

John Fenwick Academy

Parent Handbook 2017-2018



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**Syeda L. Woods, Principal
Gia Guyton, Supervisor of Early Childhood/Vice Principal**

GRADES: K - 2

HITTING THE GROUND LEARNING

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CHILD STUDY TEAM
(856) 935-3800, Ext.4250 (Bobbie Shuman, CST Secretary)

Pamela Bates Thomas, Director of Special Education
Eyde Baker, Speech Therapist (JFA & SHS)
(TBD), Speech Therapist (SMS)
Janine Champion, Social Worker
Joseph Longo, Social Worker
Dr. Billie Slaughter, School Psychologist
Trudi Dawes, School Learning Disability / Teacher Consultant
Dale Gardner, Transition Coach
Bobbie Shuman / Secretary
Esther Bundy / Secretary

SCHOOL HOURS

Preschool to Grade Two

8:00 am to 3:00 pm

ADMISSION INFORMATION

Preschool Students must be 3 yrs. old by Oct. 1
Kindergarten Students must be 5 yrs. old by Oct. 1

Every child must have the following papers:

Official Birth Certificate

Health Record

Transfer Card

2 Proofs of Residence

1 Picture I.D.

Physical Examination (Dated Within Last 12 Months)

**ALTHOUGH, THERE IS NO COST FOR BREAKFAST & LUNCH FOR JFA
STUDENTS, PARENTS WILL STILL HAVE TO COMPLETE THE NEW JERSEY
HOUSEHOLD INFORMATION SURVEY .**

LEAVING SCHOOL EARLY

Dismissal of children during school hours requires a note from a parent or guardian in advance. Children will be released from the school office **only** to a parent, guardian or legally authorized person. Children leaving school **must** be accompanied by a parent or guardian. The adult must sign a school record indicating the child's name, the name of the person taking him/her out and the date and time. Children will not be sent to the office for early dismissal until the parent/guardian arrives in the office to sign the child out.

CHILDREN WILL NOT BE CALLED TO THE OFFICE FOR EARLY PICK-UP AFTER 2:30 PM.

ALL CHILDREN SHOULD BE PICKED UP NO LATER THAN 3:15 PM ON A REGULAR SCHOOL DAY AND 1:00 ON EARLY DISMISSAL DAYS

PLEASE INFORM THE OFFICE, THE TEACHER, AND THE SCHOOL NURSE OF ANY CHANGES OF ADDRESS, PHONE NUMBER, EMERGENCY PHONE NUMBER OR NAME DURING THE SCHOOL YEAR

CROSSING GUARDS

Crossing guards are on duty at certain intersections when school is in session:

7:15 am to 8:30 am

2:30 pm to 4:00 pm

On early dismissal days, crossing guards are on duty at the following times:

7:15 am - 8:30 am

12:30 pm - 1:30 pm

WALKING TO SCHOOL

Teach your child the safest way to walk to school. Stress that children should listen to and obey all crossing guards. Talk to your child about using the sidewalks and not walking through yards. Remind your child that they must look for oncoming cars before crossing a street. **Children should not use Van Meter Terrace to come to school. There are no Crossing Guards or adults to supervise them; therefore, this creates an unsafe environment for your child.**

Remind your child repeatedly not to talk to, accept anything from, or get in cars of strangers.

Teach your child to go straight home from school and report to the person who watches him/her before going out to play or to a friend's house.

VISITORS

For the protection of our children, all entrance doors are kept locked. Ring the bell to be admitted.

All visitors **MUST** report to the Security Officer or Main Office upon entering the building. **VISITORS MUST SIGN THE VISITOR'S REGISTER AND GET A NAME BADGE. VISITORS WITHOUT A NAME BADGE WILL BE DIRECTED TO THE OFFICE.** We encourage parents to visit and observe their child's classroom throughout the school year. **Please be reminded if you must speak to the classroom teacher, you may do so only during their planning period or before and after school, not during instructional time.**

PUPIL RECORDS

Parents and/or guardians have the right to review their child records. Discuss this with the building principal. **An appointment will be set for the review.**

EMERGENCY SCHOOL CLOSING

You will be advised of emergency school closings by EdConnect. It is extremely important for us to have a current phone number at all times. They will also be announced on radio stations KYW, WOGL, WDAS, WFIL, WIP, WFLN, WIBG, WPEN, WSNJ, WAMS, WDEL and WJIC. Radio code for Salem City Schools is 901. TV channels 3, 6, and 10 also report New Jersey school closings.

Emergency Closings during the school day will be announced in the same way. **PLEASE BE SURE YOUR CHILDREN KNOW WHERE THEY SHOULD GO IF SCHOOL CLOSES EARLIER THAN USUAL DURING THE DAY.**

All parents receive a letter concerning school closing because of an emergency at Salem Nuclear Generating Station. That information should be kept handy and available. The relocation site for Fenwick Academy is Penns Grove Middle School.

FIRE & SECURITY DRILLS

One fire drill and one security drill **MUST** be held each month. In a fire drill, everyone must leave the building quickly and in an orderly manner. Class rolls are checked to insure all pupils are present.

MEDICAL INFORMATION

The school nurse serves pupils who become ill or seriously injured during the school day. She will evaluate injuries after school hours. A child who has symptoms of illness such as fever, rash, or nausea, should be kept home. Call the nurse and report it. If a child becomes ill or is injured in school, the nurse will call and ask the parent to pick up the child immediately. A family member, or a friend, must be listed as an emergency contact in case the parent can not be reached in an emergency.

Medicine will be given by the school nurse ONLY IF:

1. The prescribing physician writes a note of instruction.
2. The medicine is in the original bottle with the druggist's label identifying the medicine, name of the child, and proper dosage.
3. The medicine is brought to the nurse by a responsible adult.

CHILDREN ARE NOT TO CARRY ANY MEDICATION

Medicine for after school must be taken to the child's day care provider by a parent.

EXCLUSION FROM SCHOOL

The nurse will exclude children for:

- a. Suspicion of communicable disease, skin disease or infestation of body or hair lice.
- b. Lacking minimum standards of personal cleanliness.
- c. Immunizations not up-to-date.
- d. Serious illness or condition needing medical attention.
- e. Non-compliance with providing an up-to-date physical when requested.

Children who have been excluded must present a doctor's note or emergency room form to the nurse to return to school.

PLEASE INFORM THE TEACHER, THE SCHOOL NURSE, AND THE OFFICE OF ANY CHANGES OF ADDRESS, PHONE NUMBER, EMERGENCY PHONE NUMBER OR NAME DURING THE YEAR.

The school nurse serves pupils and staff who become ill or seriously injured during the school day. She will evaluate injuries that have occurred before or after school hours. A student who has a fever of 100 or greater should be kept home and not returned to school until they have been fever free for 24 hours. Students with vomiting should also be kept home until vomiting has subsided for at least 12 hours. If your child has a suspicious rash, the school nurse should be contacted to evaluate the rash and determine if the rash is contagious, requiring medical treatment. If your child is ill and is kept home, please contact the school nurse to relay information of illness.

If a student becomes ill or is injured in school, the nurse will call and ask the parent to pick up the student immediately. A family member, or a friend, must be listed as an emergency contact in case the parent can not be reached. The only days excused from school will be when a doctor's note is received or the school nurse sends your child home.

Please notify the nurse if your child has developed any chronic medical condition such as asthma. If your child receives any immunization throughout the year, please provide our nurse with an updated copy of your child's immunization record. Also, it is recommended that your child have a well visit each year with their primary care physician and should be provided to our nurse as well.

Medicine will be given by the school nurse **ONLY IF**:

1. The prescribing physician writes a note of instruction.
2. The medicine is in the original bottle with the druggist's label identifying the medicine, name of the child, and proper dosage.
3. The medicine is brought to the nurse by a responsible adult.
4. The parent signs giving consent to administer the medication at school as well as to relieve the Salem City Board of Education and all its employees from liability in the administering of medication.

BOOKS / SCHOOL PROPERTY

Library books are very expensive. Library books should be handled carefully. Please encourage your child to take care of all books. Lost or damaged library books and damaged school property must be replaced and, therefore, paid for by parents. Final report cards will not be issued to children who owe money for textbooks, library books, or restitution for damaged school property.

FIELD TRIPS

Written permission must be given by parents in advance for children to participate in field trips. Due to liability, brothers and sisters not enrolled in school are not permitted to go on class trips. All children must be transported to and from the field trip site by bus, even if a parent is volunteering as a chaperone and uses their personal vehicle. Information about trips will be sent home in advance.

On occasion, due to behavior, children are not allowed to participate on field trips. You will be notified in advance should this occur. A parent or guardian may be asked to accompany a child to assure proper behavior.

MONEY

Money sent to school must be in an envelope with the child's and teacher's names written on it. Money should be given to the teacher immediately upon arrival in the classroom. The school will not be responsible for lost or stolen money.

BIRTHDAY PARTIES

If you do not attend Back-to-School Night, information will be sent home with your child regarding birthday parties in the classroom. (See menu of selected foods allow for classroom parties located in the main office).

COMPLAINT PROCEDURE/PROTOCOL POLICY

The Board of Education has established policy 5139 as a procedure to use if anyone has a complaint concerning any teacher, school rule or regulation.

In the **first step**, the complaint or concern should be discussed **with the teacher**. **If the problem is not resolved**, the parent should **make an appointment to speak to an administrator**. If the problem is still not resolved, **a complaint may be made to the Superintendent of Schools**. The **final** level is an **appeal** to the **Board of Education**.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

All children in the Salem City Schools have equal access to all programs in the schools. All children must be free of sexual or other harassment by any adults or other children in the school environment.

Any child who experiences harassment should file a formal complaint through the Affirmative Action Officer, Pamela Thomas, who will investigate the complaint, protecting the identity of the person making the complaint. Disciplinary action will be taken against persons found guilty of harassment or discrimination.

AMERICANS WITH DISABILITIES ACT

Public buildings must be accessible to persons with physical disabilities. The coordinator for ADA 504 compliance is Pamela Bates Thomas. Call her at 935-3800, Ext.4251, if you have any concerns or questions.

SAFETY

Children's footwear should be secure on their feet. Flip-flops, sandals, thong sandals, slides, high-heeled clogs, etc. are not allowed. Sneakers must be worn for physical education and must be predominantly black or white. Check with your child's teacher for the schedule. You may receive a phone call from the School Nurse or your child's teacher to bring appropriate footwear to school.

Throwing snowballs is strictly forbidden. After-school detention will be assigned to student throwing snowballs. If the problem continues, the child will be placed out of school until a conference is held.

ARRIVAL/DISMISSAL PROCEDURES

We need your help to make arrival and dismissal safer for our students!

PLEASE NOTE: School hours are 8:00 a.m. – 3:00 p.m. FFC (Family Friendly Center) will begin at 3:00 p.m. and conclude at 5:30 p.m.

ARRIVAL :

- **Students should be dropped off at the front doors only.** Pull up in front of the canopy before allowing children to get out of the car. **For the safety of all students, maintain a single line of**

traffic. Do not drop off your children at the entrance to the horseshoe. This is a dangerous situation. Please do not leave your parked car at the yellow/blue lines. This is for emergency vehicles only and it may be ticketed.

- Students should get out of the car only on the sidewalk side.
- Parents who want to enter the building **must park beyond the yellow area** to allow room for other cars to stop at the canopy. **Do not leave a car parked in the carpool line.**
- **Breakfast students should not arrive by 7:30 a.m.** Kindergarten, first and second grade will have breakfast in the cafeteria ; preschool will have breakfast in their room. Please note that breakfast concludes at 7:55 a.m. If your child is late, we will provide student with a breakfast bar & milk. Children learn best when provided a balanced meal.
- Preschool students should go directly to their designated classroom. All preschool students will eat breakfast in their classroom.
- Lateness – Students are considered late when the second bell rings at 8 :20am. Any lateness affects teaching and learning time is lost. We need your help and cooperation in having your child to be on time for school. Late arrivals must report to the security desk for a late pass before going to class.

ARRIVAL/DISMISSAL PROCEDURES (Continued)

- **Students not eating breakfast should not arrive before 8 a.m.** and should go directly to their line in the hallway.
- **Walking students should cross only at corners** supervised by a crossing guard.
STUDENTS SHOULD NOT COME TO SCHOOL VIA VAN METER TERRACE.
There are no crossing guards along that street.

DISMISSAL:

- **The horseshoe driveway will be closed to all cars at dismissal.**
- Parents can park on Smith Street to wait for students.
- Traffic will continue to be one-way on Smith Street at dismissal. Please do not call your child to cross the street unassisted. Children **can not** cross in the middle of the block to go to cars on the opposite side of Smith Street. They **must** cross at New Market Street or Walnut Street.
- Preschool students must be picked up at their classroom doors from the Walnut Street side. **Preschool students are not to be picked up prior to the end of the school day at the classroom doors. No parking will be permitted in the teacher's parking lot.**
- **Kindergarten** students will be dismissed from the front of the building from the preschool classrooms. At the start of the school year, kindergarten teachers will let you know the classroom your child will be dismissed from. **Parents please do not use the main door to pick up your kindergarten child.**
- **First grade** students are dismissed from the preschool doors and must wait at the fence toward Walnut Street to be picked up.
- **Second grade** students dismissed from the main front doors must wait at the fence toward Van Meter Terrace to be picked up.
- **Students will not be allowed to re-enter the building.** They must take all materials with them at dismissal.
- **Students will not be called to the office after 2:30 p.m.** This interrupts the educational process. Parents must meet their children out front at dismissal.
- **Any changes in pick-up must be made by a note to the teacher from a parent/guardian in the morning.** If an emergency arises during the day that means a change is needed, the parent **must** come to or call the school.
- Arrange a special place to park and wait for your child. Having a pre-arranged spot to meet on New Market Street, Smith Street, or Walnut Street will save time.

ARRIVAL/DISMISSAL PROCEDURES (Continued)

- **Students cannot be dropped off or picked up in any parking area on school property. This is unsafe for children. No parking will be permitted in the teacher's parking lot.**
- Students must leave the school grounds at dismissal and go straight home. **They cannot play on the playground after school.**
- After school detention will be assigned to any student who does not follow these school rules and procedures, and it will be followed up with a discipline letter. Pick-up for office detention is at 3:30 p.m. in the front of the building.
- Early Dismissal Days: We **ask that you be responsible for your child on early dismissal days.** Notices are distributed in advance in order to accommodate parents having to make special arrangements. Please be sure that someone is available to pick up your child/ren on all early dismissal days. Nothing is more traumatic for a student then to see all of his peers leave the school premises and he/she be unable to leave.
- Emergency Closings: There have been times when the school must close due to incimate weather and other school emergencies. It is very important that you keep the office staff up to date with any and all changes in **home or emergency telephone numbers.** It is very stressful for a young child to be left at school alone and we are unable to contact the parent, guardian, or emergency contact person. We need your cooperation in this matter.
- With over 400 students being dismissed at 3:00 p.m., we ask that all parents, guardians, and students from Salem Middle School or High School, please wait outside the building.

**Thank you for working with us to make arrival and dismissal safer for the students.
We look forward to another wonderful year !**

SALEM CITY SCHOOL DISTRICT
PROTOCOL ON COMPLAINTS, CONCERNS, GRIEVANCES

In order to assist staff, parents, community members, administration and board of education members in the proper manner of address in concerns or complaints regarding the Salem City School District and its employees, the following protocol document is being adopted.

It is the philosophy of the Board of Education that grievances are best resolved at the lowest level, and that all individuals have the right to present their side of the story before a higher authority renders a decision. Concerns or complaints should follow the below detailed levels with contact being made with each succeeding level of authority if satisfaction is not obtained.

- I. Individuals having a general complaint regarding a situation, activity or procedure in a school that is not specific to any individual, should speak with the Principal first, then the Superintendent, and lastly the Board of Education.

- II. Individuals having a complaint (other than board members not in parental capacity) against a teacher:
 - a. Speak with the teacher first.
 - b. Speak with the Principal.
 - c. Speak with the Superintendent.
 - d. Speak with a board member or
 - e. Speak with the entire board.

- III. Individuals having a complaint against any Principal, Vice Principal or Supervisor:
 - a. Speak with that individual first.
 - b. Speak with their immediate supervisor.
 - c. Speak with the Superintendent.
 - d. Speak with a board member or the entire Board of Education.

- IV. Individuals having a complaint against any janitor, custodian, secretary, cafeteria worker:
 - a. Speak with that individual first.
 - b. Speak with the building Principal (if a building complaint) or School Business Administrator (if a business office or custodian complaint).
 - c. Speak with the Superintendent.
 - d. Speak with a board member or the entire Board of Education.

- V. Individuals having a complaint against the Superintendent:
 - a. Speak with the Superintendent.
 - b. Speak with the Board President.
 - c. Speak to the Board of Education.

- VI. Board members having a complaint against any employee of the district should discuss the matter first with the Superintendent. Individual board members should not approach employees of the district with complaints about them. If the matter is not resolved to the Board Member's satisfaction, he/she should speak with the Board President to see if it is a matter for board meeting agenda. Any personnel matter dealt with in closed session will occur only after proper notification of the individual to be discussed.

The Board of Education advises the reader that any complaint lodged in the district not following the guidelines will be reverted to the proper individuals. The Board of Education will not listen or act on any concern or complaint unless the above listed procedures are followed. Board members and administration will revert back any complaints not following to protocol.

It is the intent of the Board of Education to provide all parties involved in a dispute/concern/complaint, the opportunity to have it resolved in a way that is fair to all and without violation of any district, state or federal policies, rules, regulations or laws governing staff or students.

Adopted: 3/12/97 (revised:2012)

R 5200 ATTENDANCE

The Salem City School District places a high priority on regular school attendance by its students. Students are expected to maintain good attendance in all classes. Their success in school depends upon it.

For the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The responsibility for the implementation and success of this policy is jointly shared by the parent/guardian, student, school officials, community agencies and all citizens of the community. To reach high levels of academic achievement, a student needs to attend school and classes consistently, incurring absences for only vitally important obligations outside of school.

The consistent presence of pupils for school-based learning experiences is essential for the instructional process to be successful and for pupils to achieve the prescribed curriculum requirements. To that end pupils enrolled in the Salem City Public Schools are expected to attend school regularly and promptly as well as attend all scheduled classroom sessions.

A pupil will be considered absent any time he/she does not appear in class as scheduled. Absence from school or class for any other reasons shall be considered unacceptable and shall be counted toward the attendance limits.

Absences for the purposes listed below may be applied only in an appeal of a violation of the attendance limits if required documentation is provided to the school principal

1. Court appearances or appointments for purposes unrelated to school activities, when accompanied by documentation from the court;
2. Religious holidays as outlined by the State of New Jersey, when accompanied by a note from parent;
3. Death in the immediate family, when accompanied by a note from parent and other documentation deemed appropriate by the principal;
 - a. Immediate family refers to parent, grandparent, sibling
4. Scheduled or verified school counseling activities;
5. Out-of-school suspensions for the length of the school mandated suspension only;

Any documentation for an absence to be applied in any appeal process must be provided to the school principal within five (5) school days of the student's return to school after an applicable absence. Documentation provided after the fifth school day following a student's return to school will not be accepted.

Attendance need not always be within the school facilities. A pupil is considered in attendance if he/she is present at any place where school is in session by authority of the Board of education.

A pupil must be present in class for a minimum of five (5) hours of the school day to be considered present for a full instructional day. A pupil must be present in class for a minimum of three (3) hours to be considered present for half of an instructional day.

Definitions of Permitted Limits on Absences

A pupil must be in attendance for **162** or more school days in a school year to be considered to have successfully completed the instructional program requirements of the grade/courses to which he/she is assigned.

In addition, a pupil absent for more than the permitted limit in a school term, as described below, is considered to have not successfully completed the instructional program requirements of a marking term in the grade/course to which he/she is assigned.

Permitted limits on the number of pupil absences in a school term are as follows:

1. In a school year of at least 180 days comprised of two (2) semesters – 9 days in a semester;
2. In a school year of at least **180 days comprised of three trimesters – 6 days in a trimester.**

Consequences of Excessive Absences

Pupils deemed to have exceeded the absence limits at the end of a term or year, as described above, will be assigned incomplete grades in all classes for the most recently completed marking term as a result of having failed to successfully complete the instructional program requirements of the marking term in the grade/courses to which he/she is assigned. Students will be recommended for our tutoring program after school and/or Camp Fenwick during the summer for 6 weeks.

Activities to Enhance Pupil Skills and Knowledge Impacted by Excessive Absences

Pupils may undertake sufficient school-sponsored after-school tutoring to successfully complete the instructional program requirements for the grade/courses to which he/she is assigned.

The school-sponsored after-school tutoring program will consist of one hour sessions on approved days. The goals of these sessions will be to align the skills and knowledge of the pupil more closely with the state required Core Curriculum content Standards of skills and knowledge.

Pupil Accountability on the Way to and from School

Pupils are accountable for traveling to and from school. Accountability begins upon leaving home before school and ends upon returning home from school.

Revised: Oct. 2017

SALEM CITY BOARD OF EDUCATION POLICY

SCHOOL UNIFORMS

MALE STUDENTS

TAN KHAKI OR NAVY BLUE BOTTOMS

- All male students will be required to wear pants of the appropriate size.
- All male students will have the option of wearing shorts of the appropriate size during the months of May, June, and September. All shorts cannot be more than 2 inches above the knee.
- All male students will be required to wear their bottoms with a belt properly at the waist.
- All bottoms will be required to be free of logos, insignias, cargo pockets, slits, holes, tears, and cuts.

SALEM ROYAL BLUE OR WHITE TOPS

- All male students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
- All male students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
- All male students will be required to tuck in their tops into their bottoms.
- All male students will have the option of wearing a sweatshirt, sweater, cardigan, or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt, or turtleneck (optional). If the sweatshirt, sweater, cardigan, or sweater vest is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
- All tops will be required to be free of logos, insignias, slits, holes, tears, and cuts.

FOOT APPAREL

- All male students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Sneakers will be required to be predominantly white or black.
- All male students will have the option of wearing boots when the ground is covered with snow.

**FEMALE STUDENTS
TAN KHAKI OR NAVY BLUE BOTTOMS**

- All female students will be required to wear jumpers, skirts, pants, or skorts of the appropriate size. All jumpers will be required to be a maximum of 2 inches above the knee. All skirts, shorts, jumpers, and skorts cannot be more than 2 inches above the knee.
- All female students will have the option of wearing shorts of the appropriate size during the months of May, June, and September. All skirts, shorts, jumpers and skorts cannot be more than 2 inches above the knee.
- All female students will be required to wear their bottoms properly at waist.
- All bottoms will be required to be free of logos, insignias, cargo pockets, slits, holes, tears, and cuts.

SALEM ROYAL BLUE OR WHITE TOPS

- All female students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
- All female students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
- All female students will be required to tuck their tops into their bottoms.
- All female students will have the option of wearing a sweatshirt, sweater, cardigan, or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt, or turtleneck (optional). If the sweatshirt, sweater, cardigan or sweater vest is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
- All tops will be required to be free of logos, insignias, slits, holes, tears, and cuts.

FOOT APPAREL

- All female students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Heel height will be required to be no more than 2 inches and sneakers will be required to be predominantly white or black.
- All female students will have the option of wearing boots when the ground is covered with snow.

GYM CLOTHES – MALE & FEMALE STUDENTS

STUDENTS CHOICE OF SOLID NAVY BLUE OR GREY BOTTOMS AND SOLID NAVY BLUE OR GREY TOPS

- All students have the option of wearing a t-shirt, sweatshirt, and/or sweatpants of the appropriate size on their schedule gym day.
- All sweatshirts will be required to be worn over a dress shirt, pullover, button front, collared sport shirt, turtleneck (optional), or a t-shirt (optional). If the sweatshirt is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
- All students will be required to wear their bottoms properly at the waist.
- All students will be required to tuck their shirts into their bottoms.
- All gym clothes will be required to be free of logos, insignias, cargo pockets, slits, holes, tears, and cuts.

ADMINISTRATIVE CLAUSE

- The administration reserves the right to permit variations to the mandatory school uniform for specifically organized learning activities.
- The administration reserves the right to temporarily suspend the mandatory school uniform for special theme days and/or special activities.
- The administration reserves the right to amend the mandatory school uniform policy.
- The administration reserves the right to restrict any clothing.

SCHOOL UNIFORM VIOLATIONS

- First and All Subsequent Offenses: The student will be called to the Principal's Office. The student will be given a warning. Students will be allowed one warning per marking period. All subsequent violations in the marking period will result in one after-school detention.
- NOTE: Students who blatantly and repeatedly violate the school uniform policy will be immediately assigned additional detentions. (Example: Wearing blue jeans, wearing wrong colors, etc.). The parent will be contacted and will be responsible for bringing in a change of clothes. If the parent is unable to bring in a change of clothes, the student will be required to serve detention.

OUTCOMES OF CHALLENGING BEHAVIORS

PRESCHOOL – 3 & 4 YEAR OLDS

Teaching three and four year olds how to make right choices takes a team effort. The preschool family and parents need to work together in order to help young children make good choices. We need to teach and model appropriate behaviors.

Unfortunately, there are times when we have exhausted all strategies and techniques. When this happens, the following policies will be implemented to the regular preschool program.

Extreme Challenging Behaviors which may cause bodily harm to self or others

- Examples – Continued refusal to follow directions, climbing on tables, chairs, heater vents, window, punching and hitting classmates, etc.

First Offense:

1. Contact with parents/guardians. Discuss the issue(s) with the student. He/she returns to the classroom.
2. In-class observation by social worker, PIRT Coordinator, or Supervisor of Early Childhood.
 - Discussion of observations concerning incident with child, parents/guardians, and staff involved.

Second Offense:

1. Conference with parent/guardian and possible removal from the classroom for a determined amount of time. This will depend upon the severity and duration of the incident.
2. Continued in-class observation by identified staff (during school hours). Possible referral to PIRT.
 - Administer a Functional Behavior Assessment – discuss results.
 - Create a social story.
 - Discussion of observations concerning incident with child, parent, and staff involved.

Third Offense:

1. Conference with parent/guardian and possible removal from the classroom for a determined amount of time. This will depend upon the severity and duration of the incident.
2. Continued in-class observation by identified staff (during school hours).
3. Re-visit PIRT.
4. Discussion with the parent/guardian.
 - Discussion of observations with child, parents/guardians, and staff involved.

Taking Objects

- Examples – Knowingly admitting to taking items from the classroom that belong to the

teacher, peer, or other staff member.

First Offense:

1. Discussion with child, parents/guardians, and staff involved.
 - Supervisor of Early Childhood or School Social Worker discusses the situation with the child.
2. Letter home documenting the incident and a copy placed in student file.

Second Offense:

1. Items 1 and 2.
2. Letter home documenting the incident and a copy placed in student file.

Third Offense:

1. Items 1 and 2.
2. Letter home documenting the incident and a copy placed in student file.

John Fenwick Academy
Discipline Policy
Grades Kindergarten – 2nd

Goals of Corrective Consequences

Corrective consequences are those consequences administered when all else has failed. Consequences such as these should always be measured by their functional relationship to the reduction of the problem behavior. Additionally, they are to be instructive and supportive regarding the behavioral infractions leading to office discipline referrals. For example, corrective consequences should:

1. Teach students the appropriate replacement behavior.
2. Reduce the occurrence of the inappropriate behavior.
3. Aid and support the classroom teacher after classroom strategies are exhausted.
4. Reduce the need for punitive and/or ineffective consequences that do not teach the appropriate replacement behavior.

The consequences that follow were developed keeping these goals, the Salem City School District mission statement in mind.

Salem City School district mission states:

“The Salem City School District will be a high-performance district as demonstrated by the Salem City students who: Exceed state standards in literacy and computation, develop intrinsic motivation to pursue education in and outside of the classroom setting, master the skills necessary to retrieve and analyze information, and become lifelong learners.”

DISTRICT GOALS:

1. Achievement progress and growth must be evaluated for every student every year. Progress can only be made if there is strong focus on what each student has accomplished and how it compares to previous years. A year of growth will not change the overall achievement in the district. An emphasis of more than one year of growth needs to become the new norm.

2. All achievement reports should be assembled in one annual report presented publicly to the Board of Education and Community. It is misleading to review one report at a time the way the state often presents results to a school community. The absence of such an annual report does not enable the Board, the professional and support staff as well as parents to compare progress thoroughly from year to year and that must be the basis for significant acceleration in progress.

3. A benchmark or a few benchmarks for each school must be established and reported at the conclusion of each school year. Such benchmarks are:

A. 90% of students who attend John Fenwick for at least two years must leave their elementary school able to read on grade level.

B. By the conclusion of grade five in the Salem Middle School, 90% of the students who have attended Salem Middle School for at least a year and a half must be able to read on grade level and perform at least at the average of state wide achievement records.

C. By the conclusion of grade eight, 50 % of the students who have been in the middle school for at least three years must be able to demonstrate mastery of Algebra while the remaining students must be well prepared to take Algebra in Salem High School.

D. All students in Salem High School must take and pass at least one AP level course when they graduate. 90% of Salem students who have been in the high school for at least two years must also demonstrate they are ready for college by their acceptances to colleges.

E. For the students who do not or suggest strongly they will not meet these benchmarks, should be in the mandatory summer program as identified by the Superintendent and approved by the Board of Education.

F. When the district makes a decision as they have made with the International Baccalaureate Program, there must be some part or aspect of that program that becomes a part of every students' experience in the district. For both the Middle School and the John Fenwick School, there should be for every student the necessity of demonstrating successful mastery of the assignment or at least one aspect of what the curriculum is in the International Baccalaureate.

G. A requirement for all high school students who graduate from Salem High school must be a significant project that they have designed and successfully completed. All students who graduate from the Middle School must be able to complete an assignment with at least one other student that represents important and independent thinking that they have designed. This kind of work is often called a senior project in some of the high performing public as well as private schools in the state and the country.

H. A careful set of requirements that all students from grades 3 through 12 should accomplish in the summer should be established and monitored.

Article XII sections B of the teacher contract states:

“The first line of discipline is the teacher in charge. The teacher is responsible for providing a classroom program that will reduce the need of extrinsic discipline procedures. The teacher is also responsible for establishing reasonable and understood classroom rules or procedures in harmony with the nature of the learner and the nature of the subject in which instruction is being given. Except in emergencies, the teacher is responsible for exhausting all disciplinary procedures at his/her hand, including teacher/pupil counseling, teacher/parent counseling, and other appropriate practices before referral to higher authority for disciplinary action.”

Category 1: Disruptive behavior (R1)

Definition – Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Kindergarten

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction).

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time.

1st Grade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **1 Day Office Detention.**

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **2 Days Office Detention.**

2nd Grade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Office Detention.**

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **3 Days Office Detention.**

Category 2: Defiance/noncompliance (R1)

Definition – Failure to comply with staff/adult repeated requests or directives and/or talking back to teacher after **multiple classroom intervention strategies have been utilized and documented as per teacher contract.**

Kindergarten

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction).

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time.

1st Grade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **1 Day Office**

Detention.

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **2 Days Office Detention.**

2ndGrade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Office**

Detention.

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **3 Days Office Detention.**

Category 3: Skip/leave class without permission (R2)

Definition – Student leaves class/school without permission or stays out of class/school without permission.

Kindergarten

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **1 Day Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a referral to counseling. **2 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **3 Days Office Detention.**

1st Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **2 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a referral to counseling. **3 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **4 Days Office Detention.**

2nd Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **3 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a referral to counseling. **4 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **5 Days Office Detention.**

Category 4: Stealing/theft (R2)

Definition – Student is in possession of, having passed on, or being responsible for removing property belonging to another student, staff or school building.

*Note - Forgery of a serious document is included in this section.

Kindergarten

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **1 Day Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **2 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **3 Days Office Detention.**

1st Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **2 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **3 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **4 Days Office Detention.**

2nd Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **3 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **4 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **5 Days Office Detention.**

Category 5: Inappropriate language, gestures and/or symbols/ inappropriate dress (containing words, gestures and/or symbols) (R2)

Definition – Verbal/written/drawn messages that include swearing, name calling or use of words in an inappropriate way. This may include words, gestures, and/or symbols.

Kindergarten

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **1 Day Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **2 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **3 Days Office Detention.**

1st Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **2 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **3 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **4 Days Office Detention.**

2nd Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **3 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **4 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **5 Days Office Detention.**

Category 6: Property destruction (R2)

Definition – Student deliberately impairs, defaces or destroys staff, student or school property either inside or outside the building.

Kindergarten

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **1 Day Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **2 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **3 Days Office Detention.**

1st Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **2 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **3 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **4 Days Office Detention.**

2nd Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **3 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **4 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **5 Days Office Detention.**

Category 7: Harassing/threatening/intimidating behavior (R2)

Definition – Any gestural, verbal or written act that comments on a personal characteristic such as: ethnicity, religion, gender, sexual orientation or handicap that physically or emotionally harms another student.

Kindergarten

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **1 Day Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **2 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **3 Days Office Detention.**

1st Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **2 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **3 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **4 Days Office Detention.**

2nd Grade

1st Offense – One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address.

2nd Offense – Consequences may include those in step 1, a counseling consultation and a parent conference. **3 Days Office Detention.**

3rd Offense – Consequences may include those in steps 1 & 2 with a counseling referral and/or intervention and referral services process. **4 Days Office Detention.**

4th Offense – Consequences may include those in steps 1, 2, & 3 with a parent conference with all staff involved. **5 Days Office Detention.**

Category 8: Physical/verbal altercation (R2)

Definition – Age or developmentally appropriate behavior that is may result in a student pushing, hitting, yelling at, shoving, or lashing out at another student. Behavior may include age appropriate temper tantrums or aggressive behavior that results from extreme frustration. Severity of the behavior and student frustration should be considered when determining if the behavior is an altercation or a more severe category.

Kindergarten

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction).

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time.

1st Grade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **1 Day Office Detention.**

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **2 Days Office Detention.**

2nd Grade

1st Offense - One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student with a copy of the note mailed to home address.

2nd Offense - Consequences may include those in step 1 and removal for de-escalation. Student is required to complete academic instructional material missed during this time.

3rd Offense - Consequences may include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Office Detention.**

4th Offense - Consequences may include those in steps 1, 2, & 3. Parent conference (out-to-parent) scheduled for the next school day during the referring teacher's planning time. **3 Days Office Detention.**

Category 9: Hitting/kicking staff (R3)

Definition – Any hitting, kicking, biting and/or throwing of objects at a staff member.

Kindergarten

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

1st Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

2nd Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **2 Days Suspension.**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

Category 10: Hitting/kicking student (R3)

Definition – Any premeditated hitting, kicking, biting, punching and/or throwing of objects at another student or students.

Kindergarten

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

1st Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

2nd Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **2 Days Suspension.**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

Category 11: Fighting (R3)

Definition: Actions involving serious physical contact where injury or harm may occur to one or more students. (Two or more students need to be involved to be considered fighting.)

Kindergarten

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

1st Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

2nd Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **2 Days Suspension.**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

Category 12: Controlled substances and harmful instruments (R3)

Definition: Students are in possession of items such as tobacco, prescriptive medicine, or fire making devices, knives or other sharp instruments, or other objects that can cause bodily harm.

Kindergarten

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

1st Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **1 Day Suspension**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **2 Days Suspension.**

4th Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**

2nd Grade

1st Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. One or more of the following; individualized social skills instruction specific to the infraction, loss of privilege, restitution. Mandatory teacher-parent contact by phone and note sent home with student, with a copy of the note mailed to home address. 3 days office detention with social skills instruction. Such instruction shall be cooperatively planned and instructed by staff involved. **Out-to-Parent.**

2nd Offense – Mandatory removal from class with an immediate mandatory consultation between a counselor/behavior specialist and the student or students involved. Parent conference (out-to-parent). Student cannot return to school until a conference is held. If a staff member is involved, the conference will be held during his/her planning time. Student will be referred to counseling. **2 Days Suspension.**

3rd Offense – Consequences will include those in steps 1 & 2. Trained staff will develop, with the classroom teacher, an intervention based on the results of a functional behavioral assessment and/or behavior modification plan (determined according to the infraction). **3 Days Suspension.**