

*Welcome to East Rutherford Public
Schools*

East Rutherford, NJ

EAST RUTHERFORD



WILDCATS

McKenzie School

Grades Pre-K – 3

Student/Parent Handbook

2022-2023

Dear Parents and Guardians:

It is my pleasure to welcome you and your child to McKenzie School. Our staff, students, parents/guardians, and community all contribute to the excellent education, fine traditions, safe environment, and high expectations that are present every day.

This handbook was created to provide you with information necessary to understand the operation of our school. Included are school policies, regulations, and procedures. I encourage you to read through this handbook carefully, and review its comprehensive contents with your child.

Parental concern and involvement is essential to your child's success. McKenzie School strives to keep families knowledgeable about key information and educational opportunities within the district. Therefore, I encourage you to remain informed and interested in your child's education. With that in mind, please visit our district's website at www.erboe.net.

On behalf of the McKenzie faculty, I thank you for sharing your child with us. Working together can ensure a productive school year filled with academic, social, and emotional progress for every student. I look forward to an exciting and successful year.

Respectfully,

Brian Barrow

Principal

****Please note that this handbook will be updated as needed throughout the school year.***

SCHOOL CLOSINGS

In the event of inclement weather or other emergencies, announcements of “No School Today” or a “Delayed Opening” you will be contacted through the Emergency Telephone Alerting System using the phone numbers you have provided. Please communicate with the office if your contact numbers have changed. In addition, all school closings or delayed openings will be posted on the school district website at www.erboe.net and also communicated within our District App. and notifications.

PLEASE DO **NOT** CALL THE SCHOOL OR POLICE HEADQUARTERS. THE TELEPHONE LINES **MUST** REMAIN OPEN TO HANDLE OFFICIAL BUSINESS.

DELAYED OPENINGS

At times, the inclement weather we experience is not severe enough to close school for the entire day. However, safety dictates extra caution in the process of getting to school. In the event of a delayed opening, you will be notified through the Emergency Telephone Alerting System or refer to the previous section [School Closings](#).

The school day for grades K – 3 will be as follows on days of delayed opening: 11:00 AM – 3:06 PM

[Pre-K Program Schedule](#)

[Kindergarten to 3rd Grade Schedule](#)

Note: Lunch will not be served on delayed opening days unless previously ordered, and all students are advised to bring a snack to school on such days.

Note: Busing will be delayed by 2.5 hours on days of delayed opening.

DISTRICT WEBSITE

The district website is a valuable resource for all important school and district information including important dates, announcements, newsletters, forms, notices, school delays or cancellations, handbook, etc... www.erboe.net

STUDENT ARRIVAL

Please see [Drop Off Guidelines](#) for more detailed information.

Pre-K Annex

Upon arrival, each session will meet at the Totland area 5 minutes prior to the starting time. A staff member will be present to greet and guide the students into the school.. Please do not arrive more than 5 minutes ahead of scheduled start and do not leave students unattended.

Grades K – 3

Students will be admitted to the building no earlier than 8:15 A.M. Parents cannot drop students off prior to this time as supervision will not be provided. Please see our website for all before care information. For security reasons, all parents **cannot** enter the building when dropping your child off at school in the morning. Parents and guests can only enter the school with an appointment. Parents must park legally and follow all entrance procedures to sign in your child and enter the building.

All **K – 2nd grade students** are to be dropped off at the designated New Street location beginning at 8:15 A.M. All Kindergarten students are to enter the main entrance on New Street (Door #). All 1st and 2nd grade students will enter via the entrance on New Street by the flagpole (Door #). If late, please park your car and follow the late arrival instructions below. ** Please note for the first day of school ONLY: Kindergarten drop off will be at McKenzie School Totland 8:30 A.M. where there will be clear signage

All **3rd grade students** are to be dropped at the designated Wall Street location beginning at 8:15 A.M. as the students will be guided into the building via Totland entrance.

ARRIVAL BY CAR

Our goal is the safe and efficient arrival of all students. If transporting your child to school by car, please be sure to wait in a single line until a staff member signals that your child can exit the car. You may not leave your car unattended. Do not go around other cars. Please wait your turn and be safe. All students that are being dropped off by a car will enter the building as indicated above by grade level. Please follow all police officers' guidance.

LATE ARRIVAL

If a student arrives late the parent **must** escort the student to the main office and communicate with the main office via video intercom system. A note explaining the late arrival must be provided at this time. Please park legally and follow all communications. Please note that for every 4 absences it will result in one absence.

DISMISSAL

[Please see Pickup and Dismissal Guidelines](#) for all details.

Pre-K

Same location and procedures as arrival.

Kindergarten

Each session will be dismissed at the North exit doors adjacent to the “TotLand” playground.

Grades 1st, 2nd, and 3rd

Children will be dismissed, at the end of the day, through the Firehouse doors (Carlton Ave entrance) – where you can pick them up. Parents may not wait inside the building and students are requested to go directly home. Busing information follows later in this handbook.

Pre-K Disabled

Students may be bussed home as determined by the Child Study Team for eligibility.

BUS TRANSPORTATION

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus, students are governed by the New Jersey State Law, which in part states: *“A student may be excluded from bus transportation for disciplinary reasons by the Principal, and his/her parents shall provide for his transportation to and from school during the period of such exclusion.”*

Students must wait for the bus at the stop nearest their residence.

The bus stops are as follows:

<u>Bus Stop Number</u>	<u>Location</u>	<u>School – Transportation is provided To and From</u>
Stop #0	Uhland & Grove Street	McKenzie – Blue
Stop #1	Civic Center –Vreeland Ave.	McKenzie - Orange
Stop #2	Randolph Ave. (Park)	McKenzie – Green
Stop #3	Corner of Grove St. & Mozart St. (Tot Land)	McKenzie – Pink
Stop #4	Central Ave. & Oak St. (Willow Wood)	McKenzie - Yellow
Stop #8	Monarch	McKenzie - Purple

ALL STOPS ARE CLEARLY MARKED WITH SIGNS.

There will be two pick-ups at each stop as follows:

All 2 - 3rd Grade students will take the 8:00 A.M. bus.

All K & 1st Grade students will take the 8:15 A.M. bus.

Students' arrival at their bus stops should not be more than five minutes prior to the time indicated above. THERE WILL BE NO BALL OR GAME PLAYING PERMITTED OF ANY TYPE.

Two trips will be made at the end of the school day as follows:

All K - 1st Grade students will take the first bus that leaves the school at approximately 3:06 P.M.

All 2nd and 3rd Grade students will take the second bus that leaves at approximately 3:28 P.M.

Parents and students are not to ask the bus driver to make unscheduled stops. All students **must** take the bus specified.

In case of a bus emergency, students are to proceed to the exits as they have been taught in evacuation drills.

ONLY BUS STUDENTS ARE PERMITTED TO RIDE ON THE BUS.

EAST RUTHERFORD POLICE WILL STRICTLY ENFORCE "YELLOW" ZONES.

BEFORE AND AFTER SCHOOL CARE

Before school care is available through Meadowlands YMCA and is held at the McKenzie School facilities. After school care is available through the Meadowlands YMCA and is held at McKenzie School or at the Meadowlands YMCA facilities depending on enrollment. For any interested parents, please contact the [YMCA](#).

VISITORS TO THE BUILDING

If, for any reason you need to enter the building, you are recommended to call the office to set up an appointment first. When approaching the main entrance on New Street, you are required to report to the office first, speak to one of the secretaries via security intercom, once allowed into our secured area the guest must have a valid I.D. to utilize an online system to obtain a visitor's pass. No visitors are allowed between 2:45 and 3:06. When visiting a classroom or assisting with a scheduled school activity, parents are requested not to bring siblings or other children.

ATTENDANCE AND ABSENCES

Regular attendance and promptness is essential to maintaining academic growth. All students are expected to be in attendance on each day that school is in session. Pupils shall be subjected to the

school district response for absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200.

Should a student be absent or tardy for any reason, **please be sure that a parent calls the school** prior to the start of the school day. The number to call to report an absence is **201-531-1235 and press 1 to leave a message**. If a call is not made to the school, the secretary will call the parent. Homework requests for an absent child must be made to the school office no later than 9:00 A.M., and will be available for pickup with an appointment only. Students returning from an absence **must present a note to the school** with an explanation and signed by the parent, even if a telephone call has been made to the school explaining the absence. If the absence is greater than 3 days, a physician's note, citing the date(s) and reason for the absence, is also required.

Parents requesting their child be excused from school before the school day ends must send written verification in advance signifying the reason, time, and who will pick up the student. Justifiable reasons may include: medical or dental appointments that cannot be scheduled outside of school hours, medical disability, family emergency or a court appearance, as per Regulation 5230. Under no circumstances will any student be permitted to leave the school unless accompanied by an adult with proper identification and a valid written reason consistent with New Jersey School register. Students will only be released with the above and the approval of the school Principal.

LATENESS (Grades K – 3)

Students are expected to arrive at school by 8:34 A.M. Students arriving after this time are considered tardy. If a student is late to school he/she **must enter the building with a parent** and report to the main office for a pass to class. Also, a note from home must accompany the student giving the reason. Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused (Regulation 5240). All other incidents of tardiness will be considered unexcused. As per *Board Policy 5240 every 4 days tardy = 1 unexcused absence*.

Homework Philosophy

Homework is carefully planned and tailored to the developmental level of students. It should be constructive in nature and directly related to the subject area. Students are expected to complete all homework assignments as assigned. Homework assignments:

- reinforce learning by providing additional practice and application
- provide review
- provide the opportunity to enrich experiences
- every 3 missed HW assignments = A parent communication
- foster responsibility, initiative, creativity, and the ability to work independently.
- Utilize your teacher's website to see homework assignments

MAKE-UP WORK

After an absence, it is the student's responsibility to obtain all work that was missed. The student will then have one day for each day missed to complete all missed assignments. Any work not made up that

extends beyond the marking period will be treated as an incomplete assignment. Any work not made up within the proper time period will become a zero and factored into the marking period grade accordingly. Absence from school does not remove the student's responsibility in making up the required work or excuse them from any test or other grade that is necessary for the successful completion of their course of study.

INTERIM PROGRESS AND REPORT CARD

McKenzie School values communication with parents. Our interim progress and report card program provides for eight updates on your child's progress throughout the school year for grades 1-4. Parents are encouraged to carefully review the contents of these reports and to contact the teacher with any questions or concerns.

Pre-K: There will be two reports for each child. One is given at the midway point of the school year, and the final report will be sent home on the last day of school.

Kindergarten: Interim Progress Reports are provided during the 1st & 3rd marking periods. Report Cards are sent home at the end of the 2nd and 4th marking periods.

Grades 1-3: Report cards are issued at the end of each of the four (approximated 45 days) marking periods. In addition to the subject grades, there are marks given for effort and for behavior. Interim Progress Reports are sent at the midpoint of each marking period.

For all reports, all reports can be accessed through the Genesis Parent Access. If a parent would like a hard copy, they will need to request this hard copy to the main office.

GRADING SCALE

Student achievement is evaluated according to the following schedule:

Pre-Kindergarten:

C = Consistent

S = Satisfactory

N = Needs Improvement

Kindergarten:

4 = Exceeds standard

3 = Achieves standard

2 = Progressing toward standard

1 = Currently below grade level standard

Grades 1 & 2:

0 (Outstanding) = 97-100

S+ (Satisfactory +) = 90-96

S (Satisfactory) =80-89

S- (Satisfactory -) = 70-79

NI (Needs Improvement) = Below 70

Grades 3 & 4

A+ = 100

A = 94-99

A- = 90-93

B+ = 88-89

B = 84-87

B- = 80-83

C+ = 78-79

C = 74-77

C- = 70-73

F = Below 70

N = Narrative in Lieu of Grade

EX – Excused from Program

Assessment Breakdown:

Tests and Projects: 60%

Quizzes: 15 %

Classwork and Class Participation: 15%

Homework: 10%

PROMOTION AND RETENTION

According to *Board Policy 5410*, standards for promotion are related to the New Jersey Student Learning Standards and district goals and objectives and to the accomplishments of pupils. A pupil will be promoted to the succeeding grade level when he/she has: completed current course requirements, achieved and met the current instructional objectives and standards, demonstrated the proficiencies required for movement to the next grade level, and demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

PARENT – TEACHER CONFERENCES

Parents are encouraged to discuss concerns about their child with the teacher. Please call or send a note to school so the teacher may arrange a meeting. Formal conferences are offered twice a year in November and one in April. These appointments are prearranged by the classroom teacher with availability for evening appointments.

HEALTH RECORDS

The school district must maintain mandated pupil health records for each student pursuant to N.J.A.C. 6A:16-2.4, *Board Regulation 5308*, and as defined by N.J.A.C. 6A:16-2.4(a) 1 and 2. Since the promotion and maintenance of the health of our students is one of our primary concerns and one that can greatly affect their academic work, the School Nurse requires any new medical information in order that we may keep this information current on the student's school records. We will notify you if any possible abnormalities are detected during our vision and hearing screenings.

PHYSICAL EXAMINATION

In accordance with the medical program set by the *Board Regulation 5318* as per the New Jersey State Health Department, an annual physical is required upon enrollment into the school in accordance with NJAC 6A:16:2. This examination must be done no more than 365 days prior to entry and must state WHAT, if any, modifications are required for participation in any school activities.

Forms are available from the School Nurse to have your child's physical completed by their private medical doctor. Referrals will be provided, if your child does not have a private medical doctor.

You will have a 30 day grace period to obtain the required physical examination. Those students who have not complied within the 30 day grace period will not be allowed to return to school until the physical examination has been completed. An annual physical exam performed by your child's health care provider is recommended.

Please see the district website for a summary of vaccine requirements and immunization requirements.

MEDICATION

As per *Board Regulation 5330*, parents are encouraged to administer medications to children at home whenever possible. When necessary, and in accordance with applicable law, medication will be administered to students in school by the School Nurse. Special medication forms are available from the School Nurse and must be completed and signed by the child's private medical doctor and the parents for all medications, including Prescription, Non-Prescription (including throat lozenges) and Asthma medication. All medication must be in the original container. Details are available from the School Nurse.

ASTHMA

All students with Asthma must have an "Asthma Action Plan" completed by their doctor prior to starting school in accordance with N.J.S.A. 18A:40-12.8.

LIFE-THREATENING ALLERGIES

The *Board of Education Policy 5331* recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis or other severe reactions. Therefore, policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Please note that McKenzie School will continue to utilize peanut free tables during lunch time for the reduction of risk of food allergen exposure.

It is essential that all allergies are reported in writing to the School Nurse and classroom teacher.

INJURIES

If your child has received an injury that resulted in the need for sutures, a splint, cast, sling, ace bandage or change in physical activity, you must provide the nurse with the physician's note specifying all limitations and care needed at school along with a date to resume normal activity. Your child will be excluded from Physical Education and recess until a doctor's clearance is received.

HOME INSTRUCTION

Any child who is unable to attend school due to extended illness may be eligible for home instruction. Upon receipt of a signed slip from a doctor, a parent must contact the Superintendent and complete appropriate forms for approval by the East Rutherford Board of Education.

ILLNESS

In the best interest of all children, and in order to prevent the spread of communicable illness, your child should not come to school if he/she feels ill or has had any of the following symptoms within the past 24 hours:

- Temperature over 100 degrees
- Vomiting – exclude 24 hours vomit free unless known to be non contagious (i.e. ate something that hurt their stomach)
- Chronic Coughing
- Inflamed and/or discharge from the eyes – clear discharge okay; excluded if yellow discharge and matted/crusty eyelids, medical note required, must be on treatment for 24 hours before returning to school
- Earache
- Chills
- Skin rash – excluded until rash resolved or medical note stating the rash is non-contagious

- Suspicion of scabies or head lice
- Diarrhea - return to school when 24 hours pass without loose stool
- Flu/Influenza Like Illness – such as fever, cough and sore throat should stay home until resolved

INSURANCE

Accidents are unfortunate occurrences but they do happen. Any kind of medical care today is costly; therefore, it is a good idea to have insurance in case of an accident. It is the policy of the East Rutherford Board of Education to provide insurance for all students in grades Pre-K through 4 while school is in session. Round-the-clock accident insurance for students is available through the school and is paid for by the parents. This type of insurance entitles the student to coverage for 24 hours per day. The exceptions in athletic activities are enumerated on the policy.

TESTING AND ASSESSMENT PROGRAM

Our testing program provides a measure of basic skills proficiency commonly found in both state and nationwide curricula and gives us specific information about the achievement and the instructional needs of our students. The following tests will be administered during the year:

- Northwest Evaluation Association (NWEA) Measures of Academic Progress /Grades K-4
- New Jersey Student Learning Assessment (NJSLA) / Grades 3

CHILD STUDY TEAM

The East Rutherford Child Study Team (CST) consists of a Director of Student Services, School Psychologists, a Learning Consultant and a School Social Worker. The Speech/Language Specialist, School Nurse, and the School Counselor also work in conjunction with the Child Study Team. The team has a number of responsibilities including consultation, identification, classification, and formulation of recommendations for remediation of learning and behavior problems. Team members also serve as Case Managers for students receiving special education and related services and work closely with both special education and regular education teachers to develop students' Individual Education Programs (IEP). The East Rutherford Child Study Team provides services for students with disabilities from ages three to grade eight. Child Study Team evaluations may include assessments by the School Psychologist, Learning Consultant, School Social Worker, Speech/Language Specialist, Occupational Therapist, Physical Therapist and other professionals. If the CST recommends classification and the parent agrees, there are several types of special education services available within the district. Special Education services are outlined in a student's IEP and are provided within the least restrictive environment

SPEECH THERAPY

The Speech Pathologist provides individual and group sessions on a regular basis for those children who have been identified as needing assistance in speech/language development.

COUNSELING SERVICES

The purpose of this program is to aid students in learning to make their own informed and responsible decisions. To contact our School Psychologist call: 201-531-1235 ext. 4004.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services Team reviews the academic, behavior and health concerns of a student and then develops an Action Plan designed to systematically address any identified concerns. The interventions included in a student's Action Plan may include both in-school and out-of-school initiatives.

AFTER SCHOOL ACADEMIC INTERVENTION PROGRAM

Students in grades 1 - 3 who are identified as at risk and meet the criteria will be eligible to receive after school tutoring one time a week for Math and/or Reading. This program will run after school from 3:15 P.M. – 4:15 PM. Busing will be provided for bus students only.

BASIC SKILLS INSTRUCTION (BSI)

Students are identified annually as needing Basic Skills Instruction in reading and/or mathematics if they meet the approved criteria (recommendation, achievement tests and classroom performance). The BSI class is a combination of a "replacement program" where the student is in a small instruction group, and additional support during classroom instruction.

CYCLED ARTS PROGRAM

McKenzie School offers art, Spanish, physical education, technology, and vocal music. All students will have a schedule that includes a combination of these classes. This will provide continuous blocks of instruction that will enhance the learning experience. In addition, at McKenzie School, additional computer time, writing instruction and recorder classes will be coordinated with the classroom teacher as part of an infused program.

ENGLISH AS A SECOND LANGUAGE (ESL)

The innovative high intensity ESL Program involves intensive instruction for students in learning the English language. This program allows students to rapidly acquire the English language as well as to adapt socially and culturally to their new environment.

ENRICHMENT PROGRAM

This program seeks to provide additional enrichment for those students who have been identified, using multiple measures, as students who would benefit from a more challenging experience.

Through direct instruction and independent learning, students are exposed to experiences beyond the scope of the regular curriculum. The program encourages students to pursue more rigorous content-based activities.

During the school year, continuation in this program is based upon a student's current level of effort and teacher feedback. Students are reassessed annually. The Enrichment Program is a combination of infused opportunities for all students within their weekly schedule.

FIELD TRIPS

Field trips may be planned during the year. When a trip is planned, permission slips will be sent home and then must be signed by the parents and returned to school. Each student who attends a field trip must have parent/guardian permission. Children must travel to and from the field trip location with their group. Parents may be responsible for the costs of field trips.

Per *Board Regulation 5850*, a pupil who demonstrates disregard for school rules may be denied participation in class trips. Pupils who participate in approved class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

POLICY ON PHYSICAL EDUCATION

The safety of our students is a top priority at McKenzie School. In an attempt to insure the safety and well being of each and every child, requirements for Physical Education classes were developed. Please be aware of the following policy and refer to *Board Regulation 5511*.

Children must wear sneakers with a separate tongue. The sneakers can be laced, Velcro, elastic or a combination across the tongue. A sneaker with an arch support is recommended and must be secure on the child's feet. Please no cut-outs in the sneakers showing the child's socks. Children must also wear socks with their sneakers. White socks are recommended.

Children may not wear any type of jewelry in Physical Education class, i.e., stud earrings, large or looped earrings, bracelets, watches, rings, etc. Children who wear this type of jewelry to school and are unable to remove it will not be allowed to participate in Physical Education class or Field Day. Please do not send your child to school with jewelry on days when Physical Education class is held. We can accept a parental note for a one-day excuse from Physical Education participation, but the student must have a physician's statement for any lengthy period. We cannot accept the statement of any student to be excused from class. Please be aware that students excused from Physical Education will also refrain from recess until medical clearance is provided.

PHYSICAL EDUCATION CLASS

The curricular programs of physical education and activities complies with the district's affirmative action resolution. The classes are not divided on the basis of sex. Students will not change for Physical

Education. Students are expected to come prepared for class and dressed appropriately (no skirts or dresses).

LOUIS D. RAVETTINE MEDIA CENTER

Our Media Center hosts a well-stocked school library, containing a wide range of materials on all levels of difficulty, appealing to diverse tastes, and presenting different points of view. Networked computers with a variety of software and online licensed resources are available for students and staff. The many books and reference materials provide a valuable resource for completing school assignments and enrichment projects. Classroom teachers will facilitate the library visits. Books can be taken out of the Media Center for a two-week period. Students are held responsible for any book they use or borrow. Proper behavior is required at all times.

TECHNOLOGY

Computer technology is an integral part of the learning that goes on in our school. The students master the skills to use the software applications in their cycle classes. Those skills are then applied in the learning activities that are conducted in the classroom. Resources and teachers have been committed to using computers to improve learning, maximize productivity, and prepare students to be lifelong learners. The collaboration between our computer teacher and classroom teachers adds an air of excitement to our school which will translate into better research workers, better computer users, and better learners for our students. Through board action, there is a policy for using the computers at school. That policy is known as the Acceptable Use Policy. Students will be given a copy of the appropriate level policy and the agreement form is to be reviewed and acknowledged through our Genesis Parent Portal.

SOCIAL NETWORKS AND THE INTERNET

McKenzie School recognizes that social networks and other technologies such as blogs and microblogs are elements of a developing Internet-based culture. In spite of their common use, insufficient federal or state regulation exists regarding the use and impact of social networks and similar Internet services. Their use is specifically banned at school, as stated in *Board Policy 5501*.

SCHOOL NUTRITION POLICY

As indicated in *Board Regulation 8505*, the Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on the pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity. The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, and other school administrative staff so they have the skills needed to

implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parents, teachers, and the community at large.

LUNCH PROGRAM

LUNCH is closed for Grades Pre-K through 3. This means that students may not leave the school campus during the lunch period without being accompanied by a parent for any reasons. Those students who wish to go home for lunch may do so if their parents enter the building and sign them in & out for lunch on a daily basis. The parent will also have to provide a written note to the homeroom teacher alerting the school that they will be signing their child in and out for lunch. When a student returns to school and is signed in, he/she will join their homeroom.

McKenzie School has two lunch periods. The first lunch will be from 11:09-11:55, and the second lunch will be 11:56-12:42. All homeroom teachers will provide the communication to parents as to what time their child will have lunch.

Lunch may be brought to school from home. It is recommended that:

- You consider good nutritional guidelines when selecting food items to include in your child's lunch.
- Your child brings his/her own lunch in the morning, rather than delivering it later in the school day.

McKenzie School provides the State of New Jersey's Free and Reduced Price Lunches/Breakfast for all students who qualify and elect to apply for this program. An application will be included in our Genesis Parent Portal for every parent to acknowledge the program in order to apply for each student. This form must be appropriately completed within the Genesis Parent Portal by each parent.

Expected Lunch Procedures:

1. Follow directions of lunchtime supervisors.
2. Ask permission to leave the seat by raising your hand.
3. Keep hands, feet and objects to oneself. Be kind to others.
4. Be quiet when instructed by lunchtime supervisors.
5. Speak in an appropriate voice level at lunchtime.
6. Throw away trash and dispose of recycling.
7. Stay in the assigned areas; play safely and take care of equipment
8. Line up when told by the lunchtime supervisors.

Consequences:

Students may be assigned seats by Lunchroom supervisors in order to facilitate the program and for student disciplinary reasons. Students not following expected rules & regulations will be subject to disciplinary actions as outlined in *Board Policy 5600*.

Lunch Procedures

Maschio's Food Services will be providing a full service lunch program this school year at East Rutherford Public Schools. Nutritious meal options will be offered. There will be a featured hot lunch every day as printed on the menu, as well as ala-carte items. In addition, there will be a choice of a daily sandwich. Students will give their lunch choice each morning in their home room. All menus, pricing, and additional information will be available on the district website, www.erboe.net, in the Food Services section.

Meals may be paid for in advance with cash, check, money order, or online at www.payforit.net. They will also be able to pay each day at the register.

Nutrition will be the most important concern as healthy choices are balanced with student preferences. Maschio's Food Services is committed to making a difference in our school! Any questions or concerns please call the kitchen in McKenzie School at 201-531-1235 x 4008.

BIRTHDAYS IN SCHOOL

Students are welcome to share their birthdays with the class by providing a small individual snack that meets district guidelines as described below. Birthday celebrations should be arranged in advance with the classroom teacher at least 24 hours in advance to collaborate with the School Nurse for health and safety reasons..

Guidelines for Holiday, Birthday, and other Classroom/School Celebrations

In accordance with *Board Regulation 8505*, we believe that children, parents, staff and administration have a right to know the ingredients in the foods children are eating, and that we have an absolute responsibility to do everything we can do to ensure the health and safety of our students. When a classroom experience is planned, that will include food and/or beverages, the following general procedures will be followed:

- **Parent(s) or staff members who wish to supply food/beverages for any event or occasion must contact the classroom teacher to determine if any child in the classroom is allergic to any particular food item.**
- Parent(s) or staff members must bring to school only food/snack items or beverages that have been prepared or manufactured by a commercial establishment and packaged or boxed in a sealed container provided by the same commercial establishment where the items were purchased.
- **No home-baked or homemade items will be permitted.**
- **The teacher will ensure that food items provided are accompanied by a listing of ingredients and that the items meet the federal and state nutritional guidelines regarding fat and sugar content.**

PARTY INVITATIONS/CLASS LISTS

In order to promote our student's self-esteem, children are not permitted to pass out party invitations to their classmates in or on school grounds unless their entire class is invited to the party. Staff is not allowed to send home a list of students' names for any reason because of confidentiality reasons.

GUM

Gum is not permitted in the building or on the school grounds at any time. Violation of this rule will result in disciplinary action.

DRESS CODE AND GROOMING

All Grades

The Dress Code discourages unsuitable clothing in the school and all clothing that is dirty and unsightly. It stresses that there is a difference between school clothes and play clothes, and the latter has no place in school. The Dress Code encourages clothing that is neat and clean, that will make students aware of their social responsibility, that will promote high standards of personal conduct and that will not only bring credit to our school and community, but also, instill a sense of pride. Parents will be called to bring an appropriate change of clothes when necessary and as determined by the Principal.

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parent(s), and pupils of this district.

A. General Rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;

4. Bare feet, flip-flops, unsafe footwear, shoes with cleats, roller-blades, and footwear intended for the beach;
5. Patches and decorations that are offensive or obscene;
6. Undershirts (underwear) worn without an outer shirt;
7. Clothing that is overly soiled, torn, worn, or defaced;
8. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
9. Portable audio or video devices;
10. Beepers, pagers or any electronic communication device and other summoning devices, except as permitted in Policy No. 2360;
11. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
12. Clothing containing profanity or sexual references or innuendoes;
13. Clothing which includes racial or ethnic violence;
14. Hats, hoods, visors, headbands and other headgear; and
15. Any clothing that is likely to create a material and substantial disruption to the school environment.

SCHOOL BOOKS, TECHNOLOGY, AND SCHOOL PROPERTY

Students are encouraged to take proper care of school property. All books should be handled with care. Book covers are required to help protect the books for other students who will use them in the future. Books may be inspected periodically as well as when they are returned at the end of the year. If books are damaged, the parent is expected to pay for the damage. Lost books must be paid for immediately. It is the responsibility of the parent to see that their child takes proper care of all school property issued to them. If they lose, have stolen or destroyed school or personal property, it will be the parent's responsibility to replace or pay for it. Any student who willfully cuts, defaces or otherwise injures any property belonging to the school district is liable for said and will be subject to disciplinary consequences.

PERSONAL PROPERTY

Students are not permitted to use personal and recreational electronic devices at any time during the school day (Board Regulation 5516). Violation of this Policy will result in confiscation of item(s). It is the student's responsibility to protect his/her books, notes, and personal property. In order to ensure their protection, they should be left in the classroom. EXPENSIVE ITEMS, LARGE SUMS OF MONEY AND

ITEMS OF HIGH PERSONAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. In addition, no toys are to be brought to school. The school cannot be responsible for lost or stolen articles.

LOST AND FOUND

Any items which are found on school property will be placed in the Lost and Found, located outside on the 1st floor. Students are encouraged to check this location for missing items. Parents are welcome to check for items after signing-in and obtaining a visitor's pass from the office. It is of great help if clothing and other belongings are labeled with the child's name.

FIRE DRILLS

FIRE DRILLS ARE SERIOUS BUSINESS. Exit directions are posted in all classrooms. Students are taught how to leave the building quickly and in an orderly fashion.

EMERGENCY DRILLS

We will be conducting emergency drills within McKenzie School in coordination with the East Rutherford Police Department, with all staff and students during the school year. This procedure is being conducted to test the ability of the school's environment in case of any emergency situation.

PUPIL DISCIPLINE/CODE OF CONDUCT

McKenzie School approaches student behavior issues with a positive, proactive philosophy. An effective behavior management program is one which contains preventive strategies to assist students in behaving appropriately and to avoid making mistakes. It is also a program which provides support services for all students, with special attention to those students who may need additional help. Finally, it is a program which assigns appropriate consequences when warranted.

McKenzie School expects pupils to conduct themselves in keeping with their levels of developmental maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

As stated in Board Policy 5600, all pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district, and are expected to conduct themselves accordingly. With the support and assistance of school staff members and parent(s), all pupils can contribute to the effectiveness of the school and the value of their education. Please see appendix for McKenzie School Code of Conduct chart.

GENERAL EXPECTATIONS FOR BEHAVIOR

The Board of Education expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare them mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) and appropriate school staff members.

DISCIPLINARY AND REMEDIAL MEASURES

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules: admonishment, temporary removal from classroom, deprivation of privileges, detention, impact grading, suspension from school, and expulsion

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services: restitution and restoration, counseling, parent conferences, alternate educational program

SCHOOL BUS SAFETY RULES

As outlined in Board Regulation 5600, while waiting for the bus, students will remain orderly and keep off the roadway at all times. As the bus approaches a bus stop, students are to form a single line and make certain the bus has stopped before approaching it. Quickly, without pushing or shoving, students will enter the bus.

Pupils assigned to a school bus must obey all school rules, and:

- a. Show respect for the driver at all times;
- b. Enter and leave the bus in an orderly manner;
- c. Ride only the bus to which they have been assigned;

- d. Be and remain seated while the bus is in motion;
- e. Avoid reckless and boisterous activity at all times, including during waits at pickup Points;
- f. Talk in a reasonable tone of voice and avoid loud noises;
- g. Extend no portion of the body or other object out a bus window;
- h. Keep aisles clear at all times;
- i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
- j. Refrain from smoking, eating, and drinking on the bus; and
- k. Possess, use, or distribute no substance in violation of Policy No. 5530.

Violations of the rules regarding pupil conduct on the school bus, as outlined above may result in temporary or permanent suspension from the bus, depending upon the misconduct. To verify that the safety rules have been read, both student and parent will be requested to sign a form outlining the above procedures

PLAYGROUND BEHAVIOR

Students must abide by the following:

- **No running on the sidewalks. They are not play areas.**
- **All game areas must have boundary lines.**
- **If you are not participating in a game, remain out of the playing fields.**
- **Only Nerf balls are to be used when provided by appropriate staff.**
- **Games encouraging rough play will not be permitted.**
- **Everyone is encouraged to use good manners and to be courteous to one another.**
- **Keep the area clean.**
- **Use the receptacles.**
- **Do not block entrances and exits to and from the playground/building.**

Once on the Playground, no student is to leave it for any reason, without first receiving permission from a supervising adult. Once receiving permission, students are to return to the playground as quickly as possible and report to that adult signifying that they have returned. Those students not cooperating will be subject to student discipline procedures.

LUNCH DETENTION

Students may be assigned detention at lunchtime at the discretion of the Principal/designee. Students will eat lunch but will not be permitted playtime. Please see Appendix for Code of Conduct Chart.

CODE OF CONDUCT

Teachers and administrators in charge of pupil discipline shall make every effort to administer rules consistently and fairly. Consequences are determined with regard to students' age, developmental level,

and severity and frequency of offense. Additionally, parents will be notified as deemed appropriate. Certain infractions require that other support staff be notified and/or that the East Rutherford Police Department or other agencies. Consequences will be left to the discretion of the building administrator.

Please read Board of Education Policy and Regulation 5600 Pupil Discipline/Code of Conduct (M) located in the Appendix of this handbook and McKenzie School Code of Conduct chart.

For specific procedures and regulations ensuring due process, please contact the Superintendent's office.

HAZING AND/OR HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education recognizes the need for a procedure to be in place for persons to report and investigate allegations of hazing and/or harassment, intimidation, or bullying behavior.

Please read Board of Education Policy and Regulation 5512 Harassment, Intimidation, and Bullying (M) located in the Appendix of this handbook.

CYBER BULLYING

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment (Board Policy 5512.02).

McKenzie School prohibits acts of cyber-bullying by school district pupils. "Cyber-bullying" is the use of electronic information and communication devices, to include but not be limited to; email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that:

- ***Deliberately threatens, harasses, or intimidates an individual or group of individuals.***
- ***Places an individual in reasonable fear of harm to the individual or damage to the individual's property.***
- ***Has the effect of substantially disrupting the orderly operation of the school.***

PUPIL GRIEVANCES

McKenzie School believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. The school will establish and observe procedures by which the grievances of pupils will be heard according to Board Policy 5770.

ELIGIBILITY TO ATTEND SCHOOL

The East Rutherford Board of Education will admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, who are domiciled within the district.

As per East Rutherford Board Policy No. 5111, eligible entrance requirements are as follows:

Pre-Kindergarten

A child is eligible who will have attained the age of four (4) years on or before October 1st of the year in which entrance is sought and has not yet attained the age at which admission to kindergarten is permitted. Due to limited availability, registration is completed on a first come first serve basis.

Pre-K Disabled

A child is eligible who has attained the age of three (3) years of age and has been found by the Child Study Team to be eligible for a program for the Pre-K disabled in accordance with rules of the State Board of Education.

Kindergarten

A child is eligible who will have attained the age of five (5) years on or before October 1st of the year in which entrance is sought.

First Grade

A child is eligible who will have attained the age of six (6) years on or before October 1st of the year in which entrance is sought or has completed the kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade.

STUDENT REGISTRATION

Parent(s) must contact the main office in order to enroll a new student if they have any questions. All student registration is to be completed through our District Website through our Genesis Registration System. The following documents are required:

- Birth certificate/passport of student
- Proof of residency (property deed; lease or residential tax bill) and any two of the following: telephone bill, gas/electric bill/cable television bill, etc.
- Proof of guardianship (court papers or other legal document) when necessary
- Record of physical examination
- Record of immunizations
- Transfer card
- School report card/transcript
- Other school records

TRANSFER CARDS

Every student transferring to another school must obtain a transfer card from the office. The student's medical record is also attached to this card. Please contact the school secretary as soon as possible if you are going to move out of the district. All of the student's records will be forwarded to the new school after we receive notification of enrollment and a request for the records. All McKenzie School property, including textbooks must be returned.

PTA

New Jersey Parent Teacher AssociationThe PTA organization is a volunteer organization of adults and students whose sole purpose is to advocate for children and youth. The NJPTA has nearly 800 local PTAs in all 21 counties of New Jersey and a total membership of approximately 200,000 members. The mission of NJPTA: To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;

- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation. For additional information or any comments, please contact us at ERPTA@verizon.net

Appendix

Policy [5600 PUPIL DISCIPLINE/CODE OF CONDUCT \(M\)](#)

Regulation [5600 PUPIL DISCIPLINE/CODE OF CONDUCT \(M\)](#)

Policy [5512 HARASSMENT, INTIMIDATION, AND BULLYING \(M\)](#)

MCKENZIE SCHOOL CODE OF CONDUCT CHART

McKenzie School Code of Conduct Chart of Infractions & Consequences

In order to maintain the safety and wellbeing of students and school personnel, the Principal and/or Administrator in charge may find it necessary to adjust the consequences when it is in the best interest of the student and the school community. The list below contains examples of offenses; however, school officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A37-2, and all district policies and regulations.

Consequences

Administrative Detention: Lunch Detention/After School, ISS: In School Suspension, OSS: Out of School Suspension, EX: Expulsion

Violation	First Offense	Second Offense	Third Offense
Arson/Setting a Fire	<p><i>In every case of arson:</i></p> <p><i>OSS/Possible Expulsion</i></p> <p><i>Notification to the Police</i></p> <p><i>Loss of privileges</i></p>		
Weapons	<p><i>In every case of a weapon found on school property:</i></p> <p><i>The item will be confiscated and not returned, student will be suspended and/or subject for more severe consequences/possible expulsion, and notification to the police</i></p> <p><i>A formal complaint will be filed with the police by the district.</i></p> <p><i>Loss of various privileges.</i></p>		

<p>Use or Possession of an Exploding Device</p>	<p>In every case of use or possession of an exploding device:</p> <p>OSS/Possible Expulsion</p> <p>Notification to the police</p> <p>Loss of various privileges</p>		
<p>Wrongful Entry</p>	<p>In every case of wrongful entry:</p> <p>OSS/Possible Expulsion</p> <p>Notification to the Police</p> <p>Loss of various privileges</p>		
<p>Falsifying Alarm</p>	<p>In every case of falsifying alarm:</p> <p>OSS/Possible Expulsion</p> <p>Notification to the Police</p> <p>Loss of various privileges</p>		
<p>Theft</p> <p>*An assessment as to the level of seriousness of the theft will be made and appropriate consequences issued</p>	<p>Student will be asked to return or replace the item(s)</p> <p>Parent notification</p> <p>Administrative</p> <p>Detention(s)</p> <p>Possible referral to the Police</p>	<p>Student will be asked to return or replace the item(s)</p> <p>Parent notification</p> <p>OSS/ISS up to 3 days</p> <p>Possible referral to the Police</p> <p>Possible referral to School Counselor</p>	<p>Student will be asked to return or replace the item(s)</p> <p>Parent notification</p> <p>OSS up to 5 days</p> <p>Possible referral to the Police</p> <p>Referral to School Counselor</p> <p>¹Loss of privileges</p>

	Possible loss of privileges	Loss of privileges	
Vandalism / Destruction of Property	<p>Student's parent (s) or guardian will be held responsible for the cost of damaged property to clean or replace. Parental Notification</p> <p>Possible Administrative Detention Notification to the Police</p>	<p>Students will be held responsible for the cost of damaged property to clean or replace. Parental Notification OSS/ISS – 1 day</p> <p>Possible Notification to the Police</p> <p>Loss of various privileges</p>	<p>Students will be held responsible for the cost of damaged property to clean or replace. Parental Notification OSS 1-3 days</p> <p>Possible Notification to the Police</p> <p>Loss of various</p>
Substance Abuse	<p>OSS up to 3 days</p> <p>Parent Notification</p> <p>Notification to the Police</p> <p>Referral to School Counselor</p>	<p>OSS up to 5 days Parent Notification</p> <p>Notification to the Police Referral to School Counselor</p> <p>Loss of various privileges</p>	<p>OSS up to 10 days Parent Notification</p> <p>Notification to the Police Referral to School Counselor</p> <p>Loss of various privileges</p>

	Loss of various privileges		
Tobacco Use	OSS 1 day Parent Notification Referral to School Counselor Loss of various privileges	Up to 3 days OSS Parent Notification Referral to School Counselor Loss of various privileges	Up to 5 days OSS Parent Notification Referral to School Counselor Loss of various privileges
Fighting *Two or more parties contributing to a situation by physical activity	Possible OSS/ISS 1 day Administrative Detention Loss of various privileges Possible referral to School Counselor	Up to 3 days OSS/ISS Loss of various privileges Possible referral to School Counselor	Up to 5 days OSS Loss of various privileges Referral to School Counselor

<p>Causing Serious Physical Injury to Another Person</p>	<p>OSS 1 day</p> <p>Loss of various privileges</p> <p>Referral to School Counselor</p>	<p>Up to 3 days OSS</p> <p>Loss of various privileges</p> <p>Referral to School Counselor</p>	<p>Up to 5 days OSS</p> <p>Loss of various privileges</p> <p>Referral to School Counselor</p> <p>Possible notification to outside services</p>
<p>Aggressive Behavior</p>	<p>2 days Administrative Detention</p> <p>Parent Notification</p> <p>Loss of various privileges</p>	<p>3-5 days Administrative Detention</p> <p>Parent Notification</p> <p>Loss of various privileges</p> <p>Possible referral to School Counselor</p>	<p>OSS/ISS 1 day</p> <p>Parent Notification</p> <p>Loss of various privileges</p> <p>Referral to School Counselor</p>
<p>Truancy/Unexcused Absences/Tardines</p>	<p>Pursuant with Policy #5200 regulations</p>	<p>Pursuant with Policy #5200 regulations</p>	<p>Pursuant with Policy #5200 regulations</p>
<p>Leaving Assigned Location Without Permission</p>	<p>Up to 2 days of Administrative Detention</p>	<p>Up to 4 days of Administrative Detention</p>	<p>OSS/ISS 1 day</p> <p>Parent Notification</p> <p>Loss of various privileges</p>

	Parent Notification Possible loss of various privileges	Parent Notification Loss of various privileges	
Cutting Detention	1 Additional Detention Parent Notification	2 Additional Detentions Parent Notification	ISS 1 Day Parent Notification
Insubordination/Wilful Disobedience/Disrespectful	Parent Notification by Faculty Loss of various privileges	Parent Notification by Faculty Loss of various privileges 1 Day Administrative Detention Possible referral to School Counselor	Parent Notification by Administration Loss of various privileges Referral to School Counselor
Disruptive Behaviors that Interferes with the Educational Process and/or School Operation	Parent Notification by Faculty Loss of various privileges Possible referral to School Counselor	Parent Notification by Faculty Loss of various privileges 1 Day Administrative Detention Possible referral to School Counselor	OSS/ISS 1 Day Parent Notification by Administration Loss of various privileges Referral to School Counselor

<i>Inappropriate Dress</i>	<i>Parent Notification by Faculty/School Nurse Corrective action taken Student counseled on school policy by Faculty/School Nurse</i>	<i>Parent Notification by Faculty/School Nurse Corrective action taken Student counseled on school policy by Faculty/School Nurse Possible Administrative Detention</i>	<i>Parent Notification by Administration Corrective action taken Student counseled on school policy by Faculty/ School Nurse Administrative Detention</i>
<i>Inappropriate Language</i>	<i>Parent Notification by Faculty Faculty Reprimand Loss of various privileges</i>	<i>Parent Notification by Faculty Administrative Detention Loss of various privileges Possible referral to School Counselor</i>	<i>Parent Notification by Administration Up to 2 days Administrative Detentions/Possible ISS 1 day Loss of various privileges Referral to school counselor</i>

<p>Misuse of Computer Networks</p> <p><i>*An assessment of the level of seriousness of misuse/abuse of technology will be made and appropriate consequences issued</i></p>	<p>Parent Notification by Faculty</p> <p>Subject to loss of privileges</p> <p>Possible Administrative Detention</p>	<p>Parent Notification by Faculty</p> <p>Subject to loss of privileges</p> <p>Up to 2 days Administrative Detention</p>	<p>Parent Notification by Administration</p> <p>Extended or permanent loss of privileges</p> <p>Up to 3 days Administrative Detention</p>
<p>Academic Dishonesty/ Cheating</p>	<p>Parent Notification by Faculty</p> <p>Possible Zero on Assignment</p> <p>Loss of various privileges</p> <p>Possible Administrative Detention</p>	<p>Parent Notification by Faculty</p> <p>Zero on Assignment</p> <p>Up to 2 days Administrative Detention</p> <p>Possible loss of various privileges</p>	<p>Parent Notification by Administration</p> <p>Zero on Assignment</p> <p>OSS/ISS 1 day</p>
<p>Plagiarism</p>	<p>Parent Notification by Faculty</p> <p>Reduction in grade</p> <p>Administrative Detention</p>	<p>Parent Notification by Faculty</p> <p>Zero on Assignment</p> <p>Administrative Detention</p>	<p>Parent Notification by Administration</p> <p>Zero on Assignment</p> <p>OSS/ISS 1 day</p>

Forgery	Parent Notification by Faculty Administrative Detention	Parent Notification by Faculty Up to 2 days Administrative Detention	Parent Notification by Administration Up to 3 days of Administrative Detention
Sexual Harassment	ISS 1 day Parent Notification	Up to 3 days OSS Parent Notification	Up to 9 days OSS Parent Notification

- **Appropriate incident reports will be completed for all Code of Conduct infractions and submitted to Administration for documentation purposes within one school day.**
- **Administrative Detention is subject to be implemented during Lunch Period or After School until 3:45pm after parent notification by faculty or administration**
- **This Code of Conduct was developed in accordance with BOE Policy/Regulation on Discipline 5600.**
- **Classroom rules developed by students and teachers still apply.**
- **The range is used by the administration to determine consequences based on frequency and/or severity of the infraction.**
- **Note: There may be mental health clearance required for certain student behavior/infractions for the safety of students and staff.**