

# Anna L. Klein School

301 69<sup>th</sup> Street, Guttenberg, NJ 07093

[www.alkschool.org](http://www.alkschool.org)

201-861-3100

## Student Handbook 2024-2025



Dr. Michelle Rosenberg, Superintendent

Ms. Jolene Mantineo, Assistant Superintendent /Business Administrator

Mr. Keith Petry, Principal

Mr. Robert Correggio, Vice Principal

Ms. Lucy DiMaulo, LDTC

Ms. Jill Magenheimer, Director of Title I

Ms. Ilvea Cruz, Director of Curriculum

Ms. Josie Perez, Bilingual Coordinator

Ms. Lilliana Zambrano, Assistant to the Business Administrator/Human Resources

This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Homeroom: \_\_\_\_\_

### School Mission

*We value education and foster independence, motivation and confidence  
in a safe environment that is nurturing and positive, with involvement from all community members.*

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# ALK CALENDAR 2024-2025

## September (20/18)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October (23/23)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November (14/14)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December (15/15)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2025 (21/21)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sept. 2	Labor Day - No School
Sept. 3-4	Teachers Only PD day
Sept. 5	First Student Day (1/2 day students) Full Day Staff PD
Sept. 6	1/2 day students (Full Day Staff PD)
Sept. 19	Meet the Teacher Night
Sept. 20	1/2 Day Students & Staff
Oct. 7	Delayed Opening - 10:00am Staff PD
Oct. 14	1/2 Day Students Staff PD Indigenous People's Day Columbus Day
Nov. 4-8	No School - Election Day, NJEA Teachers Convention
Nov. 21	Parent Teacher Conference (1/2 day students)
Nov. 22	1/2 day Students & Staff
Nov. 27	1/2 day Students & Staff
Nov. 28-29	Thanksgiving Recess - No School
Dec. 9	1/2 day Students - Staff PD
Dec. 20	1/2 day Students & Staff
Dec. 23-Jan. 1	Winter Recess - No School
Jan. 6	Delayed Opening - 10:00am Staff PD
Jan. 20	MLK Day/Inauguration Day No School
Feb. 14	1/2 Day Students & Staff
Feb. 17-18	President's Day - No School
Mar. 3	Delayed Opening - 10:00am Staff PD
Mar. 20	1/2 Day Students/ Open House (Report Cards)
Apr. 17	1/2 Day Students & Staff
Apr. 18-25	Spring Recess - No School
May 23	1/2 Day Students & Staff
May 26	Memorial Day - No School
June 3	NJ Primary Election Day-tentative
June 19	Juneteenth - 1/2 Day students/ PD Staff
June 20-24	1/2 Day Students & Staff
June 24	Last Day of School

Article VII (2, i) 4: 15pm Staff Meetings:  
Sept. 16, Oct. 14, Nov. 18, Dec. 9, Apr. 7

(185 staff days/183 student days) Three (3) inclement weather days are allotted for in the calendar. In the event that we require the use of more snow days, these days will be made up during the April vacation or added to the end of the year. In the event there are unused snow days they will be added to Memorial Day weekend or taken off the end of the year.

Key:

1/2 Day Students Staff PD	
One Session Day	10
Delayed Opening-10:00am Staff PD	11
School Closed	
Teachers Only	12
First/Last Day	

**HALF DAY - 12:39 DISMISSAL**

## February (18/18)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March (21/21)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April (16/16)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May (21/21)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June (16/16)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

BOE APPROVAL: 4/24/2024

## Acceptable Use of Computer Technologies, Network Services, and Internet Resources

### Purpose

The Guttenberg School District prides itself in preparing students to be active participants in the global community and preparing them for success in life and in work in the 21<sup>st</sup> century. To this effort, the school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

### STANDARDS FOR USE OF TECHNOLOGY

The use of the network and the Internet is a privilege, not a right. Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district’s computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers would be private or confidential.

The following prohibited behavior and/or conduct using the school district’s networks/computers is susceptible to disciplinary action and includes but is not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. Cyberbullying;
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another’s password;
12. Trespassing in another’s folders, work or files;
13. Intentionally wasting limited resources, including printing resources;
14. Employing the computer networks/computers for commercial purposes; and/or
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

## **Online Conduct**

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

## **STUDENT ATTENDANCE**

In accordance with the provisions of N.J.S.A. 18A: 38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. A student must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which she/he is assigned.

The New Jersey Commission of Education has stated:

"Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction is lost and cannot be entirely who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is the well-established principle of education which underlines and gives purpose to the requirement of compulsory schooling in this and every other state in the Nation." (Wheatley et al vs. Board of Education of Burlington, 9/23/74.)

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 10 days. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent. In accordance with the provisions of N.J.A.C. 6A: 16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A: 16-7.6(a)4 and Regulation 5200. Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in cocurricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

**"Chronic absenteeism"** is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were "enrolled" at a school.

## **I. STUDENT ATTENDANCE POLICY**

- A. A total of fifteen (10) unexcused absences per school year (Grades K-8).  
The principal and the teacher(s) involved are required to conduct a conference notifying the parent/guardian that their child has either lost credit for the marking period or the entire year due to a violation of this Attendance Policy pursuant to N.J.S.A 18A:38-25 <New Jersey Compulsory Attendance Law>.
- B. If a student accumulates more than the number stated in A (for the year), he/she will receive no credit or a failing grade of sixty (60) for the course. In addition, if a student is absent for 5 unexcused absences within a marking period, he/she will receive a failing grade of a sixty (60) for the marking period for each course that they have 5 unexcused absences for.
- C. Unexcused absences and excused absences shall be defined as follows, as per the New Jersey Department of Education:
- Unexcused:**
- a. Basic illness without a doctor's note
  - b. Truancy and class cutting
  - c. Personal reasons
  - d. Employment
  - e. Family Vacation
  - f. Leaving school ill without permission from the school nurse and/or administrators.
  - g. Late or excused early from school without a valid reason.
  - h. Dental excuse (except for: oral surgery and orthodontist appointment. (A note from the dentist/ surgeon is required)
- Excused:**
- a. Religious observance
  - b. A college visit (up to 3 days per school year for students in grades 11 and 12)
  - c. "Take Our Children to Work Day" or other rule issued by the Commissioner of Education
  - d. Participation in observance of Veterans Day (N.J.S.A.18A: 36-13.2) or district board of election membership activities
  - e. The closure of a busing district that prevents a student from having transportation to the receiving school

According to the terms of Chapter 322, P.L. 1951 regarding pupil absences from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

- A. No pupil who is absent from school because of religious holiday may be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
- B. If a pupil misses a test or examination because of religious holiday, he/she must be given the right to take alternate test or examination.
- C. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or guardian.
- D. A student will have five (5) school days to submit a doctor's note after he/she returns to school.
- E. Students have a responsibility to make up work regardless of the reason for their absence. Teachers have an obligation to assist pupils in making up class work missed for credit except for work missed as a result of an absence due to truancy or cutting.
- F. A student absent for one to three days must have a note signed by the parent on the return to school following the above absence.
- G. A student with an unexcused absence on a given day will NOT be permitted to participate in any after school activity (athletic games or practice, dances, plays, chorus, clubs, etc.)
- H. Attendance will be taken in every class even if the regular classroom teacher is absent. Any absence from such class will be recorded as unexcused and "cut"

The following levels of intervention have been adopted by the Guttenberg School District to promote regular attendance are for all students regarding excused and unexcused absences:

**Level 1 (3 Days):** Any student who accumulates three days absent will have a letter sent home from the school and or be notified via a phone call by the attendance officer. Parents must sign the letter and return back to the school promptly. The letter will be recorded in the student's file.

**Level 2 (5 Days):** Any student who accumulates five days absent will have a phone call home and a formal letter sent home from the school. In addition, parents must meet with an administrator and the administrator will inform the parents that any further absences will result in a meeting with the Principal. Attendance of the student will be reviewed and the importance of daily attendance of school will be discussed. Formal letter sent home must be signed and will be kept in the student's file.

**Level 3 (7 Days):** Any student who accumulates seven days absent will have a phone call home, formal letter sent home from school, and a meeting with the principal. The principal will inform the parents that any further absences will result in referral to summons to truancy court.

**Level 4 (10 Days):** Any student who accumulates ten or more days absent, the school will require the parent or guardian to physically come to the school building with their child and sign their child into school daily with a member of the school office staff present for a period of 10 days.

**Level 5 (15 Days):** Any student who accumulates fifteen or more days absent will be issued a summons to truancy court. The parent or guardian must appear to truancy court or a warrant will be issued for the parent. Parents may be subject to fines in truancy court.



## II. CUT POLICY

- A. A cut is defined as an absence based upon a deliberate decision by a student or group of students not to attend class without prior administrative approval.
- B. A student shall receive an "F" for the work missed on the day of the cut.
  - First: (1) cut = 1 day (in - school) suspension.
  - Second (2) cut = 1 day (out of school) suspension; parent conference.
  - Third (3) cut = 3 days of (out of school) suspension; parent conference.

## III. TRUANCY

Truancy is an absence from school without parental knowledge or more than (3) cuts during a school day.

- First (1) Truancy = Saturday detention.
- Second (2) Truancy = 1 day suspension; parent conference.
- Third (3) Truancy = 2 day suspension; parent conference.
- More than three (3) = student and parent (s) will be charged in either Municipal Court or County Court.

## IV. SUSPENSION

Students who are suspended for one day will be readmitted the following day after suspension.

Students must report to the Principal's Office for readmittance slip when returning from suspension. This slip will indicate to the faculty that the student is allowed to return to class.

Suspension can either be In-School or Out-of-School depending on the circumstances. Parental contact and notification will be administered for either of these consequences.

### LATENESS

Students late to school after 8:25 am must obtain a late pass from the Lateness Monitor or the Main Office. All students are required to report to school no later than 8:25 am and must be in their classrooms by 8:30 am.

#### Grades K-5

On the **third late** a phone call to the parents/guardian will be made.  
On the **fifth late** student will be given a lunch detention and a parent meeting will be required.  
On the **tenth late** grades **Kdg. - 2** will receive a Morning Detention and grades **3rd - 5th** will receive an afternoon detention. Failure to appear to detentions and/or being late to detention will result in another added morning detention.  
Any **late after the tenth** will result in parents being required to sign in their child every day in the main office.

#### Grades 6-8

On the **third late** students will receive a morning detention and a phone call home to their parent/guardian.  
On the **fifth late** students will receive a morning detention, be required to attend On Course (lunch tutor program), and receive a phone call home to their parent/ guardian.  
On the **tenth late** students will receive a phone call home to their parent/ guardian requesting a meeting with their parents and an administrator and an afternoon detention.  
Any **late after the tenth** will result in a Saturday detention and the requirement of parents to sign in their child every day in the main office.

## STUDENT CODE OF CONDUCT

### PURPOSE

To support a safe, healthy environment centered on the social emotional needs of students, the Guttenberg Board of Education maintains high expectations for student behavior. As a result, students in Anna L. Klein are expected to adhere to the rules and policies outlined in the Code of Conduct and Board of Education Policy and the law. The Code of Conduct and subsequent range of disciplinary action for grades K-8 is as follows:

Student Code of Conduct (K-3)			
Level 1	Level 2	Level 3	Level 4
<p><b>Disruptive/disrespectful behavior</b>                      -failure to follow classroom rules                      -unsafe, loud behavior                      -lack of cooperation  <b>Consequences:</b>                      Warning ticket and teacher conference</p>	<p><b>Disruptive/disrespectful behavior</b>                      -failure to follow classroom rules                      -unsafe, loud behavior                      -lack of cooperation                      -disrupting assembly  <b>Consequences:</b>                      Conference with administrator</p>	<p><b>Disruptive/disrespectful behavior</b>                      -failure to follow classroom rules                      -name calling                      -leaving a classroom without permission                      -ignoring teacher                      -lack of cooperation                      -verbal confrontation between students  <b>Consequences:</b>                      Lose part of recess                      Parent notification                      Meet with counselor if applicable</p>	<p><b>Disruptive/disrespectful behavior</b>                      -failure to follow classroom rules                      -leaving classroom without permission (repeat offender)                      -ignoring teacher                      -cheating on assignment                      -lack of cooperation                      -verbal threats between students                      -during emergency drill  <b>Consequences:</b>                      Lunch detention                      Parent and student meet with administrator                      Meet with counselor if applicable</p>
<p><b>Cafeteria Misconduct</b>                      -not sitting in assigned tables                      -disrespectful behavior to cafeteria personnel  <b>Consequences:</b>                      Warning ticket and teacher conference</p>	<p><b>Cafeteria Misconduct</b>                      -not sitting in assigned tables                      -disrespectful behavior to cafeteria personnel                      -littering                      -taking food out of the cafeteria  <b>Consequences:</b>                      Conference with administrator</p>	<p><b>Cafeteria Misconduct</b>                      -not sitting in assigned tables                      -disrespectful behavior to cafeteria personnel                      -littering                      -taking food out of the cafeteria                      -sharing lunch account                      -throwing food  <b>Consequences:</b>                      Lose part of recess                      Parent notification</p>	<p><b>Cafeteria Misconduct</b>                      -not sitting in assigned tables                      -disrespectful behavior to cafeteria personnel                      -littering                      -taking food out of the cafeteria                      -sharing lunch account                      -throwing food                      -stealing food from other students                      -using/stealing another student's lunch account                      -selling lunch account  <b>Consequences:</b>                      Lunch detention                      Parent and student meet with administrator</p>
<p><b>Hall Infractions</b>                      -without a pass</p>	<p><b>Hall Infractions</b>                      -without a pass                      -running/yelling in the hallway</p>	<p><b>Hall Infractions</b>                      -without a pass                      -running/yelling in the hallway</p>	<p><b>Hall Infractions</b>                      -without a pass                      -running/yelling in the hallway</p>

<p><b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Consequences:</b> Conference with administrator</p>	<p>-rough play -locker abuse -damage to a locker <b>Consequences:</b> Lose part of recess Parent notification Monetary Restitution for damages (if applicable)</p>	<p>-rough play -locker abuse -damage to a locker -refusing to return to class <b>Consequences:</b> Lunch detention Parent and student meet with administrator Monetary Restitution for damages (if applicable)</p>
<p><b>Inappropriate Language, Swearing, profanity, or making obscene gesture(s) towards student(s)</b> -first offense <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Inappropriate Language, Swearing, profanity, or making obscene gesture(s) towards student(s)</b> -second offense <b>Consequences:</b> Conference with administrator</p>	<p><b>Inappropriate Language, Swearing, profanity, or making obscene gesture(s) towards student(s)</b> -third offense <b>Consequences:</b> Lose part of recess Parent notification</p>	<p><b>Inappropriate Language, Swearing, profanity, or making obscene gesture(s) towards student(s)</b> -more than three offenses <b>Consequences:</b> Lunch detention Parent and student meet with administrator</p>
<p><b>Insolence or insubordination toward a staff member</b> -failure to follow directions -rolling eyes <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Insolence or insubordination toward a staff member</b> -raising voice -giving attitude -answering back <b>Consequences:</b> Conference with administrator</p>	<p><b>Insolence or insubordination toward a staff member</b> -using profanity -consistently lying -verbal confrontation -multiple offenses <b>Consequences:</b> Lose part of recess Parent notification Meet with counselor if applicable</p>	<p><b>Insolence or insubordination toward a staff member</b> -assaulting -stealing -verbal threats -obscene/sexual gestures or comments <b>(ZERO TOLERANCE)</b> Indefinite out of school suspension pending Board of Education hearing Meet with counselor if applicable</p>
<p><b>Verbal altercation</b> -arguing with others student <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Verbal altercation</b> -causing classroom/hallway commotion <b>Consequences:</b> Conference with administrator</p>	<p><b>Verbal altercation</b> -causing classroom/hallway commotion with profanity -interjecting one's self into altercations between other students <b>Consequences:</b> Lose part of recess Parent notification</p>	<p><b>Verbal altercation</b> -verbal threats -discriminatory comments <b>Consequences:</b> Lunch detention Parent and student meet with administrator</p>
<p><b>Physical altercation</b> -pushing/shoving -jumping over/on top of other students</p>	<p><b>Physical altercation</b> -pushing/shoving -spitting -body checking -multiple offense from</p>	<p><b>Physical altercation</b> -physical fight/assault without injury -biting -play fighting/wrestling</p>	<p><b>Physical altercation</b> -physical fighting injury -assaulting another student with objects</p>

<p><b>Consequences:</b> Warning ticket and teacher conference</p>	<p>level one <b>Consequences:</b> Conference with administrator</p>	<p>-multiple offense from levels one through two <b>Consequences:</b> Lose part of recess Parent notification</p>	<p>-multiple offense from levels one through three <b>Consequences:</b> Lunch detention Parent and student meet with administrator</p>
<p><b>Throwing snowballs</b> <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Throwing snowballs</b> -towards school property <b>Consequences:</b> Conference with administrator</p>	<p><b>Throwing snowballs</b> -at each other without injury -repeat offender <b>Consequences:</b> Lose part of recess Parent notification</p>	<p><b>Throwing snowballs</b> -at a teacher -at an innocent bystander -at another student with injury <b>Consequences:</b> Lunch detention Parent and student meet with administrator</p>
<p><b>Forging signature</b> <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Copying/ allowing someone to copy</b> <b>Consequences:</b> Conference with administrator</p>	<p><b>Plagiarism</b> <b>Consequences:</b> Lose part of recess Parent notification</p>	<p><b>Plagiarism</b> -multiple offenses -major assignment or test <b>Consequences:</b> Lunch detention Parent and student meet with administrator</p>
<p><b>Misuse of computers/chromebook</b> -inappropriate website usage <b>Consequences:</b> Warning ticket and teacher conference</p>	<p><b>Misuse of computers/chromebook</b> -inappropriate website usage -usage of another student's chromebook <b>Consequences:</b> Chromebook confiscated  Conference with administrator</p>	<p><b>Misuse of computers/chromebook</b> -inappropriate website usage -usage of another student's chromebook -defacing -violating computer policy -using another student's account or password -inappropriate social media use <b>Consequences:</b> Chromebook confiscated Lose part of recess Parents notified</p>	<p><b>Misuse of computers/chromebook</b> -inappropriate website usage -usage of another student's chromebook -defacing -violating computer policy -using another student's account or password -Intentionally damaging or tampering -inappropriate social media use <b>Consequences:</b> Chromebook confiscated Lunch detention Parent notified and meet with administrator and student Monetary Restitution for damages</p>
<p><b>Possession of a cell phone</b> <b>Consequences:</b> Warning ticket and teacher conference Confiscation of phone-phone will be</p>	<p><b>Unauthorized use of a cell phone/or electronic device</b> -possession of a cell phone/or electronic device -unauthorized usage of cell phone in hallway -inappropriate website</p>	<p><b>Unauthorized use of a cell phone/or electronic device</b> -possession of a cell phone/or electronic device -unauthorized usage of cell phone/electronic device in the classroom</p>	<p><b>Unauthorized use of a cell phone/or electronic device</b> -possession of a cell phone/or electronic device -unauthorized usage of cell phone/electronic device in the classroom</p>

returned at the end of the school day	usage <b>Consequences:</b> Confiscation of phone/device-phone/device will be returned to parent or guardian  Conference with administrator	-inappropriate website usage -inappropriate social media use <b>Consequences:</b> Lose part of recess Confiscation of phone/device-phone/device will be returned to parent or guardian	-inappropriate website usage -inappropriate social media use <b>Consequences:</b> Lunch detention Parent and student meet with administrator Confiscation of phone/device-phone/device will be returned to parent or guardian
<b>Possession of any substance that could contaminate the air</b> -stink bombs, perfume, spray deodorant <b>Consequences:</b> Warning ticket and teacher conference	<b>Possession of any substance that could contaminate the air</b> -multiple offenses <b>Consequences:</b> Conference with administrator	<b>Usage of any substance that could contaminate the air</b> -spraying perfume, spray deodorant, etc. <b>Consequences:</b> Lose part of recess Parent notification Meet with counselor if applicable	<b>Usage of any substance that could contaminate the air</b> -multiple offenses -set off stink bombs <b>Consequences:</b> Lunch detention Parent and student meet with administrator Meet with counselor if applicable
<b>Sexual misconduct</b> -displaying intimate articles of clothing <b>Consequences:</b> Warning ticket and teacher conference	<b>Sexual misconduct</b> -flashing private body parts <b>Consequences:</b> Conference with administrator	<b>Sexual misconduct</b> -inappropriate touching of another student -possession of pornographic material <b>Consequences:</b> Lose part of recess Parent notification Meet with counselor if applicable	<b>Sexual misconduct</b> -sexual harassment -distributing/viewing of pornographic material <b>(ZERO TOLERANCE)</b> Indefinite out of school suspension pending Board of Education hearing-depending on circumstances Meet with counselor if applicable

<b>Zero Tolerance Indefinite out of school suspension pending Board of Education hearing</b>
Drugs/ Alcohol a. under the influence- diagnostic test via school nurse/ parent call/ student sent for testing b. possession of drugs/ alcohol- ZERO tolerance- 10 days of OSS and readmitted barring BOE approval c. selling or possession of drugs/alcohol with intent to distribute- police notification ZERO tolerance, 10 days OSS and readmitted of BOE approval
Harassment, Intimidation, or Bullying of any student or school personnel
Arson ( <b>Police notification</b> )
Vandalism
Possession of a weapon
Assault with a weapon
Pulling false fire alarm ( <b>Police notification</b> )

Theft of school or personal property

Destruction or vandalism to school/ staff property including graffiti

## ALK Student Code of Conduct (Grades 4-8)

Category:	Level 1	Level 2	Level 3	Level 4
<b>Lateness to Class</b>	<p><b>*Up to 3 lates*</b></p> <ul style="list-style-type: none"> <li>In the school building by 8:25am</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p><b>*Up to 6 lates*</b></p> <ul style="list-style-type: none"> <li>In the school building by 8:25am</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p><b>*Up to 9 lates*</b></p> <ul style="list-style-type: none"> <li>In the school building by 8:25am</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>	<p><b>*More than 10 lates*</b></p> <ul style="list-style-type: none"> <li>In the school building by 8:25am</li> </ul> <p><b>Consequence(s):</b> Two Saturday detentions</p>
<b>Hallway Infractions</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>In hallway without a pass</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Running/yelling</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Two administrative detentions</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Rough-play (pushing, shoving, etc.)</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Three administrative detentions</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Refusal to return to class</li> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>
<b>Misuse of Chromebook/ Laptop</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Inappropriate website usage</li> </ul> <p><b>Consequence(s):</b> Chromebook confiscation for the class period and lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Usage of another student's Chromebook without permission</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Chromebook confiscation for the day and an administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Vandalism of Chromebook</li> <li>Plagiarism on paper and/or Google Docs</li> <li>Violating computer policy</li> <li>Using another student's account or password</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b></p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Chromebook confiscation for the week and Saturday detention. Possibility of payment for damages. Parents will be notified.</p>

			Chromebook confiscation for the day and two administrative detention. Possibility of payment for damages. Parents will be notified.	
<b>Cell Phone Usage/Possession</b>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Unauthorized possession of a cell phone</li> </ul> <p><b>Consequence(s):</b> Confiscation of phone, phone will be returned at conclusion of school day</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Unauthorized cell phone usage at school</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Confiscation of phone, phone will only be returned to a parent or guardian and an administrative detention will be assigned</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Confiscation of phone, phone will only be returned to a parent or guardian and two administrative detentions will be assigned</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Confiscation of phone, phone will only be returned to a parent or guardian and a Saturday detention will be assigned</p>
<b>Electronic Devices</b>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Unauthorized use of Smartwatches, tablets, gaming devices, etc.</li> <li></li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> 2 administrative detentions</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Saturday detention with parental notification</p>
<b>Cafeteria Misconduct</b>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Not sitting in assigned tables</li> <li>Disrespectful behavior to cafeteria personnel</li> <li>Inappropriate language in the cafeteria</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Littering and/or throwing food</li> <li>Taking food out of the cafeteria</li> <li>Repeating any offenses from Level 1</li> <li></li> </ul> <p><b>Consequence(s):</b> 2 lunch detentions</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Sharing lunch account</li> <li>Repeating any offenses from Level 1 and/or 2</li> <li></li> </ul> <p><b>Consequence(s):</b> Administrative detention and possible removal from cafeteria with parental notification</p>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Stealing food from other students</li> <li>Repeating any offenses from Level 1, 2 and/or 3</li> </ul> <p><b>Consequence(s):</b> Saturday detention, and/or ISS, and possible removal from the cafeteria with parental notification</p>
<b>Unauthorized presence on school property</b>	Examples include but are not limited to;	Examples include but are not limited to;	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Cutting class (first offense)</li> </ul>	Examples include but are not limited to; <ul style="list-style-type: none"> <li>Cutting class</li> </ul>

	<ul style="list-style-type: none"> <li>Being in an unauthorized area of the school</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<ul style="list-style-type: none"> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative Detention</p>	<ul style="list-style-type: none"> <li>Being on school property while suspended from school</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Saturday detention with parental notification</p>	<ul style="list-style-type: none"> <li>(multiple offenses)</li> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> In school suspension (ISS) with parental notification. Possibility of community service</p>
<b>Failure to report to an administrative detention</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Disruption of an administrative detention that you are assigned</li> </ul> <p><b>Consequence(s):</b> Additional administrative detention (Two administrative detentions)</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Failure to report to an administrative detention</li> <li>Disruption of Saturday detention</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Previous consequences and a Saturday detention (consequences accumulate)</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Previous consequences and an additional Saturday detention (consequences accumulate)</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Previous consequences and/or one day of in-school suspension (ISS)</p>
<b>Disrespectful behavior/language (directed at school/staff member)</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Failure to follow rules/directions from staff member</li> <li>Running/yelling in class</li> <li>Rough-play (pushing, shoving, etc.)</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Insubordination (refusing to obey requests)</li> <li>Disrupting an assembly</li> <li>Leaving classroom without permission</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Using profanity and/or inappropriate slang terms</li> <li>Verbal confrontation</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Saturday detention with parental notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Stealing from teachers</li> <li>Verbal threats</li> <li>Disruption during an emergency drill</li> <li>Repeating any offenses from Level 1, 2, and 3</li> </ul> <p><b>Consequence(s):</b> Dependent on the situation. Consequence will be determined by the Vice Principal. (Possibility of multiple administrative detentions, in-school suspension (ISS), or indefinite out of school suspension)</p>



				pending Board of Education hearing
<b>Disrespectful behavior/language (directed at a peer)</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Swearing / profanity</li> <li>Making obscene gestures</li> <li>Inappropriate/rude comments</li> <li>Rough-play (pushing, shoving, body checking, etc.)</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Verbal confrontation</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> 2 administrative detentions with parental notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Saturday detention with parental notification</p>
<b>Physical Altercations (directed at a peer)</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Jumping over and/or on top of other students</li> <li>Play fighting and/or wrestling</li> </ul> <p><b>Consequence(s):</b> 2 administrative detentions and parental notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Spitting</li> <li>Physical scuffle</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Saturday detention and in-school Suspension (ISS) with parental notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>-Physical fight/assault without injury (First Offense)</li> <li>Biting</li> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> 1-3 Days of Out of School Suspension AND Parent Conference upon readmission to school</p>	<b>Refer to ZERO TOLERANCE policy</b>
<b>Throwing Snowballs</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>At school property</li> <li>Students and/or staff members</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>At an innocent bystander</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> In-school suspension (ISS) and possibility of community service</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2, and/or 3</li> </ul> <p><b>Consequence(s):</b> Out-of-school suspension (OSS)</p>
<b>Verbal Altercations</b>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Interjecting one-self into a verbal altercation between other students and/or staff</li> <li>Arguing with other students and/or staff members</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Causing a classroom/hallway commotion with profanity</li> <li>Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> In-school suspension (ISS) and parental notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>Repeating any offenses from Level 1, 2 and/or 3</li> </ul> <p><b>Consequence(s):</b> Out-of-school suspension (OSS)</p>

<p><b>Air contamination</b></p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Possession and/or use of harmful substances that could contaminate the air (i.e., stink bombs, perfume, spray deodorant)</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative detentions</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1, 2 and/or 3</li> </ul> <p><b>Consequence(s):</b> In-school suspension (ISS)</p>
<p><b>Gambling/Selling</b></p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Collecting and/or exchanging money or personal belongings for services and/or winnings</li> <li>• Accepting stolen goods</li> </ul> <p><b>Consequence(s):</b> Saturday detention and parent notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> 2 Saturday detentions and parent notification</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> Consequence will be determined by the Vice Principal (Possibility of indefinite out-of-school suspension and parent conference upon readmission to school)</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1, 2 and/or 3</li> </ul> <p><b>Consequence(s):</b> Consequence will be determined by the Vice Principal (Possibility of indefinite out-of-school suspension and parent conference upon readmission to school)</p>
<p><b>Possession of Candy, or Sugary/Energy Drinks</b></p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Eating gum and/or candy (without permission)</li> <li>• Drinking a beverage without permission (excluding water)</li> </ul> <p><b>Consequence(s):</b> Lunch detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1</li> </ul> <p><b>Consequence(s):</b> Administrative detention</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1 and/or 2</li> </ul> <p><b>Consequence(s):</b> 2 administrative detentions</p>	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Repeating any offenses from Level 1, 2 and/or 3</li> </ul> <p><b>Consequence(s):</b> Saturday detention</p>

# ALK Student Code of Conduct (Grades 4-8)

## ZERO TOLERANCE

Category:	Action(s):	Consequence(s):
Cafeteria misconduct	<ul style="list-style-type: none"> <li>● Usage of another student’s lunch account</li> <li>● Selling of your lunch account and/or another student’s lunch account</li> </ul>	<ul style="list-style-type: none"> <li>● Indefinite out of school suspension pending Board of Education hearing</li> </ul>
Truancy	<ul style="list-style-type: none"> <li>● Leaving school without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Indefinite out of school suspension pending Board of Education hearing</li> <li>● Possible consequences;                             <ul style="list-style-type: none"> <li>○ Police notification</li> </ul> </li> </ul>
Disrespectful behavior/language (directed at staff member)	Examples include but are not limited to: <ul style="list-style-type: none"> <li>● Stealing from teachers</li> <li>● Obscene/sexual gestures and/or comments</li> <li>● Discriminatory comments</li> </ul>	<ul style="list-style-type: none"> <li>● ISS or indefinite out of school suspension pending Board of Education hearing</li> </ul>
Threats/Assault/Weapons	Examples include but are not limited to; <ul style="list-style-type: none"> <li>● Possession of a weapon</li> <li>● Assault with a weapon</li> <li>● Terroristic threats</li> <li>● Verbal threats</li> </ul>	<ul style="list-style-type: none"> <li>● Indefinite out of school suspension pending Board of Education hearing</li> <li>● Police notification</li> </ul>
Physical altercations	<ul style="list-style-type: none"> <li>● Physical fight or assault without injury (2nd offense)</li> <li>● Physical fight or assault with injury</li> <li>● Assaulting another student or staff member with an object including but not limited to;                             <ul style="list-style-type: none"> <li>○ Pencil, book, perfume, ruler, scissors, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Indefinite out of school suspension pending Board of Education hearing</li> </ul>
Social media postings	<ul style="list-style-type: none"> <li>● One or more offenses of any inappropriate posting on social media. Including but not limited to;                             <ul style="list-style-type: none"> <li>○ Instagram, snapchat, X, Facebook, TikTok, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Dependent on the situation. Consequence will be determined by the Vice Principal.</li> <li>● Indefinite out of school suspension pending Board of Education hearing</li> <li>● Possible consequences;                             <ul style="list-style-type: none"> <li>○ <b>5 or more</b> Days of Out of School Suspension</li> <li>○ Possible police notifications</li> <li>○ Parent Conference upon readmission to school</li> </ul> </li> </ul>
Sexual misconduct	Examples include but are not limited to; <ul style="list-style-type: none"> <li>● Indecent exposure of self and/or others</li> <li>● Sexual harassment/encounters</li> </ul>	<ul style="list-style-type: none"> <li>● Dependent on the situation. Consequence will be determined by the Vice Principal</li> </ul>

	<ul style="list-style-type: none"> <li>• Inappropriate touching of another student or staff member</li> <li>• Removing clothing of another student or staff member</li> <li>• Possession, distribution of, and/or viewing pornographic material</li> </ul>	<ul style="list-style-type: none"> <li>• Indefinite out of school suspension pending Board of Education hearing</li> <li>• Parent conference upon readmission to school</li> <li>• Possible consequences; <ul style="list-style-type: none"> <li>o Police notification</li> </ul> </li> </ul>
Smoking/Drinking	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Smoking in school building or on school property</li> <li>• Possession of drugs, alcohol, and/or a tobacco product or paraphernalia (lighters, matches, rolling papers, etc.)</li> <li>• Being under the influence</li> <li>• Selling and/or possession of drugs/ alcohol with intent to distribute</li> </ul>	<ul style="list-style-type: none"> <li>• Indefinite out of school suspension pending Board of Education hearing</li> <li>• Possible consequences; <ul style="list-style-type: none"> <li>o Police notification</li> </ul> </li> </ul>
Theft	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• School property</li> <li>• Personal belongings of a staff member</li> </ul>	<ul style="list-style-type: none"> <li>• Indefinite out of school suspension pending Board of Education hearing</li> <li>• Possibility of police notification</li> </ul>
Arson, Fireworks, and Fire alarms	<ul style="list-style-type: none"> <li>• Possession and/or use of fireworks</li> <li>• Pulling fire alarm</li> <li>• Arson; deliberately setting something on fire in/during/at school.</li> </ul>	<ul style="list-style-type: none"> <li>• Indefinite out of school suspension pending Board of Education hearing</li> <li>• Possible consequences; <ul style="list-style-type: none"> <li>o Police notification</li> </ul> </li> </ul>
HIB (Harassment, Intimidation, and Bullying)	<ul style="list-style-type: none"> <li>• Discriminatory language (verbal and/or written)</li> <li>• Anything stated in the HIB policy</li> </ul>	<ul style="list-style-type: none"> <li>• Dependent on the situation. Consequence will be determined by HIB Coordinator</li> <li>• Possible consequences; <ul style="list-style-type: none"> <li>o Saturday detention</li> <li>o 1-5 days of in-school suspension (ISS) or out-of-school suspension (OSS)</li> </ul> </li> </ul>
Vandalism/Destruction of School Property	<p>Examples include but are not limited to;</p> <ul style="list-style-type: none"> <li>• Smartboards</li> <li>• Radiators/AC's</li> <li>• Classroom furniture</li> <li>• Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>• Dependent on the situation. Consequence will be determined by the Vice Principal</li> <li>• Possible consequences; <ul style="list-style-type: none"> <li>o Parent/guardian payment for damages</li> <li>o Administrative detention</li> <li>o 1-5 days of in-school suspension (ISS) or out-of-school suspension (OSS)</li> </ul> </li> </ul>

**Zero Tolerance Tiers:**

**Tier 1 – Low-level offenses of Zero Tolerance, as deemed by the administration will be a meeting with the principal.**

**Tier 2 – Mid-level offenses of Zero Tolerance, as deemed by the administration will be a meeting with the Superintendent.**

**Tier 3 – High-level offenses of Zero Tolerance, as deemed by the administration will be a Board of Education hearing.**

The Administration assigns morning detention to students in grades kindergarten through third grade who have been referred to them by a staff member for violation of school rules and regulations. Morning Detention is held before school from 7:45 am until 8:15 am on Monday through Friday. Students will be given a letter to bring home and be given at least 24-hour notice prior to the date of the detention. The parents of the students are responsible for bringing their children on time to detention. If detention is cancelled or a student is absent, students are expected to attend the next scheduled detention unless otherwise noted by an Administrator. If there is an emergency or a valid excuse to miss detention i.e. doctor's appointment, it is the parent's responsibility to inform the Administrator prior to the detention.

#### **Lunch Detention**

Any teacher or administrator can assign a lunch detention. Lunch detentions are for less serious discipline offenses and the student cannot sit with their class during their lunch period.

#### **Teacher Detention**

A teacher can assign their own after school detention, however a teacher detention cannot exceed 29 minutes in length. If a student fails to report to a teacher detention, they will be referred to an administrator and be given an administrative detention.

#### **Administrative Detention**

The Administration assigns administrative detention to students who have been referred to them by a staff member for violation of school rules and regulations. Administrative Detention is held after school from 3:15 until 4:15 on Tuesday through Friday. Students will be given a letter to bring home and be given at least 24-hour notice prior to the date of the detention. Extracurricular activities do not excuse any student from attending detention. Students are responsible for showing up on their own, on time to detention. In the event that detention is cancelled or a student is absent, students are expected to attend the next scheduled detention unless otherwise noted by an Administrator. If there is an emergency or a valid excuse to miss detention i.e. doctor's appointment, it is the student's responsibility to inform the Administrator prior to the detention. If a student cuts an administrative detention, the student will be assigned one additional detention.

#### **Saturday Detention**

During the year, students may be assigned a Saturday detention as a more serious consequence for violating the code of conduct. Parents will be notified and given sufficient notice when a Saturday detention is assigned. Saturday detention is held from 8:15 am until 12:15 pm. All students must report to the front of the building in the approved school uniform and must be signed in and out by a parent or guardian. Students are expected to comply with all school rules while attending Saturday detention and must complete all assignments. If a student is late, out of uniform, displays behavioral issues or fails to complete their work in Saturday detention, they will be assigned an additional day of Saturday detention.

#### **In-School Suspension**

The In-School Suspension program was designed to hold students accountable for their behavior and their school assignments while they remain in school after having committed a violation of the Guttenberg Board of Education Policies. Students must report to school at 8:25 am and be signed in by a parent via the main office. Teachers will provide the student with enough work to complete for the duration of the day. During ISS, students' behaviors will be monitored to ensure a safe environment.

#### **Out-Of-School Suspension**

The most serious infractions to the code of conduct may result in out-of-school suspensions. When a student is assigned out-of-school suspension (OSS), the parent/guardian will be contacted and must pick up their child from school within a reasonable amount of time **the same day**. The student will remain out of school until the return date specified by the Administrator. All efforts will be made to provide the student with work from his classes. At no time should a student who is suspended be outside the immediate area of the school or on school grounds. After the 5<sup>th</sup> day of OSS, arrangements will be made to provide the student with homebound instruction until the student is remitted back into the school. Unless noted, parents/guardians are required to accompany their child the day they are to be readmitted to school. **\*Any student who receives OSS will be automatically placed on social restriction for two weeks.**

## **PRIDE PROGRAM**

The Anna L. Klein P.R.I.D.E. program is dedicated toward infusing character education and reinforcing positive social qualities in our students and serves as a compliment to the Points System outlined above. It is based on the core belief that when students demonstrate P.R.I.D.E. and are visibly recognized for it, they can truly make a positive impact on the school community. The five components of the P.R.I.D.E. program remain as follows:

**P**erformance: Students perform to their best ability every day and face challenges with a strong, positive outlook.

**R**esponsibility: Students take responsibility for themselves, their actions and the environment around them.

**I**nitiative: Students are self-aware of the needs of the community and are motivated to act in the best interest of others.

**D**etermination: Despite challenges, students are determined to never give up and be a positive force in our school.

**E**xcellence: Students strive to achieve academic, social and personal excellence as demonstrated by their actions.

Students who embody the tenants of the P.R.I.D.E. program will receive recognition and reinforcement through rewards for their positive behavior. In addition, those students will also be invited to the P. R. I. D. E. ceremony to honor their accomplishment and these take place at the conclusion of the first, second and third marking periods.

## **HALLWAY PROCEDURES**

In order to maintain student safety, students in grades Pre-K-4 will be escorted by their teachers to and from their classes throughout the day. Students who leave the classroom are required to sign out of the classroom and have a pass in their possession.

## **CARE OF SCHOOL PROPERTY**

Students causing destruction to school property will be reported to the school administration. The parent or guardian shall be liable for the amount needed to repair or replace the damage.

## **RESTROOMS**

Students are permitted to use the bathrooms when issued a pass by a staff member. Students should use the bathroom closest to their classroom unless there is an unusual circumstance, which would preclude them from using the closest bathroom. Students are not permitted to use the bathroom during the two-minute passing time between classes. Any student violating this rule is subject to disciplinary action.

## **LOCKERS**

During the first days of school, homeroom teachers will provide students with a locker. Lockers do not have locks on them, except for those students that occupy lockers in the new building. Outside locks are not permitted, but the school issues locks to students if need be. It is strongly encouraged that students do not store valuables in their lockers. **The Guttenberg School District is not responsible for lost or stolen items. Students are only permitted to go to their locker before homeroom,**

**before lunch, and at the conclusion of the school day unless given explicit permission by the classroom teacher. Any student found at their locker outside of the outlined times is subject to disciplinary action.**

### CAFETERIA PROCEDURES

Students in grades K-5 will be brought in to the cafeteria and picked up at the end of the period.

Students in grades 6-8 will come to lunch on their own. An administrator or security officer will be stationed on the third floor at the start of the lunch period and will follow the students as they make their way to the cafeteria.

If a teacher wants a student for any reason during the lunch period, he/she must provide the student with a pass.

No more than 2 girls and 2 boys will be permitted to use the restroom at one time. If a teacher sees more than 2 girls or 2 boys using the restroom during the lunch periods, those students will be detained and the main office will be informed.

Most of our discipline problems originate in the cafeteria and outside during the lunch periods. Many of these incidents carry over in to the classroom in some way. It is our hope that these changes will help to maintain order, keep the cafeteria clean and reduce the number of negative incidents that occur.

### CELL PHONES/ELECTRONICS

It is recommended that all electronics, including cell phones, be left at home. However, if your child does bring these items in, they are required to be stored in their locker. If a student is caught with his/her cell phone out or on their person, it will be taken away, and the parent or guardian will be required to pick up the cell phone during school hours. If a student refuses to relinquish their cell phone to a staff member, the student will be disciplined and the parent will be contacted. **Please remember that the Anna L. Klein School is not responsible for any cell phones/electronics that are lost or stolen.**

### LATENESS TO CLASS

Any student reporting late to class must present a pass. A teacher may issue corrective discipline, but repeated lates may be reported to the grade level administrator.

## Anna L. Klein Student Dress Code Policy

### Shirts

- *Allowed:*
  - **Navy-blue**, cotton-blend polo shirts with the Guttenberg School District insignia (available in short or long sleeve styles).
  - **Gold** T-shirts with the Guttenberg School District insignia for Physical Education classes or any school spirit wear featuring the Anna L. Klein School name.
  
- *Not allowed:*
  - Guttenberg sports/recreational shirts and/or North Bergen sports/recreational shirts.

### Pants

- *Allowed:*
  - **Blue, black, or gray jeans.** Must be worn at the natural waistline.
  - **Khaki or black slacks.** Must be worn at the natural waistline.
  - **Blue, black, or gray sweatpants.** Must be worn at the natural waistline.

- For physical education, only **blue** sweatpants with the Guttenberg School District insignia are allowed.
  - **Khaki** or **black** skirts can be worn at the natural waistline.
    - Skirts must be 2 inches above the kneecap.
  - **Black** or **white** tights and leggings may be worn underneath skirts in cold weather but not as a substitute for pants.
- *Not allowed:*
    - Ripped, teared, or jeans with holes will not be permitted.
    - Leggings (including flared), jeggings, tights, spandex, yoga pants, or biker shorts will not be permitted.
    - Pants with designs, words, large logos, or images will not be permitted.
    - Skirts above the knee will not be permitted.

### Shorts

- *Allowed:*
  - **Blue, black, grey,** or **khaki** shorts. Must be 2 inches above the knee.
  - **Blue, black, grey,** or **khaki** athletic shorts, cargo shorts, and/or jean shorts. Must be 2 inches above the kneecap.
  - Only allowed to be worn in September, May, and June.
- *Not allowed:*
  - Ripped, teared, or shorts with holes will not be permitted.
  - Biker shorts, spandex, yoga, or tight shorts will not be permitted.

### Sweatshirts

- *Allowed:*
  - Only school spirit wear sold by Anna L. Klein school clubs.
  - Spirit wear must say “Anna L. Klein School” or “Mustangs”.
- *Not Allowed:*
  - Guttenberg sports/recreational sweatshirts and/or North Bergen sports/recreational sweatshirts. Any other sweatshirts, including those that say “Guttenberg”.

### Footwear

- *Allowed:*
  - Sneakers, dress shoes, closed-toe shoes, boots, and UGG Tasmans.
    - Shoes must be securely fastened.
- *Not allowed:*
  - Clogs, Crocs, flip-flops, bedroom slippers, slides, and any shoes without a back.
  - Shoes with straps on the back.

### Dress downs/Holidays

- *Allowed:*
  - Students must follow the dress code requirements for that day/week.
  - If the dress down requirements only address one part of the uniform, students must wear their regular uniform for the other part.
    - (Example: “Wear a pink shirt to celebrate breast cancer awareness.” Students should wear a pink shirt and school uniform pants.)



- o If a student chooses not to participate in the dress down, they must follow the regular dress code and wear their school uniform.
- o On Halloween, costumes must be appropriate for school and fit properly.
- *Not allowed:*
  - o Any clothing and/or shoe wear that does not follow the dress down or regular dress code.
  - o On Halloween, real/fake weapons and costume masks are not permitted.

**Sizing**

- Clothing must be sized to fit the student. Pants should fit appropriately and should not be too tight or too loose.
- Shirts should be appropriate in size and should not extend below the hip.
- Skirts and shorts must be \_\_\_\_\_.
- Undergarments should not be visible.

**Headwear**

- Students may not wear or carry hats, hoods, sweatbands, bandanas, scarves, facemasks and/or sunglasses while in the school building unless a school event has been approved by the principal.

**Transfers/New students**

- All transfer students have **two weeks** from the day of enrollment to purchase and begin wearing school uniforms.

**Dress Code Violation Consequence(s)**

1st offense	<ul style="list-style-type: none"> <li>• <b>Written</b> warning on the uniform violation form</li> </ul> <p>*The school secretary will notify the parent/guardian, who will be required to bring in the student's uniform. The student will return to class until their parent/guardian arrives.</p>
2nd offense	<ul style="list-style-type: none"> <li>• Grades K-2: Lunch detention</li> <li>• Grades 3-8: Administrative detention</li> </ul> <p>*The school secretary will notify the parent/guardian, who will be required to bring in the student's uniform. The student will return to class until their parent/guardian arrives. This will also be documented on the uniform violation form.</p>
3rd offense	<ul style="list-style-type: none"> <li>• Grades K-2; <b>two</b> consecutive days of <b>lunch detention</b> and a <b>morning detention</b></li> <li>• Grades 3-8; <b>two</b> consecutive days of <b>administrative detention</b> and a <b>Saturday detention</b></li> </ul> <p>*The school secretary will notify the parent/guardian, who will be required to bring in the student's uniform. The student will return to class until their parent/guardian arrives. This will also be documented on the uniform violation form.</p>
Note(s):	<ul style="list-style-type: none"> <li>• Student violations will be recorded in a school-wide Google Sheet, accessible to teachers for tracking dress code infractions and offense levels. The student's violation record will be maintained for your records.</li> <li>• The cleaning, care, and replacement of school uniforms are the responsibility of parents and/or guardians.</li> </ul>

## **SEARCH AND SEIZURE**

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the school and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. This section of the handbook serves as written notification of students that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property. Except as required by urgent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings. Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal.

A search prompted by the reasonable belief that the circumstances are urgent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

## **HARASSMENT, INTIMIDATION & BULLYING (HIB)**

### **PURPOSE**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

### **DEFINITION**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

- a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

#### **SEXUAL HARASSMENT**

Sexual harassment includes verbal, nonverbal, or physical contact of a sexual nature with the purpose or effect of intimidation and/or creation of a hostile or offensive educational environment. This includes any unwelcome advances, suggestions, or requests of a sexual nature.

#### **REPORTING PROCEDURES & EXPECTATIONS FOR ADDRESSING HIB**

Students who experience, witness, or learn of a HIB incident are responsible for reporting it promptly to a staff member. Concerns can be reported to an administrator, the anti-bullying specialists (Ms. Berinstain, grades K-2; or Mr. Borghi, grades 3-5; or Ms. Sinning, grades 6-8), a counselor, school nurse or any other available staff member. Staff members will then communicate the report to the administration. Parents are also encouraged to inform staff of HIB-related concerns as soon as possible. Individuals have a responsibility to prevent HIB when possible.

#### **HIB CONSEQUENCES AND REMEDIAL ACTION**

Students involved in HIB will be referred to administration for appropriate consequences based on the behavior that caused the HIB and/or remedial action. Potential results of HIB may include but are not limited to, parent meetings, counselor check-ins, corrective instruction, mediation, behavior management plans, schedule changes, removal from class etc. When possible, HIB offenders will also be responsible for restitution.

#### **TUTORIAL/PROGRAMS & SERVICES**

The purpose of tutorial is to provide students with extra help if they are struggling in their studies. Each teacher is required to hold one tutorial session once a week. The timing of the tutorial is at the discretion of the teacher and may be held either before school or after school. It is strongly recommended that students attend tutorial.

In addition to tutorial, there are many other programs available to further enrich or help students. These programs are as follows:

AIM High-After school program that promotes reinforcement of LAL skills.

TESOL-After school program that assists our ELL students.

On Course-Tutoring program at student lunchtime is designed to offer help for students struggling in specific content areas.

#### **PROMOTION/RETENTION POLICY**

The Anna L. Klein School's promotion/retention policy for grades K – 8 is outlined on the following pages. As with any district policy, a teacher should consult the principal if a question concerning such should arise.

## GUIDELINES FOR PROMOTION / RETENTION

### KINDERGARTEN

In order for a child to be promoted into the first grade multiple measures will be used. The child must be able to:

- Print full name (print first and last name)
- Recognize, print and recite the alphabet in and out of sequence (lower/upper case/letters)
- Properly form upper and lowercase letters
- Distinguish all beginning and ending sounds
- Recognize grade level site words
- Read independently at grade level D/E
- Count to 100 by ones and tens
- Count forward beginning from given number
- Write numbers from 0 to 20 correctly
- Represent a number with a written numeral ranging from 0-20
- Demonstrate fluency for addition and subtraction within 5
- Describes measurable attributes of objects (length, height)
- Classify and sort objects into categories
- Uses geometric terms to identify shapes
- Describe relative positions of objects as “above, below, inside, etc.”
- Compare numbers (greater than, less than, or equal to)
- Listen to others and take turns speaking
- Make relevant contribution to conversations
- Speak and express thoughts, feelings, and ideas clearly

If a child is unable to complete all of these guidelines, it is an indication of a possible retention.

If the Bilingual / ESL child is unable to complete four or more of these guidelines in English or in his/her native language, there is a possibility that he/she may be retained. Aside from these guidelines, all standardized test scores, teacher recommendations, and classroom performance will be taken into consideration.

Children enrolling from non-public schools or day cares must follow these guidelines:

- 1) Interview child and parent
- 2) Must take district assessment test
- 3) Must submit records / reports / information from previous school.

After reviewing the results of the above criteria, a determination to place the child in K / Grade 1 will be made by the screening committee including the guidance counselor with a final review by administration.

### Grade 1 and 2

1. A failure to attain a passing final average of 70% in reading, language arts or math will result in either summer school or retention.
2. Failure in any other of the two major subject areas science and social studies a tutor will be recommended.
3. All retentions will also have to attend summer school. Borderline students who received RTI services are strongly urged to attend the summer school enrichment program.
4. Attendance at a summer enrichment program will be mandatory for students receiving a borderline (70 – 75) in any major subject.

Due to the fact that each student is an individual, careful consideration will be taken. Academic performance, effort and the ability to succeed in grade three will be decided by the classroom teacher with the guided suggestion of the student’s ESL teacher if necessary.

### Grade 3

#### Major Subjects

Reading  
Math  
Language Arts  
Science  
Social Studies

#### Minor Subjects

Health  
Physical Education  
Art  
Music  
Coding  
Any Additional Special Subject Deemed Necessary

1. Failure to attain a final average of 70% in any major subject (Reading, Math, Language Arts) will result in summer school or retention. (Attendance at a summer school is **mandatory**)
2. Failure to attain a final average of 70% in two minor subjects will result in retention.
3. Attendance at a summer enrichment program will be mandatory for students receiving a Borderline (**70 – 75**) in any major subject.
4. Promotion of transitional Bi-Lingual students and ESL students will depend on a joint agreement between the Supervisor of BL/ESL and classroom teachers as each student will be considered on an individual basis due to different abilities and constraints.

### GRADES 4 – 6

#### I. Academic Requirements

Pupils in Grades 4 – 6 are to work diligently toward the goal of promotion. However, in the event that subjects are failed, the following procedure will be enforced.

- A. Any student failing any academic subject will be required to go to summer school.
- B. Any student failing three or more academic subjects will be retained and will also attend summer school.
- C. Any student failing any special subject will be required to complete the project assignments (according to guidelines) during the summer. These assignments will be due in the school office no later than July 31<sup>st</sup>.
- D. Failure to make-up any academic or special subjects will result in retention.

#### Academic Subjects

English  
Math  
Science  
Social Studies

#### Special Subjects

Art  
Health  
Physical Education  
Coding  
World Language  
Any Additional Special Subject Deemed Necessary

#### II. Social Requirements

Pupils are to behave in a manner that is a credit to the school and community. Participation in special activities, (i.e. field trips, programs, etc.) will require conduct and deportment to be of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

- A. Consistent involvement in disciplinary action(s);
- B. School detentions, suspension, expulsion;
- C. Collaborative evaluation by the staff.

The final decisions shall be made by the Chief School Administrator.

Students and parents/guardians shall be given advance notification of these criteria to help ensure a successful school year.

**GUIDELINES FOR JUNIOR HIGH AND GRADUATION**

**I. Academic Requirements**

Pupils in Junior High are to work diligently toward the goal of graduation. However, in the event that subjects are failed, the following procedure will be enforced:

- A. Any student failing any academic subject or any special subject will not be permitted to participate in commencement exercises.
- B. Any student failing any academic subject will be required to go to summer school.
- C. Any student failing three or more academic subjects will be retained and will attend summer school.
- D. Any student failing any special subject will be required to complete project assignments (according to guidelines) at the conclusion of the trimester in which the student failed or during the summer. These assignments will be due no later than July 31<sup>st</sup> in the school office.
- E. Failure to make-up any academic or special subjects will result in retention.

**ACADEMIC SUBJECT**

Language Arts Literacy  
 Math  
 Science  
 Social Studies

**SPECIAL SUBJECTS**

Art  
 Health  
 Physical Education  
 World Language  
 Coding  
 Any Additional Special Subject Deemed Necessary

**II. Social Requirements**

Pupils are to behave in a manner that is a credit to the school and community. Participation in Junior High and special graduation year activities will require conduct and deportment to be of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

- A. Consistent involvement in disciplinary action(s);
- B. School Detentions; Suspension; Expulsion;
- C. Collaborative evaluation by the staff.

The final decision shall be made by the Chief School Administrator.

Students and parents/guardians shall be given advance notification of these criteria to help ensure a successful school year.

### **Early Release of Students Procedure**

The early release of students during the school day is an important safety issue. Therefore, the following procedures must be followed:

- A release of students' form must be completed and signed by a parent/guardian
- This form will include the name, address, phone number, etc. of the parent/guardian, immediate family member or emergency person that the child may be released to
- An early release form will be signed by the responsible person and a form of identification will be Photostatted and attached to this form
- A note from the parent / guardian sent to teacher one day prior to early dismissal.

The main office will maintain these forms.

### **Dismissal Procedures** **2024-2025**

An orderly and safe dismissal procedure is an important part of a student's routine. The Anna L. Klein School dismissal for grades kindergarten through 3<sup>rd</sup> grade is at 3:09 pm and for grades 4<sup>th</sup> through 8<sup>th</sup> dismissal is at 3:14 pm.

- A dismissal form must be completed and signed by a parent/guardian in grades pre-kindergarten to grade three
- Students in pre-k to grade three will only be dismissed to the indicated family member/emergency pick-up person
- The teacher in charge will dismiss students in grades four thru eighth at the assigned exit

Below please find designated dismissal areas for all grade levels:

- Pre-Kindergarten – Faculty Parking Lot
- Kindergarten – front courtyard on 69<sup>th</sup> Street
- Grades 1 and 2 – ramp and faculty parking lot next to the playground
- Grade 3 – on 69<sup>th</sup> Street sidewalk nearest to the corner of Hudson Avenue
- Grade 4 – Hudson Avenue original gym door
- Grades 5-8 – New Building Front Entrance (Hudson Avenue)

**Please note that these dismissal locations are subject to change and this will be communicated to you should that need arise.**

**Anna L. Klein School  
Parent/Guardian Consent Form**

As a parent/guardian of \_\_\_\_\_, I have read and reviewed the terms and conditions set forth in this student handbook, including the computer acceptable use policy, the discipline policy, attendance policy and all other rules and regulations contained in the student handbook. By signing this document, I am acknowledging that I have read and agree to the contents of the student handbook.

I agree to the following: (Please initial where appropriate)

\_\_\_\_\_ As the parent/guardian of the student named above, I/We have read and agree with the student Code of Conduct.

\_\_\_\_\_ As the parent/guardian I/We have read the policy regarding locks for the lockers.  
I also understand that the Anna L. Klein School **assumes no responsibility for the loss or theft of any cell phone, electronic device, or general contents of the locker.**

\_\_\_\_\_ As the parent/guardian of the student named above, I/We grant permission for my child to use any technology/Internet resources in the Guttenberg Township Public Schools.

\_\_\_\_\_ As the parent/guardian of the student named above, I/We grant permission for my child's photo/image **with** identifying name or caption, to appear on any district, school, or teacher website connected with the Guttenberg Township Public Schools or with the Township of Guttenberg Governing board.

\_\_\_\_\_ As the parent/guardian of the student named above, I/We grant permission for my child's photo/image **without** identifying name or caption, to appear on any district, school, or teacher website connected with the Guttenberg Township Public Schools or with the Township of Guttenberg Governing board.

\_\_\_\_\_ As the parent/guardian of the student named above, I/We **DO NOT** grant permission for my child's photo/image with or without identifying name or caption, to appear on any district, school, or teacher website connected with the Guttenberg Township Public Schools or with the Township of Guttenberg Governing board.

\_\_\_\_\_ As the parent/guardian of the student named above, I/We grant permission for my child's schoolwork to be published without identifying names or caption to appear on any district, school or teacher website connected with the Guttenberg School District or with the Township of Guttenberg Governing board.

\_\_\_\_\_ As the parent/guardian of the student named above, I/We **DO NOT** grant permission for my child's schoolwork to be published without identifying names or caption to appear on any district, school or teacher website connected with the Guttenberg School District or with the Township of Guttenberg Governing board.

Student's Name (Please Print) \_\_\_\_\_

Student's Grade \_\_\_\_\_ Student's Homeroom \_\_\_\_\_

Parent's Phone Number \_\_\_\_\_ Parent's Email \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's/Guardian's Name (Please Print) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY AND RETURNED TO YOUR CHILD'S HOMEROOM TEACHER NO LATER THAN  
MONDAY, SEPTEMBER 9, 2024**