

## Important Notice to All Parents/Guardians

### Handbook Acknowledgment Page

By signing and returning this form, Parents/Guardians acknowledge:

I have seen the Student Handbook and have reviewed its content with my student including, but not limited to:

- School calendar, including school closings, delayed openings and early dismissals.
- Harassment, Intimidation and Bullying Policy
- Attendance Policy
- Cell Phone Use, Dress and Grooming Policy
- Dismissal Procedures and Rules (including drop-off and pick-up procedures)
- Early Dismissal from School Procedures
- Eligibility (Athletics and Activities)
- Acceptable Use Policy (AUP):

**Student/Parent/Guardian:** I hereby acknowledge that on this date, I have received, read and understand the OTSD Acceptable Use Policy on district electronic resources and personal electronic devices. I understand that a violation of this policy may lead to discipline deemed appropriate by administration, monetary fines, and/or legal action such as criminal or civil prosecution.

**Parent/Guardian:** I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give my permission to allow access to the system and/or to issue an Internet account for use by my child.

This policy may be found on page 37 of this handbook

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Student Signature

Date

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Parent Signature

Date

## **TOWNSHIP OF OCEAN INTERMEDIATE SCHOOL HANDBOOK**

Parents/guardians please review this handbook with your child so they understand the expectations of our school. A copy of this handbook and other resources can be found on our website [www.oceanschools.org](http://www.oceanschools.org)

### **PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT**

Policy 2110 (Abbreviated) “Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in a highly technological democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons, technology and experiences needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive to provide an educational system that assists each pupil in becoming a lifelong learner.”

### **SPARTAN PLEDGE**

We are committed to developing students of good character. When we build good character, we build strong communities. In our school community, character development is woven into our programs, practices and interactions. We believe character development is a shared responsibility. We welcome and encourage family and community members to partner with us in this endeavor.

- RESPECT ● COOPERATION ● RESPONSIBILITY ● TEAMWORK ● HONESTY ●
- KINDNESS ● EMPATHY ● INTEGRITY ● FAIRNESS ● PERSISTENCE ●

## **AFFIRMATIVE ACTION/NOTICE OF NON-DISCRIMINATION**

The Township of Ocean School District Board of Education offers all students and staff equal educational and employment opportunities regardless of race, creed, handicap, religion, sex, ancestry, age, national origin or social or economic status.

## **DISTRICT AFFIRMATIVE ACTION OFFICER/TITLE IX COORDINATOR**

Christine Fogler

c/o Township of Ocean Board of Education

163 Monmouth Road Oakhurst, New Jersey 07755

cfogler@oceanschools.org

“The Township of Ocean Board of Education is an equal opportunity employer.”

## **SPECIAL EDUCATION STATEMENT**

The Township of Ocean School District provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in the least restrictive environment.

## **IMPORTANT NOTICE**

This handbook is provided to enable students and their parents/guardians to gain an understanding of the policies, practices, and procedures of our District, as they help to ensure the safety, security, and well-being of our school community.

School rules and policies published in this handbook are subject to such changes as may be needed to remain in compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules can be written and inserted into a handbook.

Students are expected to follow reasonable rules of conduct and not violate the rights of others: treat others kindly, do quality work, earn respect, and maintain safety.

## **DISTRICT POLICIES**

Policies noted in this publication, as well as the District manual of policies, are available for review, in their entirety, on our District website: [www.oceanschools.org](http://www.oceanschools.org)

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## **ACADEMIC INTEGRITY**

Teachers will prepare students for academic success. In order to meet this goal, it is imperative that students have knowledge of cheating and plagiarism. Any form of cheating or plagiarism will result in penalty.

## **ACCEPTABLE USE POLICY (AUP) – Found on page 37 of this handbook**

Technology Mission Statement- It is the mission of the Ocean Township School District to equip students, staff, and parents with the skills to use technology as a tool for accessing information, solving problems, and developing effective communication.

## **ACCIDENTS**

In case of accident within the jurisdiction of the school, students must report promptly to the nurse. The nurse will fill out the proper forms following the emergency treatment.

## **AFTER SCHOOL SOCIAL ACTIVITIES**

Only students enrolled in our school and who are present on the day of the activity, may attend. Once the student enters the area of the activity, he or she must remain until the end of the activity. The end of the activity will be announced in advance. Parents are to provide transportation home from the activity and must arrive on time. For after school social activities, students not under the direct supervision of a teacher, coach or advisor must leave the building at the 2:30 dismissal.

## **ATHLETICS AND ACTIVITIES (Co-Curricular)**

In accordance with Policy 2431 – Athletic Competition (Abbreviated) – “The Board of Education recognizes the value of athletic competition an integral part of the school experience. Sports and other athletic activities provide opportunities to learn the values of competition and good sportsmanship. A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. Students enrolled in grades six to twelve must receive a medical examination in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad competition and any cheerleading program or activity. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have

a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Pre-participation Physical Evaluation form required by the Department of Education.”

Athletes are a vital part of our school program and will conform with the standards of the school, academically and socially. All athletes are representatives of the Township of Ocean Intermediate School and their conduct must be exemplary at all times, both in and out of school. Athletes must maintain passing grades in order to continue to participate in a sport. Any athlete who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored athletic/sports programs of athletic competition. No student may participate in the athletic program while serving out-of-school suspension.

Any athlete/student who is absent from school will not be permitted to practice, participate/attend or play in a game/event or play in a game that day or evening.

The following interscholastic sports and activities are offered for students in grades 6, 7, and 8 on a competitive basis at the Intermediate School:

<b>FALL</b> Soccer Field Hockey Cross Country	<b>WINTER</b> Wrestling Basketball Cheerleading	<b>SPRING</b> Track Softball Baseball
<b>SERVICE ORGANIZATIONS &amp; CLUBS</b> Spartan Times Student Council Yearbook Staff Stage Crew	<b>SCHOLASTIC ACTIVITIES</b> Forensics/Theater Makerspace Math Club The Sand Pebbles	<b>FINE ARTS ACTIVITIES</b> Concert & Jazz Band Chorus Dance Club Drama Club

Eligibility  
Student participation in extra curricular activities is strongly encouraged. The Township of Ocean Intermediate School has a wide variety of these programs available for our students. Participation in these programs is a privilege and not an entitlement. All students must meet eligibility requirements for participation.

Eligibility of student participation in extra curricular activities due to academic standing shall be reviewed by the administration of the intermediate school at the midpoint of the first marking period, the conclusion of the first, second, and third marking periods and at the midpoint of the fourth marking period. Failing grades in two or more subjects will make a student “academically ineligible” for a minimum of two weeks. At the conclusion of that period, a student may regain eligibility if he/she has attained passing grades in at least all but one of the failed classes. If eligibility has not been attained at that point, the ineligible status will continue until the policy is fulfilled. Students will be considered ineligible due to disciplinary reasons . The initial period of ineligibility will be for two weeks.

## **ATTENDANCE POLICY 5200 (Abbreviated)**

“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.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student’s absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy. “

This includes absence from any class, study hall, or activity during the school day for which the pupil is scheduled, as well as any after school special-help session or disciplinary session the pupil has been directed to attend.

School attendance is a basic responsibility of the student and the parent/guardian. The student who evades responsibility for learning by being absent from school/class is clearly impeding and complicating the learning process. Therefore, it is essential that every parent and student accept responsibility for the student’s attendance at school as scheduled.

The Board will not condone or permit absences from school on any day for any reason not specified in the law and will not issue credit if the minimum student attendance is not accomplished.

### **Absentee Note and Call**

When a student is absent, the parent or guardian must call the appropriate grade house office on the morning of the absence. The telephone number is 732-531-5630; 6th grade extension is 7008, 7th and 8th grade is 7013. A student must present an absence note to that office within 48 hours of returning to school. The note must contain the student’s first and last name and the specific



date(s) of the absence. The note must contain the reason for the absence, be signed by the parent/ guardian, and include a telephone number at which the parent can be reached. **Be advised the note does not excuse the absence, it simply explains the absence.**

#### Acceptable Reasons for Absence From School

- School sponsored educational activities or externally sponsored activities approved by the Principal.
- Suspension from school

Other special reasons approved by the Principal, such as:

- Medical appointments
- Family emergencies
- Full-day court appearance
- Bereavement
- Illness as supported by a written statement from parent or physician
- Religious Holiday as prescribed by the New Jersey State Department of Education

#### Early Dismissal

The Board recognizes that the following situations may occur which would require an early dismissal from school:

- Illness which manifests itself after having reported to school.
- Verified appointment with a physician or dentist.
- Court appearance with verification of appointment.

**Note:** For all students, grades 5-8 being picked early (prior to 2:30pm): Parents/guardians must come into the building to sign their child out with security. Please make every effort to pick up your child no later than 2:15pm as any later, creates too much commotion for regular dismissal. Additionally, please allow enough time for security to call your child from class to the main entrance.

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE OTHER ACCEPTABLE CAUSES FOR ABSENCE.

#### Consecutive Absences

In the event that a student misses five (5) consecutive school days and

- has not requested or received home assignments
- is not on home instruction
- is not medically certified as incapacitated
- the school has not been able to contact the parent/guardian

The parent/guardian and the student will be issued a written notification for the student to report back to school. Failure to do so will result in the following:

Students under the compulsory school age (below 16 years of age) shall have presented to their parent/guardian a formal written notice to cause the child to attend school (N.J.S.A. 18:38-25). Failure to comply with the provisions of the law may cause the parent/guardian to be deemed a disorderly person and the parent/guardian be subject to a fine (N.J.S.A. 18:38-31).

#### Family Vacation Procedures

Although family trips may have educational value, student absence from school interferes with the continuity of the learning process and may hinder the acquisition of essential grade level skills. Therefore, the Township of Ocean School District strongly disapproves of student absences for this purpose. We strongly urge parents to schedule family trips during the vacation periods within the framework of the school calendar.

If a student is planning to be absent to accompany his/her parents on a trip, the school must be notified beforehand. The student must follow the procedure of securing a Trip Form from his/her respective House Office and have it completed by each teacher. It is then signed by his/her parents and the administrator.

Such notification by a parent/guardian does not indicate school approval of the trip. It simply provides the principal and attendance officer with the information concerning the student's whereabouts during his/her absence.

The student will be allowed to make-up the schoolwork missed as a result of a family trip, but the responsibility for acquiring the assignments from each teacher rests with the student. Students should utilize teachers on the web to keep up to date with class activities. However, parents should be aware that while written work and assigned reading can be made-up, the benefits of teacher-directed instruction and activities have been lost.

#### Loss of Credit

A student may not receive a credit for a course if he/she has been absent over twenty (20) or more school days for a full-year course, ten (10) school days for a half-year course.

The parent /guardian of a student who is absent sixteen (16) school days for a full-year course or eight (8) school days for a half-year course, shall be contacted with written notification from the school administration that his/her child is in danger of not receiving credit for courses due to excessive absenteeism. A parent conference may be requested to discuss the student's status.

The parent/guardian of a student who has been absent over twenty (20) school days for a full-year course or ten (10) school days for half-year courses shall receive written notification from the school administration that his/her child will not receive credit.

The parent/guardian and the student will be required to arrange for a conference with the Attendance Committee. The policy on loss of course credit shall be explained and a copy of the policy shall be given to the parent/guardian. If cause is due to special circumstances ascertained in the conference, the conditions of the policy may be waived. Loss of credit may result in retention or recommendation of summer school if deemed appropriate by the administration.

### Tardiness

A student who is tardy to homeroom or school will be required to report directly to the Main Office or House Office. All students are expected to be in homeroom by 8:00 am. Additionally, students should be in assigned classroom by the time the bell rings.

The following penalty will be in effect for those who violate the rules regarding tardiness to the school:

- Three incidents of tardiness – Student will be given a warning
- Five incidents of tardiness – Student will be assigned one administrative detention
- Ten incidents of tardiness – Student will be assigned two administrative detentions
- Fifteen incidents of tardiness – Student will be assigned reflection and responsibility. Parental conference may be required to readmit student to class

Any student returning to school from a medical appointment must present a doctor's note in order for the lateness to be counted as an excused tardy.

### Unwarranted Absence From Class

Teacher will take attendance at the beginning of each class period. An accurate record of each student's classroom attendance shall be kept by the teacher. A record of any discrepancy on student's attendance, including unwarranted absences from class, should be sent to the House Office.

Any student cutting class will be referred to the office All referrals will be checked and the appropriate disposition will be made.

### Appeals Process

The Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.

A written letter must be presented to the Principal by the parent/guardian no later than five (5) school days after the receipt of notification of loss of credit.

Appeals to the Superintendent of Schools relating to the decision of the Principal must be made in writing within five (5) school days of receipt of the Principal's decision. The Superintendent of Schools shall hear the appeal within five (5) school days. A written decision shall be rendered no later than two (2) school days. Decisions may be appealed by the Board of Education.

## **BUS TRANSPORTATION**

When a student rides the bus, he/she should realize that this is a privilege. This privilege imposes certain responsibilities on the pupil. The school bus is an **extension of the school; therefore the same expectations of behavior are in place**. The following rules are devised for the safety of all that ride buses for the general good behavior purpose:

1. Pupils will be expected to conduct themselves on buses in an orderly manner. This includes late buses. Courtesy to others and respect for law and property are expected.
2. Smoking is prohibited.
3. Pupils will keep arms, hands, and other parts of the body inside the bus – never through windows.
4. Pupils will not throw objects of any kind through windows.
5. Students must ride the bus assigned to them by the transportation department
6. Pupils will board buses and leave them in designated places. Drivers are not obligated to make special stops and should not be asked to do so. Adjustment of the routes or stops will be made through the transportation office.
7. Pupils will talk only in conversational tones. There should be no shouting, singing, or making loud noises that will distract the driver. Distracting the driver endangers the lives of all the pupils on the bus.
8. The school specifically forbids any attempt on the part of the student to haze or irritate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus.
9. Pupils must understand that they are under the authority of the school while traveling

on buses. In the event of misconduct, the driver will report the student to the school office. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken. This action will consist of notification to the parent/guardian. If the offense is sufficiently serious, the privilege of transportation will be withdrawn until the parent comes to the office to discuss the problem. The bus privilege will be withdrawn for a longer period, if necessary.

10. **Responsibility for any damage to a school bus** that is the result of the improper conduct of the students will be placed directly on the individual or groups, involved. Students are to ride only on the bus to which they are assigned. They are not to ride on any other bus without written authorization from the administration.
11. Improper conduct on buses to or from school or while waiting for the bus may result in suspension from school or suspension from transportation.
12. Pupils who become a serious disciplinary problem on the school bus may have their riding privileges suspended by an administrator. In such cases, the parents of the pupils involved become responsible for the safe transportation of their child to and from school.

## **CAFETERIA**

1. Rules of good behavior and manners should be followed by all students.
2. All food purchases should be made when the student first comes to the cafeteria.
3. Students who abuse the privilege of eating in the cafeteria will be assigned to eat in another supervised area of the school.
4. Throwing food, loud or obscene language or other unacceptable behavior will not be tolerated.
5. Parents are encouraged to prepay lunches by putting money in their child's account. This can be done by accessing the school cafeteria website at [www.schoolcafe.com](http://www.schoolcafe.com). Students will be notified when the balance of their account is below \$2.00. Parents may request a printout of their child's purchases from the food service staff.
6. Students are to clean up after themselves when they are finished and push in their chairs.
7. Food or beverages should not be consumed in classrooms, hallways or bathrooms, with the exception of breakfast during homeroom.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all desks, chairs, books, electronic equipment, supplies and furniture supplied by the school. Students who disfigure or vandalize property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and face disciplinary action. Students are responsible for seeing that no excessive wear or abuse comes to books. It is the student's responsibility to make sure his/her books are covered at all times. Fines are levied on students who abuse or lose books and chromebooks. Stolen books and chromebooks remain the responsibility of the student. Unpaid financial responsibilities may result in loss of privileges. Examples include attendance at dances, school functions or graduation ceremony. As a prerequisite for summer school, students may not have any outstanding financial obligation.

## CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cellular phones, iPods (earphones included) and electronic games all create a disruption to the academic mission of the Intermediate School. In accordance with the AUP it is strongly suggested that all items are to be turned off and kept in a student's hallway locker, they are small, valuable and easily lost or stolen. They are to be used before and after school only, unless for academic purposes with the consent of the classroom teacher. Headphones, ear pods and phones will be off and put away before homeroom. Any unauthorized use during class time, such as: receiving calls, making calls, checking the time, displaying the phone, text messaging and playing games and inappropriate recording of school activity are all considered cell phone violations. Failure to comply constitutes defiance, which may result in the confiscation of the item by a teacher or administrator who may return it to the student or parent at a later time. **Parents should call the school if they need to contact their child. Text messaging or calling them on their cell phones interrupts the instruction and will generate a discipline referral.** Students have full control over these behaviors.

## CHROMEBOOKS

We are pleased that students in grades 6-8 will be issued a Chromebook for the duration of their enrollment at the Township of Ocean Intermediate School. Classroom technology is an essential learning tool. Access to this technology will provide students with the opportunity to develop 21<sup>st</sup> century skills, solve problems creatively, communicate clearly in multiple forms of media, and become successful in this information age. Students will take full responsibility for the care of this device and return it in the same condition they received it. A charger will be issued with each Chromebook and it is expected that student will bring a fully charged Chromebook to school each day. Students and parents/guardians must sign a Chromebook application and abide by the district's AUP (acceptable use policy). Violations of these policies may result in disciplinary

action. Failure to return the school issued Chromebook and charger at the appropriate time will result in a debt to the district and therefore may compromise participation in end of year activities, including graduation. Parents are strongly encouraged to purchase insurance for Chromebooks. Information on insurance will be sent home with students in September. Chromebook inquiries should be made to 732-531-5630 ext. 7020.

## **COLLECTIONS**

Students are not permitted to take collections of money or sell merchandise while under the jurisdiction of school authorities without the permission of an Administrator and the Superintendent of Schools.

## **DELAYED OPENING/SCHOOL CLOSINGS**

It may be necessary to begin school later than usual on certain occasions, which include inclement weather or in-service meetings for teachers. The delayed opening schedule moves school start times ahead by two hours. This means that homeroom will begin at 10:00AM. Students should be at their bus stop two hours later than normal time. Lunch is served as usual and dismissal remains the same. Parents driving students to school on these days should not drop them off before 9:45 A.M. Continue checking after a delayed opening is announced. An Initial decision to delay opening may be changed to a school closing. That decision will also be announced.

**During inclement weather, parents can obtain information about delayed openings or school closings in the following ways.**

In conjunction with the municipality, CODE RED, an automated telephone notification system will contact anyone with children in our school system. Please keep your child's school updated with phone number changes. If you have a call-blocking system, you may not be able to receive the automated call. The system will call you up to three (3) times within a few minutes of each other if the line is busy.

- Visit the District website [www.oceanschools.org](http://www.oceanschools.org)
- View News 12 New Jersey (for Monmouth Cablevision Subscribers only); FiOS1 (Channel 1 for Verizon FiOS subscribers)
- Call the Superintendent's Office, (732-531-5600 ext. 3000)
- Follow our superintendent on Twitter @JimStefank
- Facebook

If for any reason school is closed after students have reported and are to be sent home, families should have set procedures for students to follow. We suggest that these procedures be discussed before such an unlikely necessity occurs. Although no student is denied a phone call, your emergency closing plan should not be dependent on one.

## **DETENTION**

Teachers may assign personal detentions. Administrators assign central detentions. Parents will be notified in advance of the detention date.

## **DISMISSAL PROCEDURES AND RULES (End of School Day)**

1. Students are to proceed in an orderly fashion to the buses.
2. Students are to board the buses as soon as they reach the loading area.
3. Students must ride the bus assigned to them by the transportation department.
4. Students are not permitted to come back into the building after the final dismissal unless they are under the direct supervision of a teacher.
5. Spectators to athletic events which do not begin immediately after school must go home. They may return at the advertised time.
6. The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures.
7. During Arrival and Dismissal time, cars may not utilize the East driveway (Bus Loop). In the event a child is to be picked up or dropped off, parents must report to the West side of the building (Main Entrance). Students must remain inside the building while waiting to be picked up. Under no circumstances will walking or riding a bike to or from home be permitted. **Students should not be dropped off at school earlier than 7:30 A.M.**
8. No student is to remain after school unless he/she is under the direct supervision of a teacher, coach, or administrator. Parents picking up their children from school should arrive by 2:30pm. There will be a 3:25pm late bus provided for students participating in extracurricular activities and extra help. Please note that any student whose ride is not here by 3:25pm will be required to take the 3:25pm late bus home. Students who miss the late bus must report to the Main Office so that alternate arrangements can be made.

## **DRESS AND GROOMING**

The basic responsibility for the appearance of the students in district schools rests with the **parents and the students themselves**. The school, however, requires specific guidelines that must be followed. In accordance with Policy 5511 – Dress and Grooming (Abbreviated) – “The Board of Education recognizes that each pupil’s mode of dress and grooming is a manifestation of the pupil’s personal style and individual preference. The Board will impose its judgment on pupils



and parents only when a student's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to that individual or others, materially interfere with school work, create disorder, disrupt the educational program, cause excessive wear or damage to school property, or prevent the pupil from achieving his or own educational objectives.

The following are guidelines to appropriate attire:

1. Coats, jackets, any outer garments, gloves, hats, bandanas, kerchiefs, wave caps, scarves, the hood of hooded sweatshirts, gloves, sunglasses, wallet chains, and any other head coverings are to be worn to and from school only. THEY MAY NOT BE CARRIED OR WORN during the academic portion of the school day. They must be placed in the students' locker or backpack or a student will be considered insubordinate. Exceptions to the head-covering rule may be in the case of religious observance or for medical reasons with appropriate documentation.
2. Transparent clothing, short shorts/skirts, halters, strapless/spaghetti strap tops, off the shoulder tops, bare midriffs, and exposed underwear are not appropriate for school and may not be worn.
3. All undergarments are to be covered.
4. Pants must be worn at the waist.
5. Sandals may not be worn in shop classes or science labs, physical education classes, or during any other physical education activities.
6. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted.
7. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
8. Chains or studded accessories are prohibited along with any item that increases a student's risk for accidents."
9. Backpacks/bags are not allowed to be carried during the school day and should remain in lockers. Drawstring bags for Physical Education are the only bags allowed."

The code shall serve as a minimum code of dress. The building administration reserves the right to address any student whose mode of dress is outside the bounds of modesty, safety, and appropriateness or presents a distraction to the educational mission of the school. Due to health concerns, any spray can, deodorant, perfume, etc. is not permitted. For safety concerns - flip-flops, slides, backless sandals, sleepwear, slippers, untied shoes or sneakers, heelies and other footwear deemed hazardous, will not be permitted. In addition, backless tops, tank tops (boys)

excessively short or small attires that is revealing in nature may not be worn. Students have full control over these behaviors.

## **Early Dismissal From School**

1. The House Office must receive written notification on the day when a parent/guardian removes a child from the school earlier than dismissal time or when there is a change in a child's schedule. All notes must be presented by the parent/child to the House Office for approval prior to homeroom period and leave the permission slip in the Main Office before leaving.
2. Students who are to be excused early will not be dismissed from class until the parent/guardian arrives in the main lobby to sign the student out with security.
3. Students and parents are urged, as much as possible, to arrange medical appointments after school.
4. Emergency dismissals because of sudden illness will be handled by the school nurse.
5. **In the absence of written notification of change of dismissal procedure, the child will be dismissed as per his/her usual arrangement.**

## **EMERGENCY INFORMATION**

Parents or guardians are urged to carefully complete the "Student Information Forms" which are distributed in the back-to-school packets (mailed home prior to school) and those distributed in September. Prompt return of these forms to homeroom teachers is requested.

It is vitally important for school personnel to have access to accurate information in case of an emergency. Children should be instructed by their parents or guardians as to what to do if the parent is not home in an emergency situation (accident, early dismissal, etc.)

## **EXTRA HELP**

Each teacher has set aside an extra help period one day a week after school. The days will be listed on the website, on the Intermediate School page, under Extra Help link.

## **FAMILY LIFE EDUCATION**

Any child whose parent or guardian presents to the school principal a signed statement that any part of the instructions in health, family life education or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit shall result.

## **FIRE, LOCK DOWN AND EVACUATION DRILLS**

Promptness and silence are required. Information regarding exit procedures are posted in each instructional, office or gathering area. Students **must** follow the instructions given to them by their teachers. At the first sound of the fire alarm or intercom announcement there shall be absolute silence and students are to proceed according to the fire plans and/or specific instructions over the intercom. Students may be directed to lockdown in a secure area or evacuate the building. In the event of an evacuation, **DO NOT STOP FOR ANY COATS**. Students who are not in assigned areas must leave the building by the closest exit and then proceed to the assembly area where they will report their presence to the nearest teacher.

The elevators do not operate during a fire drill. Students who feel they are incapable of using the stairways in order to evacuate the building during a fire drill should consult with their teacher or an Administrator.

## **GRADING**

### Conferences

Since it is recognized that there is no system of grading that conveys all of the facets of student progress, the report cards are supplemented, as needed, by telephone conferences, notes, interim reports, and comments on the report card. Parents may arrange for a conference with the academic team by calling the House Office for an appointment.

### Parent Access to Grading and Assignments

Students and parents will have access to grading information, student assignments and teachers on the web through Power School. This can be accessed by going to the district website: [www.oceanschools.org](http://www.oceanschools.org) and clicking on the "Parents/Students link. Contact the Main Office or your child's counselor with questions regarding this program.

**Student progress and grades are posted and updated on Genesis throughout the school year. Marking periods close on 11/8/23, 1/26/24, 4/10/24, 6/21/24. Grades will be posted one week after the close of each marking period. The intermediate school will not send paper report cards home. If you do not have internet access or need assistance in accessing student grades online, please contact the appropriate house office or guidance counselor.**

### Report Cards

Grades are based on the evidence of the attainment of the instructional objectives assigned to the students.

Numerical grades from 61 – 69 indicate failure with effort in the subject area(s). A numerical grade of 55 indicates failure with no effort. Numerical grades from 70 – 100 indicate passing in the same subject areas.

In the special subject area Enrichment, “P” and “F” will be given to indicate satisfactory and unsatisfactory progress

At the discretion of classroom teachers, in cooperation with special area teacher, “P”: and “F”: may be given to students under Special Services and English Language Learners (ELL) students for satisfactory and unsatisfactory progress.

If an “incomplete” is noted on the report card, students have two weeks following issuance of the report card to make up the work. Failure to accomplish the work satisfactorily will result in a failing grade. The responsibility to make arrangements to make up the work lies with the student.

The final course grade indicates the average of the quarter grades. Any student who receives a failing grade in a yearlong course for the last two marking periods may fail for the year.

## **GUIDANCE**

All teachers, in addition to the counselors and administrators, perform guidance functions. Parents/guardians who wish to confer with teachers or counselors may call the House Office to make an appointment to meet with the teaching team, the counselor or the administrator.

## **GUM/CANDY AND FOOD**

Students are not permitted to chew gum or candy school. Students shall not eat food outside of the cafetorium, except during the prescribed breakfast time or during special circumstances approved by the teacher or administration.

## **HALL PASSES**

Teachers will issue passes on forms provided by the office. Except when students change periods, they must possess a pass in order to be out of their assigned area.

## **HALLWAYS AND STAIRWELLS**

Students are expected to walk and not run on the steps and in the hallways, being careful not to cause injury to themselves or others. Always keep to the right, walk quietly and not congregate in the halls. Four minutes are allowed for travel between classes. Students may be subject to severe disciplinary action if they continually display unsafe behavior, including running in the halls.

## **HARRASSMENT/INTIMIDATION AND BULLYING POLICY 5512 (Abbreviated)**

“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. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

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.”

“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).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct."

It shall be the policy of the Township of Ocean Board of Education to maintain a learning environment that is free from sexual harassment. Sexual harassment is defined as deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome.

It is a violation of this policy for a member of the Township of Ocean Public School staff to harass a student or for students to harass other students through conduct or communication of a sexual nature.

## **HEALTH AND SAFETY POLICY 5330-04**

### **Administering An Opioid Antidote (M) (Abbreviated)**

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose."

## **HOME INSTRUCTION**

A student becomes eligible for Home Instruction when illness occurs which requires the student to be out of school for a period not less than 10 days. To secure instruction, the parent should observe the following:

1. Parent will present a physician's note to the School Nurse. It should contain the following:
  - a. Statement of diagnosis
  - b. The expected or anticipated length of confinement
  - c. Statement that student is physically able to receive instruction
  - d. Physicians signature
2. The physician's note will be approved by the school physician.
3. Home instructor(s) will contact the parent to arrange the tutorial schedule.
4. There must be an adult present in the home during instructional sessions.
5. The parent should provide a tutorial space in the home that is conducive to learning and free from distraction or interruption.
6. The parent is responsible for notifying a tutor in advance when the student is unable to receive instruction for any reason.
7. A student must receive a prescribed number of hours of instruction at home to be certified as having successfully completed a course. You are urged to avoid unnecessary cancellation of tutoring sessions.
8. All students returning from Home Instruction will report to the Principal and to the School Nurse with a physician's release stating:
  - a. Date of release
  - b. Student is physically able to return to school
  - c. Any medical limitations to resumption of normal school program
  - d. Physician's signature
9. **Students on home instruction may not attend any school activities or events.**

Home Instruction will be provided upon receipt of a letter from a physician indicating that a student will be absent for at least a two (2) week period of time. Such home instruction will be arranged by the Guidance Department in cooperation with the Office of Special Services. Upon return to school, the student must present a note from his/her doctor indicating that he/she may return to regular classes. This note must be presented to the school nurse.

## **HOMEWORK**

Homework assignments are a necessary and important part of the educational program at the Intermediate School. Homework is used to reinforce class activities, for makeup work, long range research and as an opportunity for enrichment and completion of class assignments.

Although the time required to accomplish homework may vary from student to student, the daily amount of time devoted to homework in general should be 65 minutes for 5<sup>th</sup> and 6<sup>th</sup> grade and 75 minutes for student in grades 7 and 8.

When a student is absent, he/she has the responsibility to make arrangements to makeup homework assignments, tests, etc. Usually students should have one day for every day they have been absent to make up work missed. Twenty-four hour notice must be given to teachers in order to organize homework assignments for students who will be absent more than two days.

## **HONOR ROLL**

Name of students who achieve grades above 85 in all subjects will be placed on the Honor Roll. Students who achieve grades above 93 in all subjects will be listed on the High Honor Roll.

## **IMC (INSTRUCTIONAL MEDIA CENTER-LIBRARY)**

Library Books and Circulation - Students are allowed to borrow materials from the school library according to the rules set by the teacher and the librarian. The normal lending period is 3 weeks. An item may be renewed. If items are not returned within a reasonable time, they are considered lost and must be paid for. Overdue notices are sent to Reading teachers and distributed to students periodically. Upon receiving a notice, it is the student's responsibility to come to the Library and renew or return the book.

Hours - The IMC is open all day. In addition, the IMC will open 15 minutes each morning prior to the start of homeroom and once a week after school. To attend extra help, students are required to have a pass from one of their subject area teachers to work on specific class assignments.

**Purely social visits are prohibited.**

OPALS - To access OPALS our web based catalog, go to [www.otis.opalsinfo.net](http://www.otis.opalsinfo.net). Click on the "Web Links" tab to search our e-books and databases. Passwords for remote access to the databases can be viewed on the library homepage at [www.oceanschools.org](http://www.oceanschools.org). with the code: **otislib**

eBooks - Check out an eBook through OPAL. Simply click on "Web Links" then select the "Follett Shelf" link. User credentials are posted.

## **INSURANCE**

School insurance is provided by the Township of Ocean Board of Education. If you would like further information, please call the school nurse.



## **LATE BUSES**

The Board of Education provides limited “late bus” transportation for students who are involved in approved and meaningful activities after the regular school day. **No student is to remain after school unless he/she is under the direct supervision of a teacher or administrator.**

Parents/guardians picking up their child/children should arrive by 2:30pm. There will be a 3:25pm late bus provided for students participating in extra-curricular activities and extra help. These buses are available Monday-Thursday.

**Please note: Any student whose ride is not here by 3:25pm will be required to take the 3:25pm late bus.**

## **LOCKER USE AND INSPECTION/SCHOOL INITIATED SEARCHES**

Students have the use of a school locker. Students who have a locker assigned to them shall be fully responsible for its condition and contents. Students should not give their combination to another person. There should be no sharing of lockers. **The school assumes no responsibility for any property which has been lost or stolen.**

**The lockers are the property of the school and may be subjected to inspection by the building principal or his designee.**

The Township of Ocean Board of Education recognizes that the Fourth Amendment applies to students and that students are therefore entitled to be free from unreasonable searches and seizures by school officials. The Board also recognizes that the State Legislature has specifically charged school officials with the duty of maintaining order, safety, and discipline. To that end, an individual student’s rights must be weighed against the school’s obligation to maintain order. The standard that shall guide the conduct of school officials in effecting a student search shall be that the school officials must have reasonable suspicion to believe that a student possesses evidence of illegal activity or activity that would interfere with school safety and order before a reasonable search can be conducted.

Money or valuable items such as calculators, cell phones, iPods, CD players, jewelry or expensive articles of clothing should never be left unattended or unsecured in lockers – particularly in the physical education locker rooms. The school cannot guarantee the safety of one’s belongings and is not responsible for their loss. **Students are to use a lock for items placed in the physical education lockers.**

## LOST AND FOUND

There are two locations for lost and found articles:

1. The House Office
2. The Cafetorium stage

Items will be held for 30 days. If not claimed, they will be donated to a worthy cause.

## NURSE'S OFFICE

Students should come to school physically well and able to participate in class for the entire day. Students who are ill should remain at home to protect their own health as well as that of others. Students becoming ill during the course of the school day **must** report to the nurse. If the student needs to be sent home because of illness, the nurse will contact the parent. **Any student leaving the building without permission will be subject to disciplinary action.**

### Health Screenings

**Hearing** will be done on all 7<sup>th</sup> grade students and **Vison** on 6<sup>th</sup> and 8<sup>th</sup> grade. **All screenings will be completed throughout the school year.** If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

**Scoliosis** screenings will be completed on all 5<sup>th</sup> and 7<sup>th</sup> grade students. If you *do not* wish for your child to be screened, please sign and return the appropriate form. If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

**Blood Pressure** will be screened annually for all students. If there is a need for the parent/guardian to follow up with their physician/nurse practitioner, a letter will be sent home with that student.

### Communicable Disease Reporting

Please notify the Health Office if your child should contract any of the following communicable diseases:

Meningitis, Chickenpox, Coxsackie virus, Impetigo, Ringworm, Strep Throat, Pertussis and Mononucleosis/Epstein Barr

### Immunization

According to the State of New Jersey, all students must meet the state immunization requirements or they will be excluded from school. These state requirements include:

Dta/DTP/DT/Td	four doses, one of which must have been administered on or after the 4 <sup>th</sup> birthday. All 6 <sup>th</sup> grade students must have a Tdap.
Polio:	3 doses, one of which must be given after the 4 <sup>th</sup> birthday.
Meningitis	6 <sup>th</sup> graders or students over 12 years of age must provide proof of meningitis immunization
MMR:	2 doses with the first dose being given on or after the 1 <sup>st</sup> birthday, or 4 days before the first birthday
HBV:	3 doses
TB	Students transferring from certain states or countries that do not have a valid record of a mantoux tuberculin test must receive one.

### Medication

All medications to be taken by students in school must be brought in (and picked up) BY THE STUDENT'S PARENT/GUARDIAN IN THE CONTAINER SUPPLIED BY THE PHARMACIST. Any unused medication must be picked up by the parent/guardian at the end of the school year or it will be discarded. **NO MEDICATION IS TO BE CARRIED ON A STUDENT'S PERSON EXCEPT ASTHMA INHALERS AND INSULIN PUMPS, WITH PROPER DOCUMENTATION.**

No medication, including over the counter medication, will be administered without a script from a physician or nurse practitioner and parent signature on school medication forms available in the Health Office.

Students who have reactive airway disease, asthma, food allergies, and/or diabetes will be mailed a specific packet over the summer. Parents/Guardian must complete this packet and return it to the Health Office. If you do not receive one in the mail or a student is diagnosed with one of these conditions during the school year, please notify the Health office immediately. **It is for the safety of your child that the nurses know your child's health condition**

### Crutches, Cast, Wheelchair, Elevator

If your child has acquired an injury that will require the use of crutches or use of the elevator, leave early from class, and/or have help carrying books, please obtain a note from the physician stating the diagnosis, physical restrictions (including the need for crutches) and approximate length of time out of physical education. If your child needs the use of a wheelchair, **advance**

**notification** is required, as arrangements must be made for someone to handle the chair for the student. A note saying “until further notice” must be updated every 60 days or earlier. A student must be cleared by the physician before they can return to gym. If your child has a leg or foot injury, toes must be covered by a sock or a shoe. Orthopedic shoe or boot is necessary if there is not a hard cast on and a regular shoe will not fit. Flip-flops are not acceptable on an injured foot. **No child will be permitted to use crutches or a wheel chair without written permission from the physician or emergency room.**

#### Excuse from Physical Education Class

All physical education excuses will be processed through the health office. Any problem requiring **more than a 2-day excuse** from physical education will require a physician/nurse practitioner note, which will specify an approximate date of return and the reason for the excuse. All notes saying “until further notice” require an update at least every 60 days. A **new note** is required to return the student to activities if cleared by the physician/nurse practitioner prior to the original “out until” date.

#### Physical Exam

New Students: New Jersey State Department of Education requires all new students entering a school district to have a physical examination done within 60 days. A physical examination done no more than 365 days prior to entry will be acceptable. Please pick up the required form in the Health Office.

#### Sports Physical

Sports Physicals will be given by the school physician at specified times prior to the beginning of each sport. Physical examinations done by a private physician/nurse practitioner must be recorded on the appropriate form. These physical examinations must be completed no more than 365 days prior to the first day of that sport. These forms are available in the Health Office.

#### Substance Abuse Testing

In the event a student is suspected of being under the influence of any controlled dangerous substance, including alcohol, the student must be taken for medical testing (state statute 18A:40A-12) which requires the student to be tested within 24 hours of the referral. Results must be forwarded to the nurse in a timely fashion in order to comply with the state law.

### **OFFICES**

Pupils must remember that the offices are for the transaction of business and a business-like atmosphere should prevail. Pupils are never permitted to place materials in or take anything from the teacher’s mail boxes, offices files, cabinets or desk drawers.

## **PARENT TEACHER ASSOCIATION (PTA)**

Our Intermediate School PTA plans an active program. Meeting dates and events are publicized on the school calendar found on the District website.

## **PERSONAL SAFETY**

Stairwells - Students are to use the handrails when walking the stairways in school. They are there for your convenience and assistance.

## **PICTURES**

Students will have photographs taken by a professional photographer. These pictures are used for school records. Students may purchase the photographs. Procedures will be outlined at the appropriate time. Students who purchase photographs are not entitled to the yearbook, which is published by a different company and is not part of the photograph “package” at this school.

## **PLEDGE OF ALLEGIANCE**

In accordance with District Policy 8820 – Opening Exercises/Ceremonies (Abbreviated)

“The Board of Education requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given.”

## **RECYCLING RULES**

- PAPER: - All paper (except for newspapers) will be deposited in the white receptacles, located in every classroom. A second can will be provided for other trash.
- BOTTLES AND CANS - Place in receptacles in the Cafetorium.
- GLASS - Place all glass containers, washed out, in receptacles in the Cafetorium.
- NEWSPAPERS - Place newspapers on floor in neat piles and cardboard boxes on floor in classrooms. Newspaper used to cover tables in art or classrooms is to be discarded in regular trash.

## **SCHOOL PROPERTY**

Students are responsible for the proper care of all desks, books, supplies, and furniture supplied by the school. Students who disfigure or vandalize property break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and face disciplinary action. Students are responsible for seeing that no excessive wear or abuse comes to books and chromebooks. Fines are levied on students who abuse or lose books. Stolen books remain the responsibility of the student. Unpaid financial responsibilities may result in loss of privileges. Examples include: attendance at dances and graduation ceremony.

## **SCHOOL RECORDS**

It is the parent's responsibility to report to the grade level administrator any legal documentation with regard to the custody of the school child. Title VI of the New Jersey Administrative Code states that parents have access to their child's records. For more information, please call the school office for an appointment for such a review, if desired.

## **SEXUAL HARASSMENT POLICY 5751 (Abbreviated)**

"Board of Education Policy 5751 (Abbreviated): Sexual Harassment The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 24 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512."

## **SPECIAL SERVICES**

The Township of Ocean School District endeavors to provide the "least restrictive environment" for each child. The Township of Ocean Intermediate School provides a continuum of individualized programs to meet each student's unique learning needs.

In-Class Resource occur in general education classrooms for students with an IEP designation for this placement that require assistance in the areas of curriculum reinforcement and varied instructional strategies. This model provides students with an opportunity to interact with general and special educators in a collaborative manner that seeks to maximize educational experiences and enhance learning in the general education classroom.

A Resource Center program provides replacement curriculum for those students with disabilities requiring a differentiated approach to curriculum requirements. The Resource Center program parallels the general education curriculum.

**STUDENT DISCIPLINE/CODE OF CONDUCT**  
**POLICY 5600 (Abbreviated)**

“The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and behavioral expectations on school grounds, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.”

PHILOSOPHY

We believe that a safe, orderly and mutually respectful environment is a prerequisite to learning. Based on this premise, a committee with representatives of the administration, guidance department, special services, special subjects, basic skills and special education as well as all grade levels, formulated the following school Discipline Model. These guidelines will pertain to all students and staff and should be strictly adhered to in order to insure consistency.

Discipline Model

The following apply to any school-related activity on or off school grounds. Parents/Guardians will be communicated with for any administrative action.

**MAJOR OFFENSES**

- 1. Serious fighting (inciting a conflict will be considered a serious offense.)
- 2. Profanity or inappropriate remarks directed toward a student.
- 3. Profanity or inappropriate remarks directed toward a staff member.

**ADMINISTRATIVE ACTION**

- Out of School Suspension,  
Student Assistance Counselor (SAC)
- Minimum Administrative Detention, SAC
- Minimum Reflection and Responsibility, SAC

4. Inappropriate physical contact with student or staff member	Minimum Reflection and Responsibility, SAC
5. Truancy	Detention, addressed by attendance officer
6. Weapons	Suspended or expelled according to the severity of the infraction as per Board policy
7. Extreme misbehavior while in Reflection and Responsibility	Out of school suspension (OSS)
8. Drug/Alcohol Offense	Police notified Out of school suspension Medical test* substance abuse evaluation mandatory prior to return to school

**\*Reasonable suspicion of student being under the influence, a medical test will be administered.**

9. Smoking(includes use of and/or possession of cigarettes, electronic cigarettes/vaping or other tobacco products	Minimum Reflection and Responsibility Police notification and in the case of vaping, a medical test and substance abuse evaluation may be required.
10. Distribution of any illegal substance, such as drugs, alcohol or vapes.	Minimum Reflection and Responsibility Police Notification
11. Vandalism (damaging school property) Or another person's property	Minimum Reflection and Responsibility, SAC Restitutions as per Title 18A. Police notified NOTE: Damaging school property/graffiti. Administrative action taken on an individual basis, depending upon severity of the incident.



12. Theft	Reflection and Responsibility OSS - Individual basis depending upon value and nature of theft Police notified
13. Extortion/Threats Verbal or Written	Minimum Reflection and Responsibility, SAC Medical clearance may be required, Police notified
14. Assault	Out of school suspension - Police Notification
15. Defiance of authority. (Failure to comply with a reasonable request by a staff member)	Minimum Reflection and Responsibility, SAC
16. Continued and willful disobedience	Minimum Reflection and Responsibility, SAC
17. Any act endangering welfare of others/ false public alarms	Minimum Reflection and Responsibility, SAC
18. Sexual Harassment	Minimum Reflection and Responsibility, SAC
19. HIB confirmed	Minimum SAC, 2 weeks loss of privilege of extra- curricular activities.
20. Bias offense	Police notification, Minimum Reflection and Responsibility
21. Creating, distributing and/or soliciting sexually explicit images through electronic means.	Reflection and Responsibility, SAC or OSS Police notification
22. Creating or distributing a video or audio recording on school grounds during the school day or co-curricular activity without consent of all individuals	Minimum Detention, SAC

## **MINOR OFFENSES**

1. Late to class

2. Cutting teacher detention

3. General misconduct

4. Cutting of class

5. Loitering (including staying after school or on school grounds without a purpose.)

6. Profanity or inappropriate remarks or gestures directed at a student

7. Inappropriate use of district issued devices.

8. Violating Acceptable User Policy

9. Dress Code Violations

10. Inappropriate use of electronic devices (cell phone/chromebook) during school hours. May include but not limited to: hallways, café, Phys Ed class and busses

## **ADMINISTRATIVE ACTION**

When chronic (in the teacher's opinion) lateness should be referred to the administration after the teacher has exhausted corrective action

on his/her part including, but not limited to, parental contact and teacher detention

1-2 – Warning/Parent note

3-5 – Lunch Detention

9-11– 1 Central Detention

12-14 – 2 Central Detentions

15-17- Reflection & Responsibility

17 or more – Loss of privilege, can include assembly, dances, class trips, school/sport events

Minimum – 1 administrative detention

Minimum administrative detention

Immediate referral to administration

Minimum administrative action

Minimum administrative detention

Minimum administrative detention

Increase application restrictions or loss of privileges.

Reflection and responsibility for repeat incidents.

Minimum administrative detention

## **STUDENT FUNDRAISING**

Door –to-door sales are prohibited under any and all circumstances. Students may contact parents, relatives, and close friends only. Students are prohibited from bringing in outside personal or organizational sales/fundraising into school to solicit from teachers or fellow students. All fundraising must be approved in advance by the building principal.

## **STUDENT WELFARE**

**The Division of Child Protection and Permanency (formerly DYFS)** - In New Jersey, the Division of Child Protection and Permanency is New Jersey's child protection and welfare agency within the Department of Children and Families. Its mission is to ensure the safety, permanency and well-being of children and to support families. A non-punitive agency, the Division's main focus is on protecting children from further harm while attempting whenever possible, to maintain the integrity of the family unit. Treatment is aimed at the stabilization of family life through the enhancement of potential abilities. New Jersey's law requires anyone having information regarding possible child abuse to report it immediately to the Division. (Officials and employees in the Township of Ocean School District are required by state laws and district policy to fully cooperate with the Division. Reports to the Division are filed by the building principals.)

New Jersey offers a statewide toll-free 24/7 Child Abuse Hotline to report suspected incidents of child abuse and neglect. The telephone number is 1-877-652-2873 (1-877- NJ-ABUSE)

## **STUDENT ASSISTANCE COUNSELING (SAC)**

The Student Assistance Counselors (SAC) provide in school assessment, crisis intervention, counseling, and referral services to any student who may be experiencing personal, family, and/or peer difficulties. Their goal is to support the students and prevent personal difficulties from interfering with their success in school. All counseling services are confidential. When students at the Intermediate School seek help on their own, we encourage them to share this with their families. We do not, however, automatically contact parents unless our assessment indicates a safety risk. This would include a student who is in danger of harming him or herself, harming someone else, or is being harmed by another individual. Please contact the Student Assistance Counselor at Ext. 7042, or visit the office located in room 611.

The Student Assistance Program is coordinated and run by the Ocean Township Department of Human Services. The Department of Human Services offers a broad range of free outpatient counseling services to members of the community, which include family counseling. If you would like more information about these services or to make an appointment for counseling, please call 732-531-2600.

## **SUBSTANCE ABUSE**

The Township of Ocean Board of Education has established a policy regarding student possession, use, or sale of drugs while on school property. Students may be subject to expulsion if found to be involved in possession of, using or selling drugs while on school property.

In accordance with Policy 5530 – Substance Abuse “The Board of Education recognizes that a student’s abuse of harmful substances seriously impedes that student’s education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.”

## **SUBSTITUTES**

When a teacher is absent, a qualified substitute will be in charge of the class. Since each and every class period is important, students will cooperate and the work planned will be accomplished. Students who are uncooperative, who are disrespectful or create a distraction, are subject to disciplinary action.

## **TESTING PROGRAM**

The state requires that standardized tests are to be given annually to all grades at the Intermediate School. State law currently mandates that students will have to pass specific test for high school graduation. As such, it is strongly recommended that all students become familiar with the testing procedures prior to entering high school.

## **VALUABLES**

Students should not bring valuables or large sums of money to school. If a student has something of interest he/she would like to share with the class, please make arrangements with the teacher so that the item may be displayed and then secured immediately. Students are responsible for the own valuables (such as in Physical Education class).

## **VISITORS**

- All visitors must enter the Intermediate School through the main office/ west side entrance of the building. Visitors will identify themselves and their business prior to entry to the building. They must then proceed immediately to the security booth and sign in and be issued a visitor's pass. Visitors may be escorted by staff to their requested location.
- Students may not visit any Township Elementary School after dismissal nor play on the playgrounds. This is a distraction to students who are still in session.
- **Persons who are not authorized to be on school property will be subject to action from school authorities and/or the police.**

## WEAPONS

In accordance with policy 8467 – Weapons (Abbreviated) - “The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A.2C:39-1f and 18 U.S.C. 921.”

## WORKING PAPERS

Applications for working papers are now done online at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov). A student must be 14 years old to apply for working papers.

**ACCEPTABLE USE POLICY (AUP)**  
**Electronic Resource and On-line Technology**  
**Guidelines and Procedures**

As part of Ocean Township School District's (OTSD) commitment to the utilization of new technologies, staff members and students have been provided with access to a variety of electronic resources (i.e., but not limited to, e-mail, OTSD networked and non-networked computer systems, the Internet, and phone voice mail). In addition, the **Ocean Township High School** (OTHS) allows students and staff members to utilize their own personal electronic devices at school. In order to maintain system integrity and performance, to limit the threat and effect of security threats like hacking and viruses, and to ensure compliance with copyright law, end users of these resources must adhere to strict guidelines. They are provided here so that staff, students, their parents/guardians, and the community are aware of their responsibilities. Your use of these electronic resources is a privilege, not a right.

According to the Federal Electronic Communications Privacy Act (ECPA), an employer/organization provided computer system is the property of the employer/organization. As such, they have the right to monitor all e-mail traffic and Internet surfing on their systems. The District (and its authorized representatives) may access and monitor their electronic resources at any time for any reason, without notice. This includes the district's right to access and monitor the personal devices of students and staff members who have conducted activities using the OTSD system. You should not expect or treat any of these electronic resources, including but not limited to e-mail, as confidential or private. Except for authorized District personnel (and under the specific request of the Superintendent), no one is permitted to access another person's e-mail, or electronically stored files without prior consent.

The district may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

***REGULATIONS AND REQUIREMENTS***

1. Network and Internet access is provided as a tool for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications, and other content that is created, transmitted, received or stored

using any of its electronic resources including personal devices of students and staff. All information created, accessed, or stored using OTSD applications, systems, and internet is the property of OTSD. Users (staff and students) do not have a right to privacy to any activity conducted using the district's electronic resources. The district and its authorized representatives can review, read, access, or otherwise monitor all activities on the district systems, or any other systems accessed by use of the OTSD system.

2. OTSD allows the use of personal electronic devices (PEDs), including but not limited to PDAs, flash drives, laptops, iPod/MP# players, digital cameras, iPads/tablets, and smart phones) at OTHS provided their use conforms to the use outlined in this document. OTSD does not assume any liability for the loss or damage of these devices or their content. Users of PEDs connected to the OTSD technology resources may be held responsible for damages to those resources as the result of the transmission of mal-ware or hacking tools, regardless of intent or lack of intent. OTSD reserves the right to monitor and inspect these devices after the device has been connected to the District's network infrastructure including the internet.
3. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all web-sites visited. It is specifically prohibited for employees and students to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs. Electronic resources, district or personal, are not to be used to send or receive harassing, discriminatory, threatening, or otherwise offensive content. Also prohibited is the use of the District's systems for the operation of any unauthorized commercial enterprise, product advertisement, political lobbying, or any activity prohibited by law.
4. In addition to #3 above, students and staff may not access objectionable or illegal material on the internet using a 3G or 4G connection.
5. Among uses that are considered unacceptable and constitute a violation of this policy are downloading, transmitting, importing, or storing any and all copyrighted materials (i.e. music, pictures, video, text, software) without the expressed permission from the copyright owner. Even if materials on the district's network or the Internet are not marked with the copyright symbol you should assume that they are protected under copyright laws, unless there is clear permission on the materials to use them. Doing otherwise may violate application licensing agreements and/or copyright law.
6. Only authorized district personnel are permitted to install, modify, or remove software applications, utilities, operating systems, and system configurations. Hacking tools and any software having the purpose of damaging user accounts, files, or breaching network security measures is specifically prohibited.

7. Theft of district property electronic or physical, as well as any act of vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to the intentional uploading or creation of computer viruses, worms, Trojan horses, and other mal-ware.
8. Although drawing, painting and games (when it conforms to the curricular goals of that program and the district) have legitimate academic use, those activities are prohibited when done for recreational purposes. Game playing over direct-wire links or other inter-machine communications is prohibited.

### **DISCLAIMER**

The Ocean Township School District has no control over information transmitted over the Internet, including items automatically collected into news groups or e-mail items sent into or stored within this network.



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Organizations that participate in the sponsorship program maintain a relationship with the Township of Ocean Board of Education in accordance with Policy #9720. Revenues received from the fees help to defray the cost of education and to increase funds available for educational technology. More information regarding this program can be obtained on the school district website, [www.oceanschools.org](http://www.oceanschools.org), or by calling the School Business Administrator at 732.531.5600 ext. 3100.



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