

Parent/Student Handbook

2022-2023



“Soar to Success”

***Be Respectful, Be Responsible, Be Safe,
Aim High!***

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PLAINFIELD PUBLIC SCHOOLS MISSION STATEMENT

The Plainfield Public Schools, in partnership with its community, shall do whatever it takes for every student to achieve high academic standards.

NO ALIBIS! NO EXCUSES! NO EXCEPTIONS!

MAXSON SCHOOL PLEDGE

I will be positive,
productive, and proud
I will be respectful,
responsible, safe, and aim high.
I will believe, achieve, and succeed.
I am, I can, I will.
I will Soar to Success.
I believe in myself
Excellence starts with me.

VISION STATEMENT

Maxson Middle School shall provide a diverse, safe, and nurturing environment that promotes academic excellence, social emotional learning, and 21st Century skills, fostering global citizens and future leaders.

SCHOOL THEME

“HAPPY” - Have A Positive Productive Year.

FALCONS ARE SOOOO “HAPPY”

Have A Positive Productive Year.

ADMINISTRATORS WELCOME

Dear Maxson Falcon Family,

Welcome to the 2022-23 School Year! There are many reasons to be excited about the new year including a growing student body and faculty. We would personally like to welcome everyone to a new school year at Maxson Middle School and offer some tips and information for success in 2022-2023. Please take the time to review our **handbook policies**, including uniforms, attendance, and cell phones.

We cannot overemphasize to students and families the importance of being well prepared on the very first day. We will work hard to establish good habits from the start by strictly enforcing school policies. We ask for the cooperation of all students and parents in these areas as we begin the school year.

Our theme this year is “HAPPY” - **H**ave **A** **P**ositive **P**roductive **Y**ear. We want to close by saluting all the students, faculty, and staff who have been active in preparing our school for the new academic year. Your dedication and hard work are greatly appreciated. Best wishes to everyone for a happy and successful school year. Thank you for your continued support of our school mission and vision.

With Falcon Pride,

Lisa Armstead
Principal

Larry O. Jackson
Vice Principal

Brenda Noble
Vice Principal



STAFF DIRECTORY

908-731-4310

Principal

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Social Worker

Zara DeJesus

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School Base

Artresia Fryar (Coordinator)
Elissa Santoro (Social Worker)

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School Base Social Worker

Behaviorist

Karen Richards

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PLAINFIELD PUBLIC SCHOOLS

10-MONTH CALENDAR

2022-2023 School Calendar

APPROVED
January 18, 2022
Board Meeting

September 2022					21/17
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

February 2023					19/19
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

Color Codes	
	Professional Development
	Students Return/Last Day for Students
	Schools Closed
	Early Dismissal - K-12 Students
	Early Dismissal - Parent/Teacher Conferences
	Single Session

October 2022					20/20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

March 2023					23/23
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

Fall 2022	
9/1	All Employees Return - Staff Convocation
9/1 - 9/7	Professional Development
9/5	Schools Closed - Labor Day
9/8	First Day for Students

BACK-TO-SCHOOL NIGHT

Elementary - 9/20 • Middle - 9/21 • High School - 9/22

10/03	Early Dismissal - Professional Development
10/10	Schools Closed - Indigenous Peoples' Day
11/8	Schools Closed - Election Day
11/10 & 11/11	Schools Closed - NJEA Conference
11/14	Early Dismissal - Professional Development
11/15 - 11/17	Early Dismissal - Parent/Teacher Conferences
11/23 - 11/25	Schools Closed - Thanksgiving Recess

November 2022					16/16
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

April 2023					14/14
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Winter 2022-2023

12/05	Early Dismissal - Professional Development
12/22	Early Dismissal - K-12
12/23 - 1/2	Schools Closed - Winter Recess
1/9	Early Dismissal - Professional Development
1/16	Schools Closed - Dr. Martin Luther King, Jr. Day
2/6	Early Dismissal - Professional Development
2/7 - 2/9	Early Dismissal - Parent/Teacher Conferences
2/20	Schools Closed - President's Day
3/6	Early Dismissal - Professional Development

December 2022					16/16
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

May 2023					21/21
M	T	W	T	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
31					

Spring 2023

4/3	Early Dismissal - Professional Development
4/7, 4/10-4/14	Schools Closed - Good Friday & Spring Recess
5/1	Early Dismissal - Professional Development
5/29	Schools Closed - Memorial Day
6/19	Schools Closed - Juneteenth
06/22	Last Day for Students
06/22	High School Graduation
06/23	Last Day for Staff

Mid-Marking Period (Progress Reports) Closing Dates

1 st MP	10/07	2 nd MP	12/20	3 rd MP	03/03	4 th MP	05/15
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Marking Period Ending Dates

1 st MP	11/14	2 nd MP	01/31	3 rd MP	04/05	4 th MP	06/16
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Evening Parent/Teacher Conference Dates

Elementary School	Middle School	High School
11/15	02/07	11/16
		02/08
		11/17
		02/09

NOTE: Emergency closing days will be made up in this order:
If there are any unused emergency days, schools will be closed in this order: 5/26, 5/30

182 - Student Days • 187 - Teacher Days
Includes 2 Emergency Days

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MAXSON MIDDLE SCHOOL



BELL SCHEDULE

REGULAR DAY SCHEDULE

Student Entry	8:35-8:40
AM Homeroom	8:40-8:49
Period 1	8:52-9:32
Period 2	9:35-10:15
Period 3 (Lunch A)	10:18-10:58
Period 4 (Lunch B)	11:01-11:41
Period 5 (Lunch C)	11:44-12:24
Period 6 (Lunch D)	12:27-1:07
Period 7 (Lunch E)	1:10-1:50
Period 8	1:53-2:33
Period 9	2:36-3:16
PM Homeroom	3:19-3:30

HALF DAY SCHEDULE

Student Entry	8:35-8:40
AM Homeroom/Period 1	8:40-9:00
Period 2	9:03-9:23
Period 8	9:26-9:46
Period 4 (Lunch B)	9:49-10:19
Period 5 (Lunch C)	10:21-10:51
Period 6 (Lunch D)	10:53-11:23
Period 7 (Lunch E)	11:26-11:56
Period 3 (Lunch A)	11:59-12:29
Period 9	12:31-12:51
Dismissal	12:53-1:00

DELAYED OPENING SCHEDULE

Homeroom	10:30-10:35
Period 1	10:38-11:08
Period 2	11:10-11:40
Period 3 (Lunch A)	11:42-12:12
Period 4 (Lunch B)	12:14-12:44
Period 5 (Lunch C)	12:46-1:16
Period 6 (Lunch D)	1:18-1:48
Period 7 (Lunch E)	1:50-2:20
Period 8	2:22-2:52
Period 9	2:54-3:24
Dismissal	3:26-3:30

STUDENT ACHIEVEMENT RUBRIC

A rubric, a scoring tool, is used to measure what is important to learn relative to a subject. The purpose of the student achievement rubric below is to provide a common language for discussing student progress as it relates to the objectives of a unit or course.

Exceeds Standards: **97-100 = A+**
 93-96 = A
 90-92 = A-

The student has a complete and detailed understanding of the important information related to the objective derived from the standards. The student can perform the skills or processes important to the objective without significant errors and with fluency. The student understands the key features of the skills or processes necessary to achieve the objective.

Meeting Standards: **87-89 = B+**
 83-86 = B
 80-82 = B-

The student has a complete understanding of the important information related to the objective but not in detail. The student can perform the skills or processes important to the objective without making significant errors. The student understands the key features of the skills or processes.

Approaching Standards: **77-79 = C+**
 73-76 = C
 70-72 = C-

The student has an incomplete understanding of the topic and/or misconceptions about some of the information related to the objective. However, the student maintains a basic understanding of the objective. The student makes some significant errors when performing the skills or processes important to the topic but still accomplishes a rough approximation of the skills or processes.

Below Standards: **65-69=D**

The student has an incomplete understanding of the topic and has misconceptions about most of the information related to the objective. The student is unable to perform the skills or processes necessary to complete the task.

Significantly Below Standards: **64 & Below=F**

The student fails to attempt the completion of the task. This may be due to an incomplete understanding of the topic and/or misconceptions about information related to the objective.

GRADES/PERCENTAGE EQUIVALENT

The schools are required to provide proficiency indicators, grade equivalents or percentages to evaluate student performance in all subjects to students and parents.

Course performance is based on the chart below.

Grade	Percentage Equivalent
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D (mandatory Intervention)	65-69
F (Failing)	64 and below

Students who fail two or more core courses will be required to attend summer school and/or possible retention.

Reporting Absences

If your child/children are going to be absent, you **MUST** call Maxson Middle School at **(908) 731-4310** or email **jmachado@plainfield.k12.nj.us** immediately to inform the school of the impending absence. A note is required for re-admittance to school. Whenever a student is absent, the parent/guardian will receive telephone notification of the absence.

Arrival Time

Students enter the building at **8:35 a.m.** All students are required to report to the homeroom every day by **8:40 a.m.** If your child arrives after 9:30 am he/she **“must be accompanied by a parent or guardian”**.

Excessive Absences

Grade promotion will be denied to any student with 18 or more days of absences during the school year. After the sixth absence, the parent/guardian will be required to meet with the guidance counselor. After the twelfth absence, a referral will be submitted to the principal regarding the possibility of legal action. After the eighteenth absence, the district truancy officer will initiate the filing of court papers.

ATTENDANCE (Please refer to the Student Code of Conduct)

It is critical that students attend school daily to benefit from rigorous instruction and to perform successfully on assessments. Attendance is the collective responsibility of students and parents. The following is a rubric for judging attendance.

- The student has perfect attendance.
- The student has missed no more than two days and has provided the appropriate documentation for the absences which include the date, the reason for the absence and the parent or guardian's signature.
 - A doctor, school nurse, or parent-verified illness/injury which prevents the student from attending school.
 - Participation in a special school event or competition.
 - A death in the immediate family or other significant personal or family crisis or Court appearances.
 - The student has missed more than 6 unexcused absences and will be referred to the Intervention & Referral Services (I&RS) where an Individual Performance Plan (IPP) will be created and implemented.

ATTENDANCE POLICY

The Board of Education Attendance Policy states in part, "THE FREQUENT ABSENCE OF PUPILS FROM CLASSROOM LEARNING EXPERIENCES DISRUPTS THE CONTINUITY OF THE INSTRUCTIONAL PROCESS AND LIMITS THE ABILITY OF PUPILS TO COMPLETE THE PRESCRIBED CURRICULUM REQUIREMENTS SUCCESSFULLY." Absence from school jeopardizes the pupil's ability to satisfactorily complete prescribed courses of study and violates New Jersey statutes that require children to attend school regularly. The administration accepts the responsibility of operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education through accepted curricula unless pupils for whom it is intended are present for all regularly scheduled classroom activities; consequently, there is an inherent responsibility upon the parents for the pupils to attend school regularly.

The administration will exhaust all intervention measures (counseling, home visits, I&RS etc....) to improve student attendance. The administration cannot condone nor permit absences from school and will not issue credit for courses unless the student maintains a regular attendance record (in accordance with New Jersey Statute 18A:38-25 to 38-31).

Definitions

- A. **Regular attendance** is defined as being present for all classes and activities of the student's approved instructional program.
- B. **Absence from school** is defined as non-attendance in regular classes at assigned locations for the entire day.
- C. **Truancy** is defined as any unexplained absence from school. Generally, it refers to an absence for the full school day.
- D. **Cutting** is defined as an unexplained or unexcused absence from class/assigned location. Generally, it refers to selectively missing one or more classes while being present in school.
- E. **Tardiness** is defined as not being in the assigned seat in homeroom or class at the beginning of each session.
- F. **Early dismissal** is defined as leaving school prior to the regular dismissal time.

Rules and Regulations:

A. Absence from school or class

- a. Students absent from school or class are responsible for completing all missed work within a time frame equal to his/her absence.
- b. The following absences will constitute accepted excused absences:
 - i. Death in the immediate family
 - ii. School related activities (such as field trips)
 - iii. Court appearance with official documentation (within 48 hours).
 - iv. Religious holidays.
 - v. Illness of one (1) or more consecutive days with a doctor's note (within 48 hours of returning to school).
 - vi. Suspensions from school.
 - vii. If the nurse sends a student home from school, the remainder of the school day is excused.

B. Suspensions are excused absences, but the student is required to follow re-admittance procedures:

- a. Administrators will indicate the dates of the suspension on the re-admit form.
- b. Each teacher of the suspended student must sign the re-admit form and ensure that the excused absence is signed by the attendance office personnel.
- c. Students are responsible for obtaining and making up work missed during the suspension.

NOTE: Family vacation days are UNEXCUSED.

SCHOOLWIDE EXPECTATIONS

School wide:

- Respect yourself, others, and school property always.
- School Uniform and ID should be always worn.
- Keep personal electronic devices off and away.
- All outerwear is to be stored in the lockers.

Auditorium:

- Enter and exit quietly, in an orderly fashion, with your teacher.
- Remain seated during performances.
- Be a quiet listener and observer.
- Use appropriate audience responses.

Cafeteria:

- Arrive on time.
- Ask permission to leave your seat.
- Line up in single file
- ID is always worn around your neck.
- Clean up your area.
- Remain in your designated area until dismissal.

Classroom:

- Arrive to class on time and enter quietly.
- Be prepared and ready to learn.
- Follow the routines and rituals established by your teacher.

Hallway/Stairwell:

- Keep moving and WALK to the right.
- Go directly to your destination.
- Go to your locker at the designated times.

CAFETERIA

The cafeteria offers a well-balanced menu of hot food, assorted salads, desserts, beverages, and milk. These foods are available at low cost to all students.

Free, reduced-price, and regular lunch are available. The New Jersey Department of Education has issued a school lunch policy that states, in part:

- A. Every student is required to file an application for free and reduced-price meals under the National School Lunch Program.
- B. Eligibility will be determined based on income criteria as established by the US Department of Agriculture.

Cafeteria Rules are:

1. Students should report to the cafeteria only at the assigned lunch period.
2. I.D. cards must be visibly worn around the neck and must be presented when requested by cafeteria assistants, security officers and/or the faculty.
3. Students must take a tray for food and must dispose of trays in trash barrels after eating. Nothing is to be left on the tables.
4. Students are responsible for keeping their area clean. Items that fall should be picked up and disposed of properly.
5. All food and beverages must be consumed in the cafeteria.
6. Students must use designated doors for entrance and exit. Food is not to be taken out of the cafeteria.
7. No funds may be solicited for any purpose except for the sale of tickets to school sponsored and/or district approved activities.
8. Students should remain in their seats until they are dismissed by the administrator in charge.
9. Card games are prohibited in the school cafeteria.
10. Students are expected to always behave appropriately.
11. There will **NOT** be food brought or delivered into the cafeteria from outside commercial food establishments. Students can bring food from home – (brown bag, lunch box, etc.)
12. Students found to be in violation of the above regulations will be subject to administrative disciplinary action which may include not being permitted to eat in the cafeteria.

FOOD FIGHTS WILL NOT BE TOLERATED.

Students in violation will be subject to immediate disciplinary action.

SCHOOL PROPERTY-LOCKERS

Each student will be assigned a hall locker and a gymnasium locker. Lockers are supplied for the convenience of students and protection of their property. The Board of Education and school authorities can assume no responsibility for the loss of any article by a student.

For the best security, the combination issued to you should be kept confidential and should not be shared with anyone.

Students are urged to be extra careful with personal property. Money or jewelry should never be left in lockers. Students are permitted to go to lockers prior to the start of the school day; the beginning and end of the student's lunch period; and at the end of the student's school day. Lockers are the property of the Board of Education. School Officials have the right to inspect lockers without notice. Locker inspection may be held at least once each semester and at other times when deemed necessary. No item or instrument which is unlawful or against school policy is to be housed in lockers.

IMPORTANT - Do not share your locker with anyone. The lockers (hall and gymnasium) assigned to you are for your individual use only.

CELL PHONE POLICY

To support an environment conducive to learning and free of distractions, the following cell phone procedure has been adopted. Cell phones are to be ***out of sight and silenced*** during school hours. Parents are asked to contact the school at (908) 731-4310 in cases of emergencies during school hours.

Each classroom will have a cell-phone “drop-off” station, where students will drop their cell phones off at the start of each class period and retrieve their cell phones at the end of each class period.



STUDENT CODE OF CONDUCT

The Plainfield Public School District believes that students need an environment that is safe and positive for learning. Therefore, good discipline is the fundamental consideration in all-educational endeavors. It is the foundational concept for the teaching/learning process and the basic consideration for the proper supervision of all students. No single responsibility for all school district personnel can be considered more important.

MISCONDUCT AND DISCIPLINARY OPTIONS

Students suspended from school are not eligible to participate in school programs and activities.

ARSON

The crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

<u>Incident 1</u>	<u>Incident 2</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference b. Notify Police and Fire Department c. Notify Superintendent's Office d. Contact I&RS Team e. 9-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return f. Possible Referral for Superintendent's Hearing g. Possible Expulsion Hearing 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference b. Notify Police and Fire Department c. Notify Superintendent's Office d. Contact I&RS Team e. 9-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return f. Referral for Superintendent's Hearing g. Possible Expulsion Hearing

ASSAULTING/ATTACKING SCHOOL PERSONNEL

The crime of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property of another or of burning one's own property for an improper purpose.

<u>Incident 1</u>	<u>Incident 2</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference b. Notify Police Department c. Notify Superintendent's Office d. Contact I&RS Team e. 9-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return f. Referral for Superintendent's Hearing g. Possible Expulsion Hearing 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference b. Notify Police Department c. Notify Superintendent's Office d. Contact I&RS Team e. Immediate 9-Day Suspension f. Referral for Superintendent's Hearing g. Expulsion Hearing

ASSAULT (SIMPLE OR AGGRAVATED) ANOTHER STUDENT

A person commits a simple assault if he/she attempts, by physical menace, to put another in fear of imminent serious bodily injury. A student/staff is guilty of aggravated assault if he/she purposely or knowingly causes bodily injury to another with a deadly weapon.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian: same day mandatory 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. NotifyParent/ Guardian: 	<p>Intervention Strategies:</p>

Administrator/ Parent/ Guardian conference b. Contact I&RS Team c. Mandatory 1-9 Day Suspension: mandatory Administrator/ Parent/Guardian conference upon return d. Possible notification of Police Department	same day mandatory Administrator/ Parent/ Guardian conference b. Contact I&RS Team c. Mandatory 5-9 Day Suspension:Mandatory Administrator/ Parent/ Guardian conference upon return d. Referral for Superintendent’s Hearing e. Possible notification of Police Department	a. Notify Parent/ Guardian: same day mandatory Administrator/ Parent/ Guardian conference b. Contact I&RS Team c. Mandatory 9-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return d. Referral for Superintendent’s Hearing e. Possible Expulsion Proceeding f. Possible notification of Police Department
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BULLYING AND HARASSMENT

Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: a. Notify Parent/ Guardian b. Contact I&RS Team c. 1 - 3 Day Suspension: mandatory HHSC/ Parent/Guardian conference upon return d. Possible notification of Police Department	Intervention Strategies: a. Notify Parent/ Guardian b. Contact I&RS Team c. 5-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return d. Possible notification of Police Department	Intervention Strategies: a. Notify Parent/ Guardian: same day mandatory Administrator/ Parent/ Guardian conference b. Possible notification of Police Department c. Contact I&RS Team d. 9-Day Suspension e. Referral for Superintendent’s Hearing f. Possible Expulsion Proceeding

CUTTING CLASS

Unauthorized absence from class.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: a. Notify Parent/ Guardian b. Mandatory Teacher/ Student conference for interventions c. 2-Day Central Detention d. Possible 1-2-Day Suspension	Intervention Strategies: a. Notify Parent/Guardian b. Mandatory Administrator/ Parent/ Guardian conference c. Contact I&RS Team d. 3-Day Central Detention e. Possible 3-Day Suspension	Intervention Strategies: a. Notify Parent/Guardian b. Mandatory Administrator/ Parent/ Guardian conference c. Contact I&RS Team d. 5-Day Central Detention e. Possible 3-Day Suspension

CYBERBULLYING

The act of communicating harmful, violent and/or malicious words and/or pictures through the means of technology. Cyber-bullying (or online bullying) is the term used to refer to bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pages, and websites.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
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<p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/ Guardian Contact I&RS Team 0 - 3 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return Possible referral for Superintendent's Hearing Community Service 	<p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian Contact I&RS Team 3 - 5 Day Suspension Mandatory Administrator/ Parent/Guardian conference upon return Possible 3 - 5 Day Suspension Possible referral for Superintendent's Hearing Community Service 	<p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian: same day mandatory Administrator/ Parent/Guardian conference upon return Possible notification of Police Department Contact I&RS Team 5 - 9 Day Suspension referral for Superintendent's hearing Possible Expulsion
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DEFIANCE (OPEN) OF AUTHORITY

Refusal to follow directions, talking back, and/or socially rude interactions and behavior.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian Contact I&RS Team Mandatory Teacher/ Student conference for intervention(s) Possible 1 - 3 Day Teacher Detention Possible 1 - 3 Day Suspension 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian Contact I&RS Team Community Service Program Parent/Guardian/ Teacher conference upon return Possible 3-Day Suspension 	<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian Contact I&RS Team 3 - 5 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return 5 - 9 Day Suspension
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DESTRUCTION OR DEFACING SCHOOL PROPERTY

Defacing or injuring school property or the property of others.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian: possible same day mandatory Administrator/ Parent/Guardian conference Notify Safety/Security Notify Police Department Community Service Mandatory Administrator/ Parent/Guardian conference upon return Restitution Possible 1 - 3 Day Suspension 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian: possible same day mandatory Administrator/ Parent/ Guardian conference Notify Police Department Restitution Contact I&RS Team 3 - 5 Day Suspension mandatory Administrator/ Parent/ Guardian conference upon return Community Service Possible Superintendent's Hearing 	<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian: possible same day mandatory Administrator/ Parent/ Guardian conference Notify Police Department Contact I&RS Team Community Service Superintendent's Hearing Possible 9-Day Suspension: mandatory Administrator/ Parent/Guardian Conference upon return Restitution
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DISRUPTION IN OR ON BUS* /CLASS/CAFETERIA/SCHOOL

Behavior causing disruption in a class/cafeteria/bus or school activity. Disruption includes sustained loud talk, yelling or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/ Guardian 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/ Guardian Contact I&RS Team 	<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ol style="list-style-type: none"> Notify Parent/Guardian Contact I&RS Team
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<ul style="list-style-type: none"> b. Teacher/ Student conference for intervention c. Teacher's Detention <p>*Refer to Misconduct subject to Disciplinary Action for Intervention Strategies</p>	<ul style="list-style-type: none"> c. Mandatory Administrator/ Parent Guardian conference upon return 	<ul style="list-style-type: none"> c. Community Service Program d. Parent/Guardian conference upon return e. Possible referral for Superintendent's Hearing f. Possible 1 - 3 Day
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DRESS CODE VIOLATION

The dress and grooming of students shall be neat and clean, promoting a positive educational environment. As per Board of Education Policy 5132.1 (May 2009), students are to wear school uniforms. Apparel that disrupts educational activities and processes will result in the removal of the student from the regular school environment. Principals, faculty, and staff members will enforce the dress code.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory School/ Counselor/ Student conference c. Confiscation of item(s): Administrator to send student home to change garment in case of inappropriate attire d. Return of item to Parent within 30 days. e. Possible 1-Day Central Detention 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: mandatory School Counselor/Parent/ Guardian conference b. Confiscation of item(s): Administrator to send student home to change garment in case of inappropriate attire c. 2-Day Central Detention d. No return of confiscated item(s) 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: Administrator/ Parent/ Guardian conference b. Confiscation of item(s): Administrator to send student home to change garment in case of inappropriate attire c. 5-Day Central Detention d. No return of confiscated item(s) e. Possible Overnight Suspension

DRUGS – POSSESSION OF DRUGS OR ALCOHOL (CONTROLLED DANGEROUS SUBSTANCES)

Student is found with alcohol, marijuana, and/or any other drug (controlled dangerous substance, including anabolic steroids, but not including cigarettes) in his/her locker or vehicle, or on his/her person. Includes possession of unauthorized prescription drugs and drug paraphernalia.

<u>Incident 1</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian: same day mandatory Administrator/Parent/Guardian conference b. Notify Police c. Contact I&RS Team d. 9-Day Suspension: mandatory Administrator/Parent/Guardian conference upon return e. Referral for Superintendent's Hearing, possible referral for Board Hearing

EXTORTION AND/OR GAMBLING

Obtaining money or other material things (regardless of value) from another by means of stated or implied threat of future violence. Participation in games of chance for the purpose of exchanging money.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Notify Police Department c. Restitution 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Police Department c. Restitution 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Police Department c. Restitution

d. Possible 1 - 3 Day Suspension: Administrator/ Parent/ Guardian conference upon return	d. Contact I&RS Team e. 3 - 5 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return	d. Contact I&RS Team e. Mandatory Referral for Superintendent's Hearing f. 5 - 9 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return
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FALSE FIRE ALARM (ACTIVATING)

Activating a school alarm for other than the intended purpose of the alarm is prohibited.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: a. Notify Parent/ Guardian b. Notify Fire and or Police Department c. Referral to I&RS Team: mandatory Administrator/ Parent/ Guardian conference upon return d. Referral to Community Service Program e. 1 - 3 Day Suspension mandatory	Intervention Strategies: f. Notify Parent/Guardian g. Notify Fire and/or Police Department h. Contact I&RS Team i. 3 - 5 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return j. Referral for Superintendent's Hearing	Intervention Strategies: k. Notify Parent/ Guardian l. Notify Fire and/or Police Department m. Contact I&RS Team n. 9-Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return o. Referral for Superintendent's Hearing

FIGHTING

Physical altercation/ conflict, or the instigation, promotion and/or encouragement of fights causing a disruption of the educational process.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: a. Notify Parent/Guardian b. Contact I&RS Team c. Possible options: <ul style="list-style-type: none"> • 2 - 5 Day Central Detention • In- School suspension School • Referral to Community Service Program • Possible 1 - 3 days suspension 	Intervention Strategies: a. Notify Parent/Guardian b. Contact I&RS Team c. 3 - 5 Day Suspension: mandatory Administrator/ Parent/ Guardian conference upon return d. Possible referral to Superintendent's Hearing	Intervention Strategies: a. Notify Parent/ Guardian b. Contact I&RS Team c. 5 - 9 Day Suspension: mandatory/ Administrator/ Parent/Guardian conference upon return d. Possible Referral for Superintendent's Hearing

FIREARMS – DANGEROUS WEAPONS

The possession, use of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to pistol, revolver, rifle, or shotgun.

<u>Incident 1</u>
Mandatory Strategies: a. Possession of a firearm shall result in immediate removal from the school's regular education program pending a hearing before the Board of Education to remove the pupil from the regular education program for a period of not less than one calendar year. b. The principal/ designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the chief school administrator who may modify a pupil's removal on a case-by-case basis. c. Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments.

- d. The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

FORGERY

Writing false or misleading information. The forging of parent(s) and/or guardian(s) or another student’s signature on any letter to the school or any school document and/or falsely representing a parent and/or guardian in any way. Students may not alter school records, documents, files, or any other documents for their own purposes or with malicious intent.

<u>Incident 1</u>	<u>Incident 2</u>
Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Teacher/ Parent/ Guardian/ Student Conference c. Contact I&RS Team d. 3-Day Central Detention 	Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator/Parent/ Guardian Conference c. Contact I&RS Team d. 5-Day Central Detention
<u>Incident 3</u>	<u>Incident 4</u>
Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Referral to Community Service Program c. Mandatory Administrator/ Parent/ Guardian Conference Upon Return 	Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Administrator/ Parent/Guardian Conference Upon Return c. 0 - 5 Day Suspension

GANG FIGHTING

A gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a school, territory, or themselves, have rivals, enemies or interact together at the exclusion of the other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. A fight between two or more members of identified groups or an assault by two or more members of one group upon members of another group may be gangs, per se, or cliques or groups of students “working together,” even though the groups may not have a formal partnership.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS Team c. Possible options: <ul style="list-style-type: none"> • 2 - 5 Day Central Detention Central • Referral to Community Service Program • 0 - 5 Day Suspension 	Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS Team c. 5 - 9 Day Suspension: mandatory Administrator/ Parent/Guardian Conference Upon Return d. Possible Superintendent’s Hearing 	Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Contact I&RS Team c. 9-Day Suspension: mandatory Administrator/ Parent/ Guardian Conference Upon Return d. Referral for Superintendent’s Hearing

LATENESS TO CLASS

All students are expected to attend class punctually. Late is defined as getting to class after the bell rings. The only time a student will be excused for lateness is with a note from parents, school personnel or medical excuse.

<u>Incident 1</u>	<u>Incident 2</u>
Intervention Strategies: <ul style="list-style-type: none"> a. Student/ Teacher conference 	Intervention Strategies: <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Teacher/Student conference

	c. 2-Day Teacher/Central Detention
<u>Incident 3</u>	<u>Incident 4</u>
Intervention Strategies:	Intervention Strategies:
<ul style="list-style-type: none"> a. Mandatory Counselor/ Teacher/ Parent/ Guardian conference b. Contact I&RS Team 	<ul style="list-style-type: none"> a. Mandatory Counselor/ Teacher/ Parent/ Guardian conference b. Parent conference with Counselor to review grading policy.

LATENESS TO SCHOOL

All students are expected to attend school punctually. Late is defined as getting to class after the bell rings. Late students must present a note from a parent/guardian explaining the lateness. The only time a student will be excused for lateness is with a medical excuse.

<u>Incident 1 (1-3 Days Late)</u>	<u>Incident 2 (3-5 Days Late)</u>	<u>Incident 3 ((5+ Days Late)</u>
Intervention Strategies:	Intervention Strategies:	Intervention Strategies:
<ul style="list-style-type: none"> a. Notify Parent/Guardian b. 2 Day Central Detention c. Student/ Counselor conference 	<ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator/ Parent/ Guardian/conference c. Referral to I&RS Team d. 4-Day Central Detention 	<ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator/ Parent/ Guardian/conference c. Referral to I&RS Team d. 5-Day Central Detention

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

No students, after arrival, may leave school grounds without approval of the principal or a designee.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies:	Intervention Strategies:	Intervention Strategies:
<ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator Parent/ Guardian conference c. Notify Police d. Contact I&RS Team e. 3 Day Central Detention f. Possible 0 - 3 Day Suspension 	<ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator Parent/ Guardian conference c. Notify Police d. Referral to I&RS Team e. Referral to Community Service Program f. Possible 3 - 5 Day Suspension 	<ul style="list-style-type: none"> a. Notify Parent/Guardian b. Mandatory Administrator Parent/ Guardian conference c. Contact I&RS Team d. Possible 5-Day Suspension

PROHIBITED ITEMS

Possession of property that is prohibited by school rules, such as food, beverages, and electronic equipment (i.e., cell phones, IPODS, PSPs), and that is otherwise disruptive to the teaching and learning of others.

<u>Incident 1</u>	<u>Incident 2</u>
Intervention Strategies:	Intervention Strategies:
<ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Teacher/ Administrator confiscation c. Teacher/Student conference d. Return item(s) to parent only 	<ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Teacher/ Administrator/ confiscation c. School Counselor/ Teacher/ Parent/ Guardian/ Student conference d. 3-Day Central Detention e. No return of confiscated item(s) f. Pets may be given to animal shelter

PROFANITY (GROSS DISRESPECT)

Use of abusive, vulgar, or disrespectful language.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Teacher/Student conference c. 1-Day Central Detention 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory School Counselor/ Parent/Guardian/Student conference c. Contact I&RS Team d. 3-Day Central Detention
<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory Administrator/Parent/ Guardian/ Student conference c. Contact I&RS Team 	<p style="text-align: center;"><u>Incident 4</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory Administrator/ Parent/ Guardian/ Student conference c. Contact I&RS team d. Possible referral to Community Service Program e. Possible referral to Child Study Team f. Possible 1 - 3 Day Suspension

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian of all parties involved b. Contact I&RS Team c. 1 - 3 Day Suspension d. Mandatory Administrator/ Parent/ Guardian conference of all parties involved upon return 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian of all parties involved b. Referral to I&RS Team c. 3 - 5 Day Suspension d. Mandatory Administrator/ Parent/ Guardian conference of all parties involved upon return 	<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Contact I&RS Team c. Referral for Superintendent's Hearing d. 5 - 10 Day Suspension e. Mandatory; possible long-term suspension f. Possible Board Disciplinary Hearing
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SMOKING

Smoking is the inhalation of the smoke of burning tobacco encased in cigarettes, pipes and cigars.

<p style="text-align: center;"><u>Incident 1</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory School Counselor Parent/ Guardian conference c. Contact I&RS Team d. 2-Day Central Detention 	<p style="text-align: center;"><u>Incident 2</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory Administrator/ Parent/ Guardian conference c. Contact I&RS Team d. 4-Day Central Detention 	<p style="text-align: center;"><u>Incident 3</u></p> <p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/ Guardian b. Mandatory Administrator/ Parent/ Guardian conference c. Contact I&RS Team d. Referral to Community Service Program
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THEFT

Taking of district or a person's belongings or property without consent.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardianb. Mandatory same day Parent/ Guardian/ Teacher conferencec. Restitutiond. Contact I&RS Teame. 1 - 3 Day Suspensionf. Notify Plainfield Police Department	Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardianb. Mandatory same day Counselor/ Parent/ Guardian conferencec. Restitutiond. Contact I&RS Teame. Possible options:<ul style="list-style-type: none">• 1-3 Day Suspension• Referral to Community Service Program	Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardianb. Contact I&RS Teamc. Restitutiond. 3 - 5 Day Suspensione. Mandatory Administrator/ Parent/Guardian conference upon returnf. Possible referral for Superintendent's Hearing

THREATENING (STAFF OR STUDENTS)

Attempting physical menace (e.g., verbal threats) to put another in fear of future serious bodily injury. (Do not include bomb threats in this category.) One needs to consider age and developmentally appropriate behavior before using this category.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardianb. Administrator/ Student/ Teacher conferencec. Possible Notify Police Departmentd. Possible Expulsione. Contact I&RS Team conference upon returnf. Mandatory 1 - 5 Day Suspensiong. Possible Referral for Superintendent's Hearing	Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardianb. Contact I&RS Teamc. 5 - 7 Day Suspensiond. Mandatory Administrator/ Parent/Guardian conference upon returne. Referral for Superintendent's Hearingf. Possible Board Hearingg. Possible Notify Police Department possible	Intervention Strategies: <ul style="list-style-type: none">a. Notify Parent/ Guardian: same day mandatory Administrator/ Parent/ Guardian conferenceb. Possible Notify Police Departmentc. Contact I&RS Teamd. 9-Day Suspensione. Mandatory Referral for Superintendent's Hearingf. Possible Board Hearing

THREATENING TO DO BODILY HARM WITH A WEAPON OR DANGEROUS INSTRUMENT

The possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on or to intimidate another person. Included in this category are objects such as BB or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.

<u>Incident 1</u>
Intervention Strategies: <ul style="list-style-type: none">a. Notify Superintendent's Officeb. Notify Parent/Guardianc. Possible Notification of Police Departmentd. Mandatory 10-Day Suspensione. Referral for Superintendent's Hearingf. Board Disciplinary Hearing

TRESPASSING

Entering and/or remaining on property without authorized permission or refusing to leave when told to do so. Students returning to the school campus, without administrative approval, while on suspension are subject to additional suspension days and/or arrest. \

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Administrator b. Attempt to identify Student and notify Parent/Guardian c. Possible Notification of Police Department d. 3-Day Central Detention e. Possible 1 - 3 Day Suspension 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Administrator b. Possible Notification of Police Department c. Attempt to identify student and schedule mandatory School Counselor/ Parent/ Guardian conference d. Contact I&RS Team e. 3 - 5 Day Suspension 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Attempt to identify student and notify Parent/Guardian b. Notify Administrator c. Notify Police Department d. Contact I&RS Team e. 5-Day Suspension f. Mandatory Administrator/ Parent/ Guardian conference upon return

TRUANCY

Ten or more cumulative unexcused student absences, as determined by the district board of education pursuant to N.J.A.C. 6A:16-7.8(a)3, for any of the hours that the school is in session.

<u>Incident 1</u>	<u>Incident 2</u>	<u>Incident 3</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Administrator c. Administrator/ School Counselor/ Parent/ Guardian/Student Conference upon return to school d. Contact I&RS Team e. 2 Day Central Detention 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Administrator c. Truancy Officer/ Parent/ Guardian/ Student conference upon return to School d. Referral I&RS Team e. 3-5 Day Central Detention 	<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Parent/Guardian b. Notify Administrator c. Administrator/ Parent/ Guardian/ Student conference upon return to school upon d. Contact I&RS Team e. Possible grade reduction, loss of credit f. 5-Day Central Detention g. Referral to Community Service Program

WEAPONS AND DANGEROUS INSTRUMENTS

The possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on or to intimidate another person. Included in this category are objects such as BB or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.

<u>Incident 1</u>
<p>Intervention Strategies:</p> <ul style="list-style-type: none"> a. Notify Superintendent's Office b. Notify Parent/Guardian c. Notify Police by Superintendent/designee d. Mandatory 3-10 Day Suspension e. Possible Long-term Suspension f. Possible Referral for Superintendent or Board Disciplinary Hearing

GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS

It shall be a violation of these policies for any member of the Plainfield Public Schools' staff, student body or contractors to engage in discriminatory practices. Discriminatory practices means a policy, action, or failure to act that limits or denies equal access to or benefits from the educational activities or programs of a school, or that generates or permits injustice or unfair or otherwise inequitable treatment of students or staff that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, creed, religion, ancestry, national origin, gender, affectional or sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function or on a school bus.

Students, employees, and parents/guardian are encouraged to seek redress for an alleged violation of these policies through the school or department administrator. However, they may submit the complaint directly to the Affirmative Action Officer through the use of the Grievance Procedure for discrimination complaints. Copies can be obtained in the school or department or from the district's Affirmative Action Officer.

DRESS CODE

The Plainfield Public School District has adopted a school uniform policy #5132.1. Consistent with this policy, listed below you will find the dress code for Maxson Middle School:

- **Navy blue or khaki bottoms**
- **White, navy, or royal blue collared shirts**

Physical Education Uniform: **Red shirt and shorts**

The following items are prohibited:

- Headgear - hats, hoods, head bands, bandanas, headscarves, roller, or any other head covering, should not be worn in the school building.
- Footwear - flip flops, slippers, sport sandals, open toe footwear of any kind; Sunglasses

Note: Apparel and accessories that may be associated with gang affiliation is prohibited.

- A. **Headgear** - Hats, hoods, head bands, bandanas, do-rags (or any other head coverings) are not to be worn by **male or female students in the school building**, except for a religious or cultural headdress **which must have administrative approval** (Curlers are not permitted).
- B. **Apparel** - Regarding all the individual items listed below, apparel shall not be so tight fitting, sheer, transparent, brief, low-cut, or revealing above or below the waist as to be distracting or disruptive or indecent to the school environment (No spandex and/or other tight-fitting garments are permitted). All student attire shall be neat and clean, not torn, cut or tied.
 - a. **Pants** - Pants will securely fit at the person's waist, thereby not revealing undergarments and/or any skin below the waist. No pajamas allowed.
 - b. **Skirts** - Skirt at or below the knee is appropriate.
 - c. **Shorts** - Shorts or skorts will be permitted provided they fall at or below the knee (**No biker shorts or any other exercise shorts are permitted**)

- C. **Footwear** - Acceptable footwear includes shoes/boots, or sneakers. **(No Sandals, no thongs/flip-flops. i.e., No open-toe shoes.)**
- D. **Sunglasses** - without prescription or medical excuse may not be worn.
- E. **Outdoor Clothing** - Outdoor clothing (coats and jackets) should not be worn in the school building.
- F. **Proper Dress for Physical Education** - All students must be dressed in standard gym shorts, standard tee shirt, socks and laced sneakers. Any other apparel worn requires permission from the instructor.

ALL STUDENTS ARE EXPECTED TO MAINTAIN THEIR PERSONAL HYGIENE INCLUDING CLEAN AND WELL-GROOMED HAIR.

PLAINFIELD BOARD OF EDUCATION FILE CODE: Plainfield, New Jersey UNIFORMS Policy 5132.1

It is the policy of the Plainfield Board of Education to allow schools who present certification to the Board to mandate students to wear standardized uniforms in their school. For a school to certify for provisions under this policy, a school must furnish the Board with the following materials:

- A. Documentation of efforts to furnish parents, staff and students with educational information on school uniforms.
- B. Evidence of significant engagement of students, parents, parent organizations, school leadership councils and all staff and employees at the school.
- C. Certification of Participation Agreements from a minimum of 90 percent of the families responded at the school.
- D. Documentation of consensus of support from the staff to implement school uniforms; and
- E. Agreement from parents and parent organizations to uphold the district's selection of the uniforms. The intent of the policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Therefore, no student shall be suspended from class or from school, expelled from school, or receive a lowered academic grade because of not complying with the policy. Students at schools that meet the criteria to dress in the district-specified uniforms will be required to wear uniforms beginning the first September following Board approval of the school application for certification to implement the uniform policy. The Board of Education will encourage parents to purchase uniforms from suppliers who observe national and international labor laws that seek to end child labor.

a. Uniform Waivers

Waivers of varying duration may be issued by the school administrator for the uniform policy. The waivers are restricted to those who meet one or more of the following criteria:

- i. **Short Term Health**
A health issue that would preclude a student from being able to wear the uniform to school.
- ii. **Religious Freedom**
For those families who belong to a denomination or sect that has historical religious tenets that can be verified which preclude a student from wearing any clothing other than the religious apparel.
- iii. **Financial Hardship**
No student shall be denied attendance at school or penalized for failing to wear a uniform by reason of demonstrated financial hardship. It shall be the responsibility of each of the involved schools to assist those families showing evidence of financial hardship and to provide appropriate support when necessary. Families in need of financial assistance for the purchase of school uniforms will be encouraged to contact the school. The Building Principal will

determine the form and type of assistance and/or waiver that is appropriate. The Board shall include a provision to assist economically disadvantaged student to acquire said uniforms.

iv. **Personal Exemption**

Parents or guardians who desire to exempt a child from the policy for personal reasons. The uniform requirements as set forth in this policy may be suspended for classroom, school and/or district activities as appropriate. Any variation of the uniform policy must be approved by the Chief School Administrator or his/her designee prior to the activity.

IDENTIFICATION

As a part of the Middle school's safe and orderly school initiative visible identification is required of all students and staff members.

The school will provide a current photographic identification for the purposes of school security, attendance, student accounting, and safety. The ID badge must be worn in full view with the correct color-coded lanyard throughout the school day and during school events.

Students who lose or misplace their identification badge will be required to replace the lost badge at a cost of \$5.00.

COMMUNICATIONS/SCHOOL TO HOME

Effective communication between the home and school is vital for maximum student attendance and achievement. The Maxson Middle School faculty and staff will initiate direct communication to parents or guardians/ relative to their child(ren)'s status in school.

Standard forms of communications will include telephone messages, Genesis/Parent Portal, conferences, written notices, and reports.

Parents and guardians are required to update school information i.e., new address, phone number, emergency contact information. Maintaining your information accurate will increase the ability of the school to keep you informed.

TELEPHONE MESSAGING

Web based voice messaging system that allows us to notify/contact parents with tardy, absence, discipline and communicating testing or report card distribution dates. From weather-related announcements and schedule changes to warnings of extreme emergencies or crisis situations. *We will also notify parents of positive student achievements.*

GENESIS STUDENT/PARENT PORTAL

You will be able to log into Genesis/Student profile at any time to view your child's information (i.e., grades, attendance, assignments, teacher comments/notes, conduct etc.)

- Go to the district website at www.plainfieldnj12.org to enroll

REPORT CARDS

Grade reports will be summarized twice during each marking period and distributed as report cards. Report cards will be available to parents/guardians at the end of each marking period through the Genesis Parent Portal.

EMERGENCY CLOSINGS/DELAYED OPENINGS

Plainfield Public Schools uses the following broadcast stations and outlets to announce school closings due to emergencies and/or inclement weather.

Plainfield Website: www.plainfield.njk12.org

Television Stations: WCBS-Channel 2; WABC-Channel 4; Fox 5-Channel 5; WABC-Channel 7

Radio Stations: WOR-710 AM; WCTC-1450; am wmgz-98.3FM

When a delayed opening is announced, students report to school at 10 a.m. and teachers report at 9:30 a.m.

FIELD TRIPS, ACTIVITIES & ATHLETIC EVENTS

- A. Students who participate in school sponsored/approved field trips or activities must have the written approval of parents/guardians and teachers.
- B. A list of students who are participating in the field trip or activity will be submitted to the Attendance Office 24 hours before the trip or activity.
- C. An attendance list of actual attendees on the field trip will be submitted to the attendance office after the field trip to verify all listed students were present.

POLICY ON ATHLETIC ACTIVITIES ELIGIBILITY

Students participating in the interscholastic athletic programs in Plainfield are expected and encouraged to maintain a level of scholastic achievement, which will enable them to succeed in the future. Students therefore can avail themselves of opportunities, which can accrue because of that scholastic achievement.

- A. Pre-season eligibility - Students, upon enrollment in Maxson Middle School will be eligible for one complete academic semester, if they can fulfill the requirements as established by the NJSIAA.
- B. After having been enrolled for a complete academic semester, a minimum "C" (70) average is required on a student's most recent semi-annual report. Students who meet NJSIAA standards but do not have a "C" average must follow Tutoring Program rules and regulations to participate (as stated in #2).
- C. In-Season Eligibility - All students who wish to participate on an interscholastic team will be required to maintain a minimum "C" (70) scholastic average and to project positive image. All courses taken by the student will be used to compute the average. Students who do not meet this standard can participate in the activity by attending the Tutoring Program daily. The student and the guardian must sign a contract agreeing to this. Failure to follow this procedure will result in removal from the activity.

CLUBS AND ORGANIZATIONS

Our school provides a variety of extracurricular activities for those students who are interested. Students may work in as many activities as they wish, provided the club schedules do not coincide. Enrollment in some clubs is restricted in number because of safety requirements or limited facilities. The variety and number of clubs varies from year-to-year as the interests of the students change. If there is enough student interest and a staff sponsor, a club may be started. If there are not enough active members in an existing club, the club will be disbanded.

Examples of clubs include:

- Student Council
- Robotics
- Yearbook

YOUTH SERVICES-The Plainfield School District is networked with various local, state, and national organizations. Together they provide student-oriented support services that help to maximize the opportunity to learn and fully participate in the comprehensive high school program. The major services include:

HEALTH SERVICE-A student who has an accident or becomes ill during the school day should request a nurse's pass from the teacher and report to the Health Office. No student will be allowed to leave school for health reasons without permission of a parent/guardian. Every student must have an emergency card with the names and telephone numbers of those individuals filed in the Health Office.

All students enrolled in the Plainfield Public Schools must comply with the New Jersey State Sanitation Code, Chapter 14, "**Immunization of Pupils in Schools.**"

If a student has been injured at home, the injury is not considered the responsibility of the school and does not constitute an emergency. Diagnosis or treatment beyond first aid procedure is not the responsibility of the school.

SCHOOL ACCIDENT INSURANCE

School Accident Insurance Forms are distributed to students in September. A student can be insured against injuries that occur during school hours, while traveling to and from school, and while participating in school sponsored and supervised activities either away from school premises or after school hours. This includes all physical education, playground, shop, or other school activities except interscholastic athletics, which are insured separately. School accident insurance forms are distributed to all students in September.

Students must report any injury immediately to have a claim under the insurance policy.

PLAINFIELD STUDENT ASSISTANCE PROGRAM

WHAT IS STUDENT ASSISTANCE?

This program is designed to address the problems some students may experience. For students who may have drug and alcohol problems or other personal or family problems, assistance is provided in a confidential setting using group or individual counseling modalities.

HOW DOES ONE GET HELP?

All schools in Plainfield have a Student Assistance/Guidance Counselor who is available to provide needed services. The counselors may be contacted directly or through staff referrals.

SCHOOL BASED YOUTH SERVICES PROGRAM

Telephone 908-731-4200 (ext. 5397/5396/5444)

All students at the Maxson School are eligible to participate in School Based programs (consent form required).

Services Available:

School Based is here to help you, by giving you a place to talk it out, by helping you figure out where to go or what to do, or simply by giving you a place to relax among your peers.

Counseling for students and their families - come to School Based if you are:

- feeling down
- having problems with your boy/girlfriend or your friends
- having school problems
- not getting along with someone at home
- having trouble making an important decision
- just needing to talk to someone

TRANSPORTATION

Students who live 2 miles or more from Maxson Middle School are eligible to receive transportation. Please contact the transportation department at 908-731-4351.

PARENT RESPONSIBILITIES

It is a joint responsibility of the school and home to develop and maintain an effective system of communication which encourages parental involvement in student achievement. Parents/guardians responsibilities include:

- Ensure students are always in uniform
- Monitor district website for updates
- Be responsive to school communications
- Develop a daily routine that allots time for homework and independent reading
- Attend parent/teacher conferences and PTO meetings
- Discuss progress reports and report cards with your child
- Celebrate your child's academic progress and accomplishments
- Meet your child's guidance counselor to periodically discuss any areas of concerns

I have read all sections of the Maxson Middle School Student Handbook and understand and accept my parental/student' responsibilities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



“ Soar To Success”