the following link: ctsd.powerschool.com/public

Please note that if you have not previously set up your guardian account, you will need the "linking codes" (the Access ID and Access Password) unique to each student to link pupils to your login. These codes are sent out early in the school year. If you have not received your code or are having difficulty accessing the site, please email parenthelp@ctsdnj.org. More detailed instructions for using the Parent Portal can be found at http://ctsdnj.org/resources/parent_resources/parent_portal. A parent may request a conference with a teacher or team at any time to discuss his/her child's progress.

PREPARATION AND PERFORMANCE

Students are expected to submit quality homework and classwork and to come to class prepared with all necessary materials (Chromebook, covered textbook, this agenda, a notebook, a pen or pencil, and any other required materials).

REPORT CARDS

Report cards will be available to view via the Parent Portal 4 times a year. Each marking period will consist of approximately nine weeks. End of year report cards will be issued and sent home at the end of the school year.

School Furnished Electronic Device; 1:1 Technology Initiative

All students at Clinton Township Middle School participate in an in-school 1:1 program. The students will be assigned a Chromebook for use during the school day that will be stored and charged in the school building. The program will provide students classroom access to the creation tools and educational content afforded through technological devices.

The mission of the Clinton Township School District 1:1 program is to:

- Provide equal in-school device access to technology for learning.
- Increase home/school technology through technology based curricular materials.
- Facilitate student learning and digital citizenship using technology.

The CTMS 1:1 pilot program is governed by the following Board of Education Policies:

- 6142.10 Internet Safety and Technology
- 3514.1 School Furnished Electronic Device: Distribution and Use
- 5131 Code of Student Conduct

Information about the CTMS 1:1 Program, Documents & Forms can be found at:

http://www.ctsdnj.org/departments/technology/1_1_program

SCHOOL HOURS

On regular days, school is in session from 7:55 A.M. to 2:20 P.M. The buses unload in the morning from 7:40-7:55 A.M. and reload in the afternoon from 2:20-2:25 P.M. On early dismissal days, CTMS students are dismissed at 11:55 A.M. On delayed opening days, school is in session from 9:55 A.M. to 2:20 P.M. Students may enter the building at 9:40 A.M.

STUDENT ACTIVITIES

Many activities are offered to students. Students who are active in the life of the school enjoy school more than those who are not and help to make the learning environment a more effective one for everyone.

School Council - Membership on the School Council is open to all students who wish to apply for this leadership development opportunity. Council-sponsored activities include: community service projects, school beautification, special school wide school programs, and sponsoring a school dance.

Clubs - A number of after or before school clubs are open to students in all grades. Each has its own time schedule. School announcements provide information on club activities.

Interscholastic sports - Students in grades 6, 7, and 8 may try out for school teams in the following sports: soccer (for both boys and girls), volleyball (for girls only), and cross country (for both boys and girls) in the fall; basketball (for both boys and girls) in the winter; softball (for girls) and baseball (for boys); lacrosse (for boys and girls) in the spring.

Information on the medical clearance requirements for participation in sports or in ski club can be found on the CTMS website. <http://ctms.ctsdnj.org/cms/One.aspx?portalId=325241&pageId=4104514>

School Dances - Students in grades 6, 7 and 8 are invited to attend school dances on selected Friday evenings throughout the year. Dances are for Clinton Township youngsters only. School dress code applies to dances. Dances begin at 7:00 P.M. and end promptly at 9:00 P.M. Students will be able to enter the dances once they have a signed permission slip on file in the office, or one signed by a parent at the door. Cell phones and cameras are not permitted to be used during the dance. Arrangements for transportation home from a dance should be secured prior to a student's attendance. The person providing transportation must park and come into the Middle School to pick up the student.

TELEPHONES, CELL PHONES, SMART WATCHES, SMART PHONES CAMERAS & ELECTRONIC DEVICES

Student use of the office telephone during school hours is limited to emergencies, and the student must come to the office with a teacher's permission. Students should plan ahead for after-school activities by making arrangements before leaving home.

- All cell phones must be switched off and stored in the locker during school hours.
- Students using cell phones during the school day without teacher permission will forfeit their phone to the teacher until the close of the school day.
- A second violation will result in the phone being kept in the office until the end of the day and parent notified.
- A third offense will result in the phone being turned into the office. Parent may be required to pick it up from the main office. Student will then be required to turn the phone into the main office during arrival and pick it up during dismissal for a predetermined amount of time.
- The use of any camera, camera phone, or watch camera during school hours without teacher or administrator permission is a violation of privacy and is not permitted.
- The school is not liable for any lost, stolen, or damaged devices

Student Signature: _____

WALKING/BICYCLING TO SCHOOL

Students must have a completed Request for Daily Supervision at Dismissal School Form in the office before they have permission to walk or ride a bike to and from school. The form explicitly allows students to walk/ride a bike only to their or a friend's house with parental permission.

Due to the high volume of traffic and road conditions students' WILL NOT be permitted to walk into Clinton