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## MERCER HIGH SCHOOL

### CODE OF CONDUCT AND STUDENT HANDBOOK

The Mercer County Special Services School District provides an educational setting that promotes student growth and fulfills the goals and objectives of the Individual Educational Plan. Learning is best achieved in a positive and supportive environment. A quality educational program requires the combined efforts of administrators, staff, students and parents in identifying and dealing with supervised instruction that influences learning. This group has the shared responsibility to recognize and reinforce appropriate behavior and to establish disciplinary procedures to deal with inappropriate behavior.

The Code of Conduct is a description of the rights and responsibilities of students attending Mercer High School. The Code of Conduct is designed to guide student behavior during school hours and while being transported to and from school. The Code of Conduct will be implemented so that the individualized needs of each student are maintained.

#### **Responsibilities of High School Administration:**

The administration will develop the standards for school rules and regulations with the staff. They are also responsible for reviewing classroom rules and management procedures and indicating areas in which changes may be necessary. Whenever a suspension becomes necessary, the administration or case manager will contact the parents to discuss the reasons for the suspension and present alternatives for appropriate behavior in future situations.

#### **Responsibilities of Teachers:**

The major responsibility of the teacher is to instruct and enforce the school wide rules:

**To Be Prepared, To Participate, To Respect and To Be Responsible** and to establish and maintain standards for appropriate behavior. The teacher will develop appropriate classroom management procedures. When developing class rules and procedures, teachers must consider the individual needs and abilities of the students assigned to them. Teachers should develop a favorable working relationship with parents through regular communication between home and school. Areas of concern should be discussed with the building administration or the child study team.

#### **Responsibilities of Parents:**

Parents must ensure that their child is in daily attendance and prepared to participate in educational activities. Parents are requested to return enrollment and emergency forms to the school no later than 10 days after school begins. Parents are expected to cooperate and assist school personnel regarding the behavior of their child. Parents will be contacted if problems occur and may be requested to attend a conference if difficulties continue or become more serious. Parents should maintain contact with the school by attending report card/IEP conferences and contacting the school if there are any questions or concerns. Parents must also be certain that the school is informed of any changes in addresses, phone numbers or medical information. Parents are encouraged to contact staff members to discuss behavior problems so that a sound, consistent program can be provided for the students.

#### **Responsibility of Students:**

All students are expected to follow the school wide rules: **To Be Prepared, To Participate, To Respect and To Be Responsible**. Each student should be prepared to participate in class assignments and activities. Students must respect personal property as well as the property of other students, staff and the school district. Students must be aware of school and classroom rules and procedures and accept responsibility for their own actions. The classroom teacher, child study team members and the building administrators are available for consultation if a student is experiencing academic and/or behavioral difficulties.

#### **Abuse/Neglect**

All suspected cases of abuse and neglect will be reported directly to the Division of Youth and Family Services as required by law.

#### **Adult Status in School**

Students eighteen years of age will be treated as adults, and:

- may sign their own absentee excuses.

- may sign their own permission slips to participate in athletic programs, field trips, and other school events.

Adult students may not leave school prior to dismissal without a note or phone call to/from a parent or guardian. Adult students must obey all school rules and regulations. They are accountable in terms of grades, disciplinary sanctions, or otherwise for their attendance and conduct in school. If living with parent/guardians, they too will be notified.

### **Alcohol and Drugs**

New Jersey law recognizes that school officials have the right to conduct an investigation of suspected rule infractions and to subject students and student property to reasonable searches and seizures.

Possession or dispensing of illegal substances, which include alcohol, is forbidden. The student or students who are involved in such activities are subject to penalties as outlined in state and federal law on this matter as well as suspension. The principal has the right to have a student tested for drug or alcohol use. Inspection for the location of drugs, narcotics, liquor, weapons, poisons, missing properties and matters, which relate to health and safety are regarded as reasonable purposes for inspection by school personnel or police as appropriate.

### **Attendance**

Students are expected to attend school every day and be in class unless they have an excused absence. The school will call home to verify absences. Students are to make up work missed during absences within 3 days.

**ALL ABSENCES REQUIRE A PHONE CALL TO 588-8466 OR A PARENT NOTE.**

### **Absences: Excessive**

Except for extenuating circumstances, a student may not exceed 18 days absence without losing credit for the school year. Except in extreme cases, with permission from the principal, work should be made up in two weeks. Attendance will be reviewed monthly. Meetings may be held with parents and local district to discuss attendance issues which will include a program and grade placement review.

### **Bathrooms**

Students may use the bathroom during designated times, except for extenuating circumstances. In case of ongoing medical problems, arrangements will be made with the school nurse.

### **Bonus Points**

Positive incident reports may be submitted to administration to award bonus points.

Student may receive Super Cards for following the four school wide rules. Super Cards can be traded in for points or items out of the Super Card catalogue or entered into the Super Card raffle for prizes.

Super Card point values: 1 card = 3 points, 4 cards = 15 points

### **Bus Behavior**

Students must maintain appropriate behavior while being transported to and from school. Conduct on the bus will be discussed at school and should be reviewed at home. Since the safety of everyone on the bus is the primary concern, repeated reports of misconduct may result in suspension from school for one or more days.

### **Cell Phones**

Students are not permitted to use cell phones in school.

Cell phone use may include but is not limited to:

- having a cell phone ring in school
- answering a cell phone
- talking or playing a game on a cell phone
- sending or receiving text messages
- dialing numbers on a cell phone
- using some else's phone

- holding a phone in your hand
- listening to music
- using the internet on the phone
- loaning someone your phone
- checking the time
- using the phone as a calculator
- taking pictures

If a student uses a cell phone during school, it will be confiscated, and the student will receive an incident report.

If a student refuses to give his/her cell phone to school authorities when they request it, he/she will receive Supervised Instruction for defiance of school authority. On the second offense, the cell phone will be confiscated and the parent/guardian must pick it up.

#### **Code of Conduct**

The Code of Conduct will guide student behavior during school hours, while students are being transported to and from school and at all school sponsored events. School and classroom rules have been developed to keep students informed of expected behaviors and actions to be taken if rules are not followed. A behavior management approach based upon the principles of positive reinforcement is used school wide. It should be noted that the regulations come from many sources, which include: New Jersey State Law, Board of Education Policy and District Guidelines. The regulations also state that disciplinary action may be taken in order to maintain the appropriate school environment. The severity of each incident will be considered when assigning consequences for inappropriate behavior.

#### **Computer/Internet Access**

**The goal of Internet access is to support learning and to enhance instruction. Filters are provided to deny access to inappropriate sites. Improper use of computers and or the Internet may result in loss of privilege**

#### **Curricular Activities**

Mercer High School sponsors athletic teams that compete against other schools during regular school hours. Soccer, basketball, cheerleading and softball teams are offered. Teams are open to both male and female students.

Additional activities may include: student council, poetry slams, book club, art club, musicals and any other special school activities.

Students must be on Level 2 or higher in order to participate on athletic teams, cheerleading, and performing arts activities.

New students enrolled less than one month prior to the beginning of the activity must be on Level 3, 350 points.

Students must follow written guidelines to participate in all activities and be passing all subjects and maintaining 90% attendance. If a student fails a subject, he/she is ineligible to participate in any extra curricular activities the next marking period. A student becomes ineligible to participate if an event (practice, game, etc.) if they receive a write-up three (3) days prior to the day of the event.

#### **Disciplinary Code – 6:28-2.8**

Educationally handicapped students are subject to the same disciplinary procedures as non-handicapped pupils. No educationally handicapped pupil may be subjected to any form of disciplinary action if the pupil's behavior is a manifestation of the educational handicap or if the program that is being provided is inappropriate to meet the pupils needs except as follows:

- On a temporary basis, if there is an ongoing peril of physical harm to self or others or of substantial disruption of the education process.
- If there is a component of disciplinary action set forth in the pupils' written individualized education program.

When an educationally handicapped pupil is suspended, the administration shall forward, at the time of the suspension, written notification and description of the reason for such action to the parents and LEA, with a copy to the child study team.

#### **Dress Code**

Students are encouraged to dress in a manner that is neat, comfortable, well groomed, and conducive to learning. Open toed shoes should not be worn to provide a safe environment; sneakers should be worn for physical education classes.

The following guidelines apply:

- Apparel that is revealing, lewd, ragged or draws attention to an illegal substance is prohibited
- Skirts and shorts should be mid-thigh length; shirts should have no skin exposed on torso and no tee shirt tanks should be worn.
- No undergarments should be visible.

- Any type of pajamas or nightwear is not permitted.
- Bare feet, unsafe footwear, including but not limited to slippers, cleats or spiked shoes are not allowed.
- Head coverings including but not limited to hats, bandanas, skullcaps, sweatbands, towels, combs, picks, should not be worn inside the school.
- Sunglasses, gloves, holes in garments, or extremes in attire, which are bizarre, or in bad taste, disruptive to class or a possible safety or health hazard are unacceptable.
- The wearing or carrying of any clothing or symbol that denotes gang activity, illegal substances, or inappropriate language is prohibited on school grounds and school activities.

Students wearing such clothing may be removed from class until acceptable clothing is worn.

### **Driving**

Driving to school is limited to students Level 3 and above who are working and bus transportation prevents them from arriving to work on time. Application for parking permits must be submitted to the Principal's office for approval. Local districts will be contacted for approval and a change in the IEP. If bus transportation is canceled, it will take at least five days to restart transportation.

### **Evening Activities**

Students Level 3 and above are welcome to attend activities with permission slips. Students must be present at least half of the day of the event to attend. School conduct rules apply at all events.

### **Fire and Security Drills**

Pursuant to New Jersey Law, a fire drill and security drill are held each month to ensure the safety of students and staff. Designated exit routes are posted in each room. Follow the route to the sidewalk or parking lot area away from the building. Each room has a security packet with directions for each type of emergency. When the all-clear message is given, everyone will return to his/her classrooms in an orderly manner.

### **Food and Liquids**

Food and liquids are to be consumed in the cafeteria or in the classroom.

### **Grading System**

A	90-100
B	80- 89
C	70- 79
D	60- 69
F	0- 59

### **Hall Passes**

Students are expected to follow their schedules at all times. Students need to be in the class, which has been assigned to them each period. A staff member must provide a hall pass to any student Level 3 and above.

### **Harassment Intimidation and Bullying Policy**

The Board of Education prohibits acts of harassment, intimidation, or bullying of student that take place on school property, at any school-sponsored function or on a school bus. Students expected to treat one another with respect. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication (including a telephone, cell phone, computer or electronic device) that is motivated by any actual or perceived characteristic such as gender, race, color, religion, national origin, ancestry, sexual orientation, gender identity and expression, a mental, physical or sensory disability or any other distinguishing characteristics. The school district may also impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds such as cyber-bullying.

All complaints of alleged harassment, intimidation, or bullying are to be reported to the building principal or designee. Reports may be submitted using the HIB form available in the principal's office or orally. Reports may be made anonymously but formal disciplinary action may not be based solely on the basis of an anonymous report. Parents will be contacted and appropriate action will be taken. Consequences and remedial action may range from positive behavioral interventions up to an including suspension.

Students are also prohibited from making false allegations and from retaliation against anyone who reports harassment, intimidation, or bullying or cooperates in an investigation. Students found to violate this policy will be subject to disciplinary action.

A complete copy of the districts Harassment, Intimidation and Bullying policy is available in the Principal's office and on the district's web site:mcsssd.org

**Honor Roll**

Honor roll status is awarded each marking period to students who achieve grades of A or B in all subjects.

**Incident Reports**

Incident reports are submitted for infractions that require administrative action, which may include point loss, suspension, or other administrative actions. Incident reports are completed for infractions occurring in school, on the bus, on a trip, or at any school sponsored activity. Incident reports resulting in loss of 200 points or more will be mailed home and to local districts. Staff may submit positive incident reports for commendable behavior.

**INCIDENT REPORTS**

INFRACTION	POINT LOSS	COMMENTS
1. AGGRAVATING DURING A CRISIS	160-240	Supervised Instruction/possible out of school suspension
1. ALTERING POINT SHEET	160	
1. ASSAULT	500-1000	Parent contact Police notification Possible OSS Meeting with district
1. BULLYING, HARASSMENT, INTIMIDATION	200-1000	Minimum 4 periods of supervised instruction. Possible OSS Possible police contact Possible criminal charges
1. CHEATING/PLAGIARISM	200-500	Possible Supervised Instruction
1. CUTTING CLASS	120	Possible Supervised Instruction
1. DEFACING SCHOOL PROPERTY, VANDALISM	80-500	Possible community service/ supervised instruction/ out of school suspension
1. DISRESPECTFUL	160-320	Possible Supervised Instruction
1. DISRUPTIVE BEHAVIOR	40	
1. ENDANGERING OTHERS	120	Possible Supervised Instruction
1. HORSEPLAY	80	Possible Supervised Instruction
1. IMPROPER USAGE OF SCHOOL EQUIPMENT: i.e. Computer, Internet, Copiers, Printers, etc.	80-240	Possible suspended privileges or other administrative actions.
1. INAPPROPRIATE GESTURE/LANGUAGE	40	
1. INAPPROPRIATE TOUCHING	120-300	Possible Supervised Instruction
1. INAPPROPRIATE TOUCHING/PHYSICAL HARASSMENT	400	Supervised Instruction

1. INSTIGATING	75	Possible Supervised Instruction
1. LEAVING SCHOOL GROUNDS	150-300	Possible Supervised Instruction
1. LEAVING SCHOOL GROUNDS IN AN UNAUTHORIZED VEHICLE	200	Possible Supervised Instruction Loss of privileges
1. LYING TO STAFF	200	Possible Supervised Instruction
1. NON-COMPLIANCE	40	

INFRACTION	POINT LOSS	COMMENTS
1. OUT OF SCHOOL SUSPENSION	80 per day	
1. PHYSICAL AGGRESSION/FIGHTING	275	Supervised Instruction/possible OSS
1. PHYSICAL AGGRESSION/FIGHTING /INJURY DUE TO STUDENT BEHAVIOR	375-675	Supervised Instruction/possible OSS
1. POSSESSION AND OR USE OF ITEMS WHICH MAY CAUSE HARM OR DISCOMFORT	Subject to administrative review	Confiscation of item. Possible supervised instruction. Follow district policy & guidelines
1. POSSESSION OF PERSONAL ELECTRONIC DEVICES	300	Confiscation of item. Possible supervised instruction.
1. POSSESSION OF ILLEGAL DRUGS OR ALCOHOL	Subject to administrative review	Confiscation, Parent Notification Suspension, Mandatory Counseling Substance Awareness Coordinator Police contact, possible criminal charges Follow district policy & guidelines
1. POSSESSION OF OR ATTEMPT TO USE DANGEROUS INSTRUMENT/WEAPONS	Subject to administrative review	Confiscation, Parent Notification Police contact, possible criminal charges, Possible OSS, possible medical evaluation/intervention Follow district policy & guidelines
1. SMOKING Paraphernalia Smoking first offense Smoking second offense Additional offenses	80 120 240 500	Confiscation of item Possible supervised instruction Refer to Substance Awareness Coordinator (SAC) Mandatory smoking group Refer to SAC Mandatory smoking group
1. THEFT	80-500	Restitution and/ or community service Supervised instruction/OSS Possible criminal charge Possible loss of privileges
1. TRUANT	350	Repeated offense will be referred to the administration
1. VERBAL ABUSE, ALTERCATION, THREATS, INTIMIDATION	40-250	Possible supervised instruction

32. UNABLE TO COVER POINTS DEDUCTIONS	70 points equals one period of supervised instruction.								
<p>BEHAVIORS CONSIDERED BY ADMINISTRATION TO BE SEVERE IN NATURE WILL BE ADDRESSED ACCORDINGLY. OPTIONS MAY INCLUDE:</p> <table border="0" data-bbox="196 260 1057 344"> <tr> <td>Reconvening IEP</td> <td>Police Contact</td> </tr> <tr> <td>Level Change</td> <td>Behavioral Intervention Plan</td> </tr> <tr> <td>Suspension</td> <td>Medical Evaluation/Intervention</td> </tr> <tr> <td>Parent Conference</td> <td>District Contact</td> </tr> </table> <p>THE ADMINISTRATION RESERVES THE RIGHT TO MODIFY ANY CONSEQUENCES AS DEEMED NECESSARY</p>		Reconvening IEP	Police Contact	Level Change	Behavioral Intervention Plan	Suspension	Medical Evaluation/Intervention	Parent Conference	District Contact
Reconvening IEP	Police Contact								
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**Lateness**

Students are expected to meet their obligations on time. The only excuses for being tardy are:

- Medical appointment with note from the physician
- Legal proceeding with documentation
- Religious holiday with parent note
- Driver's test with documentation
- Family/personal emergency with parent note

**Leaving School Grounds**

Students who leave school grounds without properly signing out through the office will be subject to loss of points and possible in school suspension (ISS).

Adult students may not leave school prior to dismissal without a note or phone call to/from a parent or guardian.

**LEVEL SYSTEM:**

**Point Sheets**

The behavior management program at Mercer High School uses a token economy as a means of acknowledging positive behaviors. Students can earn points for exhibiting positive behaviors. These points are recorded on a point sheet. Students save or bank their points in order to purchase the next higher level, activities, or items from the school store. Students may earn points by a variety of methods, depending on the student's individual needs. Points are awarded each period for following the school rules.

The four school wide rules are:

- |                           |  |            |
|---------------------------|--|------------|
| <b>To Be Prepared:</b>    | <b>To be ready beforehand</b>              | <b>(1)</b> |
| <b>To Participate:</b>    | <b>To take part, cooperate, join in</b>    | <b>(1)</b> |
| <b>To Respect:</b>        | <b>To look up to, value, honor, regard</b> | <b>(1)</b> |
| <b>To Be Responsible:</b> | <b>To choose between right and wrong</b>   | <b>(1)</b> |

The Level System is designed to reinforce students for positive behavior, attendance and academics.

Students purchase Levels with the points they have earned.

Students who are in supervised instruction have the opportunity to earn 2 points per period for appropriate behavior. (Level 4 students may earn 4 points per period)

**Level 1 (Blue Point Sheet):**

To apply for Level 1 a student must fulfill the following criteria:

- Grade of "B" or higher in all subjects
- 90% attendance
- 1900 points
- Incident report free for 20 consecutive school days
- Complete an application for Level 1 and pay a non-refundable fee of 300 points.

The application should be submitted to the main office secretary and dated. If the student meets the criteria, a meeting will be scheduled. The committee will then decide if Level 1 status is appropriate and provide feedback to the student. The application will then be submitted to the building principal for final approval. A decision will be made concerning the applicant within a 5-day school week. When a student reaches Level 1 status, he/she will pay 1600 points and move to Level 1 from Level 2. All remaining points are maintained at Level 1.

**Level 1 students are eligible to:**

- attend monthly Level 1 activities, and all school activities
- may eat their lunch outside and use the Level 1 lounge
- attend the school store two times per week and purchase 3 items
- attend Hard Hat Café one time per week

Level 2 (Gold Point Sheet):

Newly enrolled students begin on Level 2 - 100 points.

A student will automatically obtain Level 2 status with 100 points when he/she reaches Level 3 with 750 points.

Level 2 students are eligible to:

- Attend trips
- Participate in all school activities except those designated for Level 1 students.
- Attend school store one time per week and purchase 2 items.

Level 3 (Green Point Sheet):

A student will automatically obtain Level 3 status with 100 points when he/she reaches Level 4 status with 650 points.

Level 3 students may:

- Sit in an area of choice in the cafeteria
- Attend school activities and trips with their class
- Attend evening school activities
- Attend school store and purchase one (1) item

*Administration has the right to exclude a student from any activity.*

## **Level 4 (White Point Sheet): 0 Points**

When a Level 4 student reaches 650 points he/she will automatically obtain Level 3 status with 100 points.

Level 4 students must:

- Be escorted at all times by staff member
- Have point sheets carried by staff
- Earn double points per period

Level 4 students are ineligible to attend special activities including but limited to assemblies, Hard Hat Café, unless approved by administration.

Students, who remain on Level 4 for 30 days, will need a revision to their BIP.

### **Level Changes**

Student Levels can be changed by Administration after a serious infraction, insufficient points or exceeding the point loss limit:

- If a Level 1 student has a loss of more than 200 points in 5 consecutive school days their Level changes to Level 2. The student maintains banked points plus an additional 1600 (which is the value level 1). The student may reapply after 20 consecutive school days with a 300 point- application fee as long as all criteria have been met.
- If a Level 2 or 3 student has a total loss of 500 points in 5 consecutive school days, the student begins a 5-day warning period.

### **Five (5) day Warning Period Guidelines:**

- Each student on warning will carry an orange warning sheet.
- All incident report deductions will be multiplied by the factor of 2.
- The student will maintain level, banked points, and level privileges.
- The warning period starts when a student loses more than 500 points in five days. There is no limit to the time the student can remain on warning period.
- The warning period can end in two ways:
- The student completes 5 consecutive days without losing more than 500 points in incident report deductions.
- The student does not have sufficient banked points to cover the incident report deductions and falls to the lower level.

### **Level Adjustment - Modified Day:**

Students attending a modified school day may earn points at the same rate as all other students. Modified day students are students that attend the vocational school, their local school, work or another program. Double Points may be earned for only the periods that students are present.



**Lockers**

Students are assigned lockers, which are the property of the Board of Education. Locker combinations are confidential and should not be shared with other students. Sharing of lockers is strongly discouraged. School administrators may conduct random searches as a deterrent to illegal activity in a school setting.

**Lunch**

Lunch is available for students at the period designated on their schedule. It is the students' responsibility to clear their lunch table. No food is to be taken out of the cafeteria. Level 1 students may go outside to designated areas or eat lunch in the Level 1 Lounge, which is located in the cafeteria. Applications for free or reduced priced meals are distributed to all students during the first week of school and available from the case manager. Applications may be revised during the year should family income change. Parents are informed as to the status of a free, reduced, or full priced meal.

**Marking Periods** \* \*Dates subject to change due to snow and emergency closings

First	9/06/11 - 11/9/11	Third	1/27/12 - 4/3/12
Second	11/14/11 - 1/26/12	Fourth	4/4/12 - 6/14/12

**Parent Conferences**

Parents may request a conference with staff members at any time during the school year. Please call the school for an appointment if a conference is desired. Conferences will also be held on 10/20/11 and 3/15/12 on reduced-day sessions.

**Personal Electronic Devices**

Personal electronic devices (PED) may not be used in school. Personal electronic devices may include but are not limited to:

- Cameras, electronic games, headphones, I-pods, radios, walkman, CD/DVD players, personal computers

If a student uses a PED during school, it will be confiscated, and the student will receive an incident report. If a student refuses to give his/her PED to school authorities when they request it, he/she will receive Supervised Instruction for defiance of school authority. On the second offense, the PED will be confiscated and the parent/guardian must pick it up.

**Personal Property**

Each student is responsible for his or her personal property. Selling, borrowing or trading of personal property is discouraged. The school is not responsible for losses due to these types of behaviors. Large sums of money and/or expensive jewelry should be left at home. We recommend no more than \$5.00 be brought to school at any time.

**Phone Availability to Students**

Students may use the school phone with permission from their teacher or case manager and with supervision from a staff member.

**Phone numbers of assistance:**

AIDS & STD Hotline	1-800-624-2377
Addiction Hotline	1-800-322-5525
Anchor House (Runaway shelter)	609-396-8329
Contact of Mercer County 24 Hour Crisis	609-896-2120
Division of Youth and Family Services	1-877-652-2873
Domestic Violence/Sexual Assault Hotline	1-800-572-7233
Drug Tip Hotline	609-581-4058
Family Help Line	1-800-843-5437
Mercer County Board of Social Services	609-278-1481
National Suicide Prevention Life Line	1-800-273-8255

NJ Youth Helpline 1-888--222-2228  
Psychiatric Crisis Intervention Unit 609-396-6834  
(Helene Fuld Mental Health)  
Youth Emergency Services 609-989-7297

### **Physical Education**

Physical and health education is a requirement for graduation as mandated by state law. Students are expected to wear gym shoes to class. Students are encouraged to bring a change of clothing for gym class as they will be given time to change and shower before returning to the classroom. Physical education classes are adapted to meet the diverse needs of our students.

### **Physical Restraint**

The safety of all of the students and the staff is our number one priority at all times. Physical restraint is used as a last resort; when the student is harming or threatening to harm other students, staff, self, property, or is severely disrupting the program to the point where a dangerous situation is developing. Any ongoing implementation of restraint would be addressed in the Behavior section of the IEP.

### **Pupil Grievance Procedures**

Public law 94-142 and NJSA 18A: 46 give rights of due process to parents of handicapped pupils and to adult handicapped pupils. Such rights are exercised through the school district in which the pupil resides. There may be times when pupils wish to express dissatisfaction or air complaints outside of due process provisions of law.

Pupils or parents are urged to speak directly to their teacher or case manager to air their complaint. If satisfaction is not resolved at this level, contact the principal, if not satisfaction is gained an appeal may be made to the Superintendent of Schools.

### **Report Cards**

Report cards are mailed home at the end of each marking period. The report cards provide information on the progress and performance of students as well as attendance information.. Students and parents are encouraged to contact teachers or their case manager when they have questions or concerns about the information in these notices.

### **School Buses**

School buses may only transport students from home to school and school to home. All bus changes must be cleared through the transportation office (609-631-2122 or 609-631-2123) if Mercer Coordinated Transportation System (MCTS) provides transportation. It usually takes five (5) days for a change to occur. Visitors will not be permitted on any school buses. Unscheduled stops are not permitted. Behavior on the bus is considered part of the school day and consequences will be enforced for infractions of the code of conduct.

### **School Closings**

The school uses the "Alertnow" emergency closing system. A message will be left on the school main number and website.

Notice of school closing or delayed opening due to inclement weather or other reasons will be announced on the following radio stations:

WIMG 1300 AM WKXW 101.5 FM WPST 94.5 FM TV Channel 3,6,10 & News 12 NJ

### **Signing Out of School**

Students must sign out through the office in order to leave school grounds. Students with appointments that require them to leave school early must bring a note signed by a parent to the nurse. Students must contact a parent or guardian and have a means of transportation to leave the building.

### **Smoking**

Students are prohibited from smoking, possession and/or distributing cigarettes or other tobacco products on school grounds, in school buildings or on school buses by Board of Education policy. The substance awareness counselor is available to help students and offers non-smoking groups.

### **Student Searches**

School officials may conduct reasonable searches of student property and lockers if they have reasonable grounds to suspect that the search will reveal evidence that the student has violated, or is violating either the law or the rules of the school. Students may be randomly selected to be searched by a wand metal detector at anytime.

Administration reserves the right to restrict what is stored in lockers and desks. In addition to occasions when there is suspicion of the possession of contraband, lockers and student desks will routinely be inspected by school staff as outlined in Section 18A: 36-19.2 of New Jersey Code.

#### **Supervised Instruction**

Supervised instruction is assigned to students by administration as a consequence of behaviors. It is intended to be a structured and controlled setting for students excluded from the regularly scheduled program. A certified teacher of the handicapped is present to provide instruction. Related services are provided in accordance with the IEP.

#### **Suspension**

A student may be suspended from school due to the serious nature of inappropriate behavior for 1-9 days, not to exceed 10 days in one year.

- **Students suspended more than nine days in a school year must have a behavior manifestation meeting.**
- **Students are not to appear on campus or attend any school related function during out of school suspension.**

#### **Time Out**

Time out is a method used for students to calm themselves. Students may serve time out in the classroom or in a setting excluded from the instructional program. The time out room will be used when staff feels the student needs a more isolated setting. Students may request time out as a means of maintaining self-control as long as this privilege is not abused. Students will be required to take time out if their behavior is disruptive to others.

## **Trips**

School conduct rules apply on all trips; students must be on Level 2 to leave school grounds.

#### **Visitors**

Visitors to the building must check in at the main office and sign in the visitor's book. A badge will be given to all visitors.

#### **Working Papers**

Working papers are required for all persons under 18 years of age who are gainfully employed. They are issued for a specific job, not as general permission to work. Application forms are available from the Transition Office. A birth certificate, a promise of employment form signed by an employer and social security number are required for processing.