

# Indian Mills Memorial School Student Handbook

## STUDENT RIGHTS

- All students attending IMMS have the right to learn, to be treated fairly and with consideration, to expect appropriate and not hurtful communication from others, and to request and receive help.
- If any student is having trouble with another student, there are many ways for him/her to receive assistance. First and foremost, a student having trouble academically or with another student should talk to a teacher. Students can also seek assistance from the counselor, the nurse, the principal, teacher's aides, or any other school staff member.
- The staff of IMMS is dedicated to helping students get the most out of their years at IMMS. We encourage students to reach out for help whenever they need it.

## PURPOSE OF REGULATIONS

- Foster the health, safety, social, and emotional well-being of pupils;
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- Promote achievement of high academic standards;
- Prevent the occurrence of problem behaviors;
- Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
- Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

## PROGRESSIVE DISCIPLINE

- Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline seeks concurrent accountability and behavior change. The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:
  - Understand why the behavior is unacceptable and the harm it has caused
  - Understand what they could have done differently in the same situation
  - Take responsibility for their actions
  - Be given the opportunity to learn pro-social strategies and skills to use in the future
  - Understand the progression of more stringent consequences if the behavior recurs
- The following facts will be considered prior to determining the appropriate disciplinary measures:
  - The nature, severity, and scope of the behavior
  - The student's age and maturity
  - The circumstances/context in which the conduct occurred
  - The frequency and duration of the behavior
  - The student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each)
  - The student's IEP (Individual Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable

## **DISCIPLINARY CONSEQUENCES**

- The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity. When a consequence says “up to” it includes the possibility of all disciplinary measures listed below up to the one stated.
  - Warning/Teacher Conference/Parent Contact - School staff members may discuss the unacceptable behavior with the pupil and warn the pupil that additional misconduct may warrant a more severe penalty.
  - Temporary Removal from Classroom - The classroom teacher may direct the pupil to report to the office. This will be followed up with parent contact from the teacher.
  - Lunch detention - Students may be assigned lunch detention, after parent contact, for the lunch period, recess, or both. Students will always be given the opportunity to eat their lunch.
  - Teacher Detention (Until 3:15 pm)
  - Administrative Detention (Until 4:00 pm)
    - Teacher Detention will occur on Wednesdays.
    - Administrative detention will occur as needed.
    - Parent contact will precede any after-school detention to explain student behavior / reason for the consequence.
    - Parents are responsible for transportation from after school detention.
    - Students serving detention are not permitted to participate in sports or clubs that day.
  - In-school Suspension - The pupil may be removed from their regular classes and required to report to an in-school suspension program for supervised study. This could be for part or all of a school day(s).
  - Out of School Suspension - The pupil may be denied the right to attend school for a period of time.
  - Deprivation of Privileges - The pupil may be deprived of the privilege of:
    - Moving freely about the school building,
    - Participation in co-curricular or interscholastic activities,
    - Attendance at a school-related social or sports activity,
    - Participation in a graduation ceremony, or
    - Transportation by school bus, or
    - Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600.
  - Expulsion - The Board may expel a general education pupil from school.
  - Third administrative offenses and subsequent referrals: Multiple day suspension pending Administrative Review/Superintendent’s Hearing/police intervention when warranted.

## **1. Arrival and Dismissal**

- a. The school day is from 7:55 AM to 2:20 PM. No students should arrive at school before 7:40 AM without prior approval.
- b. Students arriving after 7:55 AM are late and must sign in at the Main Office.
- c. School will be dismissed at 2:20 PM. Students should exit the building through the front doors and proceed immediately to their buses.
- d. Students for parent pick up report to the hallway outside the gym.
- e. Students who are remaining after school should report directly to the proper location.

## **2. Academic/Attendance Eligibility**

- a. Students who earn two failing grades in an academic class or one failing grade in an academic class and one failing grade (U) in a related arts class on their report card will become ineligible to participate in school athletics, school dances (7th and 8th), 6th Grade Braves Bash, and 5th grade Fun Fest starting on the date report cards are issued.
- b. Students can be removed from the ineligible list in the following ways:
  - i. by earning a 70%/Satisfactory at the mid point (the date in danger of failing letters are sent home) of the following marking period in the course in which they failed.
  - ii. by earning a passing grade in the class on the next report card.
- c. If a student is put on the Academic Ineligible List during a sports season, they will be removed from their team and cannot attend or participate in any practices/meetings or games.
- d. Chronic Absenteeism: Students with 18 absences or more may become ineligible for all athletics and after-school activities.
- e. Lateness: 16 unexcused lates may result in a 1 day suspension and loss of extra-curricular privileges.

## **3. ATHLETICS SPECTATOR GUIDELINES**

- a. Students who wish to attend as spectators are required to leave school at dismissal and return at the scheduled time for the event.
- b. All rules for school conduct apply to those who attend after school activities and athletic events. Those who attend these events are to remain in the area where the event is taking place.

## **4. BIKING/WALKING TO SCHOOL**

- a. Pick up a Bicycle/Walking Permission Form from the IMMS Main Office. Complete the form and return it with a parent's signature to the Main Office.

## **5. BUS CONDUCT**

- a. It is extremely important for each student to observe the rules of proper conduct while riding on the bus. Bus drivers are supplied with forms for reporting student misbehavior, and a report of misconduct may result in disciplinary consequences.
- b. Students may only ride the bus to which they have been assigned. Students are not allowed to ride another bus to or from school without the parent completing a Child Care Provider form and submitting it to the BOE office.

## **6. CODE OF CONDUCT: CHART OF DISCIPLINE** - Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion. The behaviors include, but are not limited to:

- a. Bomb Threats - resulting in the evacuation of the building and/or police intervention
  - i. First offense: Up to 10 day suspension pending Superintendent's Hearing/Expulsion Hearing/police intervention
- b. Bus Conduct: The school code of conduct and all school rules apply to riding school buses, including to and from sporting events and field trips. Student misbehavior on the school bus may fall under other categories in the Code of Conduct and be disciplined as such.
  - i. First Administrative Referral: Based on the nature of the offense, parent contact, and administrative detention. (Unless offense falls under another category)
  - ii. Second Administrative Referral: Based on the nature of the offense, parent contact, administrative detention, suspension up to 2 days.

- iii. The district has the right to exclude the student from using district transportation. Parents would be responsible for providing transportation.
- c. Cheating - Including, but not limited to: copying, plagiarism, and/or use of unapproved technology
  - i. First offense: Student will receive no credit on the assessment or assignment.
  - ii. Subsequent offenses: Student will receive no credit on the assessment or assignment. Detention or suspension determined by Administrative Review.
- d. Cutting Class - Including lunch. Teacher will speak to the student regarding absence from class prior to submitting disciplinary referral.
  - i. First Administrative Referral: Based on the nature of the offense, up to Administrative Detention.
  - ii. Second Administrative Referral: Based on the nature of the offense up to 2 day suspension.
- e. Defiance - Will be handled through parent conference, teacher detention, and/or guidance involvement. After these options have been exhausted, the student will be referred to the office for administrative intervention.
  - i. First Administrative Referral: Based on the nature of the offense up to 2 days suspension.
  - ii. Second Administrative Referral: Based on the nature of the offense up to 4 days suspension.
- f. Disruption - Including, but not limited to: excessive talking, lateness, inappropriate comments Will be handled through teacher detention, parent conference, and / or guidance involvement. After these options have been exhausted, the student will be referred to the office for administrative intervention.
  - i. First Administrative Referral: Based on the nature of the offense up to 2 days suspension.
  - ii. Second Administrative Referral: Based on the nature of the offense up to 4 days suspension.
- g. Dress Code Violation (From Regulation 5600, Student Discipline)
  - i. First Offense: Attempts will be made to resolve the problem through a change of clothing, explanation with warning. Parent contact
  - ii. Second Offense: Change of clothing, detention.
  - iii. Third Offense: Change of clothing, suspension up to 3 days.
- h. Drug/Alcohol Offenses
  - i. Alcohol and drugs include, but are not limited to alcohol, tobacco, electronic tobacco devices, illegal drugs, over the counter or prescription medication, and steroids. All medications must be administered by the nurse's office. Consequences for alcohol and drug offenses depend on the type of substance and nature of the offense.
  - ii. The principal or his/her designee may conduct a search of a student's person or belonging(s) if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband.
  - iii. Possession or Use on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.
    - 1. First offense: Up to 10 day suspension, police intervention
    - 2. Second offense: Up to 10 day suspension/suspension pending Superintendent's Hearing/Expulsion Hearing/police intervention.
  - iv. Sale, distribution, or possession with intent to distribute on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.
    - 1. First offense: Up to 10 day suspension/suspended pending Superintendent's Hearing/Expulsion Hearing/police intervention
    - 2. Suspension pending Administrative review/Superintendent's Hearing/Expulsion Hearing.

- i. Electronic Devices - Cell Phones, Smart watches, AirPods, personal electronic devices.
  - i. See it, hear it - Detention. Cell phones, Smart watches, & personal electronic devices must be kept in a student's locker during the school day, from the time they enter school until dismissal at 2:20 PM. If a student is seen with an electronic device, anywhere in the building or at their locker, they are in violation of this policy.
  - ii. To be clear, if a student is observed with their device at their locker, they will be written up.
  - iii. Consequences - Possession
    - 1. First offense: Teacher detention.
    - 2. Second offense: Administrative detention.
    - 3. Third offense: 1 day out of school suspension.
    - 4. If more than one offense is recorded in a single day, it is automatically a 1 day suspension.
  - iv. Consequences - Possession + Use (Use of device to take pictures, post on Social Media, video or audio recording, or any other inappropriate or mischievous use of a device)
    - 1. First offense: Up to 2 days out of school suspension.
    - 2. Second offense: Up to 4 days out of school suspension.
    - 3. If more than one offense is recorded in a single day, it is automatically a 4 day suspension.
- j. Falsifying Alarm
  - i. First and subsequent offenses: Up to 10 day suspension pending Superintendent's Hearing/Expulsion Hearing/police intervention.
- k. Found in Unauthorized/Unsupervised Area
  - i. First Offense: warning plus explanation/detention/up to 2 day suspension depending upon the nature of the incident
  - ii. Second Offense: Up to 4 day suspension/Administrative Review
- l. Gum Chewing
  - i. For safety and sanitary reasons, gum chewing is not allowed at any time during school hours without a specific accommodation plan put in place for a student by school staff (I.E.P., 504, I&RS).
    - 1. First offense: Attempts will be made to resolve the problem with a warning.
    - 2. Second offense: Repeated offenses may result in detention.
- m. Harassment/Intimidation/Bullying
  - i. First offense: Based on the nature of the offense, up to 2 day suspension. Possible Police intervention
  - ii. Second offense: Based on the nature of the offense, up to 4 day suspension pending administrative review and mandatory counseling/Superintendent's Hearing/Expulsion Hearing/Police Intervention
- n. Inappropriate behavior/Inappropriate Physical Contact - Student behavior which is not appropriate for the school setting. Examples of inappropriate physical contact include, but are not limited to, pushing, shoving, tripping, hitting, kicking, and rough play at recess.
  - i. Shall be handled on a case by case basis depending on the severity of the offense. Discipline can range from a warning up to a 4 day suspension.
- o. Language Misuse: Obscene/profane/racial or ethnic language or gestures (verbal or written) made in general.
  - i. First offense: Warning, parent contact and/ or detention based on the nature of the offense. H.I.B. investigation may be conducted. Further offenses see below.
- p. Language Misuse: Obscene/profane/racial or ethnic language or gestures directed at staff members and/or student (verbal or written).
  - i. H.I.B. investigation may be conducted.

- ii. First offense: Based on the nature of the offense. up to 2 day suspension.
  - iii. Second offense: Based on the nature of the offense, up to 4 day suspension/Administrative Review.
- q. Lateness to School: Lateness will be excused with a doctor's note. This note needs to be presented when the student arrives to school on the day of their lateness. Students are considered late if they arrive at school after 7:55 AM.
  - i. First offense: 4 lates – parent contact, warning, explanation
  - ii. Second offense: 8 lates –parent contact and development of action plan, administrative detention
  - iii. Third offense: 12 lates –parent contact, review of action plan, 1 day suspension, Administrative review
  - iv. Fourth offense: 16 lates – parent contact, Superintendent's Hearing, 2 day suspension, loss of extra – curricular privileges
- r. Leaving School Property without Permission
  - i. First offense: Based on the nature of the offense - up to 2 day Suspension..
  - ii. Second offense: Based on the nature of the offense - up to 4 day Suspension..
- s. Misuse of Computer Networks/Computers
  - i. First offense: Based on the nature of the offense, the student may not be allowed on the computer for a set period of time, parent contact, detention, and/or suspension.
  - ii. Additional offenses: Based on the nature of the offense, progressive discipline will be administered.
- t. Pornography – Possession of and/or distribution of, viewing on computer
  - i. First offense: Based on the nature of the offense, up to 2 days suspension.
  - ii. Second offense: Based on the nature of the offense, up to 4 days suspension.
- u. Recklessness: Endangering welfare of others, hazardous behavior
  - i. First offense: Based on the nature of the offense, up to 2 days suspension.
  - ii. Second offense: Based on the nature of the offense, up to 4 days suspension.
- v. Sexual Harassment
  - i. It is not appropriate to engage in the sexual harassment of other students, teachers/ school staff members. As defined by the New Jersey Department of Law and Public Safety, sexual harassment is when a person or persons behave sexually towards another. Depending on the circumstances, each of the following actions can be sexual harassment: Suggestive behavior, Sexual jokes, Sexual propositions, Sexual or physical contact, such as touching, slapping, kissing, or pinching, Sexual comments, insults, or teasing, Sexually offensive gestures, Questioning someone about sexual activity, Sexually explicit or offensive material that is displayed in a public place or in your locker, Displaying sexually suggestive material on the computer.
  - ii. First offense: Based on the nature of the offense, up to 2 days suspension. Possible police intervention.
  - iii. Subsequent offenses: Up to 10 day Suspension pending Administrative Review/Superintendent's Hearing/Expulsion Hearing/possible police intervention.
- w. Terroristic Threats against Individuals and the School
  - i. First offense: Based on the nature of the offense, up to 4 days suspension. Possible police intervention.
  - ii. Second offense: Based on the nature of the offense, up to 8 days suspension, Superintendent's Hearing, Possible Police Intervention.
- x. Theft, Damage
  - i. First offense: Up to 10 day suspension, plus possible referral to guidance department for counseling, parent conference will be held, possible police intervention. Restitution when possible.

- ii. Subsequent offenses: Suspension pending Superintendent's Hearing/Expulsion Hearing/Possible police intervention. Restitution when possible.
- y. Vandalism
  - i. First offense: Based on the nature of the offense, up to 2 days suspension. Restitution for damage/possible police intervention.
  - ii. Second offense: Based on the nature of the offense, suspension up to 4 days. Restitution for damage/possible police intervention.
- z. Violence Incident – Simple Assault
  - i. First offense: Up to 2 days suspension/possible, Police Intervention.
  - ii. Second offense: Up to 4 day(s) suspension/Administrative Review Hearing/Police Intervention
- aa. Violence Incident – Aggravated Assault
  - i. First offense: Up to 5 days suspension/Police Intervention
  - ii. Second offense: Up to 10 day suspension/Police Intervention/Administrative Review Hearing
- bb. Violence Incident – Fight
  - i. First offense: Up to 2 days suspension/possible Police Intervention
  - ii. Second offense: Up to 4 day suspension/Police Intervention/Administrative Review Hearing
- cc. Weapons/Firearms Violations
  - i. Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline which may include expulsion. Any pupil who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. For additional information, please refer to Board Policies #5611 and 8467.
  - ii. To provide this safe learning environment, the Board of Education will implement the Safe Schools Initiative - Chapters 127 and 128, The Zero Tolerance For Guns Act. The Act provides for immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm, or assaulting a member of the school community with a weapon other than a firearm.
  - iii. Weapon Possession (Gun)
    - 1. Exclusion from school pending Superintendent's Hearing/Expulsion Hearing/police intervention.
  - iv. Weapon Possession (other than gun)
    - 1. Based on the nature of the weapon, age/maturity of the student/ and student intent, Up to exclusion pending Superintendent's Hearing/possible Expulsion Hearing/police intervention.

**7. DANCES, 6TH GRADE BRAVES BASH, AND 5TH GRADE FUNFEST**

- a. The following guidelines have been established to ensure successful school dances:
  - i. Dances (7th and 8th grade students of Indian Mills Memorial School only): 7:00 - 9:30 PM
  - ii. Sixth Grade Braves Bash and Fifth Grade FunFest: 2:30 -5:00 PM
  - iii. All school rules apply at events listed above. Discipline will be administered as needed based on the Code of Conduct.
  - iv. Consequences will ensue if any picture(s) is taken at a dance, braves bash, and/or funfest deemed inappropriate and/or offensive and is posted/circulated on any social media platform.
  - v. No outside food and/or drink are permitted at these events.
  - vi. Students who are behavioral problems at these events will be immediately picked up by parent(s)/guardian and will be excluded from future events.

- vii. Students must have a parent signed permission slip in order to enter these events. The permission slip will include a list of behavioral expectations specific to these events.

## **8. DRESS CODE - BOE Regulation 5511**

### **a. GUIDELINES**

Any student attending any school function will not be permitted to attend unless properly attired. Proper attire would be considered the student dress guidelines herein stated unless otherwise designated.

- i. Printing on Clothing
  - 1. No clothing or accessories may be worn that contains/displays, diagrams, pictures, slogans, or words, which are suggestive, obscene, inappropriate symbolism or which may be disruptive of normal proceedings, (for example, indicating violence, sex, alcohol, substance abuse, weapons, slander, bigotry, gang membership, etc.)
  - 2. Perceived to have a double meaning in reference to above.
- ii. Undergarments
  - 1. Underwear, and clothing resembling underwear, may not be worn as external clothing or exposed.
  - 2. Undergarments' color or pattern should not be seen through the outer clothing.
- iii. Tops
  - 1. Necklines must be above the straight line from the top of the underarm across to the opposite underarm.
  - 2. Must have a minimum of a one inch strap on both shoulders.
  - 3. Tops cannot show bare midriff and/or mid-lower back, bras, bra straps, sports bras, bralettes.
- iv. Bottoms
  - 1. All skirts, shorts, skorts, and dresses must reach the middle of the thigh or have a three inch inseam.
  - 2. Pants may not have holes in them above mid-thigh
- v. Footwear must be worn at all times. Footwear must have a strap or back around the heel and/or ankle.
  - 1. Flip flops and slides are NOT allowed.
- vi. Head coverings (except for documented religious or medical reasons) are not permitted.
- vii. Chains/Jewelry that can be used as a weapon are not permitted.
- viii. Sunglasses may not be worn unless documented as a medical necessity.

## **9. HALLWAY PASSAGE**

- a. Students leaving class must have a handwritten pass.
- b. Students must walk in the hallway at all times. No running.
- c. Students may not pass through the Media Center when changing classes.
- d. Students should report to the classroom before going to the lavatory in order to obtain teacher permission.
- e. Students who are late to a class must have a pass from their previous teacher, the nurse, or the Main Office.
- f. Book bags are to be in the student's locker and not carried from class to class.

## **10. HARASSMENT, INTIMIDATION, AND BULLYING**

- a. The Board prohibits acts of harassment, intimidation or bullying against any student in accordance with Board policy 5131.9 Harassment, Intimidation and Bullying, and law.
- b. "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:

- i. Has the effect of insulting or demeaning a student or group of students OR
  - ii. Creates a hostile educational environment for a student by interfering with the student's education OR
  - iii. Severely or pervasively causes physical or emotional harm to a student.
- c. H.I.B. resources and school personnel responsible can be found on the school website under Parent Resources tab.

#### **11. LOCKERS**

- a. Lockers are the property of the Shamong Township Board of Education and New Jersey Law permits inspection by the school at any time.
- b. The school is not responsible for personal property.
- c. Students should not put items inside other students' lockers, attempt to decorate the inside of other students' lockers, or share lockers.

#### **12. PHYSICAL EDUCATION/HEALTH**

- a. Students who are medically excused from physical education classes (via a doctor's note or a parent note) may not participate in after school athletic programs or at recess.

#### **13. REPORT CARDS AND IN DANGER OF FAILING**

- a. Report cards will be available on the Parent Portal four times per year after the end of each marking period on the date specified on the school calendar. A reminder email will be sent home to all parents letting them know of the date each marking period.
- b. In danger of failing letters will be mailed home to the appropriate students at approximately the midway point of each marking period. Parents are encouraged to contact their child's teachers if they receive an in danger of failing notice.

#### **14. TEXTBOOKS**

- a. Students are personally responsible for the textbooks they use. All books are to be clean and handled properly. Fines will be assessed for loss or damage to books. Students with outstanding fines will not be able to participate in sports or clubs the following September until fines are paid.

#### **15. WATER BOTTLES IN THE CLASSROOM**

- a. Clear or transparent water bottles are allowed in the classroom unless it becomes a distraction.
- b. Only clear water in water bottles unless a Doctor's note is provided.