



# **MAURICE RIVER TOWNSHIP SCHOOL DISTRICT**

## **STUDENT RIGHTS, RESPONSIBILITIES AND DISCIPLINE HANDBOOK**

**2008/2009 SCHOOL YEAR**

September 2008

Dear Parent/Guardian:

Board of Education policy defines the need for our school to maintain high standards of student behavior for the Maurice River Township School District through effective student discipline guidelines and procedures. The purposes for creating and maintaining a positive and safe environment in school are obviously so that every student can succeed academically and so that every student can be helped to learn how to become a responsible, productive citizen in our community.

These guidelines are written to advise faculty, staff, parents and students with the following objectives in mind:

1. To establish and perpetuate appropriate school behavior;
2. To establish and enforce consequences for inappropriate behavior;
3. To communicate in a clear, concise manner board policies and regulations that are accountable for student behavior including staff, parents, and students;
4. To ensure consistent and fair application of established policies and regulations in all discipline related situations.
5. To foster an ongoing partnership between the home and school aimed at improving discipline related practices for the benefit of student achievement.

We believe it is important for everyone to recognize that, in today's world, rules and regulations cannot be implemented solely on their written word. Rules and regulations pertaining to student conduct must be enforced by the home and school with equal diligence. Inconsistency in the application of rules and consequences negatively influences all parents, faculty, and staff as they work together to prepare our young people for success in the real world. Please note that each year we seek input to increase the effectiveness of all school-wide discipline practices.

Anyone interested in providing input related to the ongoing improvement of school-wide discipline in the Maurice River Township School District is encouraged to make an appointment to meet with the district's behavior intervention teacher. Good discipline is everyone's concern.

Please review these guidelines with your child.

Thanks for your cooperation.

John Saporito  
Chief School Administrator

Michael Camac  
Behavior Intervention Teacher

## School-Wide Discipline

### I. Philosophy

The Maurice River Township School District has established detailed policies and regulations that define a high standard of student behavior that includes respect for all persons and property, self-discipline, and positive reinforcement of common values associated with human conduct. Each staff member is responsible to supervise student behavior through positive enforcement of the rules and regulations contained in established district policies.

It is the vision of the Maurice River Township School District to have all staff members of the school exemplify a positive image of respected authority in the eyes of the community and, above all, the student. Many of the minor and initial disciplinary steps associated with helping students learn how to demonstrate positive behavior in school are the responsibility of each staff member. However, pupils can be referred to the administration for further disciplinary action. The administration will make every effort to support the staff members in their disciplinary decisions but may also implement other measures that may provide the desired behavioral change.

Disciplinary offenses, as in all areas of education, must be considered as individual cases. Each must be settled by weighing all aspects of the offense, consideration of the particular pupil's past behavior, and what is deemed best for the welfare and education of the pupil involved, as well as for other pupils in the school. Students may also be referred to the Child Study Team or agencies outside the school when appropriate.

The administration will notify parents of disciplinary action according to the due process laws. When severe and frequent cases reach the point where the response of the pupil and/or his/her parents are negative, the concern of the school must turn to the general welfare of the other pupils in the school.

### II. Effective Discipline

The most effective way to avoid disciplinary problems is by providing well-planned and interesting lessons involving the entire class. However, there are certain students who may choose to demonstrate inappropriate behavior regardless of the activity in the classroom. These students are to be dealt with initially by the classroom teacher. A firm, consistent and fair approach in most instances will be an effective deterrent.

- A. Teachers and staff are expected to enforce all school rules according to established policies and regulations. Classroom rules should be few in number and easy to understand. Every student should know and understand what the rules are along with the consequences for breaking these rules.
- B. Faculty and staff are expected to be consistent when identifying an infraction and implementing the consequence.
- C. Mass punishment should be avoided.
- D. Faculty and staff are expected to maintain an open line of communication with the home. Counseling staff will be available to assist teachers and parents in conference situations when necessary.

### III. Pupil Rights/Responsibilities Procedure - Statement of Philosophy

To ensure an environment conducive to effective learning, a discipline policy should reflect an attitude that assures the continued positive growth of each pupil. Further, the discipline policy must encourage genuine respect for the child.

Discipline should be perceived by staff, community, and pupils as being consistent, positive and thoughtful. The emphasis should help the pupil learn from each situation so that newly acquired skills can be used in the future.

A key guideline in the application of this procedure is that the appropriate reaction to a discipline problem is the least extreme reaction that reasonably holds promise of resolving the problem.

All teachers have the right to make rules in their classrooms which they feel will help the pupil learn. The administration also has the right to make school-wide rules which will protect pupils and help them learn. The procedure outlined is designed to deter negative behavior and to help create a school environment in which teachers are able to teach effectively, pupils are able to learn, and the safety and welfare of pupils and staff members is ensured.

The administration of Maurice River Township School District believes that learning is a continuous developmental process. It is also our belief that while learning is not confined to a school building, it is nonetheless the primary function of the school. Like all social institutions, the school must maintain a certain set of rules and regulations to govern its participants and to facilitate the performance of its primary function. These rules should reflect a balance between the responsibilities and rights of the individual and the responsibilities and rights of the group. They must also reflect the need to promote an environment conducive to effective and efficient learning and the need for mutual respect and cooperation between all members of the school community.

The administration of a discipline policy should focus not on punishment but on changing inappropriate behavior. To that end, all available resources should be utilized. Fair, firm and consistent application of procedures is expected; and pupils should be made aware of the consequences of misbehavior. It is equally important that there be careful evaluation of the individual situation so that the school's response to the pupil is appropriate. While causes are not always evident, misbehavior may be related to such factors as surplus energy, physical discomfort, a poor self-image, learning problems, irrelevant curriculum, poor classroom management, and stresses on the pupil unrelated to school. In some instances, changing the environment will be the most appropriate response; in other situations, the pupil and one's behavior must be dealt with directly.

The administration believes that discipline is learned and, therefore, can and should be taught in the home, school and community. Children also learn through experience and imitation of those around them. Discipline is a developmental process. As the child matures, he/she should be given increased responsibility in keeping with his/her developmental level and social maturity and every opportunity to practice self-discipline in order to positively reinforce responsible action. The ultimate goal should be the internalization of discipline so that little external enforcement is required. The administration believes that this philosophy will foster the development of confident, self-disciplined, self-reliant personalities capable of behaving appropriately as the situation demands. It is our hope that this philosophy will produce individuals with social consciences who see the good sense in acceptable behavior and who are spared the consequences of misbehavior.

The cooperation of many people is necessary to establish and maintain a positive learning environment in each school. Each member of the school community must assume certain responsibilities in order to assure that the rights of all are protected. The following responsibilities and rights are not all inclusive but rather relate specifically to school discipline.

- A. The parent/guardian has the right to expect that the school will address the learning needs of his/her child in an equitable way, respecting the individual differences of children. The parent/guardian has the right to be informed of his/her child's progress and of areas where closer home-school cooperation is needed. The parent/guardian is expected to do the following:
  - 1. Send his/her child(ren) to school regularly, on time, and prepared to learn.
  - 2. Respond to communications from the school pertaining to his/her child(ren).
  - 3. Cooperate with school staff in solving behavioral problems.
  - 4. Develop in his/her child(ren) respect for the rights and property of other people.
  - 5. Understand and support the fair, consistent administration of school rules and policies.
  
- B. The teacher has the right to work in an atmosphere which fosters satisfaction in his/her work with the support and guidance of the administration in maintaining high professional standards. The teacher is expected to do the following:
  - 1. Work with pupils so they understand the objectives at their grade level and what they are expected to learn.
  - 2. Help the pupil realize that as an individual he/she is important and that, as a group member, he/she should act in a responsible way.
  - 3. Encourage and help the pupil to understand and support the rules relating to his/her role in the school.
  - 4. Know and enforce consistently and fairly the rules and policies of the school.
  - 5. Use procedures appropriate for age, background, and level of maturity in fostering appropriate behavior and dealing with inappropriate behavior in pupils while recognizing positive behavior.
  - 6. Seek conferences or other forms of communication with parents/guardians and other school personnel in an effort to help pupils who present behavioral problems.

- C. The chief school administrator has the right to expect the cooperation of staff, pupils, and parents/guardians as he/she seeks to facilitate the fulfillment of the school's function as an educational institution. The behavior intervention teacher is designated by the chief school administrator to do the following:
  - 1. Make known and interpret to pupils, parents/guardians, and staff the discipline procedure.
  - 2. Implement specific plans for effective pupil and staff participation in the formulation and review of the school discipline procedures.
  - 3. Support all building personnel to maintain appropriate and effective discipline.
  - 4. Be available for conferences with staff, pupils, parents/guardians, and others on discipline matters.
  - 5. Provide teachers assistance with serious problem situations.
  - 6. Administer disciplinary actions and consequences related to student behavior under the supervision of the chief school administrator.
  - 7. Inform faculty, staff and parents of disciplinary actions.
  
- D. School aides and bus drivers have the right to work in an atmosphere that allows for personal growth and satisfaction under the supervision of their administrative supervisor and in cooperation with teachers. The staff is expected to do the following:
  - 1. Follow the guidelines in the respective handbooks or those set down by the supervisor.
  - 2. Help the pupil realize that as an individual he/she is important and that, as a group member, he/she should act in a responsible way.
  - 3. Encourage and help the pupil to understand and support the rules relating to his/her role in the school.
  - 4. Know and enforce consistently and fairly the rules and policies of the school.
  - 5. Use procedures appropriate for age, background, and level of maturity in fostering appropriate behavior and dealing with inappropriate behavior in pupils while recognizing positive behavior.
  
- E. The pupil has the right to a public school education in an environment conducive to learning. He/she is expected to do the following:
  - 1. Attend school and classes regularly, to arrive on time, and to achieve to the best of his/her ability the grade level objectives established by the district.
  - 2. Understand and follow the rules of the school.
  - 3. Recognize that there are persons through which rules or conditions can be questioned, and these persons must be consulted in the event of a problem. (I.e., classroom teacher, guidance counselor, behavior intervention teacher, chief school administrator)
  - 4. Participate in the development of school rules in keeping with his/her maturity level.

Pupils are expected at all times to demonstrate good common sense and interact with all others in a positive manner using common courtesy.

#### Disciplinary Action for Pupils with Educational Disabilities

- A. Pupils with educational disabilities are subject to the same district board of education disciplinary policies and procedures as nondisabled pupils, unless the pupil's individualized education program includes exemptions to those policies or procedures. The individualized education program shall be implemented with the following exception: Prior to effecting any discipline which would result in a significant change in placement, the child study team shall conduct a reevaluation according to NJAC 6:28-3.7.
- B. Standards as specified in 6:28-2.8(b) shall be utilized to determine if the proposed discipline constitutes a significant change in placement.
- C. Suspension of a pupil with disabilities for ten (10) or more days may constitute a significant change in placement. Therefore, a reevaluation shall be completed to determine if the pupil's behavior is either related to the pupil's disability, or not.
- D. If there is ongoing peril of physical harm to self or others or of substantial disruption to the educational process, and a suspension would result in a significant change in placement, the pupil may be temporarily suspended while the district immediately seeks emergency relief.

#### IV. General School-Wide Behavior

The Board of Education acknowledges that conduct is closely related to learning--an effective instructional program requires an orderly school environment. The board believes that the best discipline is self-imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions.

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

The Board shall require each pupil of this district to adhere to the rules and regulations of the schools and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that pupils:

1. Conform to reasonable standards of socially acceptable behavior.
  2. Respect the person and property of others.
  3. Preserve the degree of order necessary to the educational program in which they are engaged.
  4. Respect the rights of others.
  5. Obey constituted authority and respond to those who hold that authority.
- A. Classroom Rules
1. Help contribute to a positive, orderly environment for learning.
  2. Keep the classroom neat and clean.
  3. Follow classroom rules for each specific class.
  4. Treat all members of the class with dignity and respect..
- B. Hallway Conduct
1. Walk on the right side of the halls whenever possible.
  2. Walk in single file.
  3. Walk at all times.
  4. Go directly to destination.
  5. Move quietly throughout building.
  6. Wait quietly in line while waiting to be admitted to class.
  7. Be in possession of a pass unless with a staff member.
- C. Library Conduct
1. Work quietly and avoid disturbing others.
  2. Handle all materials with care.
  3. Return materials to their proper places.
  4. Return materials when due.
- D. Lunchroom Rules
1. Wait in line.
  2. Use good manners while eating.
  3. Clean individual area before leaving.
  4. Remain seated until dismissal time.
  5. Talk quietly to people at your table.
- E. Bathroom Conduct
1. Attend to needs and leave immediately.
  2. Help keep bathrooms neat and tidy.
  3. Respect the privacy of others.
- F. Playground Rules
1. Follow playground supervisor's directions at all times.
  2. Stay in assigned area during free play. Area includes your designated section of the playground.
  3. Avoid roughness, tackling, wrestling, pushing, shoving, the throwing of stones and snow, and inappropriate language. They are not permitted!
  4. Avoid running through organized activities.
  5. Students are responsible to return equipment to the proper place.
  6. Return to building with permission from playground supervisor - students will enter the building quietly.
  7. Line up promptly when directed.
  8. Think safety at all times.

## V. Bus Behavior

The Board of Education desires to transport all students in a safe and orderly manner. The cooperation of students in obeying bus rules is vital to the safety of all bus vehicles. Bus rules apply for daily trips, after school activities and field trips.

### A. Bus Rules

1. The bus driver shall be in full charge of the school bus at all times and each driver is required to report serious infractions to the Supervisor and/or behavior intervention teacher.
2. No smoking, eating, or chewing gum shall be allowed at any time.
3. All buses must be kept clean with no paper, rubbish, food, etc. left to litter the bus.
4. All students must be seated while the bus is in motion and before starting and stopping and must fasten a seatbelt if the bus is so equipped.
5. Shooting paper wads, paper clips or otherwise throwing any object endangering anyone is strictly forbidden, and cause for suspension; nothing should ever be thrown in or from a bus at any time.
6. No one will be permitted to open, play with or abuse an exit door, emergency window, or roof hatch except in the event of an emergency.
7. The driver shall not permit pushing, shoving, fighting, or other disruptive behavior and shall report all such incidents. NJAC18A:37-1
8. No profanity, or otherwise abusive language, will be permitted.
9. No alcoholic beverages, drugs, or illegal substances will be permitted on the bus.
10. No animals are permitted on the bus.
11. Parents/Guardians are not permitted to enter the school bus without the driver's permission and may not ride the bus.
12. Students must sit in assigned seats.
13. Pupils are not allowed to leave the bus once they have entered except at a regular stop, unless they have a permission slip signed by parent/guardian and approved by the chief school administrator or his/her designee.
14. Students must board and disembark at the bus stop assigned or be subject to disciplinary action.
15. Students are not permitted to open or close the bus windows without the bus driver's permission. Students must close windows they have opened prior to disembarking the bus.
16. Students are not permitted to have on the bus: knives, scissors, sticks, night sticks, or any other sharp or dangerous items, which could be used to do bodily harm.
17. Respect for property. Destruction of property will result in the student and/or his/her family paying for repairs (N.J. School Law 18A:37-3).
18. Talking on cells phones is not permitted.
19. Excess noise or boisterous behavior that will distract the bus driver is not permitted.
20. Nothing shall be sprayed on the bus.
21. No bottles are to be opened on the bus.
22. No games, toys, cosmetics, or cards are to be out of bookbags on bus.

### B. **VIOLATION OF ANY OF THE ABOVE OR ANY OTHER INAPPROPRIATE CONDUCT IS CAUSE FOR SUSPENSION OF RIDING PRIVILEGES. IT SHALL BE THE PARENT(S)/GUARDIAN(S) RESPONSIBILITY TO TRANSPORT A STUDENT TO/FROM SCHOOL DURING BUS SUSPENSION. STEPS WHICH WILL BE FOLLOWED TO DETER STUDENT BUS MISCONDUCT ARE AS FOLLOWS:**

1. Verbal warning from bus driver.
2. One day bus suspension - parent contact.
3. Three day bus suspension - parent contact.
4. Five day bus suspension - parent contact.
5. Ten day bus suspension - parent contact.

Depending on the severity of the action of a student and the rules not followed, the above consequence steps can be skipped so as to provide an appropriate consequence.

## VI. Faculty and Staff Responsibilities

It is the responsibility of the entire faculty and staff to make disciplinary action positive and to communicate values which will foster good citizenship and appropriate school behavior. Accountability for student behavior in and about school lies directly with all faculty and staff members. Faculty and staff members must assume full responsibility for initial disciplinary procedures, before administrative intervention. The authority of any faculty and staff member shall extend over every student, regardless of location, and whether or not the function is on school property. When administrative intervention is warranted, a discipline referral slip **MUST** be sent to the behavior intervention teacher's office with the student or shortly after the incident.

Faculty and staff responsibilities for initial disciplinary actions include the following:

1. Warnings: Faculty and staff will be provided with forms that monitor inappropriate behavior: **Disciplinary Referral Form** This form will be completed and a copy submitted to the behavior intervention teacher to be kept on file.
2. Teacher conferences with the Student: Teachers will be provided with Parent/Student Conference forms to be completed and a copy submitted to the behavior intervention teacher. The behavior intervention teacher will arrange conferences that involve substitute teachers and support staff including, but not limited to secretaries, aides, cafeteria personnel, custodians, and bus drivers when warranted.
3. Communication with Parents: Teachers will complete the Parent/Student Conference form and submit to the behavior intervention teacher following any discipline related communications. The behavior intervention teacher will arrange conferences that involve substitute teachers and support staff when warranted.
4. Detention: Teachers will assign detentions, not to exceed 4:25 p.m., when appropriate, according to stated consequences. The procedures to be followed when a detention is given include:
  - a. Notification to Parents: If parents can be reached that day by a phone call, the detention may be served that day. If not, the detention will be assigned and served the next school day (twenty-four (24) hours notice as a rule of thumb).
  - b. A Disciplinary Referral Form will be signed by the teacher and student and then sent home for parent signature and a copy forwarded to the behavior intervention teacher to be kept on file.
  - c. Constructive assignments will be given during all detentions.
  - d. Detentions take precedent over any extra-curricular activities.
  - e. Failure to report for a detention, unless extenuating circumstances, will result in serving two (2) separate detentions and a teacher/parent conference. Repeated offenses will result in referral to the behavior intervention teacher.

## VII. Assisting Students

- A. All faculty and staff members shall be open to students who approach them in genuine need of advice or in search of a sympathetic listener. Whenever appropriate, a teacher or staff member shall refer the student to the Guidance Counselor for further assistance.
- B. The confidentiality of each student who freely confides in a teacher or staff member will be respected when the student so requests, unless there is clear evidence that danger exists which threatens the student or others. A student who divulges information concerning any illegal act should be made aware that such information must be made known to the chief school administrator.

## VIII. Dress Code

All pupils are expected to dress in a manner that is appropriate for a school setting. The school may exclude any one whose appearance creates a distraction to others or disrupts the normal school routine. This also includes children who dress in poor taste while representing the school.

The board of education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of pupils and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the school.

The following is considered **inappropriate** dress for school:

Attire with cut-outs	Tank tops with straps less than three inches wide
See-through apparel	Shirts/tops with spaghetti straps
Midriffs, half-shirts	Clothes/buttons with inappropriate remarks or sayings
Mini-skirts *	Distastefully patched shirts or pants
Strapless wear	Shoes with cleats
Sandals	Wheelies
Pants without belts*	Wallet chains
Short - shorts *	

**\* We ask parents to use common sense in terms of having children only wear shorts/skirts to school that are below finger-tip length when arms are held naturally at the child's side. Or pants which hang below the waist line.**

IX.

<b>MAURICE RIVER TOWNSHIP SCHOOL DISTRICT School-Wide Behavior/Consequence Guidelines</b>			
<b>Appropriate Behavior</b>	<b>FIRST CONSEQUENCE</b>	<b>SECOND CONSEQUENCE</b>	<b>THIRD CONSEQUENCE</b>
GENERAL RULES			
No hats on in building	Warning	Removed/returned w/parent note	Detention
Follow dress codes	Parent Communication	Detention	1 Day In-school Suspension
No gum on school grounds	Warning	Teacher/Student Conference	Detention
Appropriate language/gestures (no profanity or obscene gestures)	Detention	1 Day In-school Suspension	3 Day In-school Suspension
Respect all persons	Teacher/Student Conference	Detention	1 Day In-school Suspension
Damage to property/vandalism	Restoration of property w/detention	Restoration of property w/1 Day In-school Suspension and Parent Conference	Restoration of property with 3 Day In-school Suspension and report to New Jersey State Police
Rough Play	Detention	1 Day In-school Suspension and Parent Conference	1 Day In-school Suspension
Tardiness (3x unexcused)	Detention	2 Detentions and Parent Conference	1 Day Suspension
No walkman/radios/playing cards of any kind/electronic games/pagers/cell phones	Removed/returned w/parent note	Removed and Detention	1 Day Suspension
Disruptive behavior in class	Detention	1 Day In-school Suspension and Parent Conference	3 Day In-school Suspension
PLAYGROUND			
Equipment use	Loss of Playground Privilege	Detention	1 Day In-school Suspension
Exit/entering building	Loss of Playground Privilege	Detention	1 Day In-school Suspension
Follow and respect supervisor authority	Loss of Playground Privilege	Detention	1 Day In-school Suspension
Stay in assigned area	Loss of Playground Privilege	Detention	1 Day In-school Suspension

**MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
School-Wide Behavior/Consequence Guidelines**

<b>Appropriate Behavior</b>	<b>FIRST CONSEQUENCE</b>	<b>SECOND CONSEQUENCE</b>	<b>THIRD CONSEQUENCE</b>
<b>CAFETERIA</b>			
Wait in line	Lunch Detention	After School Detention	1 Day In-school Suspension
Use good table manners	Lunch Detention	After School Detention	1 Day In-school Suspension
Clean individual area	Lunch Detention	After School Detention	1 Day In-school Suspension
No bathroom without pass	Lunch Detention	After School Detention	1 Day In-school Suspension
No food throwing	Lunch Detention	After School Detention	1 Day In-school Suspension
Talk quietly at table	Lunch Detention	After School Detention	1 Day In-school Suspension
Remain seated until dismissed	Lunch Detention	After School Detention	1 Day In-school Suspension
<b>HALLWAY BEHAVIOR</b>			
Pass quietly	Teacher/Student Conference	Lunch Detention	After School Detention
Walk-don't run, single file	Teacher/Student Conference	Lunch Detention	After School Detention
Use bathroom closest to class	Teacher/Student Conference	Lunch Detention	After School Detention
Travel with pass	Teacher/Student Conference	Lunch Detention	After School Detention
Go directly to destination	Teacher/Student Conference	Lunch Detention	After School Detention
<b>CLASSROOM BEHAVIOR</b>			
Be on time and prepared for learning	Teacher/Student Conference	After School Detention	1 Day In-school Suspension/Parent Conference
Respect rights/property of others	Teacher/Student Conference	After School Detention	1 Day In-school Suspension/Parent Conference
Follow and respect teacher authority	Teacher/Student Conference	After School Detention	1 Day In-school Suspension/Parent Conference
Contribute positively to learning process	Teacher/Student Conference	After School Detention	1 Day In-school Suspension/Parent Conference

## X. Major Infractions/Consequences

- A. When faculty have exhausted all routine procedures to address negative student behavior, or in extreme situations, students will be referred to the chief school administrator for further action.
- B. Referral forms must be completed any time a child is sent to the behavior intervention teacher these will be returned to the teacher after the complaint has been filed, recorded as part of the child's yearly discipline record.
- C. The behavior intervention teacher will make every effort to support staff members and implement other measures that may provide behavioral changes in the student. Depending on the individual student and the nature of the disciplinary offense he/she commits, consequences can take on several forms including but not limited to a disciplinary letter home, a parent conference, after-school detention, in or out of school suspension, and/or assignment to an alternative program.
- D. Prior to any suspension, parents will be notified both by phone and in writing. All out-of-school suspensions will include a parent conference prior to the student's return to classes. The student will be responsible for any work missed. For repeated and habitual offenses, a staff member will be assigned to counsel with the student to assist and to plan an alternative behavior.
- E. Consequences will be imposed on a case by case basis. Behaviors not specified will be reviewed by the behavior intervention teacher in consultation with the chief school administrator and, in his/her judgement, a decision will be made. In situations where extraordinary circumstances exist, a determination other than that listed below maybe imposed. These consequences apply to school functions held at the school as well as those not held at school, i.e., class trips, dances, athletic contests, etc.
  - 1. Failure to report to the behavior intervention teacher's office. When the student is sent to the office, he/she must wait there until specifically told to leave. Minimum - 1 day after school detention.
  - 2. Possession, use, and/or distribution of intoxicating beverage or controlled dangerous substances. Minimum - 5 day suspension; chief school administrator and the appropriate law enforcement agency will be notified.
  - 3. Possession of drug paraphernalia. Minimum - 5 day suspension; chief school administrator and the appropriate law enforcement agency will be notified.
  - 4. Possession of a potentially dangerous weapon. Minimum - 10 day suspension; chief school administrator and the appropriate law enforcement agency will be notified.
  - 5. Theft and/or possession of stolen property. Minimum - 1 day suspension; chief school administrator and the appropriate law enforcement agency will be notified.
  - 6. Vandalism - major offense (purposeful destruction of school or private property). Minimum - 3 day suspension. The student will be held financially responsible for restoration of property and the appropriate law enforcement agency will be notified.
  - 7. Conduct potentially dangerous to oneself or to others (including, but not limited to, fighting, possession of fireworks or water pistols, climbing on the school roof, throwing snowballs, rocks or other objects in school, on school grounds or school routes). Minimum - 1 day suspension.
  - 8. Harassment (including, but not limited to, sexual harassment, bullying, threats, extortion and any form of discrimination which is defined as any unwelcome advances, demands, mistreatment based on race, color, creed, national origin, socio-economic background or gender). Minimum - 3 day suspension.
  - 9. Smoking (in school, on school grounds, and buses). Minimum - 1 day suspension.
  - 10. Leaving School without permission (parents taking students out of school must sign them out at the office. Failure to do so is considered leaving school without permission. All parking areas are off limits during the school day. Students are not to be in the parking areas without permission. If a student must go to the parking areas, they must have written permission (pass) from a staff member). Minimum - 1 day in school suspension each offense.
  - 11. Cutting classes (students must be at their scheduled classes every day. This includes lunch, homeroom, assemblies, and special subjects). Minimum - 1 day in-school suspension.

12. Fighting (fighting is a serious offense and those found guilty will be punished rather severely. Students found guilty of recurring offense in either category below will be referred to the chief school administrator with a recommendation for action to be taken by the Board of Education. Fights fall into the two following categories:
  - a. those which are initiated on the spur of the moment as the result of impulse. Minimum - 1 day suspension.
  - b. those that are preplanned occurring before, during and after school, on school grounds or buses. Minimum - 3 day suspension.

**Note:** If a student is suspended for fighting, he/she will be required to attend at least two conflict resolution sessions conducted by Maurice River Township counseling staff.
13. Assault (a person is guilty of assault if he/she attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another; or attempts by physical menace to put another in fear of imminent serious bodily injury when in the judgement of the behavior intervention teacher. Minimum - 3 day suspension; chief school administrator and the appropriate law enforcement agency will be notified.
14. Forgery and/or unauthorized possession of school forms. Minimum - 1 day suspension.
15. Failure to serve detention. Minimum - failure to serve detention assigned by either faculty or behavior intervention teacher will result in 2 days after school detention. Failure to serve these will result in a minimum of one day suspension and a recommendation to the chief school administrator for further action.
16. Truancy (truancy is absence from school without the knowledge of the parent/guardian or school authorities. Since truancy is regarded as a serious offense, all such cases will be referred to the behavior intervention teacher for disciplinary action. Court action may be taken against the parent(s) or guardian(s) of the student if it is determined parents are contributing to their child's truancy from school and a minimum of one day in school suspension will be assigned for each day of truancy.

#### F. Alternative Program - Disruptive Students

The Maurice River Township Board of Education realizes there are students who, for whatever reason, are unable to follow the rules and regulations of the district. Therefore, the following procedures will be in effect for those students who have been suspended from school four (4) or more times or for a cumulative period of more than fifteen (15) days:

- a. referral to the Maurice River Township Board of Education for a disciplinary hearing to include the chief school administrator, the board of education, certified staff (as necessary), parents/guardians of the student, and the student in the attempt to reverse the negative trend of his/her behavior.
- b. and/or referral to the Child Study Team for evaluation.

#### G. Suspension/Expulsion

The following actions which occur at activities under school supervision are grounds for immediate suspension from school.

1. Possession and/or consumption of alcoholic beverages.
2. Possession and/or consumption of controlled dangerous substances.
3. Possession and/or use of tobacco items.
4. Fighting or initiating the act of fighting.
5. Physical or verbal assault upon a student or member of the faculty, administration, or other school employees or officials.
6. Necessary and proper reasons relevant to rendering the attendance of the student disruptive to the educational program of the school.
7. Continued and willful disobedience.
8. Open defiance of the authority of any teacher or person, having authority over the student.
9. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
10. Taking, or attempting to take, personal property or money from another pupil or from his presence, by means of force or fear.
11. Willfully causing, or attempting to cause, substantial damage to school property.
12. Participation in an unauthorized occupancy by any group of pupils or others of any part of the school or school property and failure to leave the school or property promptly after having been directed to do so by the chief school administrator or designee in charge.
13. Incitement which is intended to and does result in violation of school rules by other students.

#### H. Suspension Procedure Internal/External

1. Conference with behavior intervention teacher relevant to violation of school rules.
2. Every effort to notify the parent/guardian of the suspension will be made by the behavior intervention teacher.
3. A student given a suspension will be notified in writing of the reasons for the suspension after consultation with the chief school administrator.
4. All students are entitled to and will receive due process.

#### I. New Jersey Statutes Annotated, Excerpts From

##### 1. 18A:37-1 Submission of Pupils to Authority

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

##### 2. 18A:37-2 Causes for Suspension or Expulsion of Pupils

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

##### 3. 18A:37-3 Liability of Parents of Pupils for Damage to Property.

The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of competent jurisdiction, together with costs of suit.

##### 4. 18A:37-4 Suspension of Pupils by Teacher or Principal

The teacher in a school having but one teacher or the principal in all other cases may suspend any pupil from school for good cause but such suspension shall be reported forthwith by the teacher or principal so doing to the superintendent of schools of the district, if there be one. The superintendent to whom a suspension is reported, or if there be no superintendent in the district, the teacher or principal suspending the pupil, may reinstate the pupil prior to the second regular meeting of the Board of Education of the district held after such suspension, otherwise, such superintendent, principal or teacher, as the case may be, shall report the suspension to the Board at such meeting.

##### 5. 18A:37-5 Cont. of Suspension: Reinstatement or Expulsion

No suspension of a pupil by a teacher or principal shall be continued longer than the second regular meeting of the Board of Education of the district after such suspension unless the same is continued by action of the Board, and the power to reinstate, continue any suspension reported to it, or expel a pupil, shall be vested in each Board.

## XI. Student Searches

- A. As per Board Policy 5145.12, all searches and seizures conducted by school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., and with the attorney general's school search guidelines, provided, however, that at such times that law enforcement authorities actively participate in or assume responsibility for the conduct of any search or seizure, the standards governing searches and seizures conducted by law enforcement officers shall apply.
- B. Any questions by a school official concerning searches conducted by school officials may be directed to the appropriate county prosecutor. School officials may request law enforcement authorities to assume responsibility for conducting any search or seizure. No school staff member shall impede any law enforcement officer engaged in a lawful arrest, search or seizure, whether pursuant to a warrant or otherwise, see N.J.S.A.2C:29-1, and school staff shall permit law enforcement authorities upon their arrival to assume responsibility for conducting the legality of any contemplated or ongoing arrest. Search or seizure conducted by a law enforcement officer on school property shall be directed to the appropriate county prosecutor, or in the case of an arrest, search or seizure undertaken by a member of the state-wide narcotics task force, to the assistant attorney general in charge.
- C. No school employee or officer shall actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this policy be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency.

## XII. Provisions For Out-of-School Suspension

Out of school suspension is a disciplinary procedure that will be administered when it is appropriate or when no other consequence has been effective in helping pupils learn how to demonstrate appropriate behavior. Out of school suspension will also be assigned when a student's general conduct has become a chronically disruptive factor in maintaining order so that effective teaching and learning can take place.

Specific provisions for administering suspension shall include:

- A. Due Process - The administration will follow specific procedures to ensure due process to all pupils before a suspension is imposed. These procedures have been developed with the consultation of the board attorney and shall include at least:
  - 1. Informing the pupil of the charge(s) against him/her;
  - 2. Giving the pupil a chance to reply to them;
  - 3. Scheduling a conference with parents/guardians;
  - 4. Establishing limitations on the length of the suspension as defined by-law/policy/regulations contained in district documents to parents/students;
  - 5. Providing specifics for the reinstatement of pupils.
- B. Parent Conference - A **MANDATORY** parent conference is required for all out-of-school suspensions prior to the student being readmitted to class. Parent conferences should take place at the end of the suspension period, but may take place at any time at the Principal's discretion and parent's convenience. Because of very special reasons, this mandatory requirement may be waived by the Principal. If a parent conference cannot be arranged before the end of the suspension period, the suspension will remain in effect until a parent conference is held. Parent conferences for out-of-school suspension will be conducted by the behavior intervention teacher and, as necessary, the chief school administrator.
- C. Making Up Missed Work - Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. It is the parent and student's responsibility to find out what work has been missed and make arrangements to make up the work with his/her grade level teacher(s).
- D. Upon readmission to school, a student's failure to complete make-up assignments will result in the assigning of no credit for the work along with teacher notification of parents/guardians. Teachers will document notification via the Parent/Student Conference Form.

- E. Suspension of School Activities - A student who is under suspension (in or out-of-school) may not participate in school activities. If a student is on suspension on the day of an afternoon or evening activity, he/she may not participate. If a student is on suspension on Friday before a Saturday or Sunday activity, he/she may not participate in the Saturday or Sunday activity.
- F. The student officially suspended from school prior to a time designated as a mid-point of the school day will have that day considered as one (1) day suspension. The student suspended after the stated mid-point of the day will begin his/her first day of suspension the following day at the ringing of the homeroom bell.

#### XIII. Disciplinary Referral Procedure

- A. A faculty and/or staff member will complete the Disciplinary Referral Form in detail describing the specific offenses.
- B. The Disciplinary Referral Form will be submitted to the behavior intervention teacher for disciplinary action.
- C. The behavior intervention teacher will follow the procedures outlined for due process and, as deemed necessary, make telephone contact to inform the parent/guardian of the specific misbehavior as well as the final disciplinary action initiated by the school.

#### XIV. School Activities

- A. Any student causing an incident or bringing disrespect to the school at any school related function will not be permitted to attend any extra-curricular activity for a time period to be decided by the behavior intervention teacher.
- B. Any student who is suspended internally or externally is automatically on social probation.
- C. Social probation means that the student may not participate in any extra-curricular activity as determined by the behavior intervention teacher.
- D. The chief school administrator reserves the right to act in the best interest of each student regarding student discipline.

#### XV. Use of Alcohol and Drugs

- A. Any student attending school or school sponsored social functions, who is under the influence of alcoholic beverages, narcotics, drugs, depressants, or stimulants, or who has the aroma of alcohol or other intoxicants, shall be deemed unsuitable for attendance and shall be promptly excluded or denied entrance. He/She shall also be subject to other penalties.
- B. In accordance with 18A:40A-12 of the New Jersey Statutes, the school will require a physical examination of the student suspected of being under the influence of drugs or certain toxic chemical compounds, without fear of any kind of court action or civil allegations, and assign other penalties as necessary.
- C. The Board shall be responsible for the bill for the examination only if the student is examined by the school medical examiner; in the event a parent/guardian chooses to use another physician to conduct the examination, then the parent/guardian will be responsible for the bill.

#### XVI. In-School Suspension - Rules And Regulations

- A. The student is to report to the assigned room for in-school suspension upon entering school at the beginning of the day.
- B. There is to be absolutely **NO TALKING**.
- C. All school rules apply during assignment to in-school suspension.
- D. No sleeping, play, or unproductive activity will be permitted. It is essential that grade level teachers provide school assignments that are meaningful and that will occupy the student for the length of the entire day.
- E. If a student has a question concerning his/her school assignment(s), he/she may ask for help by raising a hand. Calling out or getting out of one's assigned seat without permission will not be permitted.
- F. Use of the lavatory will be made available once prior to and after lunch. If there is an emergency, the student is to be escorted to the lavatory; outside contact with other members of the student population is to be minimized.
- G. The student is to be assigned a seat so that he/she is basically isolated; visual contact with other students should also be minimized, thus eliminating any temptation to interact.
- H. The student will be provided lunch in a regular manner without contact with others.
- I. Failure to comply with the general rules and regulations for assignment to in-school suspension will result in the administration of additional behavioral consequences including out-of-school suspension depending upon the circumstances involved.

## XVII. Rules and Regulations for Detention

- A. The student is to report promptly to the assigned room for detention upon being dismissed at the end of the school day.
- B. After school detention will be scheduled according to the behavior intervention teacher.
- C. There is to be absolutely **NO TALKING**.
- D. All school rules apply during assignment to after school detention.
- E. No sleeping, play, or unproductive activity will be permitted. It is essential that grade level teachers provide school assignments that are meaningful and that will occupy the student for the length of the detention.
- F. If a student has a question concerning his/her school assignment(s), he/she may ask for help by raising a hand. Calling out or getting out of one's assigned seat without permission will not be permitted.
- G. The student is to use the lavatory prior to reporting to detention; if there is an emergency the student is to be provided a written pass to use the lavatory and shall return promptly.
- H. The student is to be assigned a seat by the teacher. Visual contact and proximity to other students should be minimized, thus eliminating any temptation to interact.
- I. Failure to comply with the general rules and regulations for assignment to detention will result in additional behavior consequences including the assignment of additional detention, in-school and/or out-of school suspension.

## XVIII. Property Damage

- A. 18A:37-3 Liability of Parents of Pupils for Damage to Property. The parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of competent jurisdiction, together with costs of suit.

<b>MAURICE RIVER TOWNSHIP SCHOOL DISTRICT DISCIPLINARY REFERRAL</b>				
<i>Student Name.</i>	<i>Grade:</i>	<i>Date/Time of Incident.</i>		
<i>Referring Faculty/Staff Members Name.</i>			<i>Student's Home No.:</i>	
<i>Infraction. General Rules</i>	<i>Bus</i>	<i>Playground</i>	<i>Cafeteria</i>	<i>Class</i>
<i>Reason for Referral (please note specifics):</i>				
<i>Consequence. First _____ Second _____ Third _____ Administrative Action Recommended</i>				
<i>Action to be Taken: Warning _____ Teacher/Student Conference _____ Teacher/Parent conference _____ Privilege Revoked _____</i>				
<i>Detention _____ Date(s): _____ Suspension _____ Date(s): _____</i>				
<i>Faculty/Staff Member's Signature.</i>			<i>Date.</i>	
<i>Student's Signature.</i>			<i>Date.</i>	
<i>Administrator's Signature.</i>			<i>Date.</i>	
<i>Parent/Guardian Signature.</i>			<i>Date.</i>	
<i>This report is to inform you of the inappropriate behavior of your child and to seek your support in correcting such behavior.</i>				
<i>the referring teacher/staff member or your child's grade level assistant principal for more information regarding the above Please feel free to contact</i>				
<i>Distribution.- Mite - Parent/Guardian Copy Yellow - Administrator Copy Pink - Faculty/Staff Copy Gold - Guidance Copy</i>				

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT

Parent/Student Conference Form

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

PLACE \_\_\_\_\_

NAME OF PARENT(S)/GUARDIAN(S) \_\_\_\_\_

CONFERENCE REQUESTED BY \_\_\_\_\_

REASON FOR CONFERENCE \_\_\_\_\_

CLASS/ACTIVITY \_\_\_\_\_

**CONFERENCE NOTES**

MAIN TOPIC

OTHER TOPICS

SPECIFIC OUTCOMES

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

SCHOOL \_\_\_\_\_

White - Parent/Guardian Copy    Yellow - Administrator Copy    Pink - Faculty/Staff Copy    Gold - Guidance Copy

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT

Discipline Contract  
2008/09 School Year

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

The above named student is committed to following the school rules. If the rules are broken, the procedure set out in the DISCIPLINE POLICY CHART will be followed. Please take the time to review the DISCIPLINE POLICY with your child, sign the contract and return it to school. If you have any questions, contact the school at 825-7411.

The Discipline Contract must be returned by Monday, September 8, 2008.

\_\_\_\_\_  
Behavior Intervention Teacher

I have read and understood this contract and the Discipline Policy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT

Behavior Journal

STUDENT'S NAME \_\_\_\_\_

CLASS/PERIOD \_\_\_\_\_

DATE \_\_\_\_\_

This is the behavior I demonstrated: \_\_\_\_\_

---

---

I chose to demonstrate this behavior because: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

This is what I could have done instead: \_\_\_\_\_

---

---

---

---

---

---

---

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
Admission Pass

**Admission Pass**

STUDENT \_\_\_\_\_

TIME \_\_\_\_\_ a.m.  
p.m. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

035041

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
Tardy Pass

**School Tardy Slip**

EXCUSED   
UNEXCUSED

\_\_\_\_\_ Time \_\_\_\_\_ Date

Student \_\_\_\_\_

Reason for tardiness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
Pre-Mediation Agreement

MEDIATOR(S) NAME(S): \_\_\_\_\_

DATE: \_\_\_\_\_

1. Do you want to solve your problems?
2. Do you agree to make every attempt to solve your problems?
3. Do you agree to no name calling, put downs, or physical fighting?
4. Do you agree to be as honest as you can?

Disputants:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Faculty Advisor(s) for Dispute:

- 1.
- 2.
- 3.
- 4.
- 5.

**HARASSMENT, INTIMIDATION AND BULLYING**

The Maurice River Township Board of Education prohibits acts of harassment, intimidation or bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- 1) is motivated by any actual or perceived characteristic, such as race, color, religion, or a mental, physical or sensory disability; or
- 2) by any other distinguishing characteristic; and
- 3) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to this property; or
- 4) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- 5) not all acts of bullying, however, are motivated by characteristics such as the target's race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another either in isolated incidents (e.g. intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying.)

The Maurice River Township Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the board of education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

- 1) Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- 2) Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.
- 3) Explain student rights; and
- 4) Identify disciplinary sanctions and due process.

Since bystander support of harassment, intimidation or bullying can support these behaviors, the Maurice River Township Board of Education prohibits support for harassment, intimidation or bullying. The district encourages students to support other students to walk away from these acts when they see them, constructively attempt to stop them or report them to the designated authority.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

At school, the chief school administrator or designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the chief school administrator or designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The chief school administrator and/or designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Chief School Administrator or designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom school building or school district levels of by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:38-1, Discipline of Pupils. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

In addition, the district shall make resources (e.g., counseling) available to individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victim(s). Social skills training provided for all students is an example of a school or district-level response for addressing victimization.

This policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

The goal of this policy is to foster a safe and disciplined environment that is conducive to learning, where individuals treat one another with civility and respect.

---

First Reading: 12/17/02

Second Reading: 01/21/03

<b>Legal References:</b>	<u>N.J.S.A.</u> : 37-17(5)(a)(b)(c)	Harassment, Intimidation and Bullying
	<u>N.J.S.A.</u> 2C:33-4	Harassment
	<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
	<u>N.J.S.A.</u> 18A:36-20	Discrimination; prohibition
	<u>N.J.S.A.</u> 18A:38-5.1	No child to be excluded from school because of race, etc.
	<u>N.J.A.C.</u> 6:4-1.3	Policy development
	<u>N.J.A.C.</u> 6:4-1.5	School and classroom practices
	<u>N.J.A.C.</u> 6:8-4.3	Quality assurance
<u>N.J.A.C.</u> 6:8-4.10	State and Federally mandated programs and services	

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

Manual for the Evaluation of Local School Districts (June 1993)

Multi-year Equity Plan for 1996-97 through 1998-99, SDOE Bureau of Equal Educational Opportunity, Doc. #MISM260040699

<b>Cross References:</b>	2224	Nondiscrimination/affirmative action
	4111.1	Nondiscrimination/affirmative action
	4211.1	Nondiscrimination/affirmative action
	5131	Conduct/Discipline
	5134	Married/pregnant pupils
	5145.5	Equal Educational Opportunity
	6121	Nondiscrimination/affirmative action
	6141	Curriculum design/development
	6145	Extracurricular activities
	6161.1	Guidelines for evaluation and selection of instructional materials
	6171.4	Special education

# Memo

**To: Parents/Guardians of Maurice River Township Students**  
**From: John J. Saporito, Chief School Administrator**  
**Subjects: Internet, Digital Cameras, and Cell Phones**  
**Date: September 2008**

It is expected that all parents/guardians be vigilant in monitoring their child's use of the following: the Internet, digital cameras, and cell phones, especially those with the ability to take pictures.

Students have access to these items and, as children, are unaware of the risks and/or privacy rights of other children when they use these devices to post information, pictures, or videos of themselves or other children on the Internet on such sites as [MySpace.com](http://MySpace.com) or [YouTube.com](http://YouTube.com), etc.

Students should not be using a digital camera or any other picture taking device to post videos or pictures of other children on sites such as the above, without the permission of their parents, other parents, or the faculty here at school. Digital cameras and picture taking devices should only be used here at school as part of an educational program or assignment that you are aware of and that the parents of the child or children involved have given permission to allow.

Many of our children have told me that they do know about these sites and, as such, many may be using them without your knowledge. I urge you to talk about this and be aware of what they have posted, if anything, for their individual safety and so that they do not get themselves into troubling situations because they have violated the rights of others.

I understand that many of our children have been given cell phones by their parents and I, as a parent, understand why. I have no problem with the children having cell phones in their possession for use going to the bus stop or walking home from the bus stop after being released from the bus. As a parent myself, I know that you want to be assured that if your child needed to reach you, you would want them to have access to a cell phone. However, there is no reason to have the phone on or to use it once they are on the school bus or at any time during the school day. There are phones in every bus and phones throughout the school that a child would most certainly be able to access if they needed to contact you.

The students in grades five through eight have been told by me that they should not have cell phones or cameras displayed or in use during school hours. If they do so, the phone will be taken from them, the phone retained by Mr. Camac, and you will be contacted. Please understand that it is our intent to maintain the safety of our students and at the same time minimize disruptions and conflicts that can occur here at school as a result of student misuse of these devices.

Please help us to keep your child safe and out of conflict with others over violations to privacy rights by discussing and enforcing proper use of cell phones, text messaging, digital and other picture taking media along with the Internet.

If you have any questions, please do not hesitate to contact me.

**DRUGS, ALCOHOL, TOBACCO ANABOLIC STEROIDS AND CONTROLLED SUBSTANCES**

The Board of Education recognizes that drug/alcohol abuse represents a growing problem in society and is aware of the vital role performed by the schools and the efforts of the community to control and manage this problem. The Board of Education believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board of Education's concern is also to protect students who do not use and /or abuse drugs/alcohol as well as to provide help for those that do. The Board of Education pledges not only to meet, but to exceed State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline and continuity of care for student alcohol, tobacco and other drug use and abuse in the public elementary and secondary schools of the district according to the requirements of N.J.S.A. 18A:40A- 9, 10 and 11 and N.J.S.A.26:3D-15-21 and N.J.A.C.6:29-6.3.

The Maurice River Township School District will ensure the confidentiality of alcohol/drug abuse patient records, pursuant to 42 CFR Part 2, and the confidentiality of information provided by an elementary or secondary student while participating in a school-based alcohol/drug counseling program which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances, pursuant to N.J.S.A. 18A:40A-7.1 and 7.2.

For purposes of this policy "drugs" shall be defined as:

- 1) Any controlled dangerous substance, as identified in N.J.S.A. 24:21-2;
- 2) All alcoholic beverages;
- 3) Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A: 170-25.9;
- 4) Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
- 5) Misuse of any (and all) prescription or over-the-counter medications. All prescription medications must be administered by the school nurse unless permitted to self- medicate according Maurice River Township Board of Education Medication policy.

For purposes of this policy "school or school-related functions" shall be defined as:

- 1) while attending school
- 2) while in the school building
- 3) on school grounds
- 4) while on any Board provided transportation vehicles ( bus, van, car)
- 5) during School Board approved field trips
- 6) any school- related function on or off campus

Students are prohibited from possessing, inhaling any chemical, or chemical compound which releases vapor or fumes, or consuming any illegal drugs, over-the-counter and prescription medication improperly used, alcohol, or anabolic steroids in any form while at school or any school- related functions, according to N.J.S.A. 18A:40A-12(6). Students are further prohibited from possessing, smoking or using tobacco products in any form in compliance with N.J.S.A.26:3D-17.

The use, possession of drugs/alcohol or paraphernalia or distribution at school or on any school premises, at any Board of Education sponsored event, or on any Board transportation vehicle is prohibited. Any student who so uses., possesses or distributes alcohol/drugs shall be subject to discipline, including suspension or expulsion, and may be reported to law enforcement authorities.

In accordance with N.J.S.A 18A: 17-46 and N.J.A.C. 6A: 1, 16-4. 1, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy. Students and their parent(s)/guardian(s) are advised that New Jersey Laws may require additional penalties beyond school sanctions for drug-related offenses on or off-school grounds, including consequences for not following through on recommendations of an assessment/evaluation for alcohol or other drug abuse.

In accordance with N.J.S.A. 18A:40A- 1, an appropriate Grade K-8 drug/alcohol/tobacco/anabolic steroids and controlled dangerous substances curriculum shall be developed and implemented following the State Department of Education guidelines.

In accordance with N.J.S.A.40A-3 and 15, the Maurice River Township Board of Education shall insure that all educational staff members receive in-service training in alcohol, tobacco and other drug abuse prevention and intervention. The in-service training shall be updated annually in order to ensure educational staff members have the most current information available on the subject of substance abuse and the district's comprehensive alcohol, tobacco and other drug abuse program policies and procedures.

The Maurice River Township Board of Education in conjunction with local health agencies, shall provide educational programs on alcohol, tobacco and other drug abuse for parents and guardians, according to the requirements of N.J.S.A. 18A:40A-16 and 17(a).

The Maurice River Township Board of Education shall provide for assistance to parents/guardians who believe their child may be involved with alcohol or other drug use, in accordance with the requirements of N.J.S.A 18AAOA17(b).

Each year Maurice River Township Board of Education shall review the effectiveness of its policies and procedures on student substance abuse according to N.J.A.C. 6A: 16-4.2. All school staff, students and parents will be updated annually on the district's adopted policies and procedures.

### SMOKING

The Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect students and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board of Education prohibits smoking on all district properties, and at all Board of Education school related activities (see Page 1 of this policy).

The chief school administrator is authorized to report violations in accordance with the law. Students who violate the provisions of this policy shall be subject to appropriate disciplinary action pursuant to the school discipline code.

For purposes of this policy, "smoking" means all uses and possession of tobacco, including cigars, cigarettes, chewing tobacco and/or a pipe.

If the violation occurred at school or school-related functions, the student is subject to a citation and subsequent fine not to exceed \$100.00. (New Jersey Public Law 198 I,c.320 (N.J.S.A. 26:3D-15,et seq).

### STUDENTS VOLUNTARILY SEEKING HELP FOR DRUG, ALCOHOL OR ANABOLIC STEROID RELATED PROBLEMS

Students are encouraged to seek help for problems with or related to drug and/ or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use, or use by someone in a close relationship with them.

Revised: 8/19/03  
Approved: 9/16/03

**PROCEDURES FOR STUDENTS SUSPECTED OF USING/ABUSING DRUGS**

For purposes of these procedures "drugs" shall be defined as:

- 1) Any controlled dangerous substance, as identified in N.J.S.A. 24:21-2;'
- 2) All alcoholic beverages;
- 3) Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2AA70-25.9;
- 4) Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system;
- 5) Misuse of any (and all) prescription or over-the-counter medications. All prescription medications must be administered by the school nurse unless permitted to self- medicate according to the Maurice River Township Board of Education Medication policy.

For purposes of these procedures, "school or school-related functions" shall be defined as:

- 1) while attending school;
- 2) while in the school building;
- 3) on school grounds-,
- 4) while on any Board provided transportation vehicles (bus, van, car),
- 5) during School Board approved field trips
- 6) any school-related function on or off campus

In instances involving alcoholic beverages, controlled dangerous substances other than anabolic steroids, or any other chemical or chemical compound as identified in N.J.S.A. 18A-40A-9 and N.J.A.C. 6A: 16-4~ 1 (a), the following shall apply:

1. Any member of the school staff to whom it appears that a student may be carrying drug paraphernalia, selling or currently under the influence of inhalants, alcohol, or other drugs on school or school-related functions, shall report the matter as soon as possible to the chief school administrator or his/her designee and the school nurse according to the requirements of N.J.S.A. 18AA0A-12.
2. Any school staff member who in good faith reports a student to the chief school administrator or his/her designee in compliance with the provisions of N.J.S.A. and 14 shall not be liable in civil damages as a result of making such a report.
3. The chief school administrator shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to the requirements of N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3.
4. In instances where the chief school administrator, his/her designee and school nurse are not available, the staff member responsible for the school function shall be notified.
5. The student, who is awaiting a medical examination shall be supervised by the chief school administrator or his/her designee through the entire testing process, this includes:
  - while waiting for a parent to take the student to the physician selected by the parent
  - while the student is waiting for and receiving the medical examination by the school physician or an emergency room
  - provisions shall be made for the appropriate care of the student while awaiting the results of the medical examination.

6. The chief school administrator or his/her designee shall immediately notify the parents or guardian and arrange an immediate medical examination of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids. The approved examination may be performed by the student's own physician licensed to practice medicine or osteopathy. If this is not possible, the examination shall be conducted by the school physician. If the school physician is not available, the student shall be accompanied by a member of the school staff (a female should accompany female students), designated by the chief school administrator, to the emergency room of the nearest hospital for examination.

If available, a parent or legal guardian should accompany the student, but this is not necessary if the parents/legal guardians cannot be reached.

If at the request of the parent/legal guardian, the medical physician or doctor of osteopathy is other than the school doctor, such examination shall not be at the expense of the district board of education.

When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, such examination shall be at the expense of the district board of education.

7. If at the request of the parent/legal guardian, the medical examination is conducted by a medical physician or doctor of osteopathy other than the school doctor:

- The medical examination by the physician must be performed no later than one (1) hour from the time the student leaves the school or school related function.
- The Medical Professional Examination form must be given to the private physician by the chief school administrator or his/her designee who will be accompanying the student for the examination.
- A **urine drug screen** must be performed at the school physician's office, or at an approved chain of custody drug testing laboratory, within the hour. This is a mandatory requirement of the medical physician's medical evaluation.
- Proof of the medical examination and urine drug screen test must be provided to the Chief School Administrator and the parent/legal guardian as soon as possible on the Medical Professional Examination Form, with parental/legal guardian signature for release of records.
- The district shall require the parent to verify that a medical examination was performed within 24 hours of the referral of the student for suspected drug or alcohol use. Such verification shall include, at a minimum, the signature, printed name, address and phone number of the examining physician indicating the report required is pending, and the date by which the report will be provided. (N.J.S.A.8A:40A-12)

Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with the provisions of N.J.S.A. 18A:38-25 and 31 (Compulsory Education Act), and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.

Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 shall be treated by the district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.10)2. Refusal or failure to comply with this provision shall be treated as an admission of guilt.

8. The urine drug screen test shall be reported to the school nurse as soon as possible.
9. In the event the medical examination report is not conclusive, or the written report of the medical examination is not submitted to the parent and chief school administrator within 24 hours of the referral of the student for suspected drug or alcohol use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.
10. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall be immediately returned to school.

- 
11. If there is a positive determination from the medical examination, indicating that the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
- The student shall be returned to the care of a parent as soon as possible.
  - Attendance at school shall not resume until a written report has been submitted to the parent and the chief school administrator from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his- or her physical or mental ability to perform in school. (The school physician may perform the examination, if the parent/legal guardian is unable to afford the cost of the medical examination).
  - The report shall verify that the student's alcohol or other drug use no longer interferes with his or her physical or mental to perform in school; and
  - Removal of a student with a disability shall be made in accordance with NA.A.C. 6A: 14-2.8.
- 12) If a student refuses to comply with the medical examination and urine drug screen, he/she shall be returned to the care of a parent /legal guardian as soon as possible. The policy violation shall be handled according to the district discipline policy. If the urine drug screen was not obtained prior to disciplinary actions, the student must have a chain of custody urine drug at the school physician's office or an approved chain of custody drug testing laboratory. A medical examination must be also be completed.
- Attendance at school shall not resume until a written report has been submitted to the parent, and the chief school administrator from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug abuse interferes with his or her physical or mental ability to perform in school. (The school physician may perform the examination, if the parent/legal guardian is unable to afford the cost of the medical examination).
  - The results of the urine drug screen must accompany the medical examination report.
- 13) In no case will the discipline of a student result in the loss of the educational program, except in the case of an expulsion. In all other disciplinary situations, the student will be allowed to maintain his/her educational program. In the case of suspension, in or out of school, homework will be provided by the student's teacher(s) within a reasonable time following the suspension. Should the student's educational process be threatened, the student will be placed on home instruction until the case is resolved and he/she is allowed to re-enter school, be otherwise placed or expelled.
- 14) While the student is at home because of the medical examination or after the student returns to school, a substance awareness coordinator or individuals who hold school nurse, school psychologist, school social worker, or student services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall:
- Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation for the purpose of making a preliminary determination of the student's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the student. The findings of these additional evaluations alone shall not be used to prevent a student from attending school; and
  - Prior to the initial meeting with a student, a counselor will provide full disclosure, orally and in writing, of the Federal Confidentiality laws and guidelines (42 CFR Part 2) and have the student sign that he/she has received a copy of the regulations. The counselor will be permitted to maintain confidentiality of conversations with students except when:
    - a. the student's life is in imminent danger;
    - b. the information makes the counselor an accessory to an illegal action which has taken place on school premises or against school district personnel
    - c. the information indicates that the life of another individual is in imminent danger.

The student's age, quantity, frequency of drug/alcohol use, and the length of time a student continues to use substances should be given consideration when a decision to initiate a referral to a school-based program, inpatient treatment, a community agency, or parent/guardian contact is being determined.

The Student Assistance Counselor (SAC) shall meet regularly with the Intervention and Referral Service Team (I&RS) making them aware of the status of all active cases. Any individual team member may continue to work with a student seeking help voluntarily for an extended period of time. However, when the I&RS team agrees that no progress is apparent and professional enabling becomes a factor, the MRS Team will review the case to determine the next most appropriate course of action.

- cooperate with community agencies as defined in N.J.A.C. 6A: 16- 1 (b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment. The Board will provide guidance and resource information for treatment facilities where parents/guardians might obtain admission for their child.

The student must present written documentation to the Chief school administrator that the first available appointment for assessment has been made and what that date is as well as who will be performing the assessment. If the assessment signifies that the student requires treatment for his/her abuse of drugs /alcohol, the student must be enrolled in a treatment program in a timely manner, or be subject to further disciplinary action and/or Board review.

- 15) The Board of Education reserves the option of requiring an evaluation for treatment changes or further treatment at an outside treatment agency at a later date, if substance abuse continues, increases, questionable behavior occurs or a deteriorating condition is noted. Those students who are non-compliant will be subject to dismissal or referral to the Division of Youth and Family Services and/ or a Board of Education Disciplinary hearing.
- 16) Students enrolled in a approved outpatient treatment program may continue to attend school only as long as participation in the outpatient treatment program can be documented. Documentation must be presented weekly to the Substance Awareness Coordinator. The Substance Awareness Coordinator will monitor compliance, and provide a weekly written update of these students to the chief school administrator or designee. Parents/Guardians and the student shall be required to sign a Release of Confidential Information Form to allow the school and the treatment program to communicate about the student's progress.
- 17) Parents/Guardians of compulsory school age children who, upon the school's recommendation, fails to enroll their child in a treatment program shall have a report of alleged neglect filed with the Division of Youth and Family Services, pursuant to N.J.S.A. 9:6-1 et seq.
  - Should a parent/guardian arrange either inpatient or outpatient treatment for their child and the child refuses care, legal avenues must be pursued to allow the legal system to mandate treatment.
  - If the parent/guardian refuses to pursue legal options to establish treatment, a report shall be filed with the Division of Youth and Family Services for alleged neglect, pursuant to N.J.S.A. 9:6-1,et seq. A referral will be made to the Child Study Team to determine the student's eligibility for home instruction or for a Section 504 Plan of Accommodation and/ or related services.
- 18) When a student returns to school after in-patient treatment, a conference will be held with the student, the Student Assistance Coordinator and the parents. At this conference all after-care requirements will be discussed with special emphasis on the role of the school to support the student in his/her recovery.

**ANABOLIC STEROIDS**

In instances involving the suspected use of anabolic steroids, the following shall apply according to the requirements of N.J.S.A. 18A:40-A-12(b):

- 1) Whenever any teaching staff member, certified school nurse or other educational personnel shall have reason to believe that a student has used or may be using anabolic steroids, that person shall report the matter as soon as possible to the chief school administrator (or in his or her absence, to his or her designee) and to the certified school nurse or to the substance awareness coordinator.
- 2) The chief school administrator or designee shall immediately notify the parent and shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician.

The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

- 3) The examining physician shall provide a written report of the examination to the parent and to the chief school administrator.
- 4) If it is determined that the student has used anabolic steroids, a substance awareness coordinator or individuals who hold school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and the use of these substances and the possible need for referral for treatment.

To make this determination, the school staff members identified in 4 above may conduct a reasonable investigation which may include interviews with the student's teachers and parents.

The school staff member's identified in 4 above may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

- 5) If the results of a referral for evaluation have positively determined that the student's involvement with and use of these substances represents a danger to the student's health and well-being, the substance awareness coordinator or individuals who hold school nurse, school psychologist, school social worker, or student personnel services endorsements on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1 (b), to out-of-state agencies licensed by the appropriate state regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
- 6) Any educational or non-educational school staff member who in good faith reports a student to the chief school administrator or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-1 3 and 14.
- 7) Refusal or failure by a parent to comply with the provision of N.J.S.A. 18A:40A-12 and this section shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 3 1, and child neglect laws, pursuant to N.J.S.A. 9:6-l et seq.
- 8) Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and this section shall be treated by the district as a policy violation and handled in accordance with N.J.A.C. 6A: 16-4.1-2.

---

**VIOLATION OF DRUG, ALCOHOL, ANABOLIC STEROID AND OTHER CONTROLLED DANGEROUS SUBSTANCES POLICIES:**

The Board of Education prohibits the use, possession or distribution of any drug/alcohol by students, staff of any person on school property or in transportation vehicles or at any school or school-related event attended by students of this district.

When the material in question is determined by the appropriate authority to be alcohol or other drugs, anabolic steroids, inhalants or possession of paraphernalia, the following disciplinary actions shall be taken for the violations indicated:

First Offense: Suspension for a minimum of five (5) days, a mandatory parent conference, signing of a formal legal complaint, report to the chief school administrator, a formal I&RS Team intervention, notification of the Substance Awareness Coordinator.

Additional Offenses: All subsequent offenses will be held in a progressive manner. Discipline will include any or all of the above mentioned procedures including suspension, and alternative placement and/or expulsion for the remainder of the current school year.

**INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES**

If a student has violated the law or school discipline code regarding alcohol/drugs or controlled dangerous substances the chief school administrator or his/her designee will notify the parent or guardian. Also, if a student is found to be selling drugs, law enforcement officials will be notified and a formal complaint filed. For students who are involved in the intervention and evaluation process voluntarily or who have been referred for treatment services, there shall be no involvement of law enforcement authorities unless the student has been selling or distributing alcohol/drugs, over the counter drugs, and/or controlled dangerous substances, while on school premises and/or participating in school or school related functions.

The chief school administrator shall arrange for consultation with local agencies recommended by the Department of Health, with regard to the development and implementation of drug/alcohol policies and procedures. The local agencies that have provided help in the development of this policy are as follows:

Cumberland County Drug Treatment Center  
Cumberland County Alcohol/Drug Abuse Services  
Cumberland County Guidance Center  
Department of Education-Regional Curriculum Service Unit (RCSU)

The chief school administrator shall establish an annual process to review the effectiveness of these policies and procedures, and shall solicit community input and consultations with local agencies recommended by the Department of Health.

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
PHYSICAL MEDICAL EXAMINATION AND DIAGNOSTIC SUBSTANCE SCREENING FORM

The following is the physical medical examination and illegal substance screening required by the Maurice River Township School District and approved by Jill Mortensen, D.O. as the school district's medical inspector.

\_\_\_\_\_  
Jill Mortensen, D.O.

\_\_\_\_\_  
(Date)

New Jersey Law (N.J.S.A.18A:40A-12 and N.J.A.C.6A:16-4.3) requires that a pupil have an immediate physical medical examination (approximately 1 hour following the incident) by the school district's chosen physician at no cost to the parent/guardian. The doctor may be selected by the parent/guardian at their own cost. The student will be accompanied by a member of the school staff designated by the chief school administrator.

**Medical Examination and Diagnostic Substance Screening**

\_\_\_\_\_ is a student at Maurice River Township School  
(Name of Student)

and is authorized by the school district's medical inspector to be seen by the Occupational Health Services/ Emergency Department of South Jersey Hospital for an assessment/physical medical examination and monitored substance screening for drugs and alcohol at \_\_\_\_\_ A.M./P.M. on \_\_\_\_\_ (Date).

\*If the incident in question occurs after regular Occupational Health Services hours, please page the OHS tech on call for the following:

\_\_\_\_\_ Chain of Custody Urine Drug Screening

\_\_\_\_\_ Breath Alcohol Testing

\_\_\_\_\_  
(Signature: Chief School Administrator or Designee)

\_\_\_\_\_  
(Date)

---

**MAURICE RIVER TOWNSHIP SCHOOL**  
**RE-ENTRY PHYSICAL MEDICAL EXAMINATION FORM**

Anyone found positive for substance abuse, either through testing or a refusal to be tested (considered an automatic positive), must have a reentry physical medical examination to return to school. This reentry examination may be obtained from the Maurice River Township School District's chosen physician at no cost to the parent/guardian. The doctor may be selected by the parent/guardian at their own cost.

I certify that I have examined \_\_\_\_\_ and find  
(Name of Student)

that substance abuse no longer interferes with the student's physical and mental ability to perform in school.

\_\_\_\_\_  
(Examining Physician)

\_\_\_\_\_  
(Date)

MAURICE RIVER TOWNSHIP SCHOOL  
PHYSICAL MEDICAL EXAMINATION FORM

I certify that I have examined \_\_\_\_\_ and find that he/she is  
(Name of Student)

\_\_\_\_\_ under \_\_\_\_\_ not under

the influence of a drug and/or alcohol.

\_\_\_\_\_ unable to determine at this time \_\_\_\_\_ drug screen pending

This student is \_\_\_\_\_ able to return to school \_\_\_\_\_ not able to return to school

based on the following findings:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature: Examining Physician)

\_\_\_\_\_  
(Date)

**Release of Information**

I give my permission for the physician to release the results of the medical examination and the diagnostic substance screen to the Maurice River Township district school nurse. The purpose of such disclosure is to aid in an assessment and appropriate referral, if necessary. I understand this information is confidential. It will not be made part of the permanent record and will not be disclosed to any other individual or agency outside of the school without permission as provided by law.

\_\_\_\_\_  
(Signature: Parent/Guardian)

\_\_\_\_\_  
(Date)

**This report should be submitted within 24 hours (Drug Screening Pending) to the Maurice River Township District school nurse with a copy to the parent/guardian of the student.**

MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
INTERVENTION & REFERRAL SERVICES/STUDENT ASSISTANCE CORE TEAM  
STUDENT REASONABLE SUSPICION REPORT

STUDENT NAME: \_\_\_\_\_  
DATE OF OBSERVATION: \_\_\_\_\_ TIME OF OBSERVATION: \_\_\_\_\_

LOCATION/ACTIVITY: \_\_\_\_\_

## OBSERVATIONS:

<b>1. SPEECH (Check ✓all that apply)</b>		
Normal _____	Slow _____	Confused _____
Shouting _____	Rambling _____	Slobbering _____
Whining _____	Crying _____	Abnormal Stutter _____
Unable to Answer _____	Slurred _____	Boisterous _____
Incoherent _____		
<b>2. BALANCE/ABILITY TO WALK (Check ✓all that apply)</b>		
Normal _____	Swaying _____	Grasping for Support _____
Staggering _____	Falling _____	Arms used for balance _____
Lack of coordination _____	On hands and knees _____	
<b>3. AWARENESS (Check ✓all that apply)</b>		
Normal _____	Confused _____	Sleepy or stupor _____
Paranoid _____	Asleep _____	
<b>4. DEMEANOR (Check ✓all that apply)</b>		
Normal _____	Fighting _____	Excited _____
Crying _____	Antagonistic _____	Calm _____
Hilarious _____	Indifferent _____	
<b>5. ACTIONS (Check ✓all that apply)</b>		
Normal _____	Punching _____	Kicking _____
Profanity _____	Threatening _____	Resisting _____
<b>6. EYES (Check ✓all that apply)</b>		
Normal _____	Bloodshot _____	Glassy eyed _____
Watery _____	Droopy lids _____	
<b>7. CLOTHING (Check ✓all that apply)</b>		
Normal _____	Disheveled _____	
<b>8. MOVEMENT OF HANDS (Check ✓all that apply)</b>		
Normal _____	Fumbling _____	Slow _____
<b>9. FACE (Check ✓all that apply)</b>		
Normal _____	Flushed _____	Pale _____
<b>10. ODOR OF ALCOHOL (Check ✓ one)</b>		
Yes _____	No _____	
<b>11. ODOR OF MARIJUANA (Check ✓ one)</b>		
Yes _____	No _____	
<b>12. OTHER STUDENTS REPORT THE STUDENT USING, DISTRIBUTING OR IN POSSESSION (Check ✓ one)</b>		
Yes _____	No _____	
<b>13. STUDENT ADMITS SUBSTANCE USE, DISTRIBUTION OR POSSESSION (Check ✓ one)</b>		
Yes _____	No _____	
<b>14. STUDENT OBSERVED IN POSSESSION OR DISTRIBUTING (Check ✓ one)</b>		
Yes _____	No _____	
<b>15. OTHER BEHAVIORS OR PHYSICAL SIGNS (Describe)</b>		

Above Behavior Observed by: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WEAPONS AND DANGEROUS INSTRUMENTS

The board of education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons on school property, on a school bus, at any school function, or while en route to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The chief school administrator or designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any pupil 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, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the board to remove the pupil from the regular education program for a period of not less than one calendar year.

The chief school administrator or designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the board of education president. The chief school administrator/designee may modify a pupil's removal on a case-by-case basis. The chief school administrator or designee shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the chief school administrator or designee immediately. The chief school administrator or designee shall immediately inform appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. As in all disciplinary cases, due process will be provided (see policies 5114 Suspension and expulsion and 5131 Conduct/discipline).

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

Remotely Activated Paging Devices (Beepers): No student shall bring or possess a remotely activated paging device on any property used for school purposes without the written permission of the school board unless it is for medical reasons.

Implementation: The board directs the chief school administrator to develop regulations to implement this policy.

---

Date: 05/15/01

### **Legal References:**

<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
<u>N.J.S.A. 2C:33-18</u>	Remotely activated paging device; sale, lease or give to person under 18; exceptions; authorization by physician or surgeon or operator of legal commercial enterprise; violations; seizure and forfeiture
<u>N.J.S.A. 2C:33-19</u>	Paging devices, possession by students
<u>N.J.S.A. 2C:39-1</u>	Definitions
<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
<u>N.J.S.A. 2C:39-6</u>	Exemptions
<u>N.J.S.A. 18A:6-1</u>	Corporal punishment of pupils
<u>N.J.S.A. 18A:36-19.2</u>	Student locker or other storage facility; inspections; notice to students
<u>N.J.S.A. 18A:37-1</u>	Submission of pupils to authority
<u>N.J.S.A. 18A:37-2</u>	Causes for suspension or expulsion of pupils
<u>N.J.S.A. 18A:-37-2.1</u>	Assaults by pupil upon teacher, administrator, board member or employee ...suspension; expulsion hearings
<u>N.J.S.A. 18A:37-7 through -12</u>	Zero Tolerance for Guns Act

N.J.A.C. 6:29-10.1 et seq. Safe and drug free schools See particularly: N.J.A.C. 6:29-10.2, -10.4(b), -10.5

P.L. 103-382, Improving America's Schools Act of 1994

Section 1702, USPL 101-647 Prohibits possession or discharge of a firearm in a school zone

Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement (revised, amended)

State in Interest of T.L.O., 94 N.J. 331, 346 (1983), rev'd 105 S. Ct. 733 (1985)

**Cross References:** 5114 Suspension and expulsion  
5131 Conduct/discipline  
5131.5 Vandalism/violence  
5131.6 Drugs, alcohol, tobacco (substance abuse)  
5145.11 Questioning and apprehension  
5145.12 Search and seizure  
6172 Alternative educational programs

**WEAPONS AND DANGEROUS INSTRUMENTS**

The Maurice River Township Board of Education believes every adult and child has the right to attend school in a safe environment. Any infraction of this policy will be met with serious consequences for anyone, other than authorized law enforcement officials, involved in the possession or distribution of a weapon, real or toy, in the school, on school grounds, on school vehicles, and at school sponsored functions.

The board of education defines a weapon as any device, instrument or object, by itself or with another object, which is used to produce fear, bodily harm or destruction to a person or to property. The term weapons, real or toy, includes but is not limited to: guns, knives, sharp, metal or heavy instruments, explosives, combustible materials, and the intentional use of body parts to cause injury.

The chief school administrator or designee will investigate any report of a real or toy weapon in the school, on school grounds, on school vehicles, or at school sponsored activities.

Upon retrieval of a real weapon, the chief school administrator or designee will:

1. contact the chief school administrator;
2. contact law enforcement officials to come to the school to meet with the student and to confiscate the weapon.
3. ensure that the minor is immediately removed from the school grounds, school vehicles or school sponsored activity.
4. contact the parent/guardian if the person bringing or using a weapon on school grounds, on a school vehicle, or at a school sponsored activity, is a minor.
5. impose an immediate out of school suspension with due process with possible expulsion pending;
6. submit a written, confidential report regarding the incident to the president of the board of education through the chief school administrator;
7. each case shall be treated on an individual basis based on facts presented to the board of education at due process.

If readmitted after due process, the chief school administrator or designee will require that the minor continue to be seen by a school counselor/designee according to times set down by the board of education.

If the reported weapon is a toy, the chief school administrator or designee will:

1. meet with the child;
2. confiscate the toy weapon;
3. contact the parent/guardian of the child;
4. impose a three-day school discipline for the first offense;
5. If a second offense, the chief school administrator will be informed and a hearing before the board of education will be required.

If the offense is committed by an employee of the board and is considered minor by the board, then the penalties must be negotiated between the board and the teachers' association. If the offense is a major weapons offense, then immediate termination shall be initiated after due process by the board of education under NJSA 2C:39-5(e)(1).

## INDEX

Administrative Letter	<a href="#">1, 2</a>
Assisting Students	<a href="#">7</a>
Behavior/ Consequence Guidelines	<a href="#">9</a>
Disciplinary Referral Procedure	<a href="#">15</a>
Discipline, Student	<a href="#">2</a>
Effective Discipline	<a href="#">2</a>
Philosophy	<a href="#">2</a>
Dress Code	<a href="#">8</a>
Effective Discipline	<a href="#">2</a>
Faculty and Staff Responsibilities	<a href="#">7</a>
Forms	
Admission Pass	<a href="#">21</a>
Behavior Journal	<a href="#">20</a>
Disciplinary Referral	<a href="#">16</a>
Discipline Contract	<a href="#">19</a>
Parent/Student Conference	<a href="#">18</a>
Pre-Mediation Agreement	<a href="#">22</a>
Tardy Pass	<a href="#">21</a>
General School-Wide Behavior	<a href="#">4</a>
In-School Suspension - Rules And Regulations	<a href="#">15</a>
Internet, Digital Cameras, and Cell Phones	<a href="#">26</a>
Major Infractions/Consequences	<a href="#">11</a>
Philosophy	<a href="#">2</a>
Policies - Board of Education	
Drugs, Alcohol, Tobacco Anabolic Steroids and Controlled Substance	<a href="#">27</a>
Harassment, Intimidation and Bullying	<a href="#">23</a>
Weapons and Dangerous Instruments	<a href="#">39</a>
Property Damage	<a href="#">16</a>
Provisions For Out-of-School Suspension	<a href="#">14</a>
Pupil Rights/Responsibilities Procedure	<a href="#">2</a>
Rules and Regulations for Detention	<a href="#">16</a>
School Activities	<a href="#">15</a>
Student Searches	<a href="#">14</a>
Use of Alcohol and Drugs	<a href="#">15</a>