

# SAYREVILLE MIDDLE SCHOOL

## WELCOME

Welcome to a new school year in the Sayreville Middle School. We take pride in our schools, our staff, our curriculum, and our facilities. We hope that you will share that pride with us. The proposed curriculum structure for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades recognizes the transitional nature of these middle years in that they serve as a bridge between the primarily self-contained classes of the elementary grades and the more wide ranging academic elective opportunities available on the secondary level.

As you grow in your ability to make constructive decisions and solve problems you will be encouraged by your teachers, support staff members, and the administration. The success you attain during this year will be directly related to the effort you put forth.

**Parents and students are required to read this handbook and refer to it prior to calling the school.**

## HANDY REFERENCE

**MIDDLE SCHOOL TELEPHONE NUMBER - 732-525-5290**

**Office Extensions: 5290, 5286, 5287, 2395; Guidance Extension: 5534**

**District Website.....[www.Sayrevillek12.net](http://www.Sayrevillek12.net)**

**Sayreville Middle School.....[www.sayrevillemiddle.net](http://www.sayrevillemiddle.net)** (Website contains parent/school information forms.)

**PLEASE CALL THE SCHOOL AT 525-5291 IF YOUR CHILD IS GOING TO BE ABSENT.**

## ABSENCE

Every pupil absence must be verified by a note from the parent/guardian. After a child has been absent for three or more consecutive days, a doctor's note (certificate) may be required before the child is readmitted to school. In order to participate in any after school event or activity students must be marked present in school that day.

## ACCIDENTS

Students should report all accidents, minor and major, to the teacher in charge. If a teacher is not present, the student must report the accident immediately to the nurse or an administrator.

## ARRIVAL

Students are not permitted to be dropped off and/or arrive on school property earlier than 7:00 a.m. on regular school days and not before 8:45 a.m. on a delayed opening schedule.

## ATTENDANCE INFORMATION

Under the New Jersey Administrative Code (6:8-4,2), Boards of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy #515, Promotion and Retention, directs that parents of pupils who have been in attendance fewer than 162 days during the school year be notified of possible retention. These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable.

It is recognized that there are definite unavoidable circumstances, which may prevent a student from attending school; however, all of the work missed must be made up at the initiative of the student within two weeks of each missed class period.

A student who is absent is required to present to the homeroom teacher a written excuse upon returning to school. The excuse must be dated, must give the reason for the absence, and must be signed by a parent or legal guardian. Extended and/or frequent absences may require a note from a doctor.

**Parents are also required to call the Attendance Line at 525-5291 to inform the school of their child's absence.**

## LATENESS

Students arriving after the start of homeroom must report to the Main Office to sign-in. Students are subject to administrative detentions for both tardiness and failure to sign-in. Excessive tardiness may require a parental conference with the Guidance Department.

## **CAFETERIA**

Students are required to eat lunch in the school cafeteria. Hot and cold lunches, milk, drinks, and snacks are available for purchase. Students may bring their own bag lunches. We do not allow glass containers for soft drinks or water bottles in the hallways.

While in the cafeteria, students are expected to practice the general rules of good manners one should find in the home. When finished eating, students are required to return their trays and leave the tables and eating area clean in consideration of the student who will be eating during the next lunch period.

To provide for as safe an environment as possible, throughout the lunch period students must obey the following rules:

1. Contact activities of any kind are not permitted. Examples are: tackling, pushing, tripping, or grabbing other students' clothing.
2. Children are to remain in their assigned areas at all times and in full view of the teachers.
3. No food or drink may be taken out of the cafeteria.
4. No name-calling, bad language, or teasing! Treat everyone with respect.
5. Most important – follow directions and obey the directions of the teachers and cafeteria staff.

## **CONFERENCE – PARENT/TEACHER**

Formal conferences are scheduled after the first and second marking periods of each school year. We encourage our parents/guardians to request a conference at any time during the school year when they consider it to be necessary. Scheduled appointments can be made through the school office or the guidance office.

## **COUNSELING AND GUIDANCE**

Each student is assigned a guidance counselor whose primary goal is to guide and direct the student in areas of concern. Key services provided are:

1. Planning a schedule of courses.
2. Discussing career goals and plans for the future and how these plans can best be implemented at each educational level.
3. Discussing individual strengths and weaknesses relating to personality and behavior.
4. Discussing the student's personal problems when necessary.

## **DETENTION – ADMINISTRATIVE GUIDELINES**

**2:24 – 2:54 Tuesday-Wednesday-Thursday**

**Students are not permitted in the front outside area before their detention.**

**Late buses are provided at 3:00 p.m. for those students who are regular bus students.**

1. Students are to report to detention with a textbook/class work pen/pencil, and are to do constructive schoolwork. Book bags, clothing, etc. are to be brought to detention.
2. Students are not permitted to return to their lockers after detention and are to leave by the main entrance door.
3. Insubordination/disruptive behavior will result in a student being removed from detention by the supervising teacher and sent to an administrator in the Main Office. Appropriate discipline will follow.
4. Bus students will be transported by a late bus.
5. A student who cuts detention will be assigned two (2) more detentions. Three (3) cuts of administrative detention will result in one (1) day out of school suspension.

Administrative detention may also be assigned at lunchtime.

## **DRESS CODE**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect their safety or the educational program within the schools.

Therefore, the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. Such determination is subject to disciplinary consequences. The following guidelines have been established to assist parents and students in selecting the proper dress for school as required by Board of Education Policy #522

### **DRESS CODE:**

1. Students may not wear apparel that promotes or endorses illegal substances (e.g. alcohol or tobacco products). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.

2. Students may not wear strapless, see-through, one shouldered, off-the-shoulder, or halter tops. Additionally, bustier tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments. However, undergarments may not be visible or worn as outerwear.
3. Tank tops or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration, and fall directly below the underarm to insure the torso and undergarments are not exposed inappropriately.
4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
5. Students may not wear short skorts or short shorts. Shorts and skirts must have a reasonable distance from the knee but should be no shorter than mid-thigh. Ripped jeans are also considered inappropriate.
6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, heavy jackets or varsity jackets, during the school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.
7. Ski masks are not permitted to be worn in school. Any similar types of hats or hoods that hide the face are not permitted and will be confiscated.
8. No sweatbands, headbands, scarves, bandannas, do-rags kerchiefs, large jewelry chains or wallet chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.
9. Students are not permitted to wear clothing that is clearly pajamas, slippers or sleepwear.
10. Students may not wear gloves of any kind.
11. Students may not wear articles of clothing that are inappropriately altered, soiled, ill-fitting, or considered by the administration to be inappropriate and/or unsafe for school activities.
12. Any jewelry that is sharp or studded is not permitted in school.
13. Footwear may include shoes, sneakers or sandals that are secure to the foot. Flip-flops are not permitted.
14. The administration may permit changes in the policy to address special occasions or emergent conditions.

#### **EMERGENCY STUDENT INFORMATION**

Accurate student emergency information is essential to help us provide your child with a safe and responsive school environment. Often parents or guardians need to be contacted with regard to schoolwork, student behavior, illness, or emergency situations.

Parents are legally responsible to complete and submit a school Emergency Card. Pertinent information must be updated in a timely manner.

#### **\*\*CHANGE OF STUDENT INFORMATION\*\***

Accurate student information is essential; therefore, any change of address or home/work telephone number must be given promptly to the Guidance. Parents are required to complete an updated emergency card for any change in pertinent information.

#### **EXAMINATIONS AND STANDARDIZED TESTS**

All sixth, seventh and eighth grade students are subject to a final examination/assessment at the conclusion of each full-year academic course. These exams count one-ninth (1/9) of the final average.

To help teachers, counselors, and administrators evaluate the curriculum, plot the achievement of students, and make recommendations for scheduling, State and or District tests are administered annually. The NJASK is administered to students in grades 6, 7 & 8 each spring.

#### **FIRE DRILLS**

Fire drills are required by law and are an important safety precaution. It is essential that when the alarm sounds, everyone obeys it promptly; clears the building in **silence** by the assigned route; proceeds to an area of safety.

Lines should not cross or stop. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join in an exiting class and report to that teacher. When reentering the building, talking is not permitted and good order is mandatory.

#### **HEALTH OFFICE –SCHOOL NURSE**

The following rules and regulations are to be observed by teachers and students with regard to the health office.

1. Students are not permitted into the health office without a pass from the sending teacher.
2. Students must present a pass to nurse and sign health office log sheet.
3. Students must take **medicine** in the health office only under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered by the Health Office. Medicines must be sent to the school in the container bearing the pharmacist's label and identifying the substance being administered.

## **HOMEWORK**

Education is a cooperative effort between the home and the school. Teaching strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is evident. Homework is an important part of your child's grade and should be checked by parents. Parents/guardians are asked to help develop student study skills and working habits. It is the student's responsibility to make up assignments and tests when they are absent.

In the event of three or more absences, make-up work will be provided when the child returns to school. If a child is absent for more than three days because of an illness, parents may call the guidance office requesting make-up work. The work will be collected and ready for parents to pick up between 2:00-3:00 p.m. within 2 school days of the request.

## **EARLY DISMISSAL**

Days scheduled for early dismissal are listed on the school calendar, our schools booklet, and District/school websites. **Grades 6-7-8 12:46 p.m.**

## **EMERGENCY CLOSINGS**

Please make arrangements for your children to go to a neighbor's home in the event of an emergency early dismissal if you will not be home.

## **DELAYED OPENINGS**

School will be in session according to the following schedule.

<b>School</b>	<b>Bus Pickup</b>	<b>Starting Time</b>	<b>Dismissal</b>
Gr. 6-7-8	90 minutes after the regular pickup time	9:15	2:19

## **SCHOOL CLOSINGS**

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on Central New Jersey's leading radio stations and will be posted on the district's website; [sayrevillek12.net](http://sayrevillek12.net). Please do not call WCTC or WMGQ for information. Please do not call the school.

## **Listen To**

**WCTC 1450 AM and WMGQ 98.3 FM**

## **LIBRARY – (Middle School)**

Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid before taking out additional books. Students are only permitted in the library after school in an authorized supervised activity.

## **LOCKERS**

Each student is assigned a locker and issued a lock for the school year. Only locks issued by the school may be used. Switching of lockers is **not** permitted and is subject to disciplinary action. Only articles pertaining to academic subjects and outdoor apparel are permitted to be stored. Students are responsible for articles in their lockers and are cautioned against "setting the lock" or giving the combination to another student. A minimum replacement fee is assessed for lost locks. All students are responsible for their assigned lockers. **Absolutely no stickers, posters, pictures, magic markers, graffiti etc., are permitted on any part of the locker.**

Students are permitted to go to their lockers four (4) times daily:

1. Before homeroom period.
2. Immediately before and after lunch period.
3. At the end of the school day.

## **LOCKER INSPECTIONS**

Administrators and teachers are responsible for protecting the health, safety, and welfare of the school community. New Jersey law states:

"The principal or other official designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur". The law permits Boards of Education to provide for Inspection of student lockers in a manner consistent with the Supreme Court ruling in **State v. Engerud, 94 N.J. 331 (1983)**

Locker clean-outs are scheduled during each marking period and at the end of the school year. The Middle School has a policy of regularly inspecting students' lockers in an effort to promote safety, order, and discipline.

## **Student Search and Seizure**

According to the Gault decision, the safety of the student outweighs the rights of the student. Children in school may be searched based on individualized reasonable suspicion. Reasonable suspicion is generally defined as when a combination of articulate facts and the person's own experience feels that the degree of intrusion is warranted in terms of all the surrounding circumstances. Security cameras are in use in all public areas of the building.

## **LATE BUSES**

Late buses are available from Monday through Thursday. Only those students in scheduled or planned after school activities are permitted to utilize late buses.

**Please Note:** Visiting the public library **is not** a scheduled or supervised after school activity.

## **LOST AND FOUND**

Report the loss of any valuable article to the main office. All other articles are to be placed in the "Lost and Found" areas around the school.

## **OFF LIMITS**

Those areas off-limits to students include, but are not limited to the following: stock rooms, custodial closets, kitchen areas, boiler room, faculty rooms, office/bathrooms.

At the end of the school day students must immediately leave the building and school property unless involved in a scheduled supervised after school activity. After leaving school property students are not permitted to return unless accompanied by an adult. All students involved in scheduled after school activities are to remain with the supervising faculty member.

Students are not permitted to remain on school property to wait for the start of after school events, i.e. athletic games. Any student who has served either a lunch or after school detention must leave school property and not return that day unless involved in a supervised school activity.

## **PARENT – TEACHERS**

The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students; they also provide special activities, assembly programs, and gifts to our school. They work with the administration and faculty to enhance the positive atmosphere of the Middle School.

## **PASSING IN CORRIDORS**

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. Students will be assigned a teacher detention upon the 3<sup>rd</sup> late to class. Subsequent lateness to class will be documented on a Disciplinary Referral and forwarded to the Administration. Students are required to carry official written passes when traveling the hallways while classes are in session.

**Backpacks:** Students are permitted to bring regular backpacks to and from school. This backpack is to be stored in the student's locker for the entire day. Students are not permitted to carry their backpacks during the school day. Students may however use "sling/string" bags to carry their belongings from class to class.

## **PERSONAL PROPERTY**

Children frequently lose or misplace things, therefore, we request that CD players, MP3 players, I pods, palm pilots, Game Boys, Play Stations, and other audio/video devices, cameras, skateboards, large sums of money or other valuable possessions not be brought to school. Video phones and laser pointers are expressly forbidden on school property and will be confiscated. Magic markers, Sharpies, and paint markers are also not permitted. All of the above are subject to confiscation and disciplinary consequences.

## **PHONE CALLS**

The school phone is for business purposes. Students are not permitted to use the telephone except for emergencies. Parents are asked not to call the school to deliver messages unless the message is urgent and of extreme importance.

## **PHYSICAL EDUCATION**

Participation in physical education is mandatory. Students are required to dress for gym; therefore, the following dress code for physical education classes has been established:

1. Sneakers and sweat socks.
2. Loose-fitting shorts, gym trunks, or sweat pants.
3. Sweatshirts or t-shirts.

In September, all students are issued a gym locker and lock. Only locks issued by the school are permitted.

Students are required to secure their possessions with a lock of before exiting the locker room. If a student misplaces his/her lock, it is the student's responsibility to report this to a teacher and purchase a new lock.

## **PIERCINGS**

Due to safety concerns students are only permitted to have cartilage based piercings (such as pierced ears.) Please be advised that students are not permitted to wear jewelry for physical education classes. All non-cartilage based piercings are prohibited, including but not limited to pierced lips and eyebrows.

## **PROMOTION/RETENTION**

A student will be retained if he/she fails one or more of the following subjects:

English, Mathematics, Problem Solving, Social Studies, Science, Language Arts, or Grade 8 Advanced Spanish. Eighth grade students who fail one or more of the above are not permitted to walk in the promotion ceremony.

## **STUDENT ACADEMIC REPORTS**

### **Interim Progress Reports**

The school recognizes the need for communication with the student and parent; therefore, if a student is in danger of failing, an **INTERIM PROGRESS REPORT** is issued at midpoint of each marking period. Failure to return the report will be followed up by the classroom teacher and/or the guidance counselor. Weekly progress reports are available upon request through the guidance office.

### **Report Cards**

Four (4) times during the school year the student receives a report card, which indicates the subject grades for that particular marking period.

### **Honor Roll**

Students who have maintained an "A" in every subject are placed on the High Honor Roll. Those students who have earned no lower than a "B" average in all subjects are placed on the Honor Roll.

## **STUDENT RELEASE FROM SCHOOL**

All requests for a student's early release are handled through the Main Office. It is the policy of the Board of Education that a permanent record book is kept of all Middle School students leaving school before the scheduled dismissal time. The authorized adult must present ID and write-in time of pick-up, reason, and sign the record book. All students must be met in the Office by the adult assuming responsibility. Any parent desiring to deviate from this procedure must file a statement of parental release with the building principal.

Doctor and dental appointments should be made after school hours. However, if an early release is requested for medical reasons, a doctor's appointment form must be returned to the school.

A student must be present for four (4) hours exclusive of his/her lunch period in order to be recorded present for the day in the school register.

## **TEXTBOOKS**

Textbooks are issued to every student. There is no initial fee, but students are responsible for any damage or loss of the book assigned to them. Each book will have an assigned number and the student is responsible for that book at the end of the year. No other book will be accepted from the student.

## **TRANSPORTATION/BUS SAFETY**

Bus safety is vital to your child's well being and requires the cooperation of the student and parents as well as school personnel. The school bus driver shall be in authority with regard to pupil behavior and conduct in or about the vehicle. Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Violation of these rules and procedures will result in the loss of bus transportation privileges. Students are permitted to ride **only** their assigned bus; to and from school. Please review "School Bus Safety" found in the District's **Our Schools** Information Guide.

## **TRUANCY**

The first offense of an unexcused absence from school will result in five (5) days administrative detention and a parent conference. Reoccurring offenses will result in stricter disciplinary consequences. The local police may also be contacted.

## **VISITORS**

All parents and visitors are required to report directly to the Main Office. A visitor's pass or volunteer identification badge must be worn if leaving the office for other destinations within the school.

Parents may not go directly to a classroom for any reason. Anyone wishing to meet with a teacher for a conference should make an appointment.

## **WALKERS**

Walkers are to leave school grounds promptly at dismissal and go directly home. Parents picking up children are requested to wait at the far end of the parking lot (near Washington Road). When dropping off students in the morning, parents are asked to follow the signs as posted, to keep to the far right in the parking lot, and always to give the school buses the right of way. Walkers who stay after school are responsible for their own transportation. They must present a note from a parent/guardian indicating how they will get home. No walker may ride a school bus.

## **BICYCLES**

All students under the age of fourteen (14) who ride their bikes to and from school, must, by law, wear proper protective helmets. In addition, students are expected to chain and lock their own bikes to the bike racks, as the school is not responsible for their supervision. While on school property students must walk their bikes.

## **WITHDRAWAL OF STUDENTS**

When planning to withdraw your son/daughter from school, the parent must schedule an appointment with the Guidance Department. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

## **WEAPONS POLICY**

Weapons of any type are strictly prohibited on school premises or at any Board of Education approved activity.

### **Definition:**

For the purposes of this policy, "weapon" is defined as any item:

1. So defined by state statute 2C:39-1
2. Capable of causing harm or bodily injury for which there is no educational or instructional purpose.
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limited to: guns, mace, sharp rings and jewelry, martial arts weapons, stun guns, knives, tear gas, blackjacks and/or brass knuckles .

## **PENALTIES**

**Level 1:** There shall be an immediate suspension pending a mandatory expulsion hearing before the Board of Education for any student:

1. Found to be in possession of a gun or knife or who has displayed a gun or knife on school premises or at any Board of Education approved activity.
2. Who has displayed or used as a weapon any item with the intent of threatening or causing bodily injury on school premises or at any Board of Education approved activity.

**Level 2:** A minimum of 10 days suspension will be required for any student found to be in possession of any weapon not defined under Level 1.

In all cases of weapons possession, written notification shall be filed with the Sayreville Police Department. As appropriate, formal police complaints shall be filed.

## **REWARD ACTIVITIES**

Throughout the year, numerous and varied events such as but not limited to assemblies and dances are scheduled. All students are afforded the opportunity to participate but shall be excluded if they accumulate:

Three administrative detentions and/or one in-school, out-of-school or bus suspension within twenty (20) school days of the event.

### **Special End-Of-The Year Activities:**

Eighth Grade Dinner Dance, Picnic, Seventh Grade Fun Day, Sixth Grade Fun Day

For these events, students will be excluded if they accumulate the following:

1. Twenty (20) total administrative/lunch detentions and/or three (3) or more incidents of in-school or out-of-school suspension for the year.
2. More than one (1) out-of-school suspension of five (5) or more days.
3. More than three (3) days of suspension during the second semester of the school year.
4. Three or more bus suspensions.
5. More than 20 days of absence from school. Exception: Absences due to a chronic medical condition. Documentation from a physician must be provided to school officials. Students who post perfect attendance from their last "Special End-Of-The Year Activity" exclusion, will be considered eligible for the next "Special End-Of-The Year Activity."

**Eligibility for participation in the End of the Year activities will be subject to the guidelines listed above.**

The 8<sup>th</sup> grade Moving-Up Ceremony is not a reward activity but a privileged event. As such, the Administration reserves the right to exclude any student deemed a concern for the occasion.

In addition, please be informed that the Administration reserves the right to interpret infractions and consequence students. In school suspension assignments are subject to availability and nature of infraction.

## Sayreville Middle School Disciplinary Actions

### A. Attendance

#### Truancy/Leaving School Without Authorization

- 1<sup>st</sup> incident: 5 days detention
- 2<sup>nd</sup> incident: 1 day OSS
- 3<sup>rd</sup> incident: 2 days OSS/Police Report

#### Late to Class

- 3<sup>rd</sup> incident: 1 day Teacher detention
- 4<sup>th</sup> incident: 1 day detention
- 5<sup>th</sup> incident: 2 days detention – Parent Contact

#### Cutting Class

- 1<sup>st</sup> incident: 3 days detention
- 2<sup>nd</sup> incident: 5 days detention
- 3<sup>rd</sup> incident: 1 day OSS

### B. Insubordination

#### Failure to Report to Administrative Detention

- 1<sup>st</sup> incident: 2 days detention
- 2<sup>nd</sup> incident: 2 days detention/Parent Contact
- 3<sup>rd</sup> incident: 1 day OSS

#### Defiance to Authority/Willful Disobedience

- 1<sup>st</sup> incident: 1 day OSS
- 2<sup>nd</sup> incident: 3 days OSS
- 3<sup>rd</sup> incident: 5 days OSS

#### Insolence to Staff Members

- 1<sup>st</sup> incident: 1-3 days OSS
- 2<sup>nd</sup> incident: 3-5 days OSS
- 3<sup>rd</sup> incident: 5 days OSS

#### Disruptive Behavior with Substitute

- 1<sup>st</sup> incident: 2 days detention
- 2<sup>nd</sup> incident: 3 days detention
- 3<sup>rd</sup> incident: 3 days detention

### C. Vandalism

#### Minor Vandalism/Graffiti

- 1<sup>st</sup> incident: 3 days detention
- 2<sup>nd</sup> incident: 1 day OSS
- 3<sup>rd</sup> incident: 3-5 days OSS

#### Malicious Mischief

- 1<sup>st</sup> incident: 1-3 days OSS
- 2<sup>nd</sup> incident: 3 days OSS
- 3<sup>rd</sup> incident: 5 days OSS/ Police Report

#### Firework Offense

- 1<sup>st</sup> incident: 5-10 days OSS/Police Report
- 2<sup>nd</sup> incident: Initiate Expulsion Procedures

### D. Inappropriate Behavior

#### Profanity/Obscene Gestures/Vulgarity

- 1<sup>st</sup> incident: 1 day OSS
- 2<sup>nd</sup> incident: 2 days OSS
- 3<sup>rd</sup> incident: 3-5 days OSS

#### Fight/Physical Misconduct

- 1<sup>st</sup> incident: 3 days OSS
- 2<sup>nd</sup> incident: 5 days OSS
- 3<sup>rd</sup> incident: 5 days OSS/CST Referral, Police Complaint

#### Assault

- 1<sup>st</sup> incident: 5 days OSS
- 2<sup>nd</sup> incident: 5-10 days OSS/CST Referral, Police Report
- 3<sup>rd</sup> incident: 10 days OSS/ Police Report

#### Harassment/Intimidation/Bullying/Bias

- 1<sup>st</sup> incident: 1-3 days suspension
- 2<sup>nd</sup> incident: 3-5 days suspension/Referral to I & RS
- 3<sup>rd</sup> incident: 5-10 days suspension

### E. Substance Abuse

#### Use of Substance

- 1<sup>st</sup> incident: 5 days OSS (see Board policy)
- 2<sup>nd</sup> incident: OSS pending Board of Education hearing

#### Possession of Substance

- 1<sup>st</sup> incident: 5-10 days OSS
- 2<sup>nd</sup> incident: Initiate Expulsion Procedures

#### Possession with Intent to Distribute

- 1<sup>st</sup> incident: Initiate Expulsion Procedures

#### Smoking/Possession of an Igniter or Cigarettes

- 1<sup>st</sup> incident: 1 day OSS
- 2<sup>nd</sup> incident: 2 days OSS
- 3<sup>rd</sup> incident: 3 days OSS

The **Disciplinary Actions** serve only as a guideline. Please be aware that the Administration reserves the right to interpret and consequence students beyond the scope of the **Disciplinary Actions** in order to maintain the safety, order, and discipline of the school.

***\*(OSS) – Out-of-School Suspension***