

2024 – 2025

Student Handbook



2509 E. Main St.
Millville, NJ 08332
856-293-2200

Principal

Jason Durham

Vice Principal

Robert Domico

Nurse

Veronica Fields

Guidance Counselor

Amanda Haviland

Social Worker

Deana Parker

Main Office Support Staff

Principal's Secretary

Marcella Greene Smith

Attendance Secretary

Stephanie Higbee

Receptionist

Lisa Langlois

Message from the Administration

Welcome to Holly Heights School, where the teaching and learning environment is warm and welcoming, exciting, and challenging. Holly Heights is a learning community that, through a partnership among staff, students and parents, strives to promote social growth and academic excellence in an atmosphere that encourages respect, compassion, and diversity. The information and suggestions contained in this handbook are presented to assist you in creating a positive school experience for your child.

Holly Heights shares the district vision to provide students with a world class education. We continue to utilize the Eureka mathematics program and the American Reading Company language arts series. We have also adopted the Positive Behavior Support program with our students to reduce discipline referrals and provide incentives for positive behavior. Students needing additional academic support are targeted through the Response to Intervention program providing specific interventions in Language Arts.

We continue to emphasize the need for children to be involved in the community through Jump Rope for Heart, UNICEF, and giving to the community food closet. Our student body participates in respect and wellness activities throughout the school year that reinforce cooperative and healthy life choices and utilizes the Bucket Fillers program. Students also have the opportunity to participate in the Club 21 program and Intramurals. Our students also celebrate Hawk Pride by saying the Hawk Pledge every morning and celebrating school wide monthly at our Hawk Pride assemblies. There are a variety of educational programs and activities throughout the year promoting individual excellence and pride. These are opportunities for you, as a parent, to become involved with your child's school family. We encourage you to support your child by checking daily folders, agenda books, and attending school-sponsored events. Let's partner together to make it a spectacular year.

Jason Durham, Principal

Bob Domico, Vice Principal

Holly Heights School Pledge

We, the students and staff of Holly Heights will work together in order to create a safe, kind, and caring school. We will do our best to be honest, responsible, and respectful. We will solve problems in a cooperative way so we can all learn, grow, and soar to reach our goals together.

Holly Heights School Vision

To deliver an exceptional educational experience to the students and families of Holly Heights.

Holly Heights School Mission

The Holly Heights school family is committed to excellence in nurturing children who will become responsible, respectful, caring, inquisitive, trusting, tolerant lifelong learners.

Parents and Visitors

Please remember to remove any hats and sunglasses when entering the building. Also, cell phone use in the building and especially in the main office is prohibited.

SCHOOL DAY HOURS:

Regular Session: 9:10 a.m. – 3:45 p.m.

Delayed Opening: 10:55 a.m. – 3:45 p.m.

Early Dismissal Session: 9:10 a.m. – 1:45 p.m.

ARRIVAL: Students are not to arrive at school before 8:55 am unless they will eat breakfast at school.

Car Rider(s): Parent Drop off can begin at 8:55 am. Parents arriving on property prior to 8:55am. should remain in their vehicle with their children. Upon arrival we ask that parents that are dropping off their child in the a.m. please have the student on the passenger side of the car and ready to exit the vehicle at the designated drop off area at the horseshoe driveway. We ask that all cars remain in a single line for student safety. If your child needs assistance or you prefer to walk your child to the door, please park in the back parking lot and walk up to the sidewalk to the gym lobby entrance.

Walkers/Car Riders will enter through the center or main doors. All bus riders K-5 will enter through the back of the gymnasium doors.

LATE ARRIVAL (Policy Number - [5230](#)) Students who arrive at school **after 9:10 a.m.** are considered tardy and will be issued a late pass to enter the classroom. Parents are **not** permitted to escort students to their classroom. Students who arrive late to school or in their assigned classroom shall be subject to disciplinary action in accordance with the district's Code of Student Conduct. The breakfast program runs from 8:55 a.m. to 9:10 a.m. Students who arrive after 9:10 a.m. will have arrived too late to be served breakfast.

ATTENDANCE AWARDS: At the end of the school year, students who have perfect attendance will be recognized. **To qualify for perfect attendance, your child must be in school every day, on time, and stay for the entire day. There are no exceptions.** Also, there is an outstanding attendance award. Outstanding attendance allows for up to three days late or early dismissal but are still in school every day.

BREAKFAST PROGRAM: Each morning a bagged breakfast will be served in the homeroom from 8:55 a.m. to 9:10 a.m. The fee for breakfast will follow the guidelines of the Free and Reduced Lunch Program. Therefore, students who pay for lunch will also have to pay for breakfast.

CHARACTER EDUCATION: Character Education is a school wide initiative designed to reinforce positive character among our students, staff, and parents. Parents are asked to support their children through discussions at home about the importance of each character trait. These character traits **are fairness, caring, good citizenship, honesty, respectfulness, responsibility, trustworthiness, and courageousness.**

CONTACT INFORMATION: It is very important that we have a current working telephone number for your child. When we announce school closings, meetings, early dismissals, and other important information, you will get a phone call. If your telephone number is not up to date, we will not be able to notify you. For the safety and security of you and your child, all requests for changes to your personal information must be received in writing.

DISMISSAL: (Policy Number - [8601](#)) Students are dismissed at 3:40 p.m. All students must be picked up on time. *Students may not remain in the office beyond the school day.* If you must change your child's(ren) transportation, contact the Main Office to notify staff of the changes. For the safety of the students, changes after 3:30 pm will not be permitted.

EARLY DISMISSAL: Early dismissals are subject to administrative approval and parents must notify the teacher and office staff of early pick-ups. ***Students may not be signed out early after 3:30 pm without a prior written notice!*** Teachers will not release students without proper notification from the office. Please try to make doctor appointments after school. ***When we interrupt a class to dismiss a child, learning stops for everyone. Please assist us in providing a full education for every child.*** We appreciate your cooperation in this matter.

PARENT PICK-UP: The Dismissal of students who are picked up by an adult, whether by car or on foot will begin at 3:40pm. **For afternoon pick up, parents must park their vehicle in an available spot, exit their vehicle, and make sure they have their Parent Card in hand.** Parents will then proceed to their child's respective line and show our staff their parent pick up card at which time your child will be released to you. Parents will retain their card for future use. ***See student line up chart on next page.***

Each family has been given 2 Parent Pick Up Cards. The cards will go home on Tuesday, September 6th with your child. Parents, or individuals assigned by them to pick up their child(ren), must present their card to staff at the time of pickup. If additional cards are needed please contact Holly Heights at your earliest convenience and additional cards will be made. Please allow one week for us to process your request.

****Anyone picking up a student(s) who does not have a pickup card will need proper ID and already be listed on the student's primary household or emergency contact list****

Parents may give their cards to whomever they wish, such as a neighbor, friend, aunt, uncle, or grandparent. Please make sure cards are kept in a safe place where the individual will have access to them (i.e., glove compartment or center console of their car). If your child is normally a bus rider but will be a car rider or walker on a given day, a written note is required. **To ensure a safe and smooth dismissal the office will not be making any changes to dismissal after 3:30 pm.**

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

For the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

ARRIVAL PROCEDURES

- Kindergarten aides will assist students in hallways
- Mr. Domico will be out front in the bus parking lot
- Jason Durham will be in parking lot at the horseshoe
- Mrs. McCarthy and Mrs. Wheeler will greet students entering at the gym lobby entrance
- Mrs. Haviland & Mrs. Rosado will greet students getting off buses
- Ms. Maiuro and Mr. Laird will be posted at the intersection of the music hallway
- Mrs. Parker and Mr. Bingham will be in the main lobby
- Mrs. Fry and Mrs. Jeannie Clifford will be in the Kindergarten/5th grade hallway intersection
- Mrs. Dallas & Mrs. Worthington will be at the A-B intersection hallway
- Mrs. Emma/Mrs. Chinnici will be in the hallway outside of room 24
- Ms. Langley & Mrs. Wheaton will be at the C-D intersection

DISMISSAL PROCEDURES

- Kindergarten aides will walk their students for parent pick up
- 1st grade will be picked up by Mrs. Dallas & Mrs. Wheaton
- 2nd grade will be picked up by Mrs. Bloomstead and Mr. Doug Saul
- 3rd grade will be picked up by Mrs. Rhubart
- 4th grade will be picked up by Ms. Langley and Mrs. Miskelly
- 5th grade will be picked up by Mrs. Fry
- Latch Key Mrs. Olivio
- Brianna Donnelly will be the floater

K-2 students will exit through Mrs. Wheeler's side of the gym. 3-5 students will exit through Mrs. McCarthy's side of the gym. Steve Saul, Mr. Bingham, Mrs. Wheeler, and Mrs. McCarthy will assist with dismissal in the gym. All other available staff will assist Mr. Durham, Mrs. Parker, and Mrs. Haviland in the front of the building with bus dismissal and be available if the above staff members are absent.

EXTENDED DAY PROGRAM: If you are unable to drop your child off after 8:55 a.m. or pick up your child by 3:45 p.m., you may apply to the latchkey program. Latch Key offers before and or after care for students K-5. For more information and for the cost of the program, please call Latch Key for more information 293-2000 Ext. 7584. The Latch Key Office is in the Millville Board of Education, Culver Center, 110 North Third St., Millville, NJ 08332.

EXTRA-CURRICULAR ACTIVITIES: During the school year students will have an opportunity to participate in a variety of extracurricular activities. Students are expected to demonstrate proper behavior during these activities, as all school rules remain in effect. Students currently serving a suspension or restricted students will not be eligible to participate.

GUIDANCE: There is a counseling program available to aid students, parents, and teachers in the development of positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, information services, referral assistance and student scheduling and testing. Students may request an appointment by telling their homeroom teacher. Teachers will submit their name to the guidance office and passes will be issued by the counselors.

HEALTH INFORMATION: The Nurse's office is open daily during regular school hours. Ill/injured students need a pass signed by a school employee to see the school nurse. If the nurse is out of her office, students should report to the main office. The goal of the school nurse is to assist students/staff with illnesses/injuries related to the school day, manage acute and chronic health concerns, and provide for a safe school environment.

1. Parents/guardians are encouraged to complete an annual Health History Update for your child(ren) at the start of each school year. This information will ensure that the school nurse has current health information about your child.
2. New Jersey law and district policy prohibit the school nurse from administering any medication (prescription or over the counter) without a written order from the student's healthcare provider and written permission from the student's parent/guardian. Forms for this purpose are available on the district web site and at the school. All medications are transported to/from the school in their original container and by an adult. Medication orders are valid for one school year only.
3. Students are not permitted to self-medicate without a written order from a healthcare provider and written permission from the parent/guardian.
4. If a student becomes ill/injured during the school day, the school nurse will contact the parent/guardian/emergency contact for that student to arrange for transportation home. It is always imperative that the school have proper and current contact information. Sick/injured students must be signed out of the school in the main office.
5. Any student requiring the use of crutches or requiring other accommodations related to a health concern, must have a written order from his/her healthcare provider. Students unable to participate in physical education must also provide documentation from their healthcare provider. To resume activities without restriction, documentation permitting return to play is required. Students with fever greater than 101 degrees, vomiting, diarrhea, or evidence of other contagious health concerns should remain at home until symptom free for 24 hours without the use of medication. If you are uncertain about whether your child should attend school because of symptoms of illness, please consult the school nurse for guidance.

6. New Jersey law and district policy mandate certain health screenings as conducted by the school nurse during the school year. These screenings may include the measurement of height, weight, blood pressure, hearing assessment, vision assessment, color vision screening and scoliosis screening. You will be notified in advance of health screenings. If you do not want your child to participate in health screenings, please notify the school nurse in writing.
7. Students with documented health concerns requiring the use of medication in school, i.e., asthma, diabetes, seizure disorders, life threatening allergies, are not permitted to participate in field trips outside of Silver Run School until the nurse has received appropriate medication orders/medications related to the management of that health concern. This is to ensure that your child can be safely cared for during school sponsored activities.

Parents/guardians are encouraged to contact the school nurse for additional information or to discuss any questions related to helping your child have a safe and healthy school year.

PARENTAL INVOLVEMENT

Back to School Night: Will be held on Wednesday, September 26, 2024. Please make time to meet your child's teacher and learn classroom procedures on this important night. This is an informational night only. Teachers are not able to hold individual conferences on this night.

PTSA: An active organization which sponsors special events in conjunction with educational objectives to promote good communication between the home and school. **Please join this very worthwhile group and please volunteer to help with at least one PTO sponsored activity this year.** We will hold sign-ups at our Back-to-School Night on Wednesday, September 26, 2024. Your support is greatly appreciated!

POSITIVE BEHAVIOR SUPPORT IN SCHOOLS: Holly Heights School subscribes to a school-wide positive approach to behavior known as PBSIS. Under this plan appropriate, expected behaviors are taught, modeled, practiced, encouraged, and reinforced. These include the **"4 B's"; Be Respectful, Be Responsible, Be Safe and Be Helpful.**

READING: Encourage your child to read, or you may read to your child 20 minutes nightly.

District Policies

ACADEMIC DISHONESTY: (Policy Number - [5701](#))

Students are expected to be honest in all their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

AFFIRMATIVE ACTION (Policy Number - [5750](#)): In keeping with Federal/State anti-discrimination legislation, the Millville Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student, employee, and parent complaints. **Purpose:** To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination based on race, color, creed, religion, sex, ancestry, national origin or social or economic status.

ALTERNATIVE EDUCATION PROGRAM: (Policy Number - [2480](#))

The Millville School District has created an Alternative Education Program for students who demonstrate a need for an alternative program.

ATTENDANCE (Policy Number - [5200](#)):

The frequent absence of pupils from classroom learning experiences limits the ability of the pupil to meet the academic requirements of his/her grade. A pupil must attend school regularly to be considered to have successfully completed the grade level in which they are assigned.

If your child is absent, contact the school at 856-293-2470. A note explaining your child's absence is required.

Please be advised that Holly Heights School realizes the value of an education and follows the district attendance policy stringently. Students cannot make adequate yearly progress if they fail to attend school regularly or come to school tardy on a frequent basis. Millville has an attendance policy that is in accordance with the law and that students must follow. We notify the Truancy officer and will file paperwork in court for any students with absences above and beyond the district policy.

BUS TRANSPORTATION & VIDEO (Policy Number - [8600](#) & [8690](#))

All students, preschool through grade five who live more than two miles from school are eligible for transportation. However, student transportation is a privilege which may be suspended. Students are expected to act in a manner that does not jeopardize their safety or the safety of others. Video cameras routinely monitor students. The bus driver is always in complete charge of the bus and its occupants. Students riding the bus must comply with all rules and requests. Students violating rules will be subject to disciplinary action which may involve bus suspension from one to thirty days and/or suspension from school. Actions involving bodily harm or those which endanger safety may be cause for permanent suspension from the bus.

CALENDAR (Policy Number - [8210](#))

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school district.

The Board shall annually approve the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction in accordance with N.J.S.A. 18A:7F-9. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

The Board reserves the right to alter the school calendar when: such alteration is feasible and serves the best interests of the students of this district; the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of students.

CO-CURRICULAR ACTIVITIES (Policy Number - [2430](#))

Millville Public Schools are committed to providing a diverse range of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of students, and to enable students to explore a wider range of individual interests than might be available in the regular curricular program.

CODE OF CONDUCT/STUDENT DISCIPLINE (Policy Number - [5600](#))

Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. For any violations of student conduct the school administration may, if deemed necessary, impart one or More of the following disciplinary actions:

- Loss of Privilege
- Lunch Detention
- Alternate Classroom Instruction
- Out-of-School Suspension
- Bus Suspension

Discipline will depend upon and/or the

- Signing of a Complaint
- Child Study team review
- Alternate School Placement
- Placement on Home Instruction
- Expulsion
- Hearing
- Restitution/Apology

administered to a student the severity of the case number of prior discipline

situations incurred by the offending student. In all cases, except for detention, an attempt will be made to notify the parent(s) or guardian(s). 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 a suspension, homework will be provided by the student's teacher(s) within a reasonable time, (the student's work

will be made available no later than 4:00 p.m. the day immediately following the suspension) which will not interfere with the student's ability to continue with the schoolwork. If the disciplinary action should prevent your student from attending school or class, homework will be provided for the student to maintain his/her educational status. Should the educational progress be threatened, the student will be placed in the Alternative School or on home instruction until the case is resolved and he/she can re-enter school or be expelled or otherwise placed. In the case of a classified student, due process procedures for reviewing discipline of special education students that are consistent with law and code will be followed.

Administrative Interventions and Responses to Behavior (K-2)

Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior <i>Definition:</i> Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI 1 day LD 1 day recess	PC SSI 2 days LD 2 days recess
Defiance/Noncompliance <i>Definition:</i> Failure to comply with staff/adult repeated requests or directives, talking back to teacher, leaving class without permission, use of cell phone	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI 1 day LD 1 day recess	PC SSI 4 days LD 2 days recess
Stealing/Theft <i>Definition:</i> Student is in possession of, having passed on, or being responsible for removing property belonging to another student, staff, or school building.	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI 1 day LD 1 day recess	PC SSI 2 days LD 2 days recess
Inappropriate Language (Gestures/symbols/clothing) <i>Definition:</i> Verbal/written/drawn messages that include swearing, name calling or use of words in an inappropriate way. This may include words, gestures, and/or symbols.	PC SS PM 1 day LD	PC SSI 2 days LD 1 day recess	PC SSI PM 2 days LD 1 day recess	PC SSI I&RS PM 1 day ASD
Hitting/Kicking Staff	PC SSI	PC SSI	PC SSI	PC SSI

<i>Definition:</i> Intent to cause bodily harm by hitting, kicking, pushing, biting and/or throwing of objects at a staff member.	2 days LD PM	I&RS 3 days LD PM	4 days LD PM	5 days LD PM
Infractions cont'd				
Hitting/Kicking Student <i>Definition:</i> Intent to cause bodily harm by hitting, kicking, pushing, biting and/or throwing of objects at another student or students.	PC SSI STS	PC SSI I&RS PM STS LTS	PC SSI PM LTS	PC SSI PM LTS
Fighting/Extreme Physical Acts <i>Definition:</i> Intent to cause bodily harm using extreme force. Actions involving serious physical contact where injury or harm may occur to one or more students. (Two or more students need to be involved to be considered fighting).	PC SSI PM STS	PC SSI PM STS	PC SSI I&RS PM STS LTS	PC SSI PM STS LTS
Harassing/threatening/intimidating behavior <i>Definition:</i> Any gestural, verbal, or written act that comments on a personal characteristic such as ethnicity, religion, gender, sexual orientation, or handicap that physically or emotionally harms another student.	PC SSI 1 day LD	PC SSI PM 2 days LD 2 days recess	PC SSI I&RS PM ASD	PC SSI LD PM STS
Property Destruction <i>Definition:</i> Student deliberately impairs, defaces, or destroys staff, student, or school property either inside or outside the building	PC SSI RE ASD PM STS	PC SSI RE PM STS	PC SSI RE PM LTS	PC SSI RE PM LTS
Controlled substances and harmful instruments <i>Definition:</i> Students are in possession of items such as tobacco, prescriptive medicine, fire making devices, knives or other sharp	PC SSI STS PM District Protocol	PC SSI STS PM District Protocol	PC SSI STS LTS PM District	PC SSI LTS PM District Protocol

instruments, or other objects that can cause bodily harm.			Protocol	
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Immediate Office Referrals: Fighting/Extreme Physical Acts, Hitting/Kicking of students and staff, Controlled Substances and Harmful Instruments, Harassing/threatening/intimidating behavior, Imminent danger to self/others, Theft of valuables

**Administrative Interventions and Responses to Behavior
(3-5)**

Infractions	1st Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior <i>Definition:</i> Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	PC SSI 1 day LD	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI I&RS 3 days LD	PC SSI 4 days LD
Defiance/Noncompliance <i>Definition:</i> Failure to comply with staff/adult repeated requests or directives, talking back to teacher, leaving class without permission, use of cell phone.	PC SSI 1 day LD	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI I&RS 3 days LD	PC SSI 4 days LD
Stealing/Theft <i>Definition:</i> Student is in possession of, having passed on, or being responsible for removing property belonging to another student, staff, or school building.	PC SSI PM ASD	AC PC SSI LD PM STS	AC PC SSI LD PM STS	AC PC SSI LD PM STS	AC PC SSI LD PM STS LTS
Inappropriate Language (Gestures/symbols/clothing) <i>Definition:</i> Verbal/written/drawn messages that include swearing, name calling or use of words in an inappropriate way. This may include words, gestures, and/or symbols.	PC SS 1 day LD	PC SSI 1 day LD	PC SSI 2 days LD	PC SSI I&RS 3 days LD	PC SSI 4 days LD

Hitting/Kicking Staff <i>Definition:</i> Intent to cause bodily harm by hitting, kicking, pushing, biting and/or throwing of objects at a staff member.	PC SSI STS PM	PC SSI STS PM	PC SSI I&RS PM STS LTS	PC SSI PM STS LTS	PC SSI PM STS LTS
Infractions cont'd	1st offense	1st offense	2nd offense	3rd offense	4th offense
Hitting/Kicking Student <i>Definition:</i> Intent to cause bodily harm by hitting, kicking, pushing, biting and/or throwing of objects at another student or students.	PC SSI 2 days LD	PC SSI 1 day LD	PC SSI I&RS PM 2 days LD	PC SSI PM 3 days LD	PC SSI LD PM STS
Fighting/Extreme Physical Acts <i>Definition:</i> Intent to cause bodily harm using extreme force. Actions involving serious physical contact where injury or harm may occur to one or more students. (Two or more students need to be involved to be considered fighting).	PC SSI 1 day LD	PC SSI STS PM	PC SSI I&RS STS PM	PC SSI STS LTS PM	PC SSI PM STS LTS
Harassing/threatening/intimidating behavior <i>Definition:</i> Any gestural, verbal, or written act that comments on a personal characteristic such as ethnicity, religion, gender, sexual orientation, or handicap that physically or emotionally harms another student.	PC SSI 1 day LD PM	PC SSI 1 day LD	PC SSI I&RS PM 2 days LD	PC SSI PM 3 days LD	PC SSI LD PM STS
Property Destruction <i>Definition:</i> Student deliberately impairs, defaces, or destroys staff, student, or school property either inside or outside the building	PC SSI RE PM 1 day LD	PC SSI RE PM AD STS	PC SSI RE PM AD STS	PC SSI RE PM AD LTS	PC SSI RE PM AD LTS
Controlled substances and harmful instruments <i>Definition:</i> Students are in possession of items such as tobacco, prescriptive medicine, fire making devices, knives or other sharp instruments, or other objects that can cause bodily harm.	PC SSI PM District Protocol	PC SSI STS PM District Protocol	PC SSI PBIS STS PM District Protocol	PC SSI STS LTS PM District Protocol	PC SSI LTS PM District Protocol

Immediate Office Referrals:

Fighting/Extreme Physical Acts, Hitting/Kicking of students and staff, Controlled Substances and Harmful Instruments, Harassing/threatening/intimidating behavior, Imminent danger to self/others, Theft of valuable

Glossary of Terms

RD: Recess Detention:

A recess detention takes place in a self-contained classroom environment during the student's scheduled recess period. During recess detention students will review school, class, and recess detention rules. Students will be given a reflection assignment where they will re-evaluate their actions and consider viable alternative to their chosen behavior.

LD: Lunch Detention: A lunch detention takes place in a self-contained classroom environment that is held during the student's recess and lunch period. Administrators may require work to be submitted by the referring teacher for the student to complete.

I&RS: Intervention & Referral Service: An I&RS referral is completed for serious and/or repeated behavior. The I&RS Team will review cases and develop an action plan that will assist the student in meeting behavior/academic expectations.

PC: Parent/Guardian Contact: When a student has been referred, administration will contact the parents/guardian of the student either by telephone or letter to discuss the referral and the action being taken.

PM: Parent/Guardian Meeting: When a student in grades 3-5 has been suspended, or a student in grades K-2 has been given a morning detention, administration may require the parent or guardian and the student to attend a re-admittance conference with the school administrator, as a condition for returning to school.

RE: Restitution: A student may be required to make up for damages or harm in a monetary or service-based way.

SSI: Social Skills Instruction: The referred student or students meet with one of the following: counselor, behavior specialist, or administrator and partake in social skills instruction specific to the infraction.

STS: Short Term Suspension: Administration may make a recommendation for a student to receive a short-term suspension (1-3 days) for committing an act of violent behavior, a serious violation of school regulations, and/or for an unlawful act which creates a dangerous or unsafe condition for students, guests/visitors, or school staff.

LTS: Long Term Suspension: Administration may make a recommendation for a student to receive a long-term suspension (4-9 days) for committing an act of violent behavior, a serious

SUSPENSION POLICY (Policy Number - [5610](#))

In certain cases of student misconduct, it may be necessary for student(s) to be assigned out-of-school suspension by the Principal or Assistant Principal. Every attempt will be made to inform parents by telephone of the impending suspension. Parents will receive written notification of the suspension by mail. Pupils on home suspension shall be counted as absent (excused) unless the duration of the suspension requires home instruction. Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. **A parental conference is required before the student can be reinstated.**

DISCIPLINE APPEALS PROCEDURE/PUPIL GRIEVANCE PROCEDURE (Policy Number - [5710](#))

If the student/parent feels the disciplinary action has been unmerited or excessive, an appeal can be made. In cases of minor discipline problems that would result in in-school suspension or detention, the punishment will be held in abeyance until after the appeal process has been completed. In cases of severe infractions that would require out-of-school suspension, the student will be temporarily removed from school and due process procedures will be initiated immediately prior to a final disciplinary determination. Parents/Students who have concerns about school system policies, rules or regulations should attempt to resolve the issue at the lowest level closest to the issue.

A student grievance will be heard in the following manner:

1. A student should first make the grievance known to the staff member most closely involved or with the Affirmative Action Officer and both shall attempt to resolve the matter informally and directly within five working days.
2. A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate.
3. The written grievance may be submitted to the Building Principal, Assistant Superintendent, Superintendent, and the Board of Education, in that order and within ten working days to be allowed at each level for the hearing of the grievance and the preparation of a response.
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step.
5. A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

DISTRICT MISSION & VISION STATEMENT (Policy Number - [2110](#))

The mission of the Millville School District, in partnership with the community, is to assure that each student develops the skills, knowledge, and attitudes necessary to succeed in life. As partners in this mission, we will provide an engaging and challenging curriculum, as reflected in the New Jersey Student Learning Standards, as

well as a safe and secure teaching and learning environment with an active commitment to ensure trust, mutual respect, communication, effective collaboration, and good citizenship.

It is the expectation of this school district that all students achieve the New Jersey Student Learning Standards at all grade level.

DRESS & GROOMING (Policy Number [5511](#))

Proper dress is an important part of any school program. Students should display pride in their school and in themselves by coming to school in appropriate clothing.

- School clothing should not be tight-fitting, sheer, or revealing to be indecent, embarrassing, or obscene.
- Graphics that are suggestively obscene or offensive on any garments are not permitted. Neither is clothing which advertises tobacco, drugs, or alcohol products.
- All sleeveless shirts must be at least 3 fingers wide. Loose/baggy tank tops and muscle shirts are not permitted.
- Students are not permitted to wear jackets, windbreakers, outdoor coats, hats, or any type of head covering when inside the building.
- All shorts and skirts must be mid-thigh in length.
- All pants are to be properly worn at the waist with no “slacking.”
- Students are to wear shoes and sneakers only. ***For health and safety reasons, flip-flops and open toed shoes, or backless sneakers are not permitted.***
- Non-prescription, glazed, or tinted glasses are not to be worn in the school building unless required medically.
- Guidelines regarding PE attire will be given out by the PE teacher. **Only sneakers are permitted during PE.**

This code is to be used as a guide. We realize not all circumstances will be covered by the dress code listed above and as such administration reserves the right to make final determination as to the appropriate nature of student attire. If you have any doubt whether a specific clothing article is a violation of the dress code, please call the office.

DRUGS/SUBSTANCE ABUSE (Policy Number - [5530](#))

Millville Public Schools recognizes that a student’s abuse of harmful substances seriously impedes that student’s education and threatens the welfare of the entire school community. We are committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Millville Public Schools will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

EMERGENCY & CRISIS SITUATIONS (Policy Number - [8420](#))

Millville Public Schools recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families. Drills will be conducted monthly.

EQUAL EDUCATIONAL OPPORTUNITY (Policy Number - [5750](#))

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student’s race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

FERPA (Policy Number - [8335](#))

FERPA affords parents and adult students certain rights with respect to the student's education records.

FLAG SALUTE (Policy Number - [8820](#))

Millville Public Schools requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute, and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given.

FIELD TRIPS (PROCEDURES/CHAPERONES) (Policy Number [2340](#) & [9180](#))

Staff is responsible for providing a list of students to the nurse four weeks before the trip date. The school nurse will review the list to determine each child's medical clearance. Parents, for your child to attend a field trip, we must have a current health history on file with the nurse. All field trips will close one week before the trip date. No students will be added except in an emergent situation. We encourage parents to attend field trips when the opportunity arises. All students must ride the bus to a field trip and must ride the bus back to the school building.

The following guidelines shall govern the service of school volunteers (chaperones):

Volunteers...

1. may serve only under the direction and supervision of an appropriately certified or licensed staff member.
2. should clearly understand their duties and responsibilities and perform no service outside those duties.
3. serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. shall respect the individuality, dignity, and worth of each child.
5. are not permitted access to student records.
6. should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws.
7. may consult with the Principal regarding their duties and responsibilities; and
8. shall receive no financial remuneration from the Board.

GRADING POLICY (Policy Number - [2624](#))

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and students, a grading program appropriate to the course of study and maturity of students. The final decision on any contested grade will be the responsibility of the Principal. A student classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Elementary Grading Policy

K - 2

The grading policy is in effect for all subjects:

Kindergarten uses:

B = Beginning

D = Developing

S = Secure

Special Areas and Grades 1-2

E = Excellent

S+ = Satisfactory Plus

S = Satisfactory

S- = Satisfactory Minus

N = Needs Improvement

3-5

A+ = 98-100

A = 95-97

A- = 92-94

B+ = 80-91

B = 86-88

B- = 83-85

C+ = 80-82

C = 77-79

C- = 74-76

D+ = 71-73

D = 68-70

D- = 65-67

F = 0-64

HARASSMENT, INTIMIDATION AND BULLYING (Policy Number - [5512](#))

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. 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.

For more information, please select the link above. If you think your child has been the victim of bullying, harassment, and/or intimidation please visit the school website or contact the main office.

HOME INSTRUCTION Health Related: (Policy Number - [2412](#))

Millville Public Schools shall provide instructional services to an enrolled student, whether a general education student in Kindergarten through grade twelve or special education student age three to twenty-one, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education.

A parent's request for home instruction shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

HOME INSTRUCTION Other: (Policy Number - [2481](#))

The Board of Education shall provide instructional services to an enrolled general education student at the student's home or other suitable out-of-school setting under the following conditions:

1. The student is mandated by State law and rule for placement in an alternative education program, but placement is not immediately available.
2. The student is placed on short-term or long-term suspension from participation in the general education program; or
3. A court order requires the student receive instructional services in the home or other out-of-school setting.

If instruction is delivered in the student's home, a parent or other adult twenty-one years of age or older who has been designated by the parent shall be present during all periods of home instruction. Students will receive 10 hours of instruction.

INDIVIDUAL EDUCATION PLAN (IEP) (Policy Number -[2460](#))

The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability.

LOCKERS (Policy Number - [5770](#))

Students may be assigned a locker by his/her homeroom teacher. Lockers have built in combination locks. Students are not to give out their combinations. Students are not permitted to place or store items in any locker other than their own. Lockers are the property of the Millville Board of Education and are a privilege afforded students for storage of coats, books, and school supplies. Therefore, school officials have the right to inspect lockers if they are led to believe that unlawful or dangerous articles or substances are being housed within. Students should make sure that lockers are secured by spinning the dial after closing. Guidelines for times when students may visit lockers may be set as deemed necessary by the school administration.

MEAL ON CREDIT / CHARGED MEALS: (Policy Number 8550)

In the event a student's school lunch or breakfast bill is in arrears, the student will continue to receive a standard breakfast or lunch and their account will be charged accordingly. Students will not be permitted to purchase a la carte items with cash or on a temporary-credit basis. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. It is the philosophy of this district that lack of food will negatively impact a student's educational experience. Therefore, if payment in full is not made within one week from the date of the second notice, the student will be provided an alternate lunch, as applicable, until all meal charges are paid in full. The alternate meal will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice.

PERSONAL PROPERTY: Personal property not needed for participation in a school activity should be kept at home. MP3 players, iPods, iPads, radios, electronic games, and other entertaining distractions are not permitted in school and will be confiscated when observed. Students are not permitted to bring laser pointers into the building.

They will be confiscated if found in a student's possession. Cell phones are not needed in school and are frequently the objects of theft. Cell phones must be turned off during school hours and kept in the student's book bag. The school is not responsible for theft or destruction of personal property.

REPORT CARDS & MID MARKING PERIOD NOTICES (Policy Number - [5420](#))

The Board directs the establishment of a program of reporting student progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting student progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the student and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the student's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s); and require the issuance of report cards at intervals of not less than four times per year.

SAFETY HOLD / RESTRAINT: (Policy Number 5562) (*Safety Hold of Students by Staff Members*)

An individual who is a teacher, administrator, school employee, or school volunteer may use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- A. To quell a disturbance threatening physical injury to self or others and/or,
- B. For the protection of self, other or public property.

Staff will use physical intervention only in those situations where all other options have been exhausted and where a student is a danger to self or others. The Principal or the Principal's designee shall notify the student's parents or guardians of the incident. All incidents will be documented.

SCHOOL CLOSING (Policy Number - [8220](#))

In the event of inclement weather, we may need to close or delay opening our schools. The district will use our district broadcast system to notify all registered staff and parents/guardians via email, text message, and an automated phone call. In addition, we will post pop-up alerts on all district websites, as well as notifications on our district social media accounts (Facebook, Instagram, and Twitter); we will record a closure message on the main district phone number: 856-293-2000; and the following news media will also be notified:

	6ABC Action News	FOX 29 News Philadelphia	NBC 10 Philadelphia
Web	www.6abc.com	https://www.fox29.com/	www.nbcphiladelphia.com
TV	WPVI-TV6 (Action News)	WTFX-TV (Fox 29 News)	WCAU-TV10 (NBC 10 News)

SEXUAL HARRASSMENT (Policy Number - [5751](#))

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

SCHOOL RECORDS (Policy Number - [8330](#))

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq.

STUDENT ACCIDENT INSURANCE (Policy Number - [8760](#))

The Board of Education recognizes injuries to students may occur from accidents occurring during attendance at school and participation in the athletic and co-curricular programs of the school district. The Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students occurring during attendance at school and participation in the athletic and co-curricular programs of the school district.

TECHNOLOGY DEVICES (Policy Number - [7523](#))

Millville Public School may provide technology devices to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. To receive a school district provided technology

device, the parent and student must sign a School District Provided Technology Device Form requiring the parent and the student to comply with certain provisions.

PRIVATELY OWNED TECHNOLOGY (Policy Number - [2363](#))

The use of privately-owned technology by a student in the educational program during the school day must be approved by the student's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the student's instructional program. A teaching staff member may approve a student's use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school.

VISITORS (Policy Number - [9150](#)):

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

In addition, all visitors must provide a photo id and register in the main office each time they enter the school. No one will be admitted into the school without a photo id. New Jersey law and district policy require that the presence of all visitors be noted, and that the school routine not be interrupted. The principal may deny permission to visit to those individuals who would be in defiance of these conditions.