

**Egg Harbor Township
School District
2026-27**



Dr. Joyanne D. Miller Elementary School

Student Handbook

Embrace - Engage - Educate

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DISTRICT ADMINISTRATION

Dr. Kimberly A. Gruccio, Superintendent
Mr. George West, Assistant Superintendent
Ms. Lily Moss, Assistant Superintendent
Daniel Smith, Business Administrator/Board Secretary
Dr. Terry Charlton, Director of Human Resources
Mr. John Toland, Director of Early Childhood Education
Ms. Pam Hennelly, Director of Special Education
Dr. Carmelita Graham, Director of Vocational Ed. and Career & Technical Ed.

Dr. Joyanne D. Miller Elementary School

(609) 407-2500

2 Alder Avenue

Egg Harbor Twp., NJ 08234

[Egg Harbor Township School District](#)

BUILDING ADMINISTRATION

Mr. Jim Battersby, Principal

Ext. 2300

Mrs. Angela Sharbaugh-Hunt, Assistant Principal

Ext. 2304

Mrs. Kelly Thomas, Assistant Principal

Ext. 2307

BOARD OF EDUCATION

Mrs. Tamika Gilbert-Floyd, President

Mr. Michael Price, Vice President

Mrs. Kristy Bird

Mr. Lou Della Barca

Mr. Chad Byers

Mr. Alphonso Harrell

Ms. Juanita Hyman

Mr. Nicholas Seppy

Mrs. Barbara Szilagyi

Welcome to Dr. Joyanne D. Miller Elementary School.

August 17, 2026

Dear Students and Parents,

I hope you had an enjoyable and relaxing summer. My name is Jim Battersby and I am the Principal of the Dr. Joyanne D. Miller Elementary School (JDMS) and I have served as a teacher and educational leader for over 30 years. My administrative staff includes Mrs. Kelly Thomas (4th grade) and Ms. Angela Sharbaugh-Hunt (5th grade). Together our leadership team has over 70 years of experience in education.

The First Day of our new school year is Tuesday, September 1st. Our daily arrival and dismissal times are 8:10 AM – 2:45 PM.

The JDMS will host its annual Back to School Night on Wednesday, September 30th beginning at 6:30 PM. Please join us to meet our staff and become familiar with our school community.

As we begin the 2026-2027 school year, I look forward to partnering with parents, staff and the community to provide our students with a rigorous, engaging, and high-quality school experience. As the parent of three children, I recognize the importance of a strong home and school connection. Parents are every child's first teacher and I believe that by working together we can strive to meet every child's social, emotional, and academic needs.

In order to keep you up to date about events within the Egg Harbor Township School District and at the Dr. Joyanne D. Miller Elementary School, the following communication networks have been established.

- Our Infinite Campus Parent Portal allows parents to track their child's academic progress throughout the year.
- School Messenger will be used for mass notification of events throughout the district.
- Miller Weekly - a weekly school newsletter is available on our school website.
- District, school, and individual teacher websites can be viewed at www.eht.k12.nj.us
- Miller School has Instagram and Facebook pages. Please follow us to get up to date information on events throughout the school year.
- Instagram @ehtnjmillerschool
- Facebook @ehtnjmiller
- The JDMS Student Handbook is available on our web page under the "Academic" heading. Please review the handbook to understand the district's policies and practices.

Please see your child's homeroom assignment included in this mailing and have them wear the enclosed sticker on the first day of school. Enjoy the remaining days of your summer vacation and I'll see you on September 1st.

Sincerely,

Jim Battersby
Principal

IMPORTANT EXTENSIONS

2300	Mr. Jim Battersby, Principal
2304	Ms. Angela Sharbaugh-Hunt, Assistant Principal
2307	Mrs. Kelly Thomas, Assistant Principal
2311	Mrs. Michelle Korte, School Nurse,
2310	Mrs. Sarah Lahey, School Nurse,
2307	Mrs. Kelly Thomas, Assistant Principal
2372	Mrs. Jena Rose Commander, Guidance Counselor
2323	Mrs. Blake Rosetti, Guidance Counselor
2322	Mrs. Julie Bruzzese, Guidance Counselor
2390	Media Center
2350	Cafeteria
2370	Child Study Team
1701	Ms. Laura Feinstein, Transportation
Miller School Fax (609) 383-3297	
Nurses' Fax (609) 616-3215	

STATEMENT OF NON-DISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicap. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Terry Charlton, Director of Human Resources

Egg Harbor Township Schools * 13 Swift Drive *Egg Harbor Township, NJ 08234 * (609) 646-7911

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. – 1232h, requires Egg Harbor Township Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas

("protected information surveys"):

1. Political Affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents

8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled during the school year, the Dr. J.D. Miller Elementary School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

PROMOTION AND RETENTION POLICIES (Policy 5410)

Refer to the Egg Harbor Township School District Website for more information.

GENERAL ATTENDANCE RULES AND REGULATIONS **(Policy 5200)**

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Consequently, there is an impelling responsibility upon the parents and student for the student to attend school as scheduled. Therefore, Miller School cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met.

ATTENDANCE

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four and a half (4) hours during the school day.

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

An Excused absence is an absence for one or more of the following reasons:

1. The pupil's illness
2. Family illness or death
3. Educational opportunities
4. Excused religious observances
5. The pupil's suspension from school
6. The pupil's required attendance in court
7. Interviews with a prospective employer or with an admissions officer
8. Necessary and unavoidable medical or dental appointments

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum. All notes must be turned in by the end of the marking period, or it will not be accepted for absence.

AN UNEXCUSED ABSENCE IS A PUPIL'S ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE. FAMILY VACATIONS ARE ALSO UNEXCUSED ABSENCES.

UNEXCUSED ABSENCES

- When a student acquires more than 18 absences total the student will be required to attend academic fulfillment in order to satisfy the attendance requirement of the classes involved. If the student does not attend academic fulfillment, they may be retained.
- When a student in grades 4/5 acquires a total of 18 unexcused and/or excused absences the student may be retained. Excused absences when the students receive homebound instruction will be excluded from the above total.
- A pupil who has been denied promotion for excessive absences may appeal that action in writing within five (5) school days to their respective Assistant Principal. The Assistant Principal will review the student's absences and consult with the Principal to make a determination.

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant and the absence is considered unexcused.

STUDENT/PARENT RESPONSIBILITIES

- Students shall attend school daily unless the absence is excused.
- Parents shall insure that their child attends school punctually and daily and be aware of all absences.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents shall call the school the morning of the pupil's absence, and the pupil shall submit a note to the attendance office upon their return. Submit notes directly to the following email addresses as soon as possible: henrya@eht.k12.nj.us

PARENT NOTES

Parent notes will not be accepted to excuse any absences. Excused absences will require a doctor's note, or other written documentation needed to prove the absence.

Doctors' notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted. The school physician may be asked to review any questionable medical situations. Doctors' notes must be given directly to the Attendance Office. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to their Assistant Principal.

DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

FAMILY VACATIONS

Family vacations are not excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

ABSENCES AND INSTRUCTION

The parent/guardian of pupils who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such homework assignments.

HOMEBOUND INSTRUCTION

A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. The parent/guardian must request home instruction in writing to the school nurse. This request will be accompanied by a signed physician's note stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence.

MAKE-UP WORK

Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during that time. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension.

Note: For each school day a student is absent, he/she will be given equal time to make up missed assignments.

ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

- If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal.
- A student must be in school in order to attend a practice or activity that day.

ABSENCES - MISCELLANEOUS

Consecutive Absences - Any pupil who misses ten (10) consecutive school days, and who is not on Home Instruction, and/or who is not medically verified as incapacitated, will be issued a written notification to report to school within five (5) school days. Failure to do so will result in the following:

- Pupils under the compulsory school age (below 16) shall have presented to their parents, a formal written notice to cause the child to attend school. Failure to comply will result in court action.

EARLY DISMISSAL/PARENT PICK UP

Requests to sign out early will be granted for confirmed medical and dental appointments, etc. In case of illness, a student must report to the Nurse's Office and may be sent home by the nurse after a parent is contacted. Students may not sign themselves out of school. If a student is being signed out, the following procedure will be followed:

- The parent/guardian responsible will report to the Front Desk and ask for the student. Parents/Guardians must present a valid photo Identification Card (ID). No Child will be dismissed to a waiting vehicle.
- Students will not be released to anyone except the legal parent or guardian unless prior arrangements have been made with the appropriate Assistant Principal/Front Office in advance.
- The student will report to the Front Desk and officially sign out. A sign-out book is located in the office to be completed when your child is picked up.
- Students must be present 4.5 hours to receive credit for the day (8:15 a.m. until 12:45 p.m.). Verification of an excused absence, (i.e. doctor's note), must be provided to excuse an absence.

MILLER SCHOOL BELL SCHEDULE

School Day

The school hours are 8:10 a.m. to 2:45 p.m. for a full day of school. Abbreviated day hours are 8:10 a.m. to 12:45 p.m. Lunch is also served on abbreviated days. Students who do not report to homeroom on time are considered tardy and must sign in at the front desk. Delayed Opening start time will be 10:10 a.m. Dismissal times will remain the same.

W.I.N. TIME

Vision Statement: W.I.N. (What Individuals Need) is a time for community-building, where students can form relationships with each other while also developing a set of skills to be successful in life in general. Students can also participate in enrichment classes, such as music lessons, Library/Computer classes, ELA/Math interventions, or counseling sessions.

Every student has W.I.N. time built into their day with their homeroom. The goal of W.I.N. is to see measurable improvement in academics, attendance, behavior, and student engagement while also strengthening our school community and morale.

WINGS PROGRAM

This framework is designed to foster a culture of shared values and expectations by systematically recognizing and rewarding behaviors aligned with our SOAR principles. Through intentional recognition and rewards, we aim to build a strong, cohesive community where every member is motivated to contribute to an environment of success for all. By highlighting and celebrating these values and behaviors, we reinforce our commitment to creating a positive, safe, and supportive environment.

GRADES, INFINITE CAMPUS, & GENERAL INFORMATION

- Students in grades four and five are graded using a standards based report card.

ACADEMIC CHEATING/PLAGIARISM

Students who plagiarize academic work in any way will receive an automatic “o” for that particular assignment, and may face further discipline from the Assistant Principal.

Mid Semester Checkpoints

- All students will receive Mid Semester Checkpoints and Report Cards communicated through the Parent Portal on 11/12/26 & 4/14/27.

REPORT CARDS

- Report cards indicate students progress on academic standards, the number of absences, and comments for each course. Report cards will be reported on Infinite Campus at the end of each semester on 2/2/27 & 6/17/27.

CONFERENCES

All parents are requested to call the school for an appointment if they wish to have a conference with a teacher, administrator, or school counselor. Counselors will assist in facilitating this process. It is the responsibility of the teacher to keep you informed on a regular basis on your child's progress in school. If you wish to discuss this with your child's teacher, please call for an appointment. Report cards will be available three (3) times during the year through your parent portal account. Parent/Teacher conferences will be held January 25-28, 2027.

HOMEWORK

Homework provides the opportunity for your child to practice, test, and commit to memory the lessons of the school day. It also helps the teacher determine what is being learned and what, if any remedial lessons need to follow. It also helps develop a sense of responsibility in your child as well as organizational skills.

Decide with your child on a regular homework time. Consistency and being included in the decision making process will aid in the development of good work habits.

Help your child set up a homework spot - a quiet place in the house where there will be no interruptions and where reference materials will be available.

Make yourself available to answer questions and give assistance when necessary. Your help is important so that assignments are completed and turned in to the teacher on a timely basis.

Provide your child with an assignment notebook. This will prevent lost assignments.

Homework is an excellent way for your child to share with you his/her schoolwork and accomplishments. It should be positive for both of you.

Approximate Homework Range

<u>Minutes per night</u>		<u>Hours Per Week</u>
Grade 4	30-40	2-2.7 hours
Grade 5	35-50	2.3-3.3 hours

INFINITE CAMPUS PARENT PORTAL

As a parent or guardian you have access to current information regarding your student's schedule, attendance, and grades. In addition, this portal provides you with information from the superintendent, building principal, and your child's teacher to keep you up to date with district, school, and classroom issues. If you have any questions or concerns regarding Infinite Campus Parent Portal please log onto the district website at www.eht.k12.nj.us and click on the icon which can be found on the right side of the homepage.

PROMOTION POLICY GRADES K-6

The criteria for promotion will include factors involving the child's progress academically, socially, emotionally and physically. Special education students will progress through the grade levels based on the recommendations written into their Individual Educational Plans (IEP).

To be promoted a student must pass Reading and Mathematics. However, any student one-year below level in Reading and/or Math will be a candidate for retention. Additionally, students in Grades 3 through 6 must pass any two of these subjects: Spelling, Language Arts, Science and Social Studies.

CHROMEBOOK EXPECTATIONS

Egg Harbor Township students have access to Chromebooks during school to use. Chromebooks are a

privilege. Inappropriate use or neglect of a Chromebook, charger, the internet, and/or any installed software could result in the loss of Chromebook privileges. Loss of privileges will not change classroom expectations and/or assignment completion. In addition, students are subject to discipline based on the EHTHS student code of conduct.

CHROMEBOOK DAMAGE OR NEGLECT

Students who intentionally abuse and/or neglect a school issued Chromebook will also be subject to disciplinary action.

DISTRICT NETWORK, E-EMAIL, AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility. Parent permission is required.

VIOLATIONS

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policies and Regulations No. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Use of Privately-Owned Technology, No. 2363, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion, as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the Principal in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent, or designee, and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but is not limited to:

- Use of Computer Network/Computers only under direct supervision
- Revocation of network privileges
- Revocation of computer privileges
- Suspension of network privileges
- Suspension of computer privileges
- Detention

PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

(Policy 2363)

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology hardware and software devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will approve pupils to use their privately-owned technology hardware and software devices under conditions outlined in this Policy.

PERSONAL INTERNET ENABLED DEVICES

(Policy 5516)

The Board of Education recognizes the rapid advancement of technology and its changing role, application and integration into the modern day school. Technology devices are available to every student in the district. The Board of Education has determined that the use of cell phones and other wireless communication devices by students during school hours should be limited. This policy is to establish clear guidelines for the possession and use of cell phones and personal electronic devices within the district to ensure that students focus on their education without distractions, while also respecting any medical or emergency needs. Research shows that student use of wireless communication devices in schools, particularly cell phones, has negative effects on academic performance, focus, and mental health. These devices distract students from classroom instruction, resulting in unnecessary challenges, smaller learning gains, and suboptimal test scores. Increased use of such devices contributes to higher levels of depression, anxiety, and other mental health disorders in students. The purpose of this regulation is to allow for school environments in which students can fully engage with their classmates and their teachers, and to focus attention upon classroom instruction.

SCHOOL HEALTH SERVICES

SCHOOL COUNSELING DEPARTMENT

The Counseling Department exists to help students and parents cope with the many adjustments, which are normally found in the school setting. Permanent record files are maintained and updated under the supervision of the counselors. Students who seem to have a problem of social, emotional or academic nature are free to avail themselves of the services of their counselor. The department sponsors groups to address student needs. Students should obtain a pass from one of their teachers before reporting to the Counseling Office. If parents/guardians do not wish for their child to participate in the activities of the program, please send a letter to the building principal. Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Egg Harbor Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which address rights to privacy and access to student educational records. If you have any questions, please call Dr. Miller Elementary School. [See page 6 in the handbook for extensions.](#)

HEALTH SERVICES

School health services are conducted for the following purposes:

1. Care of emergencies, sickness or injury in school.
2. Prevention and control of communicable disease.
3. Determination of health needs for students.
4. Follow-up and interpretation of health needs for parents.
5. Height, weight, and scoliosis screenings are conducted the 1st week of school. Please notify the school health office if you DO NOT want these screenings done in school.
6. Scoliosis screenings – state mandated screening for curvature of the back as per state guidelines.
7. Vision and hearing screenings.

We strongly encourage you to take your child to your primary physician for a yearly physical exam.

Our school nurses are available for any emergency and may be reached at their office:

Mrs. Michelle Korte 407-2500 ext.2311 or Mrs. Lahey 407-2500 ext. 2310

For the protection of your child and his/her classmates, your child should be kept home if he/she has been ill during the night or in the morning. Sending a child to school when ill may delay their recovery and spread infection to other children. It may also necessitate a trip to school by the parent to take the child home.

Students who are excused from Physical Education may not participate in recess for safety reasons.

MEDICATIONS

Any medication, prescribed, or over-the-counter, to be taken by a student during school hours must be kept in the school nurse's office in the properly labeled container. A note must accompany it from the physician naming the medication, dosage and diagnosis, as well as a note from the parent or guardian granting permission for the nurse to dispense the medication. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or on school trips.

Students who use inhalers for treatment of asthma may carry and self-administer their medication if they have their physician's permission. Forms for this privilege can be obtained in the health office and must be filled out by both parents/guardians and the physician. These will be kept on record in the nurse's office.

Physicians/parent notes for medication distribution MUST be updated yearly. Medical notes CANNOT be carried from year to year.

Students are not permitted to have medication in their possession (including aspirin/Tylenol/Motrin, cough drops or cough syrup). Under no circumstances are children to bring medicine to or from school. Medication is always to be transported to and from school by parents only

Intervention and Referral Services (I&RS) & New Jersey Tiered Systems of Supports (NJTSS)

Intervention and Referral Services (I&RS) in addition to a Multi-Tiered System of Supports (NJTSS) — are two powerful frameworks that aim to foster an inclusive and supportive learning environment for all students. This is a comprehensive guide to understanding and implementing I&RS and NJTSS effectively. By utilizing these evidence-based frameworks, we can ensure that every student receives the support they need to achieve

their full potential, cultivating a positive and inclusive educational journey for all. All requests for assistance are considered confidential, and federal regulations are strictly followed.

Intervention and Referral Services (I&RS):

At its core, I&RS is a collaborative, proactive approach designed to address academic, behavioral, and social-emotional challenges faced by students. By bringing together educators, administrators, parents/guardians, and support personnel, I&RS creates a dynamic team that assesses individual student needs, identifies barriers to success, and develops personalized intervention plans. These plans are tailored to meet the unique strengths and weaknesses of each student, ensuring they receive the necessary assistance to thrive academically and personally. I&RS emphasizes early intervention and continuous monitoring to provide timely and effective support, promoting student achievement and well-being.

New Jersey Tiered Systems of Supports (NJTSS) :

NJTSS is a comprehensive and integrated framework that aims to meet the diverse needs of all learners through a tiered support system. It recognizes that students have varying levels of readiness and require different levels of assistance. NJTSS comprises three tiers:

1. **Tier 1 (Universal):** This tier represents the core instructional and behavioral strategies provided to all students within the general education setting. High-quality instruction and positive behavior supports are key components of Tier 1, fostering a nurturing learning environment for everyone.
2. **Tier 2 (Targeted):** For students who require additional support beyond the universal level, Tier 2 offers targeted interventions and strategies. These interventions are evidence-based and designed to address specific areas of concern, providing a boost to students who may be struggling but have not yet shown significant challenges.
3. **Tier 3 (Intensive):** At the highest level of support, Tier 3 focuses on individualized and intensive interventions. This tier caters to students with significant academic, behavioral, or emotional difficulties, requiring more specialized assistance to progress effectively.

NJTSS promotes a data-driven approach, continually assessing students' progress and adjusting interventions accordingly. By fostering collaboration between educators, support staff, families, and community resources, NJTSS creates a cohesive support network to enhance student outcomes.

GUIDELINES FOR RESPONSIBLE STUDENT BEHAVIOR

In order to provide a safe, positive educational environment for the student body the following expectations are required and expected from all students:

- All students will attend school regularly and be on time to all of their classes.
- All students are to walk to their right in the hallway and on the stairs while moving from class to class, lunchroom, or for any other special events or assemblies.
- Students are to stop walking in the halls during the flag salute.
- All students are to be prepared for class with their books, notebooks, pens or pencils, and agenda books, to record homework assignments for each subject.

- All students are expected to respect themselves, all staff members, and other students. All students are expected to ask questions, set goals for themselves, and ask for help when needed.
- All students are to follow rules established by their teachers on a regular basis.
- All students are to remain seated in class unless told differently by their teachers.
- All students are to dress appropriately.
- Display pride and respect.

GENERAL POLICIES AND PROCEDURES

CAFETERIA

Hot or cold lunch is available every day in the school cafeteria. [Monthly menus are available on the district webpage](#). All students are expected to follow the school rules in the cafeteria and respect the teacher/staff members on duty during the student's scheduled lunch. Fast Food Restaurant foods, pizza, etc. are not permitted to be brought in to students. No parent should bring in any of the above for a student at any time during the day. Any student who does not comply with the above rules will be subject to school discipline.

- Once a decision is made for seating, students are not to get up and walk around the cafeteria without permission from the supervising teacher.
- Tables will be sent to the food lines when each one becomes quiet and orderly.
- Students should follow the traffic patterns set by the teachers. Only five students are permitted inside the food service area at one time.
- No throwing food or other objects.
- No loud shouting or screaming.
- No personal contact including pushing, fighting or horseplay of any type.
- No running in the cafeteria.
- No student will leave the cafeteria without a hall pass or bathroom pass and permission from the supervising teacher.
- Teachers will dismiss students when table and floor areas are clear.
- There will be assigned seating when necessary.

PARTIES/CELEBRATIONS

Parents who choose to have the class celebrate their child's birthday should contact the classroom teacher. Snacks should be limited to cupcakes and juice boxes. These are to be dropped off at the Main Office for the teacher to distribute at his/her discretion during the school day. Please keep in mind food allergies when planning/preparing snacks for your child's classroom. All other celebrations will be approved by the building Principal and communicated by your child's homeroom teacher.

EMERGENCY CLOSING

When the school is closed for inclement weather or other emergencies, School Messenger will notify parents/guardians via telephone. You may also refer to the [Egg Harbor Township School District website](#), Channel 2, or your local radio station for emergency closing.

FIRE/EMERGENCY/SECURITY DRILLS

Fire and security drills are conducted at least twice a month during the school day. Students are to follow the directions for evacuation given by the teacher and written on the poster on the wall near the door. Students are to leave and re-enter the building in an orderly manner.

LOST AND FOUND

Students who have lost articles should check the lost and found in the cafeteria during lunch, the gym during gym classes, or the front desk. Students who find articles should turn them into the office for safekeeping until the proper owner has been identified. After two weeks, unclaimed articles will be donated to charity or discarded.

PERSONAL PROPERTY

Students are advised not to bring personal property and/or money to school. Any personal property that is lost or stolen must be reported to the office immediately. Miller School administration and staff are not responsible for any lost or stolen items.

RESTROOMS

Students are permitted to use the restrooms during designated times with permission from the classroom teacher. Students must have a pass when leaving the classroom.

STUDENT IDENTIFICATION CARDS

- Each student shall be issued a first identification card at no cost. If a student reports that he/she has lost his/her ID card, he/she must make arrangements with the building principal or their designee for a replacement.
- Each student may be expected to have his/her ID card in his/her possession at all times when he/she is on Board property, including transportation vehicles, or when participating in a Board sponsored activity. A student's ID card is and remains the property of the Board of Education and is non-transferable.

STUDENT REGISTRATION/TRANSFER

- All students registering in the district or changing addresses must report to the Registrar located behind Swift School for processing.
- Students transferring out of the middle school must obtain a transfer card from the registration secretary.
- An appointment must be made with the registration secretary in order to receive a transfer card.

TELEPHONES

In case of an emergency, or under the direct supervision of a teacher or administration, students may use school phones located in the main office, assistant principal's office or planning centers. Phones located in the nurse's office, gym offices, child study team office, and other office locations are not to be used by students.

VISITORS

All visitors are to report to the secretary located in the lobby area or the main office. Visitors must sign in and obtain a "visitor's badge" before going to another location in the building. No one is to go directly to a classroom without first checking in and obtaining permission from the administration.

DRUG AND ALCOHOL POLICY AND PROCEDURES **(Policy 5530)**

SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

- The student will serve a ten-day out of school suspension for substance use or for a positive drug/alcohol screening. The Substance Awareness Coordinator (Student Assistance Counselor) will meet with the student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up.
 - Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Superintendent.
 - A diluted, altered or contaminated specimen will result in further testing and suspension for not following Board Policy.
 - Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear before the Discipline Review Committee of the Board of Education and may be sent to Eagle Academy (alternative school).
- In addition to the District's Drug/Alcohol procedures, the following stipulations will be in effect for students who meet the above criteria:
 - Any student found to be in possession of drug paraphernalia will be suspended out of school for up to ten (10) days. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
 - Any student found to be in possession of controlled dangerous substances and/or alcohol will be immediately suspended ten (10) days out of school. The police will be notified and complaints will be signed. A parent or guardian conference is mandatory, and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education
 - Any student found to be distributing controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs will be immediately suspended up to ten (10) days out of school. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory, and students must meet with the SAC when they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
 - Any student found to be in possession of counterfeit drugs, over the counter medications and/or prescription drugs not registered with the school nurse will be suspended a minimum of four (4) days out of school. A parent or guardian conference is mandatory before the student returns to school. Subsequent offenses will result in further disciplinary action.
- Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 16-6.1 and the E.H.T. Board of Education Policies and Procedures. These include immediate notification of the Administration, parents, and Superintendent and immediate referral to a medical facility for examination and drug screening.
- When a pupil is suspected of being under the influence, staff must notify the nurse or SAC, who will then notify the Principal or designee, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parent may select a physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available, parent may accompany pupil to a

medical facility for examination. Parents will be given a copy of the chemical screening form, NJAC 6:29-6 and medical readmission form. If there is a positive diagnosis of alcohol or other drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

- Refusal or failure by a parent or guardian to comply with the provisions of the Code and Policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol.
- For additional information on [Policy # 5530](#), please refer to website

STUDENT DRESS AND GROOMING (Policy 5511)

The administration of Dr. J.D. Miller Elementary School believes that personal appearance begins with cleanliness, tasteful dress, and common sense. Appropriate dress is instrumental in creating a feeling of pride among the students of Egg Harbor Township. This results in better behavior, greater school spirit, and higher academic achievement.

Students are expected to look neat and clean at all times for school and for school sponsored activities, such as concerts, plays, talent shows, dances, etc. The dress code also remains in effect for students attending a school-sponsored trip, unless the trip's sponsor has requested and received specific modifications from the administration due to the nature of the outing.

Any form of attire or style of grooming that is immodest or sloppy, or which adversely affects classroom atmosphere, or which creates a behavioral problem, will be considered unacceptable. Students are welcome to express their individuality and/or ethnic pride through clothing, provided that it meets the following guidelines developed by faculty and administration. All clothing must be clean, neat, and modest.

Students who violate the dress code will be referred to the appropriate administrator for appropriate action. This may include the student changing his/her dress, or being sent home from school. If you have any doubt as to whether or not a specific article of clothing may be a violation of the dress code, do not wear it until you are certain it is acceptable. Not all circumstances are necessarily covered by this dress code. Teachers who question the appropriateness of a student's attire should send that student to an administrator

Students will NOT wear:

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs (one-inch leeway)
- Clothing (i.e. skirts, dresses, and shorts) that end higher than mid-thigh;
- All outerwear such as jackets, coats, etc., are prohibited to be worn indoors, except when entering or leaving the building;
- Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
- Wearing undergarments as outer garments;
- Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;
- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
- Clothing containing profanity or sexual references or innuendoes;

- Clothing which includes racial or ethnic violence;
- Hats, visors, sweatbands and other headgear; unless it falls within a religious exemption.
- Hooded sweatshirts/clothing are permitted however; students are not permitted to wear the hood in school.
- Rips in jeans are permitted as long as rips are below mid-thigh.
- Any clothing that is likely to create a material and substantial disruption to the school environment.

DATING VIOLENCE AT SCHOOL (Policy 5519)

STATEMENT BY THE BOARD REGARDING DATING VIOLENCE

The Board of Education believes a safe and civil environment in school is necessary for children to learn. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

DISCIPLINE FOR DATING VIOLENCE

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

The Egg Harbor Township Board of Education adopted policy and regulation 5519 regarding Dating Violence at School as mandated by NJSA 18A:37-35a. Consequences for dating violence as outlined in policy and regulation 5519 may include, but are not limited to:

- Administrative Warning;
 - Temporary removal from the classroom;
 - Teacher or Administrative detention
 - Out-of-school suspension;
 - Reports to law enforcement
- Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
 - Remedial procedures/interventions may include, but are not limited to, the following:
 - Parent conferences;
 - Pupil counseling (all pupils involved in the act or incident);
 - Peer support group;
 - Corrective instruction or other relevant learning or service experiences;
 - Supportive pupil intervention (Intervention and Referral Services I&RS)
 - Behavioral management plan; and
 - Alternative placements.

HARASSMENT/INTIMIDATION/BULLYING/HATE CRIMES

(Policy 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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, written, verbal or physical act or any electronic communication, as defined by N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or groups of pupils; or
- Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
- "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, intimidation, bullying, fighting, or hate crimes of any kind will not be tolerated in school or on school property. The severity of the disciplinary action will be based upon the circumstances of the infraction. Consequences and appropriate remedial action for pupils who commit these acts may range from positive interventions up to and including suspensions or expulsion. The appropriate consequences will be consistent with the case law, Federal and State Statutes, and district/school policies and regulations. In addition, complaints may be referred to the police.

TRANSPORTATION AND PARENT PICK-UP

SCHOOL BUS

Bus transportation is a privilege. To insure the safety of students traveling to and from school, the following bus conduct rules have been established:

- Remain seated at all times while the bus is moving and until you reach your destination. Each student will receive a seat assignment. Only the administration or transportation coordinator may change this assignment. Keep books, coats and all other objects out of the aisles.

- Walk towards a waiting bus without pushing. Board the bus in an orderly manner.
- Keep all body parts inside the bus and never out the window.
- Loud talking, yelling, inappropriate language and playing of music by students on the bus is distracting to the driver and is prohibited. Radios, docking stations, or speakers are also prohibited.
- Transportation is provided for all students attending the Miller School. No student is to walk or ride a bicycle.
- No throwing, acquiring, or dropping of any objects in the bus or out of the windows at any time.
- No eating of food or drinking of beverages on the bus. No gum chewing.
- Skateboards may not be brought on the school bus to school. Drivers will not transport students with skateboards.
- Students may not under any circumstances ride any bus other than their assigned bus to or from school. Parent permission will not be accepted for students riding another bus and if a student does, discipline consequences will follow.
- Students are required by law to wear seat belts if they ride a bus equipped with this safety equipment. Failure to “buckle up” is in violation of NJSA 39:3B-11 and will result in disciplinary action.

Continued misbehavior may result in your immediate exclusion from riding the bus. Please note that should you be excluded, P.L. 18A: 25-2 states that your parent or guardian must provide transportation to and from school during the period of exclusion.

PARENT PICK-UP

Bus transportation is provided for all students for safety and security. Students may be picked up only by a custodial parent or legal guardian when leaving school by automobile. Any other person transporting the student will need written verification from the parent or guardian and identification. Students must be signed out in the main office after identification is verified. Parents are to use the main entrance only when transporting students. Do not park in the fire zones, bus slots, or handicap spaces in front of the school.

STUDENT DROP OFF MAP

DR. JOYANNE D. MILLER ELEMENTARY SCHOOL



REQUESTS FOR CHANGES IN TRANSPORTATION

No transportation changes will be made during the first two weeks of school.

Changes to the original pick-up and drop-off assignments will be considered only under the following circumstances: change of residence within the district, a change in before school and/or after school child care arrangements and unusual circumstances deemed to be an emergency by the district's transportation department.

Should a parent request a transportation change for their child to and from school, to a location other than the student's residence they must submit a Certificate of Transportation Change form to the Transportation Office, in writing, dated, giving the reason for the requested change. The Transportation Coordinator will review the request and render a decision. A response will then be given to the parent/guardian within two school days after the Transportation Coordinator receives the request. If the request is approved, there will be a 3 school day waiting period for the change to take effect. Transportation changes will be considered only if the arrangements are the same everyday, Monday-Friday. No sporadic schedules.

If a decision cannot be made within two **school** days as stated above, the parent/guardian would be notified that the request would have to go to the transportation committee for review. At that time, the parent/guardian will be advised when the next transportation committee meeting will be held and at what date a reply would be given to the parent/guardian.

When a parent/guardian requests a change in bus stop they agree to release and discharge the Board of Education, its agents, servants and employees of and from any liability arising from the requested change in bus stop.

Introduced: 6/10/03

Adopted: 6/30/03

OFF-CAMPUS DISCIPLINE POLICY (Policy 5600.1)

It is the mission of the Egg Harbor Township Board of Education to provide a safe, healthy and positive learning environment for all students attending the Egg Harbor Township schools. The Board of Education has implemented this mission through its student discipline code and other policies that protect the health, safety and welfare of the students of Egg Harbor Township School District and ensure an atmosphere conducive to learning such as its no tolerance policies regarding fighting, school violence, use, possession and/or distribution of controlled dangerous substances, and the use of or possession of weapons. Furthermore, Title 18A of the New Jersey Statutes grants local school districts broad statutory powers to administer and supervise the free public schools in this State, including the authority to determine discipline policies and rules and regulations governing student conduct within the context of the overall operation of the School District.

In addition, the New Jersey courts have recognized the authority of the public school officials to impose discipline for misconduct that occurs after school hours and off school grounds, so long as such discipline is reasonably necessary to protect the safety and well-being of the student involved in the misconduct, as well as other students, teachers and public school property *R.R. vs. Board of Education of Shore Regional High School, N.J. Super 337 (Ch. Div. 1970)*.

In furtherance of these goals, and in recognition of its authority to adopt rules and regulations for the conduct and management of the School District, it is the policy of the Egg Harbor Township School District to impose, on a case by case basis, its disciplinary code on egregious, violent and/or illegal activity that occurs off school grounds or outside of any school related activity. Moreover, the Board of Education finds that there are certain offenses committed by students in the community, which by their very nature are detrimental to the education, safety, welfare, well-being and/or morals of the students of Egg Harbor Township School District such that application of the discipline code warranted. More specifically, when these offenses are committed, a student disciplinary hearing will be scheduled to determine any appropriate disciplinary action, up to and including expulsion, notwithstanding that the misconduct was committed off school property or after school hours.

Therefore, it is the policy of the Egg Harbor Township Board of Education to apply its Discipline Policy [Code] and procedures to student misconduct that occurs off school property, after school hours (including any recess), and/or unrelated to any school function (referred to collectively as "off campus misconduct") where

the misconduct is of such nature that continuation of the student in school community. The application of the Discipline Policy [Code] to off campus misconduct includes but is not limited to detentions, suspensions, and expulsions from the regular educational programs in Egg Harbor Township School District, as well as participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms and graduation ceremonies.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 Days of the day the school receives a request for access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s educational records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
- 4) Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Egg Harbor Township School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child's education records in certain school publications. Examples include:

• A playbill, showing your student's role in a drama production	• Honor roll or other recognition lists
• The annual yearbook	• Graduation programs, and;

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent!

If you do not want Egg Harbor Township School District to disclose directory information from your child's education records without written consent, you must notify the District in writing by December 1 of this school year. Egg Harbor Township School District has designated the following information as directory information: *Student's name; Address; Telephone number; Email address; Photograph; Date & Place of birth; Grade level, Dates of attendance.*

These laws are: section 9538 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person

serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Egg Harbor Township School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

DISCIPLINE (Policy 5600)

The consequences of disciplinary action stated in the following chart will be imposed. In the daily operation of a school it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination by an administrator other than that listed below may be imposed. Continued violations will be handled with progressive discipline.

Please note that any major infraction during the school year, particularly in the Fourth marking period, may lead to the loss of end of the year activities that may include, but are not limited to: end of year picnics, school trips, award ceremonies, and school dances.

It is the responsibility of the student to become familiar with all information in the student handbook.

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful, or may implicate them in an investigation. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

TYPES OF DISCIPLINE

LUNCH/ RECREATION DETENTION

Teachers and the administration may issue detention during the day for lunch and/or recreation time. Pupils must report for the detention in the designated area at the beginning of lunch and/or recreation time. Any violations of rules during this time may result in serious disciplinary action.

ADMINISTRATIVE DETENTION

This form of detention is issued to students involved in a serious offense. These detentions are conducted after school and are issued by the Principal and Assistant Principal. Students must report for detention on the day assigned and will be expected to bring work or reading material to the detention. Students and parents/guardians will be notified of the scheduled date by the Assistant Principal or designee.

Detention Rules

- Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal before the scheduled reporting time. If the reasons are acceptable, the detention will be rescheduled.
- Students must have some type of assignment to work on. (Homework, make-up work or remedial work is allowed.) There are no electronic devices, food, beverage, candy, etc. allowed in the Detention Room.
- There will be no talking.
- Students will complete work at the discretion of administration.
- If a student finishes all of his or her work, the detention supervisor will assign additional work.
- If a student refuses to work, he/she will be removed by the site administrator.
- Students will be expected to work the entire time while there. Any student not working may be removed from the room and referred to the building administrator.
- Any student acting disruptively will be removed and be referred to the building administrator for further disciplinary action.

ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)

In-school suspension is a serious disciplinary consequence. Students should report to the Assistant Principal's Office with schoolwork for the day during homeroom. Pupils are not to participate in after school activities and sports the day of an AEP.

BUS SUSPENSION

Any violation of the school bus rules may result in a bus suspension. Pupils will not be able to ride the bus during the designated time. Parents/guardians are responsible for transporting the pupil to and from school during the time of bus suspension. If a parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

OUT-OF-SCHOOL SUSPENSION

This is the most serious disciplinary action, which may be imposed by the Principal or Assistant Principal. The pupil may not be permitted to return to school until a parent conference is conducted. Pupils are not to participate in after school activities or return to school for after-hours events the day of suspension. Pupils who come on school grounds during a suspension will be subject to possible arrest and charged with trespassing. When a pupil is suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension.

BEHAVIORAL INTERVENTIONS

Based on consultations with Intervention & Referral Services and the Child Study Team other interventions may be put in place. The goal of these interventions is to change behavior and improve outcomes.

Interventions include but are not limited to:

- Behavior Contracts
- Check-In/Check-Out
- Mentorship
- Attendance Contracts

CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed. Provided here is a [BEHAVIOR INFRACTION CHART](#) with examples and definitions of the infractions.

Academic Cheating/Plagiarism

Students are expected to demonstrate honesty and integrity while in attendance at Dr. Joyanne Miller Elementary School. Each student is expected to do his/her own work. All work submitted by a student should be a true reflection of his/her own effort and ability. Any deviation from this standard is considered unacceptable academic behavior.

Cheating is defined as any representation of work that is not one's own, including but not limited to: plagiarism, copying answers, sharing work with another student, taking ideas from internet sources, using

electronic devices at unauthorized times, or any form of deceit. Academic Cheating/Plagiarism will result in loss of credit for assignment, and

First offense: Administrative Warning
Second offense: Minimum of 1 Lunch Detention, loss of credit on assign.
Third Offense: Minimum of 2 Lunch Detentions, loss of credit on assign.

Assault:

First Offense: Up to a 10 day out of school suspension, which may result in a complaint with EHTPD, a Behavior Contract, I&RS referral, potential change of educational placement and possible Central Office Administrative Review.

Possession of Communication and Electronic Devices

The use of privately-owned technology by a pupil in the educational setting during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. Each teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s). For students in grades PK-12, cell phones and other devices must be off (not on vibrate or silent) and stored in the student's locker at all times during school hours, unless permission for an approved use has been explicitly granted by building administration and/or a faculty member. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted. Students may not be in possession of large headphones while on campus and will be required to place them in a secured area such as their locker. Earbuds (ie. AirPods) should not be in use by students in grades PK-8

First Offense: Administrative Warning (notify parent/guardian)
Second Offense: Min. 2 Lunch Detentions, confiscate the device, notify parent/guardian.
Third Offense: Administrative Discretion

Computer/Electronic Device Misuse

Computer access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are minor infractions and not permitted: Actions using any electronic device against the expectation and procedure of classroom and/or school (e.g. sharing passwords, chatting through Google Docs, playing games, taking pictures, use of A.I. to create fakes of others). The following are major infractions and not permitted: Actions using an electronic device that significantly interrupts operation of the school day (e.g. using AI to create fakes and/or impersonate others, viewing/sharing of violent or sexual material on school issued devices).

- Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; Intentionally wasting limited resources such as paper; Violating copyright laws.

- Harassing, insulting or attacking others: Will result in an immediate loss of computer privileges. Please see Harassment, Intimidation, Bullying and Fighting (Policy 5512)
- Intentionally damaging computers, systems or networks: restitution for damage

Minor First Offense: Min. Admin Detention (notify parent/guardian).
 Minor Second Offense: Minimum of 1 day AEP.
 Minor Third Offense: Administrative Discretion.

Major First Offense: Minimum of 1 day AEP (notify parent/guardian).
 Major Second Offense: Minimum of 2 day Out of school suspension.
 Major Third Offense: Administrative Discretion.

Conduct Impeding an Investigation

Any pupil hindering an investigation is subject to disciplinary action at the discretion of the administrator, i.e. lying, covering the truth, withholding information.

Discipline may vary from a minimum of an Administrative Detention to an Alternative Educational Placement (AEP).

Creating an Unsafe or Dangerous Situation

Including but not limited to: Actions creating conditions for an environment that may lead to significant physical injury. This includes threats, verbal altercations, near fights, pushing, shoving, throwing objects, the use of technology to promote conflict, the use of water pistols, wrestling, play fighting, disruptive behavior, disorderly conduct, instigating or promotion of conflict (third party), neck-slapping, and/or simple assault. The disciplinary action may range from:

First Offense: Minimum of 1 Administrative Detention
 Second Offense: Minimum of 1 day AEP.
 Third Offense: Out of school suspension.

Dating Violence at School

Consequences for dating violence may include, but are not limited to:

- Discipline commensurates with similar code of conduct infractions
- Administrative discretion per Regulation #5519

Administrative Review which may result in expulsion. Dating violence may result in notification of EHTPD

Disrespect, Defiance of Authority and/or Continued Willful Disobedience

Definition of "Defiance" and "Disrespect": Respect means to show esteem, consideration and politeness to another individual. It is a personal quality, which is earned. These are behaviors or language that demonstrate a lack of regard for the authority, rights, or feelings of others. The disciplinary action ranges for minor and major infractions.

Minor infractions include: mocking, rude gestures, inappropriate tone, dismissive attitudes, or comments that undermine a positive and respectful school environment.

Major infractions include: Inappropriate verbal messages, gestures, or drawings directed towards a staff member (e.g. explicit, profanity, sexual, harassment)

Minor First Offense: Minimum 2 Lunch Detentions
Minor Second Offense: Administrative Detention.

Major First Offense: Minimum Administrative Detention to AEP
Major Second Offense: Out of school suspension, Administrative Discretion

Dress Code

Any student in violation of the school's dress code policy will be required to change and receive the corresponding discipline. Please refer to Dress Code Policy on pages 15 of this handbook for more detail. The entire policy can be found on the Egg Harbor Township School District website.

Discipline may range from warning (change of clothes) to Lunch Detention and will be determined on a case by case basis. Repeat offenders will receive progressive discipline.

Drug & Alcohol Policy and Procedures (Policy 5530)

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, supplements, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors.

Possession or Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs

Pupils who violate the substance abuse rules will be disciplined as follows:

- Minimum 4-10 day out-of-school suspension.
- Administrative referral.
- Mandatory parent/guardian conference.
- Possible central office administrative review.

Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors:

- Up to 10 days out-of-school suspension based on investigation.
- Administrative referral (building principal).
- Possible central office administrative review.

Failure To Follow Procedure

This includes failure to obey school rules as outlined in this handbook and any other procedure necessary to the orderly operation of the school.

First Offense: Minimum 1 Lunch Detention.

Second Offense: Minimum 1 Administrative Detention.

Failure to Comply with Search and Seizure

All students, as well as their belongings, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt, receiving Lunch Detention through an out-of-school suspension at the discretion of administration. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

- Discipline may range from lunch detentions to out of school suspension.

False Alarms

Up to a 10 day out of school suspension, a complaint may also be signed with the EHTPD and a parent/guardian meeting.

Fighting

First Offense: Minimum of 2 day out-of-school suspension, which may result in a complaint filed with EHTPD, and possible behavior contract.

Second Offense: Minimum of 4 day out-of-school suspension, which may result in a complaint filed with EHTPD, and central office administrative review.

Third Offense: Administrative Discretion.

Forgery and/or Unauthorized Use/Possession of School Forms

First Offense: Administrative Warning (notify parent/guardian).

Harassment/Intimidation/Bullying/Hate Crimes (Policy # 5112.01)

“Harassment, intimidation, and bullying” is any gesture, written, verbal, or physical act or any electronic communication that takes place on school property, at any school-sponsored function, or on a school bus. The severity of the disciplinary action will be based upon the circumstances of the infraction. The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to the EHTPD.

Illegal Absence from Class

The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course. A student will be considered “illegally absent” from class if they are not present for the majority of class and/or do not receive permission from the classroom teacher whose class they are missing and/or permission from administration.

First Offense: Minimum 1 Administrative Detention.
Second Offense: Minimum 1 AEP
Third Offense: Administrative Discretion.

Inappropriate Comments/Gestures/Drawings/Touching

Discipline may range from lunch detention to suspension and will be determined on a case by case basis.

Inappropriate Conduct

Verbal or electronic messages, gestures, drawings, or conduct that includes swearing, name calling or use of words in an inappropriate way. (e.g. inappropriate sexual comments, inappropriate references to weapons/bombs, inappropriate touching of other students, other comments inappropriate to school).

First Offense: Minimum of 1 Administrative Detention to Out of School Suspension with Administrative Discretion.

Inappropriate Display of Affection/Sexual Misconduct

First Offense: 1 Lunch Detention.

Second Offense: Minimum of 1 Administrative Detention.

Third Offense: Administrative Discretion.

Misconduct on School Bus and/or Failure to Wear Seat Belt

First Offense: Administrative Warning.

Second Offense: Minimum of 2 Lunch Detentions.

Third Offense: Minimum of 1 Administrative Detention to Bus Suspension.

Misconduct/Disruptive Behavior

First Offense: Minimum 2 Lunch Detentions.

Second Offense: Administrative Discretion.

Misuse Of A Hall Pass/Failure to Possess a Hall Pass

Any student failing to check-in to the designated area may receive 2 lunch detentions to AEP, based on Administrative Discretion.

Potentially Dangerous Objects

- Alternative educational placement through out of school suspension with Administrative discretion.
- Complaint may be filed with EHTPD.
- Parental Conference.

Profanity (verbal or written)

Students caught writing or using profanity in school or directed towards other students will receive discipline ranging from Lunch detention to suspension, based on Administrative discretion.

Racial or Ethnic Slurs

The use of racial or ethnic slurs is unacceptable. Minimum of 1 AEP up to a 10 day out of school suspension, based on Administrative discretion.

Sexual Contact

Actions involving any intentional touching, whether directly or through clothing, of a sexual or intimate nature without clear and mutual consent, or in a context that is inappropriate for the school environment. (e.g. inappropriate displays of affection).

- Discipline may range from Alternative Educational Placement (AEP) to suspension and will be determined on a case by case basis. Possible EHTPD notification.

Sexual Harassment

If any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following examples: Physical examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body; "panting" someone. Verbal examples: Commenting about someone's body; talking about someone's sexual orientation in a way that makes the person uncomfortable; Electronic communication, or "sexting" would also be considered sexual harassment.

- Discipline may range from AEP to suspension, based on Administrative discretion.
- Complaints may be filed with the EHTPD.

Smoking and Use/Possession of Tobacco Products

Smoking and tobacco products (including snuff, chewing tobacco, and electronic smoking devices) are prohibited on all school grounds, buses, buildings, and during any school sponsored function. Pupils are not permitted to be in possession of cigarettes, tobacco products, matches or lighters while on school property.

- Use/Possession: Minimum of, but not limited to, 4 days out-of-school suspension and parent conference.

- Items will be confiscated and discarded. Complaints may be filed with the EHTPD, the municipal court, and the Department of Health.

School Safety Threat

- Up to a 10 day suspension.
- EHT PD will be notified.
- Possible referral to Psychiatric Intervention Program.
- Referred to Principal and Central Office administrative review for potential further disciplinary action.

Theft

Illegally possessing school property or the property of others. Minor offenses include: Student is in possession of, having passed on, or being responsible for removing someone else's property (under \$10). Major offense includes: Student is in possession of, having passed on, or being responsible for removing someone else's property (above \$10).

- Minor First Offense: Minimum of 1 Administrative Detention.
- Minor Second Offense: Minimum of 1 day AEP.
- Minor Third Offense: Out of school suspension.
- Major First Offense: Minimum of 1 day AEP, parent/guardian responsible for financial reimbursement, possible EHTPD notification.

Unauthorized or Off-Limit Area

Pupils in an unauthorized or off-limits area will be issued a minimum of 2 Lunch Detentions.

Unauthorized Sales

Items include, but are not limited to candy, gum, and any other goods. Parents and guardians will be contacted and items will be confiscated

Unserved After School Teacher or Administrative Detention

First Offense: Minimum of 2 Administrative Detentions
Second Offense: Administrative discretion

Use of Unacceptable Conduct, Language and/or Gestures Directed to Staff Members:

Students caught writing or using profanity in school or directed towards staff will receive discipline ranging from Lunch detention to suspension, based on Administrative discretion.

Vandalism/Graffiti:

- Minimum 1 day AEP
- Out of school suspension, Parents may be financially responsible for damages. Possible complaint with the EHTPD

Violence and/or Threats Directed Toward a Staff Member:

- Minimum 10 day out-of-school suspension
- Staff member may sign a complaint with the EHTPD

Weapons/Other Deadly Objects

Any pupil in possession of a firearm or other deadly weapon, including look-a-likes, knives, sling shots, exacto- knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects may be arrested, suspended from school for 10 days and be referred directly to the Principal and a police complaint will be filed. This is part of the Weapon Free School Zone Act.

- 10 day out-of-school suspension.
- Arrest and complaint may be filed.
- Referred to the principal and central office administrative review for potentially further disciplinary action.

CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed. Provided here is a [BEHAVIOR INFRACTION CHART](#) with examples and definitions of the infractions.

Tier	Infraction	Definition	Examples/Descriptors	4-5
1	Bus Misconduct	Action causing a disruption to the orderly and efficient operation of transporting students to and from school	Yelling, standing while bus is in motion, moving from seat to seat, not sitting in assigned seat, throwing items/food	1st Offense: Administrative Warning 2nd Offense: Minimum of 1 lunch detention 3rd Offense: Minimum of Administrative Detention, possible loss of riding privileges
1	Computer or Electronic Device Misuse - Minor	Actions using any electronic device against the expectation and procedure of classroom and/or school	Sharing passwords, chatting through Google Docs, playing games, taking pictures, use of A.I. to create fakes of others	Minimum of an Administrative Detention to Alternative Educational Placement (AEP) with possible loss of computer privileges.

1	Defiance/Disrespect of Authority - Minor	Behaviors or language that demonstrate a lack of regard for the authority, rights, or feelings of others.	Includes mocking, rude gestures, inappropriate tone, dismissive attitudes, or comments that undermine a positive and respectful school environment	Minimum of an 2 Lunch Detentions to Administrative Detention
1	Dress Code	Policy 5511	Extremely low-cut, tight fitting or transparent clothes, bare midriffs (one-inch leeway) Clothing (i.e. skirts, dresses, and shorts) that end higher than mid-thigh; Clothing, apparel and/or accessories which indicate affiliation with any gang or have references to alcohol, controlled dangerous substances, or tobacco; Clothing containing profanity or sexual references or innuendoes; Clothing which includes racial or ethnic violence; Hats, visors, sweatbands and other headgear; Hooded sweatshirts/clothing are permitted however; students are not permitted to wear the hood in school.	Minimum of Administrative Warning (change in clothes) to Lunch Detention
1	Failure To Follow Procedure	Actions involving a student's noncompliance with established school expectations, classroom routines, handbook procedures, and/or staff directions not explicitly defined in the handbook.	During morning arrival, a student repeatedly bypasses the designated entry doors and enters the building through an unsupervised side door, despite multiple reminders from staff. This violates the school's safety protocol and disrupts the orderly entry process.	Minimum of 1 lunch detention to Administrative Detention
1	Illegal Absence from Class	A student not present for the majority of their scheduled class without permission from the teacher whose class they are missing and/or permission from administration	Cutting class, going to library instead of class, going to WIN instead of Literacy Seminar	Minimum of 1 Administrative Detention to Alternative Educational Placement (AEP).

1	Lateness to Class	Arriving to class after passing time has ended without a pass; present for almost entire class period	Arriving after the bell rings or after the teacher begins class	1st Offense: Administrative Warning 2nd Offense: Minimum of 1 lunch detention 3rd Offense: Minimum of Administrative Detention
1	Leaving Class	Student leaving class without permission from their supervising staff member	Walking out of class before the bell rings or without permission from the teacher.	Minimum of 2 lunch detentions to Alternative Educational Placement (AEP)
1	Misconduct/ Disruptive Behavior	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.	Minimum of 2 Lunch Detentions to Administrative Discretion
1	Misuse of hall pass	Using a pass for reasons other than its written intent	Failing to check-in to the designated area using an electronic hall pass, running overtime, making multiple stops	Minimum of Lunch Detention to Alternative Educational Placement (AEP)
1	Possession of a Cell Phone/ Electronic Device	Possession or use of cell phone against the expectation and procedure of classroom and/or school	Sending/receiving messages, taking phone out of pocket/bag	1st Offense: Administrative Warning 2nd Offense: Minimum of 2 lunch detentions 3rd Offense: Administrative Discretion
1	Tardy to School	Arriving to school after start of first period without a medical excuse	This includes being late to Zero Period or Convocation	Parent Contact/Conference
1	Theft - Minor	Student is in possession of, having passed on, or being responsible for removing someone else's property	Under \$10	Minimum of 1 Administrative Detention, Parent/Guardian responsible for financial reimbursement

1	Unauthorized/ Off Limits Area	A student in an area unsupervised by a staff member and/or noted as being a staff only area	Being in the stairwell not during passing, copy rooms, closets, faculty dining area or teacher's lounge, custodial areas, etc.	Minimum of 2 Lunch detentions
1	Verbal Aggression	Actions involving a verbal altercation that promote a hostile or unsafe environment.	Yelling, name-calling, derogatory remarks, verbal threats	Minimum of 1 Administrative Detention to 1 Day Out of School Suspension
2	Cyber Instigation	Actions using electronic communication to intentionally provoke others.	Electronic communication with the purpose of threatening physical harm, instigating conflict, sharing inappropriate material which can emotionally harm, or making threats against a person or their property, recording altercations	Minimum of an Administrative Detention to Alternative Educational Placement (AEP).
2	False Alarm	Purposely and intentionally causing public alarm	Pulling the fire alarm, bomb scares, false 911 calls, shouting out 'fight' during the school day when one doesn't exist	Up to a 10 day out of school suspension, possible EHTPD notification, Parent/Guardian Meeting
2	Forgery/Possession of School Forms	Falsifying Documents	Signing permission slips or paperwork without parental permission	Parent Contact/Conference
2	Inappropriate Conduct	Verbal or electronic messages, gestures, drawings, or conduct that include swearing, name calling or use of words in an inappropriate way.	Inappropriate sexual comments, inappropriate references to weapons/bombs, inappropriate touching of other students, other comments inappropriate to school	Minimum of 1 Administrative Detention to Out of School Suspension.
2	Inappropriate Display of Affection	Intentional touching, kissing, or other sexual contact with mutual consent between two parties	Holding hands with a peer, kissing a peer	Minimum of Lunch Detention to Administration Detention
2	Insubordination/ Continued Willful Disobedience	Willful refusal to follow a reasonable directive or request made by a school staff member.	Not identifying oneself, refusing to leave an area when told to, etc.	Minimum Alternative Educational Placement (AEP) to Out of School Suspension

2	Physical Aggression/ Physical Contact	Actions involving physical contact where injury may occur	Wrestling, pushing, horseplay etc	1st Offense: Administrative Detention 2nd Offense: Minimum 1 day Alternative Educational Placement (AEP) 3rd Offense: Minimum Out of School Suspension
2	Theft - Major	Student is in possession of, having passed on, or being responsible for removing someone else's property	Above \$10	Minimum of an Alternative Educational Placement (AEP), Parent/Guardian responsible for financial reimbursement, possible EHTPD Notification
2	Vandalism - Minor	Student participates in an activity that results in destruction or disfigurement of property.	Drawing on desks, sticking gum under tables, scratching furniture	1st Offense: Minimum of 2 lunch detentions 2nd Offense: Minimum of 1 Administrative Detention 3rd Offense: 1 day Alternative Educational Placement (AEP)
3	Assault	Actions involving serious physical contact where injury may occur. Actions are one sided in an incident involving physical violence.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.	Up to a 10 day out-of-school suspension, possible complaint filed with the EHTPD, Behavior Contract, I&RS referral, potential change of educational placement and possible Central Office Administrative Review.
3	Computer or Electronic Device Misuse - Major	Actions using an electronic device that significantly interrupts operation of the school day.	Using AI to create fakes and/or impersonate others, viewing/sharing of violent or sexual material on school	Minimum of 1 Alternative Educational Placement (AEP) to a 2 day Out of School

			issued devices	Suspension, loss of computer privileges
3	Creating an Unsafe or Dangerous Situation	Actions creating conditions for an environment that may lead to significant physical injury	Tripping, pulling a chair from under someone, putting a slippery substance on the floor, etc	Minimum of an Administrative Detention to Out of School Suspension
3	Disrespect - Major	Inappropriate verbal messages, gestures, or drawings directed towards a staff member	Explicit, profanity, sexual, harassment	Minimum of Administration Detention to Out of School Suspension
3	Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs	See BOE Policy 5530	Selling or handing alcohol, tobacco or vape pen to another student	Minimum of 10 day out of school suspension, possible EHTPD notification, Parent/Guardian Meeting
3	Failure to Comply with Search and Seizure	Actions involving a student's noncompliance with established school expectations, classroom routines, handbook procedures, and/or staff directions not explicitly defined in the handbook.	Refusing to let an Administrator search a bookbag that they believe has a weapon or drug paraphernalia	Minimum of lunch detention to out of school suspension.
3	Fight	Actions involving serious physical contact where injury may occur. Students are involved in mutual participation in an incident involving physical violence.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.	1st Offense: Minimum of 2 day out of school suspension, possible EHTPD notification, possible change in educational placement 2nd Offense: Minimum of 4 day out of school suspension, possible EHTPD notification, possible change in educational placement

3	Harassment/Intimidation/Bullying/Hate Crimes	Disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class	Name-calling, physical intimidation, crimes against a specific population	Minimum of positive behavioral interventions up to 10 days out of school suspension, possible EHTPD notification, referral to counselor
3	Possession of controlled dangerous substance and/or alcohol	Possession of any legal medication, drugs, or supplements not approved for use by the school nurse See BOE Policy 5530	Bringing tylenol, advil, caffeine tablets, CBD, Delta-8 THC to school	See BOE Policy 5530
3	Possession of counterfeit drugs, over the counter medications, supplements and/or prescription drugs not registered with the school nurse	Possession of any legal medication, drugs, or supplements not approved for use by the school nurse See BOE Policy 5530	Bringing tylenol, advil, caffeine tablets, CBD, Delta-8 THC to school	See BOE Policy 5530
3	Possession of drug paraphernalia	Possession of any tools, materials, or equipment used to use drugs, controlled dangerous substances, alcohol, or prescription drugs See BOE Policy 5530	Lighters, matches, rolling papers, empty vaporizers	Alternative Educational Placement (AEP) through Out of School Suspension (administrative discretion). Complaint may be filed with EHTPD. Parent conference
3	Potentially Dangerous Objects	Possession of an object to threaten and/or cause physical injury to another	Stabbing with a pencil, scissors, or improvised weapon	Alternative Educational Placement (AEP) through Out of School Suspension (administrative discretion). Complaint may be filed with EHTPD. Parent conference

3	Racial/Ethnic Slurs	Racial or ethnic slurs are derogatory, offensive, or insulting words, phrases, gestures, or actions directed at an individual or group based on their race, ethnicity, national origin, or cultural background.	This includes any language or behavior that demeans, stereotypes, or promotes hostility or discrimination toward a person's racial or ethnic identity.	Minimum of 1 Alternative Educational Placement (AEP) up to a 10 day Out Of School Suspension
3	School Safety Threat	Verbal messages, gestures, drawings explicitly threatening the safety and security of school community	A student was found bringing a pocketknife to school, to scare another student or threatening to shoot another student.	Up to a 10 day out-of-school suspension, EHTPD will be notified, possible referral to Psychiatric Intervention Program (P.I.P.) or Mobile Response. Referral to principal and Central Office Administrative Review for potential further disciplinary action.
3	Sexual Contact	Actions involving any intentional touching, whether directly or through clothing, of a sexual or intimate nature without clear and mutual consent, or in a context that is inappropriate for the school environment.	Inappropriate displays of affection	Discipline may range from Alternative Educational Placement (AEP) to suspension and will be determined on a case by case basis. Possible EHTPD notification.
3	Sexual Harassment	Sexual harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened.	A student repeatedly making unwanted and inappropriate comments about another student's appearance despite being asked to stop.	Minimum 1 day Alternative Educational Placement (AEP) to Out of School Suspension
3	Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol Screening)	See BOE Policy 5530	Using drugs, THC, tobacco, or alcohol at school.	See BOE Policy 5530

	Results			
3	Use/Possession of Nicotine Products or Paraphernalia	See BOE Policy 5530	Smoking vape pens in school or having cigarettes in school	Minimum of, but not limited to, 4 days Out of School Suspension and parent conference. Items will be confiscated and discarded, complaint may be filed with the EHTPD and the Department of Health.
3	Vandalism - Major	Student participates in an activity that results in significant destruction or disfigurement of property.	Breaking glass, electronics, doors, soap dispensers, toilets, cutting bus seats etc.	Minimum of, but not limited to, 4 days Out of School Suspension and parent conference. Items will be confiscated and discarded, complaint may be filed with the EHTPD and the Department of Health.
3	Weapons	Student is in possession of other objects readily capable of causing bodily harm.	knives, guns (real or look alike), pepper spray/mace, tasers, etc	10 day out-of-school suspension, Arrest and complaint filed with the EHTPD, Referral to Principal and Central Office Administrative Review.
3	Off-Campus Discipline	See BOE Policy 5600.1	Student gets arrested by police outside of school.	See BOE Policy 5600.1