

# STUDENT HANDBOOK



David E. Owens Middle School

# WELCOME TO OUR COMMUNITY

Dear Students & Parents:

On behalf of the David E. Owens Middle School faculty, we would like to welcome you to another year of learning and growing. We believe that staff, families, and students should commit to true partnerships that enable us to transform our vision statement into our daily reality. We are committed to success greater than just our own. We understand that every action positive and negative ripples beyond us to influence our entire community.

We believe that all students can be held to rigorous academic and community commitments while respecting individual differences. The diversity of our community enriches our learning. This handbook has been prepared to explain and clarify the procedures and regulations that will assist you in the upcoming school year. The staff is dedicated to student success. To be an active partner with DEOMS, please attend our Back to School Night and other curriculum events throughout the year. Also, try to attend project celebrations and school performances when possible to further support our community.

We are looking forward to supporting your child by meeting their individual learning needs. In this way, we are confident students will carry with them a sense of achievement and academic pride throughout the school year.

Sincerely,  
Mr. James R. DeLalla  
Principal

# TABLE OF CONTENTS

- ◇ **Mission Statement**
- ◇ **Schedules and Attendance Policies**
- ◇ **Policies and Dress Code**
- ◇ **Transportation and Drills**
- ◇ **Health and Medical Policies**
- ◇ **Academics and Grading Scale**
- ◇ **Guidance and Services**
- ◇ **Discipline**



# MISSION STATEMENT

The New Milford Public School District provides relevant, innovative, and rigorous educational opportunities to students at all grade levels. The District is resolute in its attention to the development of the whole child by providing a comprehensive range of experiences essential to building capacity for independent and responsible living.

The program is designed to prepare all students to meet or exceed NJSLA, to think critically, and master the challenges of life-long academic, cultural, social, economic, emotional, and professional advancement, as well as constructive participation as citizens in an interdependent global society. The District embraces family and community as active partners in a unified effort to develop students into self-directed, self-confident adults on their journeys to becoming the next generations of entrepreneurs, builders, artists, designers, inventors, scientists, educators, caregivers, protectors, workers and leaders.

# BELLS & SCHEDULES

## BELL SCHEDULES

8:05 A.M. - Students Enter Building

8:10 A.M. – Warning Bell

8:15 A.M. - Late Bell

**David E. Owens Middle School**

### Daily Schedules

**\*Lunch will not be served during a Half Day**

	Regular Bell Schedule		Advisory Day		Delayed Opening		Half Day Schedule		Morning Assembly		Afternoon Assembly
HR/1	8:15-8:42	HR/1	8:15-8:40	HR/1	10:15-10:34	HR/1	8:15-8:32	HR/1	8:15-8:36	HR/1	8:15-8:36
2	8:42-9:04	2	8:40-8:59	2	10:34-10:47	2	8:32-8:45	2	8:36-8:52	2	8:36-8:52
3	9:07-9:26	3	9:01-9:19	3	10:49-11:03	3	8:47-8:58	3	8:55-9:11	3	8:55-9:11
4	9:29-9:48	4	9:21-9:40	4	11:05-11:18	4	9:00-9:11	AP	9:11-10:11	4	9:14-9:30
5	9:51-10:11	5	9:42-10:00	5	11:20-11:34	5	9:13-9:25	4	10:14-10:30	5	9:33-9:49
6	10:14-10:33	6	10:02-10:21	6	11:36-11:49	6	9:27-9:38	5	10:33-10:49	6	9:52-10:08
7	10:36-10:56	7	10:23-10:41	7	11:51-12:05	7	9:40-9:52	6	10:52-11:08	7	10:11-10:28
8	10:59-11:18	8	10:43-11:02	8	12:07-12:21	8	9:54-10:05	7	11:11-11:27	8	10:31-10:47
9	11:21-11:41	9	11:04-11:22	9	12:23-12:37	9	10:07-10:19	8	11:30-11:47	9	10:50-11:06
10	11:44-12:03	10	11:24-11:43	10	12:39-12:53	10	10:21-10:33	9	11:50-12:06	10	11:09-11:26
11	12:06-12:26	11	11:45-12:04	11	12:55-1:09	11	10:35-10:46	10	12:09-12:26	11	11:29-11:45
12	12:29-12:48	12	12:06-12:25	12	1:11-1:25	12	10:48-11:00	11	12:29-12:46	12	11:48-12:05
13	12:51-1:11	13	12:27-12:46	13	1:27-1:41	13	11:02-11:14	12	12:49-1:06	13	12:08-12:24
14	1:14-1:33	14	12:48-1:07	14	1:43-1:57	14	11:16-11:27	13	1:09-1:26	14	12:27-12:44
15	1:36-1:55	15	1:09-1:27	15	1:59-2:13	15	11:29-11:41	14	1:29-1:45	15	12:47-1:03
16	1:58-2:17	16	1:29-1:48	16	2:15-2:29	16	11:43-11:55	15	1:48-2:04	16	1:06-1:22
17	2:20-2:39	17	1:50-2:08	17	2:31-2:45	17	11:57-12:09	16	2:07-2:23	17	1:25-1:41
18	2:39-3:01	18	2:10-2:29	18	2:47-3:01	18	12:11-12:23	17	2:26-2:42	18	1:44-2:00
		AP	2:32-3:01					18	2:45-3:01	AP	2:00-3:01

# DEO EXPECTATIONS

## DAVID E. OWENS MIDDLE SCHOOL

### EXPECTATIONS

#1 Act and interact in kind  
and respectful ways



#2 Keep the space you occupy  
clean, welcoming, and easy to  
move in

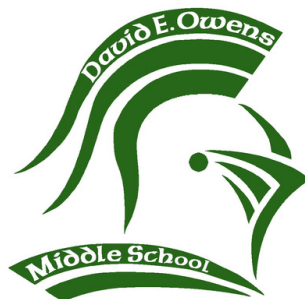
#3 Take care of  
yourself and others



#4 Be willing to learn  
new things at all times



DAVID E. OWENS  
MIDDLE SCHOOL



# POLICIES & PROCEDURES

## Arrival to School

DEO students will enter in the back of the building at 8:05 AM in coordination with the first bell. This is the time to go to lockers and prepare for the day. Students arrive at their first-period class by 8:15.

Students arriving after 8:15 will stop by the main office for a tardy slip.

**\*Loitering in unsupervised areas before or after school is not permitted**

## Tardiness

Late arrivals are disruptive to the educational process and detrimental to the student.

Students who are late to school must sign in through the attendance office. The following procedures will be implemented to ensure students come to school on time.

- 5th Tardy during the school year –Letter home to parent/guardian
- 10th Tardy –Letter home; Administrative meeting with parent/guardian

Every fifth tardy thereafter – Letter home; Administrative consequences and attendance plan issued. Excessive tardiness will result in a parent conference, and notification of the School Resource Officer, and may result in a suspension for acting in an openly defiant manner (NJ 18A:37-1, 37-2)

## Attendance Procedures

School attendance is essential for student success. According to New Jersey School Law, any documented illness after the first day, death in the immediate family, and state-approved religious holidays are the recognized reasons for school absences.

**PARENTS:** Report absences by dialing (201) 265-8661, when prompted, press “1”.

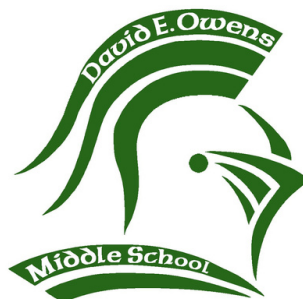
Some absences can be excused due to death in the family, extended medical absence (by a doctor's note), and state-approved religious holidays.

- Present students (at least 4 hours in school) may participate in after-school activities.
- Students meet with teachers to get caught up on school activities they have missed as soon as they return to school.
- In the event of a suspension, students will stay home during extracurricular activities for those days.
- Students must be signed out by a parent, guardian, or designated adult if they are leaving school during the day.

For information on district attendance please refer to Board of Education Policy #5200

## Attendance At School Activities

**Students may not attend or participate in any school activity** if they are absent or suspended from school. Any exception is at the discretion of the principal.



# POLICIES & PROCEDURES

## Leaving the Building While School is in Session

NO STUDENT IS PERMITTED TO LEAVE the building during school hours unless he or she is **SIGNED OUT** by a **PARENT** or a **RESPONSIBLE ADULT**, **designated by the parent/ guardian in writing**. A digital kiosk system is located in the main corridor for this purpose. It is also expected that any student who returns to school during the school day be **escorted and digitally signed back into the building** by a **PARENT** or **RESPONSIBLE ADULT**.

## Visitors to School

1. **No student may bring a visitor to the school.**
2. **Adult visitors** (e.g. parents, guest speakers, salespersons, vendors, etc.) **will only be admitted with a previously arranged appointment.**
3. All visitors must report to the front window to sign in (identification is necessary) and receive a visitor's badge.
4. Unauthorized visitors may be prosecuted if they do not comply with posted signs and Board of Education Policy #9150.

## Dress Code

We respect student individuality, and clothing represents an opportunity to express oneself. Students at DEO shall keep in mind our rules about making responsible choices for their learning and for the learning of others when making clothing choices for school and school events. Clothing choices must uphold that standard and reflect a "professional student" look. This includes but is not limited to, clothes that reveal undergarments and clothes free from inappropriate images, text promoting drugs/alcohol, and obscene or profane messages. Any head/face coverings that cause a student to be unrecognizable and are not for religious purposes shouldn't be worn.

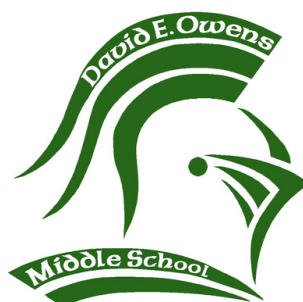
**The administration reserves the right to determine whether a student is adhering to the above guidelines. Parents may be called and asked to bring a change of clothing to school if their child is inappropriately dressed.**

## School Distributed Property

Each student is charged with the proper and careful use of chromebooks, library books, and educational materials.

See district technology page for more information.

<https://www.nmps.org/domain/61>





# POLICIES & PROCEDURES

## Bus Transportation

Proper behavior is expected of those students who ride school buses. Students will be picked up in the designated area behind the school.

## Lost and Found

All items found in the building or on school grounds should be placed in the Lost and Found area located in the cafetorium. An attempt will be made to locate the rightful owner. Once a month the lost and found will be emptied and items displayed during the lunches. Unclaimed articles are given to local charitable organizations at the conclusion of each month.

## Student Insurance

A student insurance plan is available to all students on a voluntary basis.

Find more information:

<https://www.nmpsdsd.org/domain/336>

## Media Center

1. The library is a resource center for the whole school and users are expected to be respectful of others, maintain an atmosphere conducive to quiet study and reading, and be careful not to damage any of the furniture or library materials. **The Library has a no food/no drink policy.**
2. Most books circulate for two weeks. It is the student's responsibility to request renewals before the due date.
3. The library's computers are for educational purposes only. Failure to comply with the Board of Education's Acceptable Use Policy may result in the withdrawal of computer privileges and/or other disciplinary action.
4. Students may use the library/media center after school, during posted hours, for educational purposes only.

## Bicycles Skateboards

### Scooters

Bikes, skateboards, and scooters can be ridden to school. Once on school property, students are to walk their equipment.

Bikes and scooters are to be locked on the rack in the rear of the school.

Helmets must be worn.

The Board of Education will not assume responsibility for student equipment that is lost, stolen, or damaged.

## Locks and Lockers

Hall lockers will be assigned to all students as a convenience to store and safeguard books and personal property. Students must accept full responsibility for their lockers and their possessions maintained within the lockers. The following regulations should guide students' use of hall lockers:

1. Students must bring in their own lock and provide the school with the combination. Although lockers are provided for each student, they are owned by the New Milford Board of Education, and authorized personnel have the legal right to inspect lockers. (Board of Education Policy #5770)
2. Keep your combination to yourself.
3. Be considerate of your locker and keep decorations temporary.
4. If you are having a problem with your locker, please ask an adult for help.

## Backpacks

Backpack use is encouraged for transitioning to and from school. To help you organize your needs and reduce the amount of clutter in classrooms, students are not permitted to use backpacks/string bags during the school day.



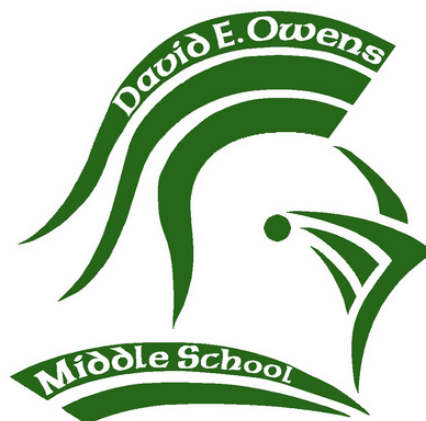
# POLICIES & PROCEDURES

## Lunch Room

- While you are eating, Chromebooks are to be stored away.
- Students will have the opportunity to purchase lunch, snacks, and drinks. The menu is available on the website.  
<https://www.newmilfordschools.org/Page/1054>
- Food can only be purchased during your assigned lunch period.
- Food can be paid for with your student pin code or cash.
- Food and drinks (Water is the exception) shall stay in the cafeteria.
- Students must alert lunch supervisors when using the bathroom/nurse and sign out on the sign-out paper located by the door.
- Students must keep the space clean, welcoming, and easy to move in.

## Lunch Recess

- Students must remain in the following areas at all times. These locations include the blacktop, playing field, or alternately assigned destination.
- Students must stay off the bike racks and chain link fence.
- Students meeting with a teacher during recess **must have a pass from that teacher.**
- Rough play, such as tackle football, wrestling, arm or wrist wrestling, pushing, or tripping, is not permitted.
- **Throwing rocks, acorns, snow, ice, or other objects is strictly prohibited.**
- When the whistle blows, re-enter the building.



# DRILLS & PROCEDURES

## Fire Drills

New Jersey State Law requires that fire drills be conducted each month.

Listen to your teacher's directions and follow them quickly and quietly.

All occupants must leave the building.

## Security Drills & Crisis Response Plan

New Jersey State Law requires that school safety drills be conducted each month.

The classroom teacher and the administration will review all emergency procedures during the school year. This will help ensure the safety of the students and the staff.

The three types are lock-down, shelter-in-place, and non-fire building evacuation.

## Medication Policy

Medication must be stored in the nurse's office and used as necessary with supervision by the nurse and a written permission from a doctor.

Students cannot take medication without it being administered by the nurse unless they have a medication for asthma or other life-threatening illness and has a documented medical plan.

## "No School" Announcement

School Messenger is a program that we use to alert families of emergency school closures. Make sure your families phone numbers and emails are updated in Genesis

## Extracurricular Activities

Students are held to the same guiding principles as they are in the building.

## Extra Help

After-school help is available to all students. It may be requested by the student, the parent or the teacher.



# ACADEMICS & GRADING SCALE

Report Card	Grades
A+	98-100
A	92-97
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D	65-69
F	64-50

## Honor Roll

In recognition of outstanding student performance, students will be placed on the honor roll based on their coursework in grades 6-8. All subjects are included when determining honors. The following are the scholastic criteria:

- **First Honor Roll** Earning the grade of A- or better in all courses
- **Second Honor Roll** Earning a grade of B or better in one course and possessing an A- or better in all other courses

## Report Cards & Progress Reports

Report cards are posted online quarterly through the Genesis portal. Progress reports are also posted online mid-way through each marking period. Academic progress can be accessed anytime during the school year using the Genesis Parent Portal.

# ACADEMICS & GRADING SCALE

## Teresa M. Martin Chapter National Junior Honor Society

National Junior Honor Society membership is based on grades and eligibility criteria. Students in 6th and 7th grade have the opportunity to be inducted if they earn straight As during the first three quarters of the year, successfully complete a student essay, and receive a teacher recommendation. Please see the chapter advisor, Dr. Kilic, or your guidance counselor for specific details.

## Honors Classes

Honors classes are offered to students in grade 8 in Language Arts, Science, Social Studies, and Algebra I.

1. Students are identified for honors classes if they first apply through our honor's intent application.
2. Take a writing and/or Algebra readiness assessment.
3. Students are accepted based on their scores from those assessments, recent standardized test scores, academic records, and overall classroom performance, which is tallied on a rubric.

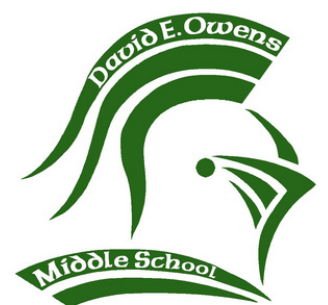
## Promotion Requirements

1. Students who fail 1 or 2 subjects (English, Mathematics, Social Studies, Science, and World Language) MAY BE REQUIRED to go to summer school and pass ONE OR BOTH to be promoted.
2. Students who fail more than two subjects (English, Mathematics, Social Studies, and Science) will be retained.

## Gifted and Talented

This program offers differentiated opportunities for students in grades 6 and 7 who demonstrate a high level of ability in academics, creativity, and leadership. Students are identified and invited into the program if they meet the criteria that include cognitive ability score, standardized test scores, academic record, and teacher recommendation.

***\*\*If any student in Gifted and Talented falls below the Second Honor Roll level, a meeting will be scheduled to determine future participation.***



# GUIDANCE & SERVICES

## School Counselors

The Middle School counseling program encourages students' social, emotional, and personal growth at each developmental stage. The program is individualized and strives to be preventative rather than reactive. The services provided reflect the needs identified by parents, teachers, and students. The counseling program includes the following:

- Individual Counseling
- Small Group Counseling
- Classroom Presentations
- Coordination of Services
- Consultation

## Intervention and Referral Services

The Intervention and Referral Service (I&RS) Committee is another form of assistance the school district provides. The committee is a school-based problem-solving group that aims to help teachers and families with strategies for assisting students with learning/behavior problems. Students experiencing academic, emotional, and/or social difficulties are referred to the I&RS Committee by a professional staff member for review. Following a completed review of the intervention process, students may be referred to the Child Study Team for evaluation.

## Student Assistance Counselor

A certified Student Assistance Counselor is available to work with students experiencing social and/or emotional problems. All contacts are kept confidential.

## Student Records

The school district maintains student records mandated by the state of New Jersey:

1. Personal data including name, address, date of birth, names of parent/guardian, citizenship, and gender identity; daily attendance and health.
2. Additional permissible records include test scores, school activities, report cards, and health records. A parent or guardian may request a copy of the official permanent record.

## Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

The New Milford Board of Education affirms that no qualified person shall, solely because of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity conducted by the School District. The 504 Officer for the New Milford Board of Education is designated by grade level. Please contact guidance for further information.



# DISCIPLINE & PROCEDURES

## Discipline Code

The David E. Owens Middle School believes that every student deserves to be safe while in school. The safety and security of all community members, including their emotional and physical well-being, is paramount. Everyone deserves to learn without interference from or fear of others. Each day, as part of the school's overall philosophy, the staff subscribes to the premise that we can choose our response in a given situation. We must act respectfully and be responsible. Discipline is designed to teach and reinforce positive behaviors.

## Disciplinary Procedures

1. **Mediation:** Peers will go through a collaborative problem-solving process to reduce conflict.
2. **Detention:** Thirty (30) minute A.M. or P.M. detentions may be assigned for minor infractions. Missing assigned detention would result in penalties accorded any act of defiance and/or insubordination.
3. **Extended Detention:** Extended Detention may be assigned due to various infractions. "Extended Detention" is a sixty (60) minute session held immediately after school. Using electronic devices, cellular phones, comic books, food, beverages, etc., during consequences is prohibited.
4. **In-School Suspension:** This action involves a suspension for a short time, usually one day. The Assistant Principal notifies guardians. Work will be assigned by both the Administration and the student's teachers. All in-school suspensions will require a parent/guardian phone conference.
5. **Out-of-School Suspension:** As a consequence of more severe infractions, this action involves a suspension during which the student does not report to school. Students who are suspended from school are in the custody of their legal guardians. Students on suspension are prohibited from school grounds and all after-school or evening activities until they have been readmitted to school. Upon return, students have the responsibility to make up all work missed. All suspensions will require a parent/guardian conference before re-admittance.
5. **Expulsion:** An expulsion hearing may be conducted for students in very serious circumstances as outlined in state laws and board policies.

***\*\*\* Multiple discipline referrals or suspensions will deny your child the ability to attend dances, school trips, and any after-school activity at the administrators' discretion.***



# DISCIPLINE & PROCEDURES

## Weapons

Students are prohibited by New Jersey State Law and New Milford school policy from bringing any weapons into the school building. Weapons may include guns, knives, or any object capable of inflicting bodily harm. Any student carrying or using a weapon will be immediately suspended from school. When there is probable cause to believe that an offense has been committed, our student resource officer will take custody of the weapon. It is understood and agreed that the New Milford Police Department will arrest any student believed to be in the unlawful possession of a firearm or other dangerous weapon. A formal complaint will be filed against a student possessing a dangerous weapon, and a recommendation for expulsion will be sent to the Superintendent.

## Prohibited Items

To minimize distraction in academic settings, personal digital devices and electronic games/toys are prohibited. Students using any of these items will have the device confiscated and returned at a later time. **Students who bring personal electronic devices to school must keep them turned off and stored in their locker during the school day.** Cell phones may only be used during the school day if directly prescribed by the teacher for a classroom activity. Repeat offenders may have to wait for a parent/guardian pickup and eventually have the privilege of bringing a device to school revoked.

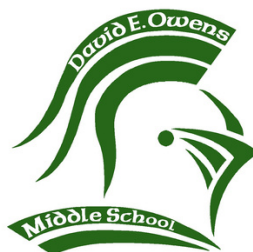
## Assaults

Any student who commits an assault, (NJAC 18A:37-2.12) upon a teacher, administrator, Board of Education member, or any other employee of the Board of Education acting in the performance of their duties shall be immediately suspended from school consistent with procedural due process pending an expulsion hearing before the Board of Education.

## Harassment, Intimidation, and Bullying

All forms of harassment, intimidation, and bullying will be investigated using Board of Education [Policies](#) and [Regulations](#) and the State of New Jersey Anti-Bullying Bill of Rights (N.J.S.A.-18A:37-15.).

Professional staff members are trained to identify and recognize harassment of all types (including race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity, religion, disability, or socioeconomic status). Disciplinary measures and appropriate interventions will be imposed whenever cases of HIB are reported. Visit the New Milford School District's Harassment, Intimidation, and Bullying web page for further assistance regarding the district's policy and procedures, or contact New Milford School District's Harassment, Intimidation, and Bullying Specialist. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act on school property or at any school-sponsored function.





# DISCIPLINE & PROCEDURES

## "Zero Tolerance for Gun Act" Smoking/Vaping

In 1995, the New Jersey Legislature enacted, NJSA 18A: 37-7, known as the "ZERO TOLERANCE FOR GUNS ACT." The law provides that any pupil convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found to knowingly possess a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program for a period of not less than one calendar year.

### Academic Integrity

The purpose of this honor code is to ensure that each and every student creates his/her own original writing while learning about and adhering to copyright laws and proper citations. Plagiarism is "The unauthorized use or close imitation of the language and thoughts of another author and representation of them as one's own original work." (The Random House Dictionary)

All of the following are considered academic dishonesty and/or plagiarism:

- Any communication between students during a test
- Copying another student's class work, homework, projects/reports etc., and turning it in as your own
- Providing your original work to another student who then submits it
- Turning in someone else's work (ex: information from a website, book, encyclopedia, etc) as your own without giving credit to the author
- Copying words or ideas from someone else without giving credit
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

David E. Owens Middle School defines academic dishonesty/plagiarism into three distinct levels of offenses:

**Level 1** - Copying from another student (photocopying/hand copying homework, projects, or test answers)

**Level 2** - Paraphrasing - When an individual, copies a written piece from a source and rewrites it in his/her own words, without giving proper credit to the author.

**Level 3** - Copying Verbatim (word for word) - When an individual copies words and expressions directly from another source (such as a book, article, or the Internet) without giving proper credit to the author.

Students in grades sixth through eighth will be educated on these offenses and receive penalties in their classes. Parents are considered informed through this handbook. Students and parents are expected to fully comprehend these infractions and penalties stated below.

Students are strictly forbidden to smoke/vape or possess tobacco in any form while under the supervision of the school. This includes all points in or near the building whether on school property or not and while on school busses or on tours or field trips supervised by the school. Students are also prohibited from smoking at school-sponsored social or athletic events. Violations of this rule will result in suspension from school and referral to Municipal Court for a possible fine, etc.

### Substance Abuse

All students enrolled in the New Milford Public Schools are FORBIDDEN to sell, use, or transfer any drugs or alcohol at any time while attending school, at a school function, including field trips, or on school property. Where there exists reason to believe that a student is selling, transferring, possessing, or under the influence of drugs or alcohol, that student will be subject to the following [Policy](#) and [Regulation](#).



# DISCIPLINE & PROCEDURES

## Cheating/Plagiarism

Definite consequences:

- Parents are notified
- The student will receive an extended after-school detention
- Zero credit with the opportunity to redo the assignment for up to 50% of earned grade
- The amount of time given to redo the assignment will be determined by the classroom teacher

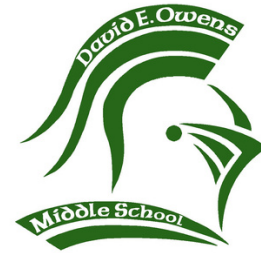
Additional consequences for continued academic dishonesty/plagiarism include

but are not limited to:

- Conference with the student, parent, teacher, guidance counselor, and administration
- In-school suspension
- Zero for the assignment with no consideration for redoing the assignment
- Removal from extra-curricular activities
- Possible removal from field trips and other school-related privileges

## Behavior Expectations

During the registration and re-registration process, families and students digitally sign that they are aware of the expectations outlined in this document.



## David E. Owens Code of Conduct Infractions & Procedures

\*\*\*The below consequence chart is a guide and may be adjusted based on the severity of any single incident. Multiple referrals or suspensions will deny your child the ability to attend dances, school trips, and any after-school activity, at the administrators' discretion.

Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses	All Offenses
Cutting Class	3 Teacher Detentions & Parent notified	2 Administrative Detentions – Parent Conference/ SRO Notified/Meet with School Counselor		In-School/Out-of-School Suspension/ Parent Conference/ SRO Notified	
Truancy from School	In-School Suspension/ Parent Conference	In-School/Out-of-School Suspension/ SRO		Referral to appropriate agency	

Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses	Any Offense
Smoking/ Vaping	In-School Suspension Parent Conference Meet with School Counselor and SAC			Out-of-School Suspension Parent Conference SRO Notified Meet with School Counselor and SAC	
Distributing, Possession, or Use of a controlled substance					Suspension Parent Conference Meet with School Counselor and SAC/Police Notified. A Conference as per Board Policy.
Theft	In-School Suspension Parent Conference SRO Notification			Suspension Parent Conference Police Involvement	
Fighting	In-School/Out- of-School Suspension Parent Notified Meet with Counselor	2 Day Out of School Suspension Parent Conference Meet with Counselor SRO Notified		In-School or Out-of- School Suspension Parent conference SRO Notified Meet with Guidance Counselor	
Vandalism Destruction of School Property  <b>**In any offense, economic reparations may be required</b>	Administrative Detention Parent Notified Community Service Cleaning or Repairing of Defaced or Damaged Property	In-School Suspension Community Service SRO Notified Cleaning or Repairing of Defaced or Damaged Property Meet with School Counselor		Out-of-School Suspension Community Service SRO Notified Cleaning or Repairing of Defaced or Damaged Property	

Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses	Any Offense
Vandalism Destruction of School Property  <b>**In any offense, economic reparations may be required</b>	Administrative Detention Parent Notified Community Service Cleaning or Repairing of Defaced or Damaged Property	In-School Suspension Community Service SRO Notified Cleaning or Repairing of Defaced or Damaged Property Meet with School Counselor		Out-of-School Suspension Community Service SRO Notified Cleaning or Repairing of Defaced or Damaged Property	
Inappropriate Contact	Administrative Detention Parent Notified	In-School Suspension Parent Conference SRO Notified Meet with Guidance Counselor		Out-of-School Suspension Community Service SRO Notified Cleaning or Repairing of Defaced or Damaged Property	
Injury to Another Student/ Threat to Harm Another Student	Administrative Detention Both Parents Notified SRO Notified	In-School Suspension Parent Conference SRO Notified		Out-of-School Suspension Parent Conference Police Notified	
Disrespect toward Authority	Teacher Detention Parent Notified	Administrative Detention Meet with Guidance Counselor Parent Conference			
Possession of a Cellular Phone (Cell Phones are to be off and away during the school day)	Phone confiscated	Phone confiscated Parental notification		Phone confiscated Parent Pick-up Possible Administrative Detention	
Inappropriate Clothing or Student Dress	The student will be asked to change if they have other clothes. If no other clothes are available, the parent is notified to bring other clothing or take the student home.			Same as first offense Meet with School Counselor Administrative Detention	

Infraction	1st Offense	2nd Offense	3rd Offense	Subsequent Offenses	Any Offense
Tardiness to Class more than 5 Times	1 Teacher Detention	2 Teacher Detentions Parent Notified Meet with Guidance Counselor	Administrative Detention Parent Notified Meet with Guidance Counselor	Administrative Detention In-School Suspension Parent Notified Meet with Guidance Counselor	
Possession of Fireworks					Suspension Parent Conference Police Notified
Snowball Throwing	Administrative Detention Parent Notified	2 Administrative Detentions Parent Notified	In-School Suspension Parent Conference		
Inappropriate Behavior	Teacher Detention and/or Administrative Detention Parent Notified	2 Administrative Detentions Parent Notified Meet with Guidance Counselor	In-School Suspension Parent Conference Meet with Guidance Counselor SRO Notified		
Destruction of Another Student's Property	Teacher Detention and/or Administrative Detention Parent Notified	2 Administrative Detentions Parent Notified Meet with Guidance Counselor	In-School Suspension Parent Conference Meet with Guidance Counselor SRO Notified		
Indecent Exposure / Inappropriate Sexual Contact					Suspension Parent Notified SRO Notified

## OUR CONTACTS



[newmilfordschools.org](http://newmilfordschools.org)



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