

**MT. EPHRAIM
PUBLIC SCHOOLS
Grades 2-5
2024 - 2025**

MARY BRAY ELEMENTARY SCHOOL

**Student Agenda / Planner
Student – Parent Handbook**

<p>MARY BRAY</p> <p>ELEMENTARY SCHOOL</p> <p>225 W. Kings Highway Mt. Ephraim, NJ 08059 856-931-7807 www.mtphraimschools.com</p>	<p>RAYMOND W. KERSHAW</p> <p>MIDDLE SCHOOL</p> <p>125 S. Black Horse Pike Mt. Ephraim, NJ 08059 856-931-1634 www.mtphraimschools.com</p>
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School Colors: Purple and Gold **School Mascot:** Black Stallion

MISSION STATEMENT

Mount Ephraim Public School District is a community school that prepares our students for high school, higher education and career readiness through innovative curriculum, relevant academic programming, and personalized learning so that all students discover the best version of themselves.

This agenda belongs to:

Name:

Address:

City/Town:

Zip

n:

Code:

Phone:

e:

Mt. Ephraim Public Schools Administration & Support Staff

Superintendent of Schools & RWK	Mr. Michael Hunter
Principal :	
Assistant to the Superintendent :	Mrs. Linda Guldin
MB Principal /	
Director of Curriculum & Instruction:	Ms. Jennifer Schoepflin
Mary Bray School Administrative	
Assistant :	Ms. Monica McNally
Child Study Team Administrative	
Assistant :	Mrs. Debbie Henderson
Child Study Team	
Director/	
Director of Early Childhood :	Ms. Christina Battiato
Pre-School Administrative Assistant :	Ms. Megan McCormick
Business Administrator :	Mr. Christopher Eberly
Assistant to the Business Administrator :	Mrs. Becky Thompson
Technology Coordinator :	Mr. Paul Pirolli

Mt. Ephraim Public Schools Board of Education

Ms. Holly Marrone - President	
Ms. Patricia Blaylock – Vice President	Mr. Lewis Greenwood, Jr.
Ms. Michelle Cannaday	Ms. Lindsay Idler
Mr. Michael Casey	Ms. Kristen Marrone
Mr. Brian Cavallaro	Mr. Johnathan Maxson

This handbook is designed to assist parents throughout the school year and contains much information that you will find helpful to you and your children. The handbook contains many of the school's guidelines, rules, regulations, activities, as well as the names of school personnel. It is so important that parents form a strong bond with the school in order to provide for guidance, direction, and support for every student to attain his or her maximum educational benefits.

Complete copies of all policies, rules, regulations, and other information are available through the school website: www.mtphraimschools.com

The procedures and policies stated on the website (other than those mandated by NJ Statute) are subject to change during the school year at the discretion of the Board of Education and/or school district administration.

MOUNT EPHRAIM School Calendar for 2024-2025

September 2024 (S=18 T=20)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024 (S=21 T=22)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024 (S=17 T=17)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024 (S=15 T=15)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025 (S=20 T=21)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

This calendar is subject to change. Check the district website for updates.

Approved: 03/11/2024
Revised:

September
2 – Labor Day
3 & 4 – Teacher In-Service
5 – First Day of School Early Dismissal for Students
6 – Early Dismissal Students

October
11 – Teacher In-Service Day
14 – Columbus Day

November
7 & 8 – NJEA Convention
22 - Early Dismissal Students; Afternoon Conferences
25 - Early Dismissal Teachers & Students; Evening Conferences
26 - Early Dismissal Students; Afternoon Conferences
27 – Early Dismissal Staff & Students
28 & 29 – Thanksgiving Holiday

December
20 – Early Dismissal Staff & Students
23 – 31 - Winter Recess

January
1 – New Year's Day
17 – Teacher In-Service Day
20 – Martin Luther King, Jr. Day

February
6 & 7 Early Dismissal Students; Afternoon Conferences
17 – President's Day

March
21 – Teacher In-Service

April
17 – Early Dismissal Staff & Students
18 – 25 Spring Recess

May
23 – Early Dismissal Staff & Students
26 - Memorial Day

June
16 – Early Dismissal Staff & Students
17 & 18 - Early Dismissal Students
19 – Last Day of School for Staff
20 – Juneteenth

Please consider the emergency school closings make-up schedule prior to making irrevocable vacations plans. Closings will be made up in the following order:
1. June 19, 23, 24

Calendar Key

	School Closed for All
	School Closed for Students (Teacher In-Service Day)
	Early Dismissal Day for Students (Teacher Full Day)
	Early Dismissal Day for All

www.mtephraimschools.com

Mary Bray
Elementary School
225 W. Kings Highway
856-931-7807

R.W. Kershaw
Middle School
125 S. Black Horse Pike
856-931-1634

February 2025 (S=19 T=19)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025 (S= 20 T=21)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025 (S=16 T=16)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025 (S=21 T=21)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025 (S=13 T=14)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**Student Days = 180
Teacher Days = 186**

DAILY BELL SCHEDULE	
ARRIVAL	8:05
CLASSES BEGIN	8:15
LUNCH	
Grade K	10:45
Grade 1	10:45
Grade 2	11:35
Grade 3	11:35
Grade 4	12:25
Grade 5	12:25

BACK TO SCHOOL NIGHTS	
Mary Bray TBD	Raymond W. Kershaw TBD
NO SCHOOL	
October 11 & 14 November 7 & 8 28 & 29 December 23 – 31 January 1, 17 & 20	February 17 March 21 April 18 - 25 May 26
EARLY DISMISSAL DAYS	
September 5 & 6 November 22 - 27 December 20 February 6 & 7	April 17 May 23 June 16 - 18
PARENT-TEACHER CONFERENCES	
November 22 & 26 (afternoon) February 6 & 7 (afternoon)	November 25 (evening)
STATE TESTING	

DISMISSAL L	2:45
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NJSLA Testing 3-8 TBD	NJSLA - Science 5 & 8 TBD
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EARLY-DISMISSAL BELL SCHEDULE	
ARRIVAL	8:05
CLASSES BEGIN	8:15
LUNCHES	10:10 - 12:25
DISMISSAL	12:30

DELAYED OPENING BELL SCHEDULE	
ARRIVAL	10:05
CLASSES BEGIN	10:15
LUNCHES	10:45 - 12:25
DISMISSAL	2:45

PRESCHOOL SCHEDULE		
Regular Schedule	Early Dismissal Schedule	Delayed Opening Schedule
8:15 – 2:15	8:15 – 12:15	10:15 – 2:15

REPORT CARD INFORMATION		
Marking Period	Realtime Teacher grade books are up-to-date for parent/student access	Report Cards Portal Display
1	September 5 – November 12	November 15
2	November 13 – January 30	February 4
3	January 31 – April 7	April 10
4	April 8 – June 18	June 18

GRADING		
Letter Grade	%	Meeting the Standards
A	93 - 100	Far Above Minimum Standard
B	85 - 92	Above Minimum Standard
C	77 - 84	Just Meets Minimum Standard
D	70 - 76	Below Minimum Standard <i>(not meeting standard)</i>

The faculty in the Mt. Ephraim Public School District has created a grading policy that encourages high expectations and student responsibility.

Distinguished Honors

A in all courses (no less than S)

Honor Roll -

A or B in all courses (*no less than S*)

Commendable -

A student must attain all A's and B's with one C allowable in any area

F	0 - 69	Failing - Far Below Minimum Standard <i>(not meeting standard)</i>
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It is your responsibility to do all of your schoolwork to the best of your ability in order to ensure that you learn what you need to for success in life. By fulfilling your responsibilities you will undoubtedly pass all of your subjects and be promoted to the next grade level.

PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Please see MEPS Policy and Regulation 6146.2

ASSESSMENT MAKEUP

Whenever it is necessary for students to take a make-up test, teachers are encouraged to allow the student to take the test after school under teacher supervision. If this is not practical, then arrangements should be made with another teacher to allow the student(s) to take a make-up test in his/her classroom.

In the event that the test may not be administered during the class period or either before or after school, other arrangements will be made as necessary.

EXTRA HELP

Students are encouraged to request extra help from teachers. A student who does not understand an assignment or who missed work due to illness must request an appointment with his/her teachers. This will also indicate to the teachers that the student is concerned about making progress in school.

There are times when teachers may request that students remain after school for extra help. This is not to punish students, but to help them make better progress in school.



Mary Bray

Assessment Data Recording Sheet

2024-2025

Fall Data

I-Ready Diagnostic Mathematics: _____

I-Ready Diagnostic Reading: _____

Fountas & Pinnell Instructional Reading Level: _____

Winter Data

I-Ready Diagnostic Mathematics: _____

I-Ready Diagnostic Reading: _____

Fountas & Pinnell Instructional Reading Level: _____

Spring Data

I-Ready Diagnostic Mathematics: _____

I-Ready Diagnostic Reading: _____

Fountas & Pinnell Instructional Reading Level: _____

GUIDELINES FOR MAKEUP WORK FOR STUDENTS ON VACATION

- Should a vacation that would remove a child from school be planned, a written notice shall be sent to the school (for distribution to the teaching staff affected) at least one week in advance of the intended vacation. All students shall obtain their assignments and homework upon returning from their vacation.
- Students who are out for more than five (5) days miss a substantial amount of class work. It is therefore the responsibility of the parent to ensure that their child acquires the missed assignments. The hiring of a tutor may be appropriate to assist in completing missed assignments when absent for a lengthy period.
- Upon returning from a vacation, it is the responsibility of the student to meet with his/her teachers regarding missed work. The student shall have time to make up missed assignments as follows:

School Days Absent	Days to Make up Work
1 - 3 days	5 school days
4 - 7 days	10 school days
7 or more days	By arrangement with teacher

HOMEWORK REGARDING ABSENCES

- Students are expected to complete all assignments on time in the designated format. Students who are absent should check with friends or with each teacher when returning to school.
- If a student is absent three (3) consecutive days, a parent or guardian may contact the office for missed assignments. The work will be available on the fourth day at 3:00 p.m. for pick up. Upon returning to school after an illness, students should meet with each individual teacher to arrange a work make up schedule within a reasonable period of time.

IMPORTANT INFORMATION

Student Planners

- Student Planners are provided free of charge to all students. The planner is an excellent instrument for recording daily assignments and to assist with time management.
- Lost planners can be purchased for \$5.00.

Lost & Found

- Any articles that are found, such as watches, jewelry and books, should be turned in to the main office. All other articles, such as clothing, are to be placed in the Lost and Found bin. It is strongly advised that valuable items or large amounts of money not be brought to school.

Parent/ Gaurdian-Teacher Communication

- Parents/ Guardians are encouraged to establish positive lines of communication with their child's teachers through individual conferences, phone conversations or email.

Sports Physicals

- Please refer to the Audubon High School athletic department at 547-7695 ext. 4123 when a student receives a sport physical. It is recommended that a copy of the physical be forwarded to the nurse in the Kershaw School.

School Visitors

- The administration and faculty cordially invite parents, members of the community and interested educators to visit the school. Appropriate guidelines and procedures have been established to greet and welcome visitors, to foster an understanding of education in our school and to exercise reasonable control over the frequency and number of visitations so that the educational program is not disrupted.
- **The administration reserves the right to refuse school visitors, to limit their visit and/or to have visitors removed from the school.**
- All visitors are to report to the main office to sign the visitor's log book and at that time will receive a visitor's pass. Visitors and parents are not to visit a teacher's classroom unless prior permission has been given by the principal. The pass should be returned at the conclusion of the visit.

School Insurance

- The school makes available, to students, a low-cost accident insurance policy. The school accepts no responsibility as to the coverage of the insurance. The deadline for obtaining insurance is final. Details will be sent home the first day of school each year.
- **NJ FAMILY CARE** - Provides free or low cost health insurance for uninsured children and certain low income parents. For more information call 800-701-0710 or visit www.njfamilycare.org to apply online.

Just Kids – After-School Child Care

- The Mt. Ephraim school district provides a child care program for all district school-aged children. The program is located at the Mary Bray Elementary School and offers child care opportunities before school, after school and on days of early dismissal. The Just Kids Program operates between the hours of 7:00 am until the start of school and from the time of dismissal until 6:00 pm.
- The Just Kids Program will provide a safe, secure environment for your child to attend outside of the typical school day hours. Activities during the program will include: assistance with the completion of homework, activity centers, arts and crafts, indoor and outdoor play opportunities, and small and large group games.
- The Just Kids Program offers a variety of enrollment options in order to meet your needs. Schedules of five days a week are offered in morning only, afternoon only, a combination of both or the use of flex tickets. The flex tickets are available for periodic use or changing work schedules.

Special Services

- The Child Study Team (CST) may receive a referral from school personnel, RTI team, or a parent for a student who is experiencing academic, physical, sensory, emotional, communication or social difficulties even if, with the support of individually designed services, he/she is advancing from grade to grade. School personnel and the RTI Team would refer by submitting a completed referral form to the Child Study Team. A parent may refer by submitting a letter requesting an evaluation of his/her child to the Child Study Team. Please include in parental referrals the following information: your address, child's full name, age, date of birth, grade and brief statement of your concerns.
- Special services are available to all students who have been identified through evaluation as being in need of special services. These services include individualized or modified instruction, occupational therapy, physical therapy, speech/language therapy, counseling, adaptive physical education or recreation, specialized transportation, and case management by a Child Study Team member. Special services vary from student to student and are outlined in Individual Educational Plan (IEP's) which are developed by IEP teams consisting of Child Study Team representatives, teachers, parents and others as necessary.
- Project CHILD FIND - Project CHILD FIND is a free referral and awareness campaign to assist in the identification of youth with a delay or disability from birth to twenty-one years of age.
- For Infants and Toddlers (Birth to Three) - If you are concerned that your infant or toddler is not developing at a level that is commensurate with his/her chronological age, call the new statewide toll free referral number for the New Jersey Early Intervention System at 1-888-653-4463.
- You can also contact the District Child Study Team at 856-931-1634. A child study team member will be made available to discuss your concerns and questions. For some guidelines for informally observing your child's development the New Jersey Department of Education provides a helpful parent brochure at http://www.nj.gov/education/specialed/childfind/fact_sheet.pdf
- The Child Study Team conducts evaluations of children from ages 3 to 21, free of charge. Children that are determined eligible can receive special education and related services through the district's department of special education, and to the maximum extent possible with non-disabled peers.

School Counselor, School Psychologist, and Social Worker

- The focus of the School Counselor, Social Worker, and School Psychologist are to assist Mount Ephraim School students in a variety of ways. The School Counselor, Social Worker, and Psychologist are present to assist students with any type of personal, educational, and/or social concern. Upon need, the School Counselor, School Psychologist, and School Social Worker will coordinate the efforts of parents and school staff to meet the needs of students and monitor their progress.
- While students generally seek out support when there is a crisis in their lives, many other professionals are available at the Mount Ephraim Schools to help students. The people you may seek out are teachers, physical education/health teachers, school nurse, and the principal.
- Student assistance is available whenever needed via the School Counselor, School Social Worker, and School Psychologist. Students may schedule an appointment with the School Counselor. Students may also request to see the School Counselor during a class period with permission from the teacher. The Mount Ephraim Schools takes a proactive approach with students regarding their academic progress. Students may expect communication from the School Counselor, School Social Worker, and Psychologist throughout the school year.
- 2ND FLOOR® New Jersey's Youth Helpline - The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

Response to Intervention

- Response to Intervention is a vehicle within regular education for meeting a variety of at-risk student needs in the academic, social, and emotional realms of child development. RTI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children who continue to have difficulty. Through RTI remedial instructional strategies and/or support services are provided without unnecessary labeling.
- Uses assessment, teacher, and parental data for decision-making
- Implements a multi-tiered service delivery model
- Implements research-based interventions determined by the data presented
- Maintains a system of continuous data feedback through frequent progress monitoring. This continuous data is used to alter interventions as needed and better inform instruction.
- Involves parents/guardians and students in the decision-making and learning process.
- Works toward the ultimate goal of students maintaining a strong presence in the Tier 1 level of the model.

Medical Screenings

- Health screenings (weight, height, blood pressure, vision, and hearing) are done on all the students in grades Pre-school to 8.
- A student physical is required for all students upon entry into a New Jersey school.
- Physical Examination forms are available from your school nurse.
- Once a physical is completed it will remain the physical of record as long as the child attends school. In the event the nurse sees a set of factors that warrant another medical examination he/she will contact the parent/guardian to discuss the medical situation.
- Scoliosis screenings are conducted every other year on all students beginning at age 10. Any parent/guardian may defer this screening by providing the nurse with a written note.

Emergency Responses

- Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evacuations. Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year.
- FIRE DRILLS - All schools are required by law to conduct fire drills regularly.
- LOCKDOWN DRILLS - Schools in the Mount Ephraim School District will practice LOCKDOWN DRILLS to have the students' practice what could be needed in an emergency.
- SHELTER-IN-PLACE DRILLS - Schools in the Mount Ephraim School District will practice SHELTER-IN-PLACE DRILLS to have the students' practice what could be needed in an emergency.

Student Records

- The parents of any student enrolled in school have the right to review any school records, which pertain to their child.
- The right to review records applies to divorced and non-custodial parents who, according to the courts, have the same rights pertaining to student records as non-divorced parents. The school may deny a non-custodial parent this right only if the school has been notified, in writing, by the parent with custody that a non-custodial parent has had the right to access records terminated by the court.
- Cumulative records indicate the location of records for disabled students. The district also insures that all school records are collected, maintained, secured, accessed, and destroyed in accordance with state and federal regulations.
- The district follows all policies and procedures, as stated in Mt. Ephraim's policy manual, pertaining to student records. The Principal and/or his designee annually apprise the faculty and staff of the policies and procedures pertaining to student records.

Restricted Areas

- Classroom, or other area unless accompanied by a teacher.
- Students are not to place items in, or take items from a teacher's mailbox or desk without expressed permission.

School Nursing Services

- The Mount Ephraim Schools has a well-equipped health aide station. The nurse is on duty during school hours every day. In addition to regular health screenings, emergency first aid and dispensing of medication, the nurse is available to help with any personal or social problem.

Students must adhere to the following rules concerning the health office:

- Students MUST have a PASS to report to the nurse. In cases of illness or injury students must first obtain a PASS FROM THEIR TEACHER. The two exceptions to this rule are an extreme emergency and if a student is injured. In these two cases the student must report immediately to the nurse and not wait until a later part of the day to do so. This is particularly important with injuries involving the head and eyes.
- No student shall be permitted to take any medication except in the presence of the school nurse. Authorization for each prescription medication must be submitted by the physician and parent or guardian, which will be placed on file in the nurse's office. Prescription medication must be in the original container/package and delivered to the nurse by the parent or guardian.
- Students, who are sent home due to illness, may not return to school on that day, even if they begin to "feel better".
- Students who need to leave school due to illness will only be dismissed to the parent or to the person(s) designated by the parent on the student's emergency record.
- Authorization for each patent/over the counter medication must be submitted by the physician and parent or guardian. Students may not carry medication (prescription and/or patent/over the counter medications) with them at school. All medications in any shape or form must be brought to the nurse's office by a parent/guardian or adult designee.

Technology Acceptable Use

- The Board of Education recognizes as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred, those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases and exchange information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use of materials, appropriate for educational purposes.
- The Board also recognizes telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.
- Access to network services is provided to users who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. It is understood that anyone using these networks, local or wide area networks, in addition to the Internet, has agreed to abide by the Acceptable Use Policy.

Standards for Use of Computer Networks

- Any individual engaging in the following actions when using computer networks/computers will be subject to discipline or legal action:
 - o Using the computer network(s) for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated vehicles.
 - o Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

Using the computer network(s) in a manner that:

- o Intentionally disrupts network traffic or crashes the network;
- o Degrades or disrupts equipment or system performance;
- o Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
- o Steals data or other intellectual property;
- o Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
- o Gains or seeks unauthorized access to resources or entities;
- o Forges electronic mail messages or uses an account owned by others;
- o Invades privacy of others;
- o Posts anonymous messages;
- o Possesses any data which is a violation of this policy;
- o Uses harassing, insulting, or harmful language including, but not limited to, ethnic, racial, and sexual slurs;
- o Damages computers, computer systems, or computer networks;
- o Violates copyright laws;
- o Uses another's password;
- o Trespasses in another's folders, work or files;
- o Downloads and prints to excess;
- o Plays games or uses "chat" rooms to socialize;
- o Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.
- o Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless he or she has filed with the principal a consent form signed by the pupil and his or her parent or guardian.

• **Violations**

Individuals violating this policy shall be subject to the consequences determined by the Principal. Appropriate discipline includes but is not limited to:

- o Use of the network only under direct supervision;
- o Suspension of network privileges;
- o Revocation of network privileges;
- o Suspension of computer privileges;
- o Revocation of computer privileges;
- o Suspension from school;
- o Expulsion from school; and/or
- o Legal action and prosecution by the authorities.

Sexual Harassment

- It is the policy of the Mount Ephraim Schools to maintain a learning and working environment that is free from sexual harassment.
- It shall be a violation of this policy for any member of the Mount Ephraim Schools' staff or student body to harass another staff member or student through conduct or communications of a sexual nature as defined in the policy.
- Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical contacts of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
 - Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
- Sexual harassment, may include, but is not limited to the following:
 - o Unwelcome sexual advances, such as offensive sexual flirtations, repeated requests for dates or writing of love letters after rejection of overtures;
 - o Pressure or coercion for sexual activity;
 - o Repeated remarks to a person, with sexual or demeaning implications;
 - o Unwelcome touching, such as patting, pinching or brushing against another's body;
 - o Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.;
 - o Displays of nude or pornographic pictures, lewd or vulgar cartoons, etc.;
 - o Practical jokes about gender-specific traits.
- Sexual harassment may also consist of intimidating, abusive or hostile behavior of a nonsexual nature toward a staff member or student because of gender. Verbal abuse and hostility that is not sexual in character but is directed solely at a female staff member or student because they are female, for example, is likewise a violation of this policy on the same level as harassment of a sexual nature.
- The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Harassment

- The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.
- Students in Mount Ephraim Schools are expected to treat one another and staff members with respect regardless of gender, race, color, creed, religion, English proficiency, socio-economic status, disability, national origin, or sexual orientation. Inappropriate touching of a sexual nature, gender based or racial comments and/or jokes, and name-calling of any kind by students, are not tolerated while traveling to and from school, on school property, or while involved in any school function or activity. All instances of such harassment are to be reported to the Building Administration. Parents will be contacted, and appropriate action will be taken. Interventions include, but are not limited to, supportive counseling, detentions, suspensions, and/or contacting district and local authorities.
- Mount Ephraim Schools provides equal educational opportunity for all students regardless of race, creed, color, national origin, sex, sexual orientation or handicap. Students who feel that written material or school rules and regulations violate personal civil rights, with regards to affirmative action or equal educational opportunity, may file an inquiry and appeal through the main office.
- GRIEVANCE PROCEDURE (Chain of Command) - When a problem arises, please request a meeting first with the teacher. If the teacher is unable to resolve the problem, request a meeting with the principal. If the problem is still not resolved to your satisfaction, please request a meeting with the Superintendent of Schools. Only after attempting to resolve the problem in this manner, should the Board of Education be consulted.

Zero Tolerance

- The Mount Ephraim Board of Education will have a policy of a "Zero Tolerance" for the use of Drugs, Alcohol, Steroids and Tobacco by students that attend Mount Ephraim Schools. The Superintendent has been directed by the Board of Education to create procedures that will enforce the policy of "Zero Tolerance."
- "Zero Tolerance" is defined as: If a student is involved with substance abuse as defined as involvement in incidents of possession or consumption of alcohol and/or drugs, anabolic steroids and any prescription drugs, except those for which permission for use in school has been granted. Additionally, this definition includes all consumption of alcohol and/or drugs prior to participation in a school function.
- School functions shall be defined as (a) on school property; (b) at any place where any interscholastic athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Education or its authorized agents; and (e) upon school transportation vehicles at any time.

Students exhibiting behaviors that may indicate presence of substance use.

- Whenever it shall appear to any staff member that a student exhibits behaviors that may indicate the presence of alcohol or a controlled dangerous substance, such person must:
 - Report his/her observations describing the incident to the building principal or his/her designee, who in turn will bring the student to the school nurse
 - Fill out the Student Substance Abuse Assessment Referral Form.
 - Any staff member who, in good faith, reports a pupil to the principal or his/her designee in compliance with provisions of this subsection, shall not be subject to civil damages as a result of making such a report.

Attendance Policy

- **What is a School Full Day?**
 - A day of attendance is defined as a day when the school is officially open and a student is present for the required number of hours under the guidance and direction of a teacher engaged in the teaching process.
 - No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
 - A school day shall consist of not less than four hours exclusive of recess periods or lunch period.
 - In order to count as a half-day of school the student must have attended school for at least two hours exclusive of recess periods or lunch periods
 - A delayed-opening or an early-dismissal day shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods
- **How is Student Attendance Coded?**
 - Every day that school is officially open, and he or she is not officially enrolled elsewhere, a student is either:
 - Present
 - Absent-Unexcused
 - Absent-Excused (*for Religious Observance only*)
 - Receiving Home Instruction
 - A student shall be recorded in the school register as:
 - Absent-Unexcused when not in attendance for any reason other than religious holiday observances
 - Absent-Excused when not in attendance due to religious holiday observances
- **How is Attendance Monitored and Addressed?**
 - Cumulative absences up to three; letter to parent/guardian
 - Cumulative absences up to six; letter to parent/guardian, phone call
 - Cumulative unexcused absences of 9; action plan and parent meeting
 - Cumulative unexcused absences of 15 or more; truancy court referral
 - A COURT REFERRAL MAY BE MADE AS FOLLOWS:
 - When unexcused absences are determined by school officials to be violations of the Compulsory Education Law, pursuant to N.J.S.A. 18A:38-25, and the district board of education's policies, in accordance with (a) above, the parent may be referred to municipal court
 - A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court
 - When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part
 - A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit.
 - For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)5xii.
- **Compulsory Education Law**
 - N.J.S.A. 18A:38-25 requires that "every parent, guardian or other person having custody and control of a child between six and 16 to ensure that such child regularly attends the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school."
 - Note: The provision, "to receive equivalent instruction elsewhere than at school" in N.J.S.A. 18A:38-25, permits a parent/guardian to educate the child at home.
 - N.J.S.A. 18A:38-31 states that "a parent or guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of the article (N.J.S.A. 18A:38-25) relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for the first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court." to the privileges set forth above, the pupil must present a written excuse signed by a parent or legal guardian.
 - Any absence because of a religious holiday will be recorded in the school register or in any group or class attendance record as an excused absence.
 - Such absence will NOT be recorded on any transcript or application or employment form or on any similar form.
- **Late to School**
 - Any student, who is late for school must report directly to the nurse's office for a pass.
 - Only a medical note signed by a doctor or a note from a dentist, court official, or school official will render lateness as approved. The fact that a parent approves lateness and writes an excuse does not make the lateness approved.
- **Leaving School Early**
 - Parents who have arranged a doctor, dentist, or court appearance must write a note requesting permission for the student to be excused early. On that note they must include the (1) date, (2) full name of child, (3) grade and homeroom of child, (4) specific reason

for early dismissal, and (5) signature of parent or guardian. Pre-approval by school officials is required for any scheduled early dismissal. Notes must be brought to the homeroom teacher when homeroom begins. On occasion we may need to contact the student's home for confirmation of an early release request.

- o Notes from home, asking permission for a student to be excused early are to be turned into the homeroom teacher as homeroom begins. A parent or guardian must sign out their child with the main office, before a student is released early from school. As stated in the School Attendance Policy, students who attend school for less than the four hours minimum school day will be considered absent a full day
- o In an effort to maintain a consistent learning experience for your child, please make every attempt to schedule appointments after school hours whenever possible.
 - In the event of an emergency, only the parents or legal guardian of the student may sign their child out of school. You must come into the school, present proper identification or documentation of guardianship, and sign your child out. Under no circumstances will students be dismissed over the telephone or be allowed to leave school with neighbors, family friends, etc., unless proper notification has been given to school officials by the child's parent or guardian prior to the student pick-up (e.g. note and phone call by parent). It is imperative that school officials be made aware of any emergencies or serious family situations that may affect a student's school experience.
- **Illness while at School**
 - o In the event that your child shows an illness which warrants that he/she be excused from school, the school nurse will issue a pass for him/her to go home. In such emergencies, the school nurse will notify the main office. The parent or guardian will be notified if it is necessary to send a student home. The student will not be dismissed from school until a parent/guardian arrives to the school and signs the student out.

Extra-Curricular Activities

- In order to be eligible to participate, a student must maintain satisfactory academic progress that reflects effort based upon ability.
- In order to participate in a club or activity:
 - o The student is expected to maintain an academic average of "C" or better. Any student with two or more "D's" or one "F" in any subject may not participate in clubs or activities. (Fall club or activity refer to last marking period grades of the previous year)
 - o A student may regain eligibility to participate if all affected teachers indicate improvement to at least a "C" level at the midpoint or the end of the marking period.
 - o In exceptional cases, students will be given consideration for participation in clubs or activities if, in the judgment of the teachers, school counselor, principal, student, and parent, there is an indication of acceptable academic achievement. If determined appropriate by the above persons, a performance contract will be initiated and monitored by the school counselor setting specific goals for academic achievement to be maintained. (This may only cover a maximum of two subject areas).
 - o A student must be present for a half session (3.25 hours) during the school day in order to participate in after school activities.
- **Evening Dances & Activities**
 - o Students must be in attendance at school for a minimum of a half session (3.25 hours) to participate in any after school or evening activity, e.g. activities, clubs, dances, etc. Students from other schools are NOT allowed to attend. Dances and activities will begin at 7:00 p.m. and end promptly at 9:00 p.m. Parents/guardians should arrange to be at school ten minutes earlier than ending time to pick up their children. If a student is absent from school they will not be able to participate in the after school activity.
 - o Students will not be able to leave a dance before the official ending time without a written request from their parent/guardian. Students will not be able to enter a dance thirty (30) minutes after the official starting time. Please be advised that no guests are permitted at a middle school dance.

STUDENT CODE OF CONDUCT

- This is a general guideline for discipline, all final discipline decisions, will be made at the discretion of the school administration.
- "The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of the other pupils, for the educational purpose underlying all school activities, and for the care of school facilities."
- The intent of the Mt. Ephraim Public School's discipline policy is an attempt to achieve a safe, secure, and pleasant environment that provides each student with maximum opportunities to be successful.
- On the following page you will find a chart outlining the Mt. Ephraim Public School's Code of Conduct. It is intended to list the most obvious violations of school rules, but is not a complete list. A behavior that is in violation of a local, state, or federal statute will be handled by the Administration, Board of Education, and local law enforcement agencies.
- The failure of a particular act to appear on the list does not mean it is an acceptable behavior if it is disruptive to the good order of the Mt. Ephraim Public Schools or any school sponsored program, activity, or event.

Overview

- This procedural manual has been developed by the Mount Ephraim School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.
- The intent of this manual is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, this manual is not intended to be all-inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.
- Mount Ephraim School district is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society by developing each individual's ability to use higher thinking skills, logically solve problems and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment in which that education can take place. To that end, this manual seeks to list those behaviors, and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and well-being of our students. It is our hope that this manual will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit.

- It should be noted that these procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.
- The school administration and/or Board of Education have the right to administer discipline for any other offense which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students in the Mount Ephraim School District.

STUDENT BEHAVIOR EXPECTATIONS

- Please be aware that students are held accountable for behavior actions that they commit from the time they leave their own property to come to school in the morning or for an evening or weekend event until the time they return to their property upon school dismissal in the afternoon or after an evening or weekend event.
- Defiance of adult authority, or verbal abuse of those adults employed in the school will not be tolerated.
- Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school.

General Expectations

- Complete and submit assignments on time.
- Act cooperatively and responsibly so that classroom instruction is not interrupted.
- Use appropriate language or gestures when communicating.
- Act responsibly on school premises and off campus during school functions (e.g. lavatories, hallways, field trips, etc.).
- Show respect to all school staff members.
- Practice self-control; demonstrate respect for the rights, property and feelings of others.
- Do your "own" schoolwork.
- Use school property/facilities with care.
- Refrain from physical and/or verbal confrontations.
- Refrain from selling anything in school.
- Insure that school forms and notes requiring a signature are returned to school.
- Understand that falsifying a parent's or guardian's signature is wrong.
- Refrain from the possession/usage of cigarettes, lighters and matches.
- Refrain from possession of intoxicants or narcotics.
- Refrain from possession of weapons or dangerous materials.
- Attend all classes and do not leave school grounds without authorization.
- Arrive at school on time.
- Refrain from being in any location in the building without a teacher being present.
- Refrain from engaging in the sexual harassment of pupils or staff members (See Sexual Harassment Policy pg 10).

Honor Code We expect students to be honest in all of their work. MEPS has a strict policy that disciplines students who cheat, attempt to cheat, or help others in cheating.

The following descriptions constitute cheating. Please consider them very carefully:

- Copying from another student as evidenced through a teacher's active observation or obvious duplication of answers observed after work is handed in.
- Deliberately allowing another student to copy your work.
- Using any unauthorized material or resources to acquire answers.
- Communicating with other students during assessment (e.g. talking, passing notes, sign language, etc.).
- Deliberately obtaining and/or distributing assessment information prior to, during, or subsequent to the assessment situation (e.g. passing on work from previous classes or grades).
- Plagiarism which is defined as - Stealing or using without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as your own. Proper citation is expected to acknowledge the work of others in any assessments, assignments or presentations of information.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, erasure of grader's marks, and other acts that allow for falsely taking credit.
- Consequences for Honor Code violations may result in a full range of penalties including, but not limited to, loss of credit for all work in violation.

Substitute Teachers Behavior while in class with substitute teachers, as they are our guests in our building and they deserve your respect. They have the same authority as regular staff and should expect the same behavior from you that you give to your teachers.

Classroom Behavior Each teacher has his/her own classroom rules that are consistent with school & district expectations.

The following are common expectations which are a part of all teachers' plans:

- Arrive on time and be prepared with needed materials.
- Follow all directions the first time given.
- Keep hands, feet and other objects to yourself.
- No teasing, name calling, bullying, intimidation, harassment toward others.
- Stay properly seated until permitted to do otherwise.
- Do not touch or take other people's property.
- Raise your hand to speak and wait to be called on.
- No food or drink allowed in classrooms unless specified by teacher.

Hallway Behavior Since classes are always in session, we must make every effort to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms.

The following are rules for your behavior in our hallways:

- You are expected to walk at all times – never run – and stay to the right side.
- Quiet talking is permitted in the hallways – never shouting or excessive noise.
- You must always have a teacher pass when you are in the hallways.
- No open food or drink is allowed in the hallways.
- Disruptive or disrespectful behavior and language is not permitted.
- Please be courteous and move without being asked when you are blocking a hallway or passageway.

Lockdowns and Emergency Evacuation Drills

- Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year.
- Students failing to follow procedures and/or emergency instruction will be disciplined.

Fire Drills

- Leave the room as directed; the last person out of the room must close the door and turn off the lights.
- Walk in a single file line at a quick pace and in absolute silence.
- All students will be attentive and return to their classroom in an orderly manner.
- If you are not with your teacher during a drill, leave the building by the nearest exit and report to the nearest adult outside.

Bathroom Behavior

- You must always use the bathroom assigned to your grade level except when in Specials or PE and Health.
- You must always have a teacher pass to go to the bathroom.
- Be courteous of custodians and others who clean and also use the bathroom.
- Vandalism (destroying or defacing) any part of the bathroom will be dealt with severely and will undoubtedly include suspension and police involvement. Your parents may also be required to pay for any cleaning and repairs needed because of your actions.

Assembly Behavior There are different expectations depending on the nature of each assembly. Some assemblies are performing arts events during which reserved and silent behavior is expected. Other assemblies call for audience participation and cheering. You are expected to know the difference and act accordingly.

The following are common rules for all assemblies:

- Proceed to assembly under direction of your teacher and the speaker on the PA system.
- Sit in the area where you have been directed.
- Do not converse with others during the presentation or while the speaker is speaking.
- You must ask a teacher's permission to leave the assembly for any reason.

Lunch Recess

- Lunch period is 45 minutes long.
- This 45 minutes is divided equally between eating time in the cafeteria and recess time in the gym or outside.
- Some grades have recess followed by lunch. Other grades have the opposite.

Cafeteria Behavior

- Form a quiet, single-file line at entrance to cafeteria and proceed through serving area quietly. No cutting.
- Take your seats properly.
- Choose a seat and remain there for one whole lunch period.
- Do not touch others' food or belongings.
- Maintain appropriate volume.
- Do not lend or borrow money.
- Do not "beg" other students or adults for food.
- Do not throw food or trash.
- Dispose of your own trash in the proper containers; Leave your table clean and neat for custodians and the next lunch period.
- Do not take food or beverages outside of the cafeteria.
- No glass containers are permitted in school or the cafeteria.

Field Trip Behavior

- Every behavior expectation that applies at school and on the school bus applies to trips taken off the premises. Field trips are a privilege and the right to attend them may be taken away by the principal or teachers due to behavior, academic performance, or chronic truancy.
- You must return a signed permission slip, medical slip, and designated fees (if applicable) with all required documentation by the due date or you may forfeit the right to attend the trip.
- If you choose not to attend a field trip or are not eligible to attend because of behavior referrals, you are still expected to be present in school and complete any work left by your teachers for you. If you do not come to school, it will be marked as an unexcused absence.

Bikes May be used as transportation to Raymond W. Kershaw School and 5th grade Mary Bray students.

The following are rules for bringing bikes to school:

- Students must bring in the signed Bike Permission form from your parent notifying us that you have their permission to use your bike to come to school.
- Park your bike in the bike rack nearest your grade level entrance and lock it.

- You MUST wear an approved protective helmet at all times when in motion on your bike. This applies to your ride to and from school – from the time you leave your property until you return to it at the end of school.
- Noncompliance will result in the loss of privilege to ride your bike to school.

Spray Colognes and Scented Mists

- Spray colognes, hairsprays, deodorants, etc., of any kind, are not permitted in school. The strong scent and spray mist may cause problems for students and teachers who have asthma and allergies. Please understand that this is for health and safety reasons.

Cell Phones Cell phones may be brought to school but they must remain turned off while inside the building. We expect cell phones to be turned off and be out of sight from the time you enter the building in the morning until you exit the building.

Dress Code

- **Please do not wear clothing that could:**
 - Cause excessive wear or damage to school property (ex. heavy chain belts, jewelry with protruding spikes, etc.)
 - Present a health or safety hazard to you or others – specifically any clothing/ accessory that could be considered a weapon or accidentally hurt you or someone else (ex. heavy chain belts, jewelry with protruding spikes)
 - Interfere with your or others' full participation in the educational program by causing distraction, disruption, or disorder.
- **This includes clothing that –**
 - Contains language / graphics that are obscene, vulgar, offensive, have “double-meaning”, or are otherwise inappropriate for school.
 - Contains language or graphics that are related to violence, gang activities, tobacco, drugs, alcohol, or other unhealthy connotations.
 - Please do not wear:
 - Shirts that do not meet the top of pants.
 - Shirts with an inappropriate cut neckline.
 - See-through clothing
- **Specific Dress Code rules:**
 - **Tank tops** – Permitted as long as no undergarments are showing.
 - **Coats** – Heavy outdoor coats/ jackets are not to be worn during the school day. Hoodies are permitted but hoods must remain down at all times when on school property.
 - **Headwear** – Hats, sweatbands, bandanas, etc. are not to be worn in the building during the school day. The exceptions are:
 - Head coverings worn for religious purposes.
 - Girls may wear decorative hair accessories.
 - Appropriate headwear may be worn on specific Spirit Days
 - Hats and other appropriate headwear may be worn to dances, and athletic events
 - Footwear - shoes or boots must be worn at all times on school property.

Care of School Property

- Students are to maintain respect for school property at all times. There is to be no defacing of school property.
- Use wastebaskets and other appropriate containers to discard trash.
- Students are held responsible for the proper care and usage of all books, supplies, apparatus, or equipment furnished by the school. Students who damage and/or lose school and/or personal property will be required to pay for repairs and/or replacement.
- All books must be covered.
- Students will be fined for damaged books. The amount of the fine will be determined from the extent of the damage, but will not exceed the cost of the book.
- There will be a refund on lost books, which are later found.

RESIDENCY

New Jersey Law, N.J.S.A. 18a:38-1 and N.J.S.A. 6A:22, requires school districts to provide a free public education to students between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:

Domiciled in the district, i.e, the child of a parent or guardian, or an adult student, whose permanent home is located within the district. A home is permanent when the parent, guardian or student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.

Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship.

Living with a parent or guardian who is temporarily residing in the district. Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2.



Mary Bray Elementary School Student Code of Conduct



Infraction	Occurrence				
	1st	2nd	3rd	4th	5th
I. Class Contact Time					
A. Leaving class without permission	Parent/Guardian Contact Administrative 30-Minute Detention	Parent/Guardian Contact Administrative 45-Minute Detention Referral to BCBA/ Counseling Team	One Day In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team	Two Days In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team	One Day Out of School Suspension Parent/Guardian Conference Consult with School Counseling Team
B. Leaving the school grounds or site of school activity without permission	One Day In-School Suspension/ Parent/Guardian Conference Referral to BCBA/ Counseling Team	One Day Out of School Suspension Parent/Guardian Conference Consult with School Counseling Team	Three to Five Days Out of School Suspension Parent/Guardian Conference		
II. General Student Behavior					
A. General misconduct including, but not limited to, excessive noise, throwing objects, and inappropriate language.	Parent/Guardian Contact Administrative Warning	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Two Restricted Lunches	Parent/Guardian Contact Administrative 30-Minute Detention	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team Subsequent Issues will result in In-School Suspension
B. Disruptive behavior in class	Parent/Guardian Contact Administrative	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Two Restricted	Parent/Guardian Contact Administrative	Parent/ Guardian Meeting Administrative

	Warning		Lunches	30-Minute Detention	45-Minute Detention Referral to BCBA/ Counseling Team Subsequent issues result in In-School Suspension
C. Destruction of school or individual's property	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team	One to Three Days In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team	One to Three Days Out of School Suspension Parent/Guardian Conference Consult with School Counseling Team	Three to Five Days Out of School Suspension/Parent/ Guardian Conference/ Restitution for Loss/ Municipal Complaint Filed/ Superintendent Hearing for Alternate Placement	
D. Taking the property of the school or an individual without permission	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team Subsequent issues result in In-School Suspension	One to Three Days In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team	One to Three Days Out of School Suspension Parent/Guardian Conference Consult with School Counseling Team	Three to Five Days Out of School Suspension/Parent/ Guardian Conference/ Restitution for Loss/ Municipal Complaint Filed/ Superintendent Hearing for Alternate Placement	
E. Dress Code	Parent/Guardian Contact Administrative Warning	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Two Restricted Lunches	Parent/Guardian Contact Administrative 30-Minute Detention	Parent/ Guardian Meeting Administrative 45-Minute Detention
Note: Students will dress in proper clothing before returning to class.					
F. Acceptable Use of Technology/Internet Agreement Violation	Parent/Guardian Contact Administrative Warning	Parent/Guardian Contact Administrative 30-Minute Detention Loss/ Limited Access of Technology Referral to BCBA/	One Day In-School Suspension/ Parent/Guardian Conference Loss/ Limited Access of Technology	One Day Out of School Suspension Parent/Guardian Conference Loss/ Limited Access of Technology	Two Days Out of School Suspension Parent/Guardian Conference Loss/ Limited Access of Technology

		Counseling Team			
G. Misbehavior in hallway or restroom	Parent/Guardian Contact Administrative Warning	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Administrative 30-Minute Detention	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team	One Day In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team
Note: Continued restroom misbehavior will require students to use the nurse's office bathroom.					
H. Cell Phone Violation	Parent/Guardian Contact Administrative Warning Confiscation & Return to Parent/Guardian	Parent/Guardian Contact Restricted Lunch Confiscation & Return to Parent/Guardian	Parent/Guardian Contact Administrative 30-Minute Detention Confiscation & Return to Parent/Guardian	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team Confiscation & Return to Parent/Guardian	One Day In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team Confiscation & Return to Parent/Guardian
I. Possession or use of cigarettes, vapes, or any other type of smoking paraphernalia on school property	Parent/ Guardian Meeting Administrative 45-Minute Detention Confiscation Referral to BCBA/ Counseling Team	One Day In-School Suspension/ Parent/Guardian Conference Confiscation Consult with School Counseling Team	Two Days In-School Suspension/ Parent/Guardian Conference Confiscation Consult with School Counseling Team	One Day Out of School Suspension Parent/Guardian Conference Confiscation Consult with School Counseling Team	Two Days Out of School Suspension Parent/Guardian Conference Confiscation Consult with School Counseling Team
J. Tampering with fire alarms and extinguishers	Five Days Out of School Suspension Parent/Guardian Conference Referral to BCBA/ Counseling Team	Ten Day Out of School Suspension/ Parent Conference/Superintendent Hearing which may result in a BOE Expulsion hearing for alternate placement.			
K. Failure to report to detention	Parent/Guardian Contact Administrative	Parent/Guardian Contact Administrative	Parent/Guardian Contact Two Administrative	One Day In-School Suspension/ Parent/Guardian	Two Days In-School Suspension/ Parent/Guardian

	30-Minute Detention	45-Minute Detention	45-Minute Detention Referral to BCBA/ Counseling Team	Conference Consult with School Counseling Team	Conference Consult with School Counseling Team
III. Infractions Against Person					
<i>All acts of violence, whether contained in the following section of infractions or not, will not be tolerated. In addition, the student misconduct may be so serious in nature as to require further disciplinary action such as long-term suspension and/or referral to civil authorities.</i>					
A. Possession of weapon (other than firearm) or toy weapon (used in a threatening manner).	<ul style="list-style-type: none"> In or Out of School Suspension for 1-5 Days; Mandatory parent conference with guidance counselor/principal; This offense may result in an alternate placement or a disciplinary hearing before the Board of Education; The weapon will be confiscated and a referral will be made to the local authorities. 				
B. Possession and/or use of firearms	<ul style="list-style-type: none"> Any pupil in possession of and/or committing a crime using a firearm on school property, on a school bus, or any school sponsored function shall be immediately removed from the school's general education program for a period for a period of not less than one calendar year, and placed on an alternative education or program depending on a Board of Education hearing. Immediate notification of local authorities <p>The New Jersey Administrative Code includes in its definition of a firearm "any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile, slug, pellet, missile or bullet, or any gas vapor, or any other noxious thing."</p>				
Note: *In cases involving threats of physical violence in which use of a weapon is either implied or present, the parent must be contacted, the local police authorities must be notified, and the student must be referred immediately to the local crisis center to be seen by a physician, preferably a psychiatrist, to determine if the pupil poses to harm or threat to himself/herself or others. This is a precondition to the students' re-admittance to school.					
C. Physically violating the rights of others. Including, but not limited to, shoving, pushing, poking, (spontaneous roughhousing)	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Administrative 30-Minute Detention	Parent/ Guardian Meeting Administrative 45-Minute Detention Referral to BCBA/ Counseling Team	Parent/ Guardian Meeting Two Administrative 45-Minute Detentions Consult with School Counseling Team	One Day In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team
D. Fighting or provoking willful intent to do harm	One to Three Days Out of School Suspension/ Parent/Guardian Conference	Three to Five Days Out of School Suspension/ Parent/Guardian Conference	Five to Ten Days Out of School Suspension/Parent/ Guardian Conference/ Restitution for Loss/ Municipal Complaint Filed/ Superintendent Hearing which may result in a BOE Expulsion hearing for alternate placement.		

	Municipal complaint will be filed Referral to BCBA/ Counseling Team	Municipal complaint will be filed Consults with School Counseling Team			
E. Harassing, Intimidation or bullying another student as defined in policy	One to Three Days of In-School Suspension/ Parent/Guardian Conference Municipal complaint filed Referral to BCBA/ Counseling Team	One to Three Days Out of School Suspension/ Parent/Guardian Conference Municipal complaint filed Consult with School Counseling Team	Three to Five Days Out of School Suspension/ Parent/Guardian Conference/Superintendent Hearing which may result in a BOE Expulsion hearing for alternate placement. Municipal complaint filed.		
F. Disrespect or defiance of authority	Parent/Guardian Contact Administrative Warning	Parent/Guardian Contact Restricted Lunch	Parent/Guardian Contact Administrative 30-Minute Detention Referral to BCBA/ Counseling Team	Parent/ Guardian Meeting Administrative 45-Minute Detention Consult with School Counseling Team	One Day In-School Suspension/ Parent/Guardian Conference Consult with School Counseling Team
G. Inappropriate Sexual Contact/Lewdness	One to Three Days of In-School Suspension/ Parent/Guardian Conference Municipal complaint filed Referral to BCBA/ Counseling Team	One to Three Days Out of School Suspension/ Parent/Guardian Conference Municipal complaint filed Consult with School Counseling Team	Three to Five Days Out of School Suspension/ Parent/Guardian Conference Municipal complaint will be filed Consults with School Counseling Team	Three to Five Days Out of School Suspension/ Parent/Guardian Conference/Superintendent Hearing which may result in a BOE Expulsion hearing for alternate placement. Municipal complaint filed.	
Note: *Should the nature and gravity of a single act of violence and/or harassment be deemed of a very serious nature, the administration reserves the right to place a student in an alternative educational program or be brought before the Board of Education for a disciplinary hearing.					
IV. Violation of the following rules will initiate immediate referral to the administration, followed by immediate external suspension.					
A. Assault upon a school official/staff member. Student attempts to cause or purposely, knowingly, or	<ul style="list-style-type: none"> • Immediate external suspension • Notification of local police authorities 				

<p>recklessly cause bodily injury to a school district employee with a weapon or attempts physically to put a school district employee in fear of serious bodily injury. Such an assault may have been committed even without an actual physical touching of the school district employee.</p>	
<p>B. Pulling a fire alarm without cause, and/or making telephone threats, which affect school/students' safety (i.e. bomb threats); starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate.</p>	<ul style="list-style-type: none"> ● Immediate external suspension ● Possible Board of Education discipline hearing ● Charges will be filed with the local authorities when the infraction is in violation of local, state or federal law
<p>C. Terroristic threats against staff, students, and/or facility</p>	<ul style="list-style-type: none"> ● Immediate external suspension ● Possible Board of Education discipline hearing ● Charges will be filed with the local authorities when the infraction is in violation of local, state or federal law
<p>V. Administrative Rights at the Elementary Level</p>	
<p>In all infractions not involving firearms, the administration reserves the right to impose a lesser or greater penalty at any time, based upon the circumstances surrounding the particular infraction, including but not limited to factors such as developmental age, prior disciplinary infractions, and recommendations by local law enforcement.</p>	

Mary Bray

School Expectations

MARY BRAY RECESS RULES

R Respect personal space.

E Everyone's included.

C Care for equipment.

E Enter/Exit quietly.

S Safety first.

S Stop, look, listen.



Mary Bray Cafeteria Rules

T Talk at a level 1 voice.

A Always be seated until dismissed.

B Be polite.

L Leave your area clean.

E Exit silently.



Mary Bray Bathroom Rules

Don't forget to flush!

F Floors stay dry.

L Leave bathroom clean.

U Use soap and rinse.

S Soft voices.

H Hands dried.



Mary Bray Hallway Hustle

H Hands are down.

U Use walking feet.

S Stay silent.

T Turn and face front.

L Look, but don't touch artwork.

E Everyone follows the rules all the time.



Mary Bray Mustangs are
Respectful
Responsible
Safe



How much mustang
money will you earn?

Student earn Mustang Money for following our school rules and expectations. Students then use Mustang Money to purchase prizes and earn Character Education Assemblies!

