Old Bridge Township Public Schools
Carl Sandburg Middle School

3439 Highway 516
Old Bridge, NJ 08857

Student Handbook 2026-2027

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Child Study Team
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ANNOUNCEMENTS

Regular school announcements will be made daily during homeroom and lunch periods to inform students of school activities. Students should be seated and quiet while announcements are being made. Information is also posted on the Student Activities Team page, school Website and in Realtime documents.

ASSEMBLY PROGRAMS

Assemblies are a part of the middle school educational program. With required assembly programs in the auditorium, each homeroom will be assigned specific seating. While attending the assembly program, students are to sit in assigned seats and conduct themselves in a mature and orderly manner.

ATTENDANCE

Extensive educational research and studies conducted in our own schools have shown that students who are consistently present in school generally and significantly outperform students who are frequently absent. Law dictates that students must be in school, and our middle schools want every student to be consistently present in school to succeed.

(Please see Board Policy and Regulation 5200) It can be viewed online at: www.oldbridgeadmin.org.

Regulation #5200:

DEFINITIONS

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

2. A "school day" shall consist of not less than four hours.

3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.

a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.

4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

ATTENDANCE RECORDING

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.

3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays per N.J.S.A. 18A:36-14 through 16, who shall be recorded as excused.

4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.

5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session to be recorded as present for the full day.

7. A student not present in school because of his/her participation in an approved school

activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

2. Pursuant to N.J.A.C. 6A:16-7.6(a)(3), the Old Bridge School District defines "an excused absence" to include only absences:
a. for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16.
b. due to the closure of a busing district that prevents a student from having transportation to the receiving school.
c. for visits to post-secondary educational institutions.
d. Veterans' Day.
e. Take our Children to Work Day.

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

4. The New Jersey Department of Education has identified student absenteeism as a central issue for educational value, and a central component of the revised School Performance Report. The State will continue to track "chronic absenteeism" on the basis of student absences on all days when school is in session, regardless of the reason, other than religious observations. As such, the Old Bridge School District is required to track all absences, and to respond to chronic absenteeism, whether absences are excused or not, consistent with Sections G through L, below.

Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.

Readmission to School After an Absence

1. A student returning from an absence of any length of time may be required to provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.

2. A note explaining a student's absence for a noncommunicable illness for a period of more than three (3) consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school. Parents should also provide documentation of the need for such absences, which may be needed in the event of the appeal of any determination under this Regulation.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

Instruction

1. Teachers shall cooperate in the preparation of home assignments or notification of class assignments which can be completed at home when possible for students who anticipate an excused absence of three days or longer. The parent or student must request such home assignments.

2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction, and provide documentation regarding the student's condition.

3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as appropriate and possible in their discretion, based upon the work missed.

4. Students will be allowed two (2) days to complete make up work that is provided for each day of absence.

5. A student who misses a test of exam shall be offered an opportunity to take the test, exam or an appropriate alternative assessment.

Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work. Course credit may be denied, in the discretion of the teacher, in cases of chronic absenteeism, defined as seventeen (17) or more absences from the particular class in one school year—regardless of the student's presence or absence from school on any given day. In cases of denial of course credit, summer school or an alternative credit recovery program such as online course work shall be mandatory for credit recovery.

School District Response to Absences During the School Year That Count Toward Truancy

1.For up to four cumulative absences that count toward truancy, the Principal or designee shall:
a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 *et seq*. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2.For between five and nine cumulative absences that count toward truancy, the Principal or designee shall:
a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
(1) Refer or consult with the building's counselor;
(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
(3) Consider an alternate educational placement;
(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
(7) Engage the student's family.
e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

a. When absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 *et seq*., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative absences that count toward truancy.
a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.

2. 'Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.

3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Recording Attendance

1. Teachers must accurately record the students present or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence, and each absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for
excessive absences may appeal that action in accordance with the following
procedures:
a. The student shall file a written appeal to the Principal or designee within five (5) school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
b. The Principal or designee will respond in writing no later than seven (7) school days after receiving the student's appeal.
c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Appeals Committee, which shall be designated and constituted by the Superintendent. Any such appeal must be filed with the Principal not later than seven (7) school days from receipt of the Principal's determination.
d. The Attendance Appeals Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
e. The Attendance Appeals Committee shall decide the appeal and inform the student in writing within seven (7) school days of the meeting. Upon proof presented by the parent / guardian of exceptional circumstances beyond the control of the student and parent / guardian, which shall be determined on a case-by-case basis

without precedential effect, the Attendance Appeals Committee may grant grade promotion to the student, notwithstanding the existence of excessive absenteeism.
f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, whose decision shall be the final district determination in the matter. The Superintendent's determination may be appealed to the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.A.C. 6A:3. An appeal to the Attendance Appeals Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

Chronic Absenteeism and Consequences / Credit Recovery

Any student at any level who is absent for thirty-five (35) or more school days in any school year will be retained in his / her current grade for the next school year, and shall not be eligible for promotion to the next grade level. Such determination may be appealed to the Attendance Appeals Committee per Section K.3 of this Regulation. In addition, the following rules shall apply at the Elementary, Middle School, and High School (including EMGNC) levels:

MIDDLE SCHOOLS--any student who is absent for seventeen (17) or more school days in any school year will be required to attend a summer program in order to be considered for promotion to the next grade level. Such program shall consist of the following hours of summer instruction at the student's school or such other school building as may be dictated by the Administration based upon the age and number of students involved. 17 – 26 absences: Ten (10) days of remediation program / summer school 27 or more absences: Automatic retention.

Tardiness:

It is the student's responsibility to arrive at the school at 8:05 a.m. Students who arrive after 8:15 a.m. are considered tardy and must report to the attendance clerk and sign in. Students who are tardy to school will face the following consequences:
• A student who accumulates six (6) tardies will receive one disciplinary consequence.
• A student who accumulates twelve (12) tardies will receive two disciplinary consequences.
• A student who accumulates eighteen (18) tardies will receive three disciplinary consequences.
• Consequences will continue and escalate for each additional six (6) tardies.

Long-Term Absence from School / Removal from Rolls

In the event that parents / guardians choose to travel during the school year and to remove a student in any grade from school for a period of ten (10) or more consecutive school days, such student shall be removed from the district rolls. Absence from school after removal from the rolls shall not be recorded. If such a student returns to the Old Bridge School District, there is no guarantee of space or placement in any specific class or section. The student shall also be subject to testing for educational and social preparedness for promotion to the next grade level at the conclusion of the school year, which promotion is not guaranteed.

This requirement took effect during the 2018-2019 school year and notice of this requirement has been provided to parents/guardians via the Student / Parent Handbook, the district website, and otherwise. The Superintendent of Schools, Central Administration and Principals of all schools shall review this program on an annual basis to determine the effectiveness of the program and any necessary and appropriate revisions.

Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Revised: 19 May 2015, June 2018, August 2020, August 2023

BACKPACKS

Students may use backpacks to carry their books and personal belongings to and from school. During the school day, backpacks are to be locked in the student's locker. Students may carry an approved, flat computer bag for transporting Chromebooks computers from class to class. Bags must have handles or a shoulder strap.

BUS REGULATIONS

The following regulation is presently in effect:

Authority

1) A teacher or other person(s) in authority over pupils shall hold every pupil accountable for disorderly conduct in school and on the way to and from school.

2) The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus but, if unable to manage any pupil, shall report the unmanageable pupil to the administration of the school which he/she attends and or call law enforcement.

3) A pupil may be excluded from the bus for disciplinary reasons by the administration. His/her parents shall provide for his/her transportation to and from school during the period of such exclusion.

Bus Misconduct

Students are expected to behave appropriately while driving to and from school. Inappropriate conduct will result in disciplinary consequences including revocation of the student's transportation on the bus.

Bus Behavior

1) At the bus stop, pupils are expected to show respect for private property, pedestrians, and homeowners. Safety considerations for fellow pupils and self are essential. The pupils' conduct should reflect credit on themselves and their school.
2) On the bus, pupils must be considerate of the safety and well-being of fellow passengers and the driver. Misconduct on a school bus can distract the driver and endanger the lives of all. Violation of any of the following rules may result in disciplinary action in the form of lunch detention, after school detention, alternate discipline, bus suspension or possibly out of school suspension.

   - **Not wearing seat belt on buses so equipped**
   - **Out of your seat when bus is moving**
   - **Switching seats**
   - **Yelling above a normal tone of voice**
   - **Extending any part of the body or belongings out the window**
   - **Eating or drinking on the bus**
   - **Open defiance/insubordination to bus driver**
   - **Use of profanity, gestures or obscenities**
   - **Endangering the safety of others**
   - **Throwing items of any kind**
   - **Abusive or disrespectful conduct**
   - **Theft or extorting the possession of others**
   - **Distribution of non-school material considered being inappropriate by school administration**
   - **Threatening, intimidating or the racial, sexual, or ethnic harassing of others**
   - **Profanity directed toward the driver**

3) The following infractions will result in immediate bus suspension and additional disciplinary action including out-of-school suspension:

   - **Possession, distribution of or igniting fireworks, stink bombs or smoke bombs**
   - **Throwing objects out the window**
   - **Assault on other students/bus driver**
   - **Smoking and/or vaping on the way to the bus stop, at the bus stop or on the bus**
   - **Vandalism, defacing or damage to bus or other students' property**
   - **Fighting or instigating a fight on the bus, at the bus stop or to and from the bus stop**

   - **Possession or use of alcohol or drugs**
   - **Possession or use of weapons**
   - **Verbal assault or threat to bus driver**
   - **Opening and/or leaving the bus through the Emergency Exit without being directed to do so by the driver.**

Bus Assignments

1) Students are to ride **only** their assigned bus. Failure to adhere to this policy may result in disciplinary action.
2) Students cannot change their bus stop, either going to or from school, without permission from the Transportation Coordinator.

CAFETERIA

Our aim is to provide a pleasant dining atmosphere in a limited space. This requires the support and proper behavior of everyone.

The following are a few rules and regulations to make the lunch period enjoyable and pleasant for all students:

1) Certain tables have been assigned to all classes. Students are to sit at assigned tables only.
2) Students may be assigned specific seats if they leave dirty tables, make excessive noise or cause or contribute to other disciplinary problems.
3) Students must always walk in the cafeteria. There is no reason for running at any time.
4) Students are to place all trash and recyclables in the receptacles provided.
5) Students are not to go to other tables or wander around the lunchroom without authorized permission.
6) Talking should be conducted at a regular conversational level. No loud talking or boisterous conduct is permitted during the lunch period.
7) All food must be eaten while sitting at the tables. Students are not allowed to eat or drink while walking away from their tables.
8) No food of any kind is to be taken from the cafeteria. This includes all food and beverages.
9) Students must leave their tables and the surrounding area clean. Remember, others will be using the same

tables. All students at the table are responsible for seeing that the tables and adjacent floor area are clean.

10) During the last ten minutes of each lunch period, student movement will not be permitted. All tables are to be cleared of trash at this time.
11) Students must obey the cafeteria supervisors at all times. Students are not to leave the cafeteria without a pass.
12) There should be silence when the microphone is being used. Students are to listen to the menu and announcements and only leave their seats when their section is called.
13) Plastic containers, glass bottles or thermos bottles may not be brought to school. All drinks brought from home in reusable containers will be confiscated. **NO STIMULANT DRINKS ARE PERMITTED IN SCHOOL.**
14) Any student involved in a fight in the lunchroom will be assigned lunch detention upon returning to school from suspension, for a period of time to be determined by Administration.

CODE OF CONDUCT

The middle school code of conduct is designed to assure a safe and orderly environment where all members of the learning community can work and study with dignity and respect. Students are expected to respect the rights of other students and all staff to live and learn in an environment free from physical and verbal abuse.

Rules & regulations are expressions of expected behavior. We believe that every student knows the difference between right and wrong. Don't let others tempt you to follow the lead of a "rule breaker" or become their entertainment by carrying out a "dare."

The middle school shall require each student in the Old Bridge School district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

Such rules shall require that students:

a) Conform to reasonable standards of socially acceptable behavior.
b) Respect the person and property of others.
c) Preserve the degree of order necessary to the educational program in which they are engaged.
d) Respect the rights of others.
e) Obey constituted authority and respond to the authority of any school employee.

Teaching staff members and all other employees of this middle school shall have the authority to take such means as may be necessary to control the disorderly conduct of a student or students in all situations and in all places that are within the jurisdiction of this school.

Students are responsible for their own conduct from the moment they leave home until the time they return home from school. This also applies when students are participants or observers at any after-school related activity.

Inappropriate behavior can result in the loss of participation at special events. This decision rests solely with the administration.

Discipline Policy

The administration reserves the right to take disciplinary action in the form of lunch detention, after-school detention, Saturday detention, alternate discipline or out-of-school suspension (OSS) for the following infractions:

- insubordination
- disrespect
- physical altercations
- disruptive behavior
- obscene gestures
- inappropriate language
- inappropriate use of technology
- leaving school grounds without permission
- possession of lighters, matches

or any other conduct that has the potential to negatively impact the school environment**.**

In all cases parents will be notified of these infractions via a Realtime notification. Any student guilty of flagrant or repeated violations will be given out-of-school suspension and may be referred for a student hearing.

A. Detention

Students may receive lunch detention or after-school detention for disciplinary infractions. Lunch detention will be served during the student's scheduled lunch period. The student will eat lunch in an alternate supervised location.

A staff member will supervise students assigned to serve detention. Detention may be given for disciplinary reasons, for unauthorized absences, for being late to class or school without a proper excuse, for cutting class, or for any other reason which a teacher feels is detrimental to the smooth operation of the school.

In all cases the student will be given one-days notice before the detention period is in effect. The detention notice will be sent to parents via a Realtime alert.

Failure of students to remain for detention will result in further disciplinary action. The parents will be notified and a conference will be scheduled. In the event that a student is a chronic offender and defies the authority of the school, it may be necessary to suspend the student.

B. Saturday Detention

Saturday Detention is a two-hour consequence that may be assigned for student misconduct. Saturday Detention is held at your child's middle school from 8:00 am until 10:00 am. Parents are responsible for student transportation.

Failure of students to serve Saturday detention will result in further disciplinary action.

C. Suspension

Each time a student is suspended out of school, his or her parents may be required to come to school before the student is reinstated to meet with an administrator. The period of suspension may vary from one day to ten days. Alternative Discipline/out-of-school suspension will be determined by the administrator based on the severity of the situation and the frequency of prior school infractions.

Students assigned Alternative Discipline are marked present for school. They are to report to the designated room at the time specified. Proper behavior is expected. The student is responsible for completing class assignments during this time.

D. Expulsion

New Jersey Statute 18A:37-2 states: "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

E. Class Trips and Discipline

All students may be required to sign and adhere to the conditions of a behavioral contract in order to earn the privilege of attending the class trip, if one is scheduled. Any student who violates the conditions of the contract and is not permitted to attend the class trip is expected to attend school on the day of the trip and will be provided with alternative educational assignments.

F. Completion of Character Education Assignment When Disciplined

Students who are given detention, Alternative Discipline, or out of school suspension may be required to complete a character education assignment as part of their discipline. Students will reflect on which pillar(s) of character they may have violated through their misconduct and will also have to write how they can better approach a similar situation in the future. Students returning from out of school suspension without the assignment completed will not be permitted to return to class until the assignment is finished. Students who fail to satisfactorily complete the assignment during detention and/or Alternative Discipline will be issued additional disciplinary consequences.

Abusive Language/Obscene Gestures Toward School Personnel

Any student who engages in abusive, obscene, or aggressive language (verbal or written) and/or gestures towards school personnel will be suspended at a length determined by administration.

Cheating

Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (i.e. quiz, test or homework). Plagiarism is a form of cheating. Student will lose points, at the discretion of the teacher/staff, for that particular quiz, test or assignment. Parental notification by the teacher will occur. Student may be subject to disciplinary action.

Cutting Class

Any student found absent from class without permission or a formal pass will be assigned disciplinary action. Repeated incidences will result in escalated disciplinary consequences.

Fireworks, Stink or Smoke Bombs

Possession and/or use of any of these items will result in an out of school suspension for a period to be determined by administration.

Gambling

Gambling is not permitted in school. Possession of dice, playing cards, etc. will result in suspension from school.

Smoking

Any student guilty of smoking or in possession of a traditional or an electronic cigarette and/or vapor paraphernalia on school grounds will be suspended from school for a minimum of one day. Repeat offenders will be suspended for an extended period of time. Students in possession of cigarettes, tobacco products, vapor paraphernalia, lighters, or matches will be subject to disciplinary action and such items will be confiscated.

Stealing

Students found guilty of stealing or being in possession of another person's (or the school's) property may be suspended depending on the nature and severity of the incident. In all cases, the student will be held responsible for compensation. As in all situations where laws have been violated, the Old Bridge Police Department may be notified of the incident and criminal police complaints may be signed against the individual(s) responsible for the theft and/or improper possession of another person's property.

Truancy

Students determined as truant from school will be given one day of Alternative Discipline and one after-school detention on the first (1st) offense. Repeated incidents will result in escalating disciplinary consequences.

Vandalism

Any offense causing damage or defacing of school property may result in suspension depending upon the nature and severity of the incident. In all cases, the student will be held responsible for damages.

Insubordination

Students, who fail to cooperate with the staff members, are willfully disobedient, and openly defiant, will receive out-of-school suspension in the following circumstances; Students who refuse to immediately and accurately identify themselves will be subject to 1 – 3 days of out-of-school suspension. All other acts of insubordination including, but not limited to, walking away from a staff member, relinquish an appropriate item, refusing to follow administrative directives, refusing to leave a classroom, refusing to change his/her seat, failing to report to the office as directed, will be subject to a 1 to 3 day out-of school suspension. Insubordination of any kind that is directed at an administrator will result in a minimum of five (5) days of out-of-school suspension. A continued pattern of defiance and willful disobedience will result in escalating out-of-school suspensions. Students may also be subject to a disciplinary hearing.

Harassment, Intimidation, Bullying and Teasing

Carl Sandburg Middle Schools employ a wide variety of measures in order to prevent, reduce, and address instances of disrespect, bullying, teasing, and/or violence and to foster a positive school climate of respect.

Measures include, but are not limited to:

- Character Education/Bullying lessons
- School Assemblies
- Peer Mediation
- Student Leadership Outreaches/Interventions
- Partnerships

Carl Sandburg Middle Schools do not tolerate any form of harassment, intimidation, bullying or teasing. We expect students to exhibit respect for others. Any act of disrespect, whether it is teasing, harassment, intimidation, or bullying, will result in disciplinary consequences for the offender. Consequences will escalate if the offender engages in the harassment, intimidation, bullying or teasing of any student again.

Consequences for bullying range from Alternate Discipline and after school detentions (combined punishment for most first time bullying offenders) through out of school suspension. Consequences for teasing will range from after school detention through out of school suspension and will escalate for those individuals who are repeat offenders. Consequences for any type of slur (slurs are derogatory names that target an individual because of the belief that they are part of a particular group; such as slurs about race, religion, sexual orientation, ethnicity, etc.) range from the alternate discipline through out of school suspension and will escalate.

It is through a consistent and clear message that we will be most successful in fostering and promoting a culture of respect. Students who observe teasing or bullying or are the targets of either should promptly notify their teacher, counselor, or school administrator.

***Please see Appendices for district policies on harassment, intimidation, bullying and cyber bullying.**

VIOLENCE IN SCHOOL

Assaults

Physical assaults by a student on any school employee shall result in immediate suspension pending a hearing by the Board of Education.

Altercations/Inappropriate Physical Contact

Carl Sandburg Middle Schools do not tolerate any sort of inappropriate physical contact. In almost every instance, a student has the opportunity to walk away from a potential fight and report the problem to a teacher, counselor, or administrator. Our middle schools conduct numerous interventions when conflicts arise that allow us to help our students resolve conflicts without physical violence. If a student chooses to participate in the verbal or physical harassment, which often results in a serious fight, he/she must be prepared to accept the consequences. Students will be held responsible for their actions.

Students who engage in inappropriate physical contact with any other student will receive a minimum of 1 day of the Alternative Discipline. Consequences will escalate for repeat offenders.

Student Fights

Serious fights, as distinguished from physical altercations/inappropriate physical contact, involve one or all of the following:

1. Instigating a fight
2. Throwing punches or kicking.
3. Wrestling on the ground/floor
4. One or both student being physically injured.
5. Objects being thrown or used in a manner that could cause harm or injury.

Students guilty of any of these infractions will be suspended out-of-school for a period of up to nine days. Repeated offenders will receive nine (9) days' suspension and may be required to appear with their parents before the Superintendent of Schools.

Verbal Assaults/Threats

Students who verbally assault or threaten a member of the staff will be suspended from school for a minimum of one (1) to five (5) days. The student and his/her parents may be asked to appear before an Administrative Committee hearing with the Board or a Student Discipline Committee hearing prior to returning to school. A report may be filed with the police who may take further action.

Verbal threats directed to students are to be taken seriously. Students guilty of committing these threats will be suspended for a minimum of one (1) to five (5) days.

Weapons

A weapon is defined as any item capable of causing harm or bodily injury for which there is no educational purpose. This definition includes, but is not limited to, imitation guns, guns, knives, stun guns, mace, tear gas, brass knuckles, blackjacks, martial arts weapons, box cutters, razors, razor blades and explosive devices.

Any student who is aware that any other student is in possession of a weapon in school or discusses bringing one to school must immediately notify the nearest school official. Every attempt will be made to maintain confidentiality regarding the name of the person who reported the incident to the school. Any student who has knowledge that a friend or other student has a weapon but fails to report it will face harsh disciplinary consequences.

Any student found to be in possession of a weapon will be reported to the local police for appropriate prosecution and will be suspended from school pending a hearing before the Superintendent and/or Board of Education. [New Jersey Criminal Code, Section 2C:39-4(e) Imitation Firearms. Any person who has in his possession an imitation firearm under circumstances that would lead an observer to reasonably believe that it is possessed for an unlawful purpose is guilty of a crime of the fourth degree.]

There shall be an immediate suspension pending a hearing before the Board of Education for any student found to be in possession of a gun or who has displayed a gun on school premises or any Board of Education approved activity. In all other cases involving weapons, the Principal and the Superintendent shall determine the disciplinary action. The duration of the suspension or the necessity of a Board hearing will be decided by the Superintendent based upon her/his determination of the individual situation on a case by case basis. All incidents will be reported to the state by a Violence and Vandalism Report. In all cases of weapons possession, the Old Bridge Police will be notified and local and state statutes enforced.

DANCES/SPIRIT NIGHT

The purpose of school dances and Spirt Night is to provide students with a social activity, to acquaint them with the rules of etiquette at these kinds of affairs, and to provide the students with the experience of planning, organizing, and completing projects of this nature.

The following rules are in effect at all dances:

1) Those attending must adhere to the dress code with the exception of special dances, wherein the type of clothing to be worn will be stipulated.
2) A nominal admission fee may be charged in order to cover expenses.
3) School dances are limited only to students who attend our school.
4) Dances will be held in the cafeteria, and students may not leave the building once they have entered for a dance.
5) All other areas of the school are out-of-bounds except the designated lavatories.
6) Students should be picked up promptly by their parents at the time designated by school officials and parents should follow any procedures related to pick up outlined in any correspondence associated with the school dance permission forms. Any student not picked up in a timely fashion or in accordance with the school procedures may be excluded from the next dance.
7) Inappropriate behavior at a dance or Spirit Night may result in the student being removed from the activity.

***Any student who is absent from school on the day of the dance may not attend that dance or Spirit Night. Any student who receives an out-of-school suspension is disqualified from attending the next scheduled dance.**

DISMISSAL

Students will be dismissed according to the announcements over the intercom. Those students who have after-school activities, who have been assigned detention, or who are staying after school for teacher assistance are not to leave homeroom until all buses have been called.

DRESS CODE

Since school is a place of business and learning, students are expected to dress appropriately, modestly and in good taste. It is the obligation of the students to maintain their personal appearance in a manner that reflects well on themselves and on the school. All students are encouraged to dress in a way that is in good taste and appropriate for school. Clothing must be clean and neat and may not be a disruptive influence, resent a threat to safety or health, or violate the law. Shirts and shorts must cover all private areas when sitting, standing and bending. Students may not wear hoods, hats, or clothing with inappropriate lettering or worn in an inappropriate manner.

Students who violate the dress code will be asked to speak with an administrator. An attempt may be made to contact home for a change of attire, and a warning letter will be sent. Repeated violations may result in disciplinary action. Students can access a change of clothing from the Cougar Closet.

The Principal reserves the right to implement additional rules as necessary.

- Proper and safe footwear is required at all times. Students may not go barefooted.
- Head coverings, except for religious purposes, for both males and females, are not permitted. Bandannas, kerchiefs, hats, sweatbands, headbands, etc. may not be worn in school.
- Clothing designed for outdoor use is not permitted to be worn in the classroom unless deemed necessary by a staff member or the school nurse.
- Clothing or jewelry that could cause damage to any student or school property is not to be worn (i.e., spiked bracelets or necklaces, rings, belts, wallet chains, dog chains, etc.).
- Pajamas or bed clothing are not permitted unless it is a spirit day.
- Make-up and hair styling are an important aspect of good grooming. Grooming oneself in the classroom, cafeteria or other common areas , is not permitted. This includes hair styling, applying make-up or any other personal grooming activity.
- Halter tops, "spaghetti straps", tube tops, weight lifting shirts are not permitted. Tops must extend to the waist and meet the waistband of slacks, skirts, or shorts.
- Clothing with holes, large rips, or fit that exposes undergarments or body parts in an indecent manner will not be permitted.
- Sunglasses may not be worn on the face or propped on the head within the school building unless prescribed by a doctor. Contact lenses which disrupt the learning process are not permitted.
- Slogans or pictures that are obscene or promote drugs, alcohol, tobacco, or violence cannot appear on clothing, nor can patches and emblems be placed on clothing in areas of your body which distract from good taste and do not reflect modesty.
- Clothing and/or articles that can be perceived to represent any affiliation with or promotion of gangs or gang related activities is strictly forbidden and may result in disciplinary consequences including, but not limited to, out of school suspension.
- Clothing worn while actively participating in a physical education class is not to be worn in the classroom. A change of clothing must be brought to school.

The above dress code shall serve as a minimum code. The Principal may institute school rules, regulations, and practices deemed necessary and/or appropriate.

DRUGS & ALCOHOL: POLICIES/PROCEDURES

Students Suspected of Being Under the Influence of CDS Including Alcohol and Steroids: The Old Bridge School District recognizes that the misuse of chemical substances by any student seriously impedes their education and threatens the welfare of the entire school community. The Board of Education is committed to the prevention and rehabilitation of chemical substance abusers. According to N.J.S.A. 18A: 40-12, N.J.A.C. 6A: 16-4.3 (Appendix A), and board policy # 5530, when a student is suspected of being under the influence of a controlled dangerous substance (CDS) including alcohol, he/she must submit to a urine/blood test and be examined by a physician immediately. For purposes of compliance, "immediately" shall be interpreted by the administration to mean within a four (4) hour time period. If a parent/guardian cannot be reached, the principal or his/her designee will take the student to a physician's office or to a hospital emergency room for testing and examination. Should a parent opt to use their own physician/facility rather than using the Board approved physician/facility they do so at their own expense. Furthermore, any and all examinations including laboratory tests must be run and/or administered using the same standards, protocols, chain of custody, and integrity checks that are used and required by the Board's physician/facility. Failure to comply with any and all of these standards will render the results unacceptable and will constitute a violation of the district's drug and alcohol policy. Please take note: consumption of fluids, including water, prior to the administration of urine analysis could have an impact on the results. The consumption of fluids, however, will not be an acceptable affirmative defense against any negative integrity results. A written report of that examination must be supplied by the examining physician, to the superintendent of schools or his/her administrative principal/designee within 24 hours of the examination. The student may return to school after being medically cleared by a physician and presenting to an administrator the district's Observation and Substance Screening Report pending the results of the test.

The following are circumstances that will be considered violations of the District's drug and alcohol policy:

1. Possession of a controlled dangerous substance.
2. Positive urine/blood screen result.
3. The integrity checks (creatinine level, specific gravity, nitrates, temperature, and PH level) of urine screen test are not within normal range.
4. The specimen has been tampered with or adulterants have been added.
5. Refusal to supply a specimen during the medical exam.
6. The medical exam was not completed within the four (4) hour time frame.
7. The student admits to being under the influence.

8. Possessing or distributing imitation drugs or substances that are packaged or portrayed to resemble controlled dangerous substances.
9. Refusal to submit to a medical/urine screening.
10. Attempt to purchase drugs/alcohol.

All screenings must include integrity checks for temperature, pH level, creatinine level, specific gravity, and oxidizing/chemical adulterants. An integrity check must be completed twice on the same specimen. As specified in #3 above, integrity checks that are not found within normal range will be considered in violation of the district's drug and alcohol policy. The results of the report are final and there will be no opportunity for the student to retake the test. Students (or Parents) who refuse to sign the urine monitoring contract will not be permitted to return to school until such time as the contract is fully executed. If a parent refuses to obtain medical clearance or doesn't provide for the immediate medical examination as required by law, this will be considered medical neglect and a report to DCPP will be made.

1st Offense: The student will receive out-of-school suspension for a minimum of five days. Upon the student's return to school there will be a re-admittance conference that must be attended by the substance abuse counselor, the parent(s)/guardians(s), the student and an administrator. The student and parent or guardian must sign a urine monitoring contract, which will be effective for one full year, beginning with the signing date.

2nd Offense: The student will be suspended for a minimum of 7 days and must again be medically cleared and urine screened by a physician prior to returning to school. A second re-admittance conference will be scheduled and attended by the student, the parent/guardian, SAC, and the building principal. This meeting may be upgraded to a district disciplinary committee hearing.
3rd Offense: The student will be suspended for 9 days and must again be medically cleared and urine screened by a physician prior to returning to school. A district disciplinary hearing will now be schedule. The committee may refer the matter to the Board of Education or its designee for a hearing.

Note: If after the SAC evaluation, which will include the results of a screening for potential substance use disorders, and any urine screen results, it is determined that the student needs an outside evaluation which is to be conducted by an appropriately licensed and/or certified professional and the parents/guardians do not follow through on the evaluation or recommendations from the evaluation this will be considered medical neglect and DCPP will be notified.

A. Student in Possession of Alcohol, Paraphernalia or CDS: If, upon information provided by the police or school authorities, the administration has reason to believe that a student is guilty of the use, possession or transportation of a controlled dangerous substance on or off the school premises, then, provided the student has not previously been disciplined for an offense relating to dangerous substances, an informal hearing shall be held as soon as possible. At this time the student shall be informed of the charges against him/her and be given an opportunity to present his/her version of the facts. If the administration has reasonable cause to believe that the charges are true, the student will be put on out-of-school suspension for a period of up to nine (9) days. A parent conference will be held with the parents, student, SAC, and an administrator. The student will be referred to the Discipline Committee.

B. Sale or Distribution: If, upon information provided by the police or school authorities, the administration has reason to believe that a student is guilty of the sale, distribution, or possession with the intent to sell or distribute a controlled dangerous substance on or off school premises, immediate disciplinary action will be taken. He/she will be immediately put on out of school suspension pending a full Board hearing, and the police will be notified. Any student who sells a controlled dangerous substance will be subject to expulsion by the Board of Education.

DUE PROCESS FULL HEARING: The student and his/her parents shall be given due notice of the time and place of the full hearing. In addition to the Board of Education, at least two administrators will be present. The police may be invited. The student and his/her parents will be informed of the charge or charges against the student in all relevant detail. The student may produce oral testimony or written affidavits of witnesses in his/her own behalf, and may be represented by counsel. Following the hearing, the Board of Education shall determine the course of action to be taken.

EATING

Food is eaten only in the cafeteria and only during your lunch period. **Chewing gum is not permitted in any area of the building.**

EARLY DISMISSAL

If it becomes necessary for a student to leave school before the regular dismissal time, the student must submit a written request from his or her parents. These requests must be brought to the attendance office for permission prior to the a.m. homeroom period. No student will be permitted to leave the building unless accompanied by a parent or guardian. Before the student leaves the building, the parent or guardian must sign the attendance log in the office. **Please remind your parents not to schedule outside appointments for you during school hours.**

FIELD TRIPS

All students participating in a school sponsored field trip must submit written permission from a parent or guardian before boarding any transportation. The signed permission slips are to be collected by the teacher in charge and given to the appropriate person in the main office. The school nurse should be contacted on all trips and given a list of students attending. Students who have disciplinary problems may be denied the privilege of going on any school trip, including the sixth, seventh or eighth grade class trip. All students may be required to sign and adhere to the conditions of a behavioral contract in order to earn the privilege of attending the class trip, if one is scheduled. Any student who violates the conditions of the contract and is not permitted to attend the class trip is expected to attend school on the day of the trip and will be provided with alternative educational assignments

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required to remain silent and act respectfully.

When the flag salute is taking place, it is the student's responsibility to act respectfully during the ceremony whether the student is in the presence of the flag or not.

FIRE/CRISIS MANAGEMENT DRILLS

The purpose of emergency drills is to prepare the student body to meet any emergency that might require a rapid mass exit or lockdown of the building. To facilitate the safe evacuation of the building during fire drills and other emergencies, the following rules are provided to guide your actions:

1. Leave the building through the nearest exit as indicated on the classroom evacuation chart.
2. Walk rapidly, but do not run.
3. **No talking is permitted.**
4. Listen for directions if issued.
5. Pupils should move into the corridor in single file. Each class will move out side-by-side so that there will be double lines throughout the corridors.
6. The sign above the door in each room indicates the direction you turn when leaving.
7. Once out of the school, you are to form a line with your classmates away from the building. **THERE MUST BE NO TALKING.**
8. During evacuation, students will continue to move away from the building following evacuation routes and adhering to Fire Drill/Crisis Management rules.
9. Under lockdown conditions, students will assemble in a "safe corner" as directed by the teacher, and classroom lights will be turned off.
10. Keep in mind that there may be emergencies that may cause the inaccessibility or blockage of some of our normal exits. In this case, the rule of evacuating by the nearest exit should be applied.
11. In all emergency drills, activities taking place outside the building should be immediately terminated and youngsters assembled into class groups.
12. At all times, unless otherwise directed, the ringing of the fire bell implies that all persons should evacuate the building except the designated fire wardens.
13. When a fire drill or evacuation has concluded, students are to remain silent while they re-enter the building, until the students have entered their classroom.

***Violation of any of these rules will result in disciplinary action.**

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Any student who fails two subjects as listed below is not eligible for any sports or extracurricular activities for the next marking period. If a student fails two subjects during the fourth marking period of sixth or seventh grade, he/she is not eligible to participate for the first marking period of the next school year.

Any student who failed one subject as listed below is on activity probation for a period of twenty (20) school days of the following marking period. If failure continues, the student is ineligible for the remainder of the marking period. The student shall remain ineligible if he/she continues to fail that subject.

Eighth grade students who fail two (2) or more subjects for the year will be restricted from year-end graduation activities.

Subject areas to be considered are mathematics, English language arts, social studies, science and any other subject that meets on a daily basis continuously throughout the year.

GRADES AND ASSESSMENTS

GRADES

Grade	Range
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	(Failure) 64 and below
M	Medical Excuse
I	Incomplete

Each of the four marking periods comprise of 25% of the student's final grade for the course for the year.

- The student must earn a final grade for the course of 65 or higher.

AND

- A student must pass either the 3rd or 4th Marking Period (if a student fails both the third and fourth marking periods, he/she automatically fails for the year).

OR

- A student must pass a **minimum** of 3 of the 4 marking periods to pass for the year.

Honors, Advanced and Enriched Courses

Students in honors, advanced and enriched classes must satisfy district criteria to maintain placement in courses.

PROMOTION & RETENTION POLICY

As stated in Board Policy 5410: Standards for pupil promotion shall be related to the New Jersey Common Core Curriculum and district goals and objectives and to the accomplishments of pupils. A pupil will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. Failure to meet the requirements of the grading policy may require a child to attend summer school or be retained in their current grade.

GUIDANCE

This department is particularly interested in the personal concerns of students that may affect their learning. These people are trained to help you in ways that pertain to your personal, social, vocational, and school life. Growing up is certainly an interesting and exciting period of your life, but it can be a complex and difficult period. We are interested in helping you to better understand yourself. Many times you are confused, upset, or undecided about the best way to handle a problem or situation. Such problems may be about your school work, getting along with classmates, parents, and teachers, or just things in general. At such times, it usually helps to talk with your guidance counselor, who is trained to understand problems of boys & girls your age and who has had experience with students who have had, perhaps, the same problem.

To request an appointment with your counselor, you must ask your teacher for a pass to the guidance office. Other appointments may be made b

1. request of your counselor
2. request of your parents
3. request of your teachers
4. request of your vice principal
5. request of your principal

Confidentiality is an important factor in the student-counselor relationship. Confidentiality ends when a staff member believes that the student with whom they are speaking is in danger of hurting himself or herself or another person.

HEALTH SERVICES

School Health Office

The school nurse(s) are available for any student who is ill or injured. A student who becomes ill during class time will receive a pass from their classroom teacher to report directly to the health office. Students who become ill during class change must report to their next period class and receive a pass from their teacher before reporting to the health office. Students who claim to be ill and spend their time in the lavatory will be looked upon as cutting class.

Accidents and Insurance

The school will administer immediate first aid in case of accident during regular school hours. Emergency Medical Services will be summoned if deemed necessary. School insurance will only be in effect after the family's primary insurance has reached maximum coverage. In an accident, no matter how minor, the student should report it to their teacher. The student should then be directed to the nurse for assessment. In the case of severe accident or acute illness, emergency care will be given, and the parent(s) will be notified. It is essential that we have multiple, up to date, contacts on the parent portal if we need to reach a parent or designee in the event of emergency/illness. A parent or designee should also be available to pick up the child within 30 mins.

Crutches/Mobility Devices

Any student entering school with crutches or mobility device (ex- scooter) will require written physician authorization to use the crutches/ mobility device in school. Any student who is in school with a cast/crutch/ mobility must be excluded from PE/activities (recess, sports, trips, field day, gym shows, etc..) until physician documentation is received allowing activity to resume.

Excuse from Physical Education

An excuse from active participation in physical education exceeding three physical education classes will require a note or certificate from a physician indicating the date the student is to return to physical education activities/sports and any limitations. The information is filed in the student's health record in the health office. A student may be

assigned elsewhere if the excuse is for an extended time, this would be arranged through the guidance office. Students excused from active participation will be required to complete written assignments to determine their grade if they are out of PE for an extended length of time. Students excused from physical education class may not participate in extracurricular activities that involve physical exertion unless otherwise indicated by a physician.

Extended Illness/Communicable Diseases

Students returning to school after an extended illness or communicable disease will not be readmitted without proper medical clearance from a local physician presented to the Nurses Office.

Immunizations/Physicals

1. NJ State law mandates that all students require immunization compliance to be enrolled in any school in New Jersey. According to the law, students will be excluded from school if the following immunizations are not met at the middle school level:
2. Every student must have 3 doses of the DTap/DTP vaccine
3. Every student must have 3 doses of the Polio vaccine
4. Every student must have 2 doses of measles, mumps, and rubella after their first birthday or laboratory evidence of immunity
5. Every student must have 3 doses of hepatitis B vaccine with the proper interval between doses
6. Every student must have one dose of Tdap dated after their 11th birthday
7. Every student must have one dose of meningococcal (ACWY) that is given at their 11th birthday
8. Students entering from out of country are required to have a Mantoux test
9. A physical exam is required to be on file, for each student

Medical Transportation

If a student becomes ill or injured during school time and does not require Emergency Medical Services (ambulance) but it is recommended to go home, it is the responsibility of the parent to provide transportation. **It is essential that we have multiple, up to date, contacts on the parent portal if we need to reach a parent or designee in the event of emergency/illness. A parent or designee will also need to be available to pick up the child within 30 mins.**

Medication

Any medication including over the counter medication or cough drops require written physicians' orders, a pharmacy label is not accepted as written doctor's orders. Medications must be brought to school and given to the nurse by the parent and be properly labeled in the original prescription container. The medication must be brought in a sealed unopened container.

Tylenol, Motrin, and Tums are available to students from the nurse's office. This is only available to students who have obtained and returned annually, from the nurse's office, the proper form indicating parental permission. These specific medications will not be given the first or last hour of school or more than two times a month.

State Mandated Health Screenings

All students will be screened according to NJ state law. If for any reason the parent or guardian prefers to have this screening done privately, they must notify the health office in writing.

HOMEROOM

When students get off the bus they must go directly to their homerooms. They will then be dismissed to their lockers by their teachers. Passes will be issued by the homeroom teacher to those students who have legitimate reasons for visiting other rooms or leaving the homeroom for any purpose. This includes visits to the restrooms. During homeroom, teachers will take attendance, make announcements, and facilitate distribution and/or collection of materials related to school events/activities.

HOMEWORK

Homework is considered to be an integral part of the students' total program. Homework assignments include long range projects, research studies or practice to reinforce routines introduced into the classroom. The purpose of homework is threefold:

1. To apply and reinforce new learning.
2. To prepare students to learn new ideas.
3. To encourage good student work habits.

Homework, properly planned and purposeful in nature, should help the student to do the following:

1. Think, plan, organize and apply.
2. Extend proficiency in effective habits and skills.
3. Increase knowledge and its use.
4. Develop insight and stimulate creativity.
5. Learn to work independently & become self-reliant

INAPPROPRIATE ITEMS

For a safe and orderly school environment, unsafe or inappropriate items should not be brought to school. The following items are considered inappropriate: laser pens, cigarettes, lighters, cameras, toys, magazines containing questionable material, skateboards, shock pens, hit clips, drug paraphernalia, scales, and aerosol sprays of any kind. Fidget spinners will only be allowed if the student has medical documentation, approved by the administrative team. Such items will be confiscated by school personnel and returned only to a parent, and students may be subject to discipline.

INTERNET

No student may have access to the Internet at school without a signed contract. The following guidelines are provided to assure proper use of this valuable resource:

We believe Internet technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups and significantly expand their knowledge base. The Internet is a tool for lifelong learning and only begins to open the door to many advanced tools.

Through the Internet, students and staff will have access to:

1. World-wide electronic mail communication.
2. Information and news from government and other research institutions, such as NASA.
3. Public domain software and shareware of all types.
4. Discussion groups on a superabundance of topics ranging from Chinese culture to the environment to music to politics.
5. Access to many University Library Catalogs, the Library of Congress and ERIC.

Administrative Regulations

The most important prerequisite for users of an Internet account is that they take full responsibility for their own actions. The Old Bridge Township Public School system will not be liable for the actions of anyone connecting to the Internet through this hookup. All users shall assume full accountability, legal, financial, or otherwise, for their actions.

Conditions and Rules for Use

1. Student users must always obtain permission from their instructors prior to using the Internet.
2. Users must sign-in legibly (first and last names) on the appropriate log or register in the classroom each time they use the Internet.
3. Students will use the Internet to: complete class assignments complete college and career searches, and obtain information requested by faculty or staff adviser.
4. All students shall have the same right to use the equipment. Users shall not waste time or supplies.
5. Only students who have read and agreed to this policy and who have duly signed contracts shall have access to the Internet. Student users under the age of eighteen (18) must have contracts co-signed by a parent or guardian.

Unacceptable Practice

1. Use of the Internet for "for-profit" activities.
2. Use of the Internet for private or personal business.
3. Academic dishonesty.
4. Transmission of material in violation of any U.S. or State regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
5. Any malicious attempt to harm or destroy data of another user.
6. Uploading, downloading or creating a computer virus.
7. Persistent annoyance of another use or interference with another.
8. Derogatory comments or threats toward students or staff personnel.

LEAVING THE BUILDING

During the day, no one is permitted to leave the school without permission. Students will not be allowed to stay in the school building after school has been dismissed unless they have been authorized to do so by their teacher. This means that all students, except those with passes, are to be out of the building after the last bus is called.

After completing after school activities, all participants must leave the building by the time the supervisor or sponsor leaves. Students are not allowed to go back to their lockers or homerooms, unless their teacher is with them, or unless they have received written permission from the teacher in charge.

LOCKERS

A locker is assigned to each student. The locker is for a student's personal use during the school year. It is the student's responsibility to report to the main office any mechanical problems regarding this locker that would make the locker vulnerable to theft. The school is not responsible for stolen or lost articles or books.

Students should not give their locker combination to any other student or allow others to use their locker. At designated times students are permitted to go to their lockers, this privilege will not be accepted as an excuse for being late to class.

Students are requested not to bring large sums of money or expensive items of jewelry, credit cards, personal electronic devices, etc. to school. The school can assume no responsibility in case of loss, theft, or damage. Such items are not required for a normal day's activity in school.

Students should not consider lockers as private property. At times throughout the year, it may become necessary for Administration to inspect lockers in order to protect the health, safety, and welfare of the school community.

All lockers are emptied and cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to nonprofit organizations or discarded.

LOST AND FOUND

Lost articles are kept in the main office, cafeteria lost and found and the physical education locker rooms. Students who have lost articles may check the lost and found during the a.m. and p.m. homerooms, but only with the permission of their teacher. Should you find an article, turn it in at once to one of these two locations. If the item is of significant value, you should turn it in to the main office. If you have lost a valuable article, check in the main office.

If you find another student's property and do not immediately inform a staff member and hand in the item, you may be disciplined for improper possession of another student's property and suspended from school.

Do not leave items in classrooms. The desk is not yours. When you are out of the room, others are in the room for class. Keep everything with you. Put your name in everything - books, physical education clothing, etc. Lock items not needed for class in your locker. Be responsible for yourself and your belongings.

MAKE-UP WORK

Students who have missed school for a legal reason are entitled to make-up class work upon their return to school. Students with a medically excused absence shall be allowed two (2) days for each day they were legally absent to make-up class work upon their return to school.

It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher due to any absence. For all other absences students will be allowed one day for each absence to make up work.

MESSAGES

When something essential, such as a necessary piece of information or something physical, has to reach a student during the school day, we will try to make sure that we reach the student and make the delivery.

But every interruption of the school day comes at a price. Students and teachers need their time together, and everything that cuts down on that time reduces their chances for making progress.

NON-BUSED STUDENTS

If a student will not be riding on his/her assigned bus AND will be picked up by a parent/guardian or designee, please notify the attendance office. Students must be signed out. Parents/guardians who opt to pick up their children every day will need to notify the Attendance Office in writing at the beginning of the school year. New procedures for pick up each day will be posted on Real Time and the school Website.

OFFICE PHONES

Students are only permitted to use the office phones for emergencies.

PARTIES

Parties are not permitted in any part of the school unless special permission is granted by the principal.

PASSES

During classes an effort is made to keep student movement to a minimum so there will be little disruption of teaching and learning.

If you must leave the room to use the bathroom, request permission from the teacher and obtain the classroom pass. The pass permits you to go from the room to your destination and return. Restrooms are color-coded to various areas of the building. Students are to only use restrooms assigned to their classroom area. Failure to do so may result in disciplinary action. These passes do not permit you to make any unauthorized stops along the way. Students must sign the sign out sheet that the teacher will have when you leave and return to the classroom, and scan in/out at their destination.

Students are not permitted in the halls without a pass while classes are in session.

Students visiting guidance, the main office, the health office or the learning center must have a written pass signed by a teacher.

PERSONAL ELECTRONIC EQUIPMENT

Radios, IPODS, MP3 Players, portable video games, CD players, laser pens, and other electronic devices not mentioned are not allowed in school. Students are strictly prohibited from taking pictures or videos during school hours. Paging devices are illegal for anyone under the age of 18 (N.J. Law 2C:33-19). Cellphones must be turned off and put away when entering and exiting the school, throughout the school day, and during after school activities.

Use of Electronic/Communication Devices

**As we integrate more technology into our learning platforms, students are utilizing various devices to stay connected and complete schoolwork. It is expected that they will practice digital citizenship in being a responsible learner. An Acceptable Use of Technology Agreement must be signed acknowledging the terms and expectations.*

Student cell phones are to be stored in the locker for the duration of the school day. Airpods (earbuds) are only permitted to be used for instructional purposes. Students are prohibited from taking photographs or video with any electronic equipment, including cell phones, on school grounds or at any school sponsored event without prior administrative approval. Students who fail to comply will be subject to discipline, including out-of-school. Cellphone use or having a cellphone out in a locker room or bathroom will result in out of school suspension.

Furthermore, students are prohibited from posting on the internet pictures of school staff, property, or facilities without prior administrative approval.

1st Offense - The electronic device will be taken and returned at the teacher/administrator's discretion.

2nd Offense - The electronic device will be confiscated and returned to a parent. Student may receive additional discipline for this infraction.

PHYSICAL EDUCATION

1. Uniform:
    a. P.E. shirt or a white, grey, black, or purple tee shirt, plain or pertaining to sports.
    b. P.E. shorts or sweatpants - Shorts must be fingertip length and pulled up to one's waist. Shorts cannot have pockets, zippers, or buttons. Tights and leggings are not permitted.
    c. Sneakers – laces must be tied. No platform sneakers may be worn. *Mark all parts of the P.E. uniform with the student's full name.
    d. No jewelry is to be worn during class.
    e. Hair is to be worn in such a manner that will not hinder the student's vision, for safety reasons.
    f. Gum chewing is <u>not</u> permitted in the gym.
2. Locker Room: ALWAYS KEEP LOCKERS LOCKED WITH VALUABLES INSIDE
    a. Late – must have a pass
    b. Enter and exit through proper doors
    c. Do not run in the locker room
    d. Respect all facilities and equipment
    e. Do not place anything on top of the lockers
    f. All students are required to use their own assigned locker.
    g. Sharing a locker is forbidden. **<u>Do not</u>** tell anyone your locker combination.
    h. Dress in your assigned locker area
    i. Cameras, cell phones, MP3 players, radios, or any other electronic device are not permitted in the locker room. The taking of photographs in the locker room will result in immediate disciplinary action.
    j. Glass containers and any type of spray product are not permitted in the locker room. If one is found spraying anything in the locker room, it will be taken and returned to his/her parent when they come to school to pick it up.
3. Procedures
    a. All students should report directly to the locker room, change into his/her uniform, and use the bathroom facilities, if necessary.
    b. All valuables should be locked in your locker before you report to your floor spot and sit down.
    c. The period will begin 5 minutes from the time one enters the locker room. If one is not in his/her floor spot when warm up activities begin, he/she will be marked late for class.
    d. Once the teacher begins taking attendance no student will be permitted back into the locker room.
4. Excuses
    a. Any student who, because of illness or accident, is unable to participate in class must bring a note from a parent, guardian, nurse or physician stating the reason. Such an excuse will not permit tardiness or excuse a student from changing into his/her P.E. uniform.
    b. Each student is permitted to have three parent/guardian notes from home each marking period. A parent note does not excuse one from changing. If one needs to be excused for more than one day, he/she will need a note from a physician.
    c. Bring all physical education excuses to the nurse's office during A.M. homeroom. Medically excused students may not participate in any after school athletic activity (practice or game), cheerleading, and/or intramurals.

HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as racial and/or sexual harassment of a pupil, by an employee of the district or by another pupil.

The racial harassment of a pupil includes any unwelcomed derogatory remarks or racial slurs about a person's religion, race, or ethnic background. Students should

report any incident to a teacher or an administrator. First offense can range from detention to out-of-school suspension.

The sexual harassment of a pupil includes all unwelcomed sexual advances or suggestions, requests for sexual favors, verbal or physical contacts of a sexual nature whenever such conduct has the purpose of intimidation or tends to create an intimidating, hostile or offensive environment. Pupils are to report any incident of sexual harassment to a teacher or an administrator.

Old Bridge Township Public Schools District Policy for Complaints of Sexual Harassment, Harassment because of Race, National Origin, or Disability. [Board of Education Policies 1550, 2260, 5751, 3362 and 4352.

1. Everyone in Old Bridge Township Public Schools has a right to feel respected and safe. Consequently, we want you to know about our School District policies to prevent and eliminate all forms of harassment and discrimination on any basis protected by federal, state or local law (including, but not limited to: race, religion, national origin, age, marital status, sex, sexual orientation, pregnancy, or disability.)

2. **Harassment:** A harasser may be a student, teacher, administrator or any other member of school personnel who creates intimidating, hostile, or offensive environment. Harassment may include the following when related to sex, gender, sexual orientation, race, religion, national origin or disability.

a. verbal conduct such as the use of unwelcome, derogatory or otherwise inappropriate comments, slurs, innuendoes, nicknames or jokes;
b. the use of obscene or objectionable language, intimidation or threats;
c. visual conduct such as making or displaying offensive pictures, cartoons or other materials;
d. physical conduct such as assault, damaging property, interfering with movement or work;
e. unwelcome or inappropriate touching, hugging, kissing, or rubbing;
f. unwelcome sexual advances or making sexually suggestive gestures;
g. spreading rumors about or rating others in regard to their sexual activities or performance;
h. retaliation for having reported or threatened to report harassment.

3. **Discrimination:** Prohibited discrimination may include, but is not limited to:

a. an unlawful restriction of access to a school program or activity;
b. unlawful discrepancies between similar aspects of the school program with respect to access, staff size and compensation, or the purchase and maintenance of facilities and equipment;
c. impermissible segregation in any duty, work, classroom or school practice.

4. If any words or actions make you feel uncomfortable or fearful, it is important that you promptly report the incident(s) to a teacher, counselor, building principal, director or other administrator, or the District Affirmative Action Officer.

5. If you believe that you have been a victim of an incident of harassment or unlawful discrimination, you are encouraged to file a verbal complaint to one of the persons listed above. All oral reports will be considered complaints and handled accordingly. Formal complaint forms are available in the main office, but the use of the complaint form is not mandated.

6. All reports of harassment or unlawful discrimination will be taken seriously and investigated. Confidentiality will be maintained to the greatest extent possible without jeopardizing the thoroughness of the investigation.

7. If it is determined that harassment or unlawful discrimination has occurred, immediate and appropriate corrective action will be taken.

8. The Board strictly prohibits any form of retaliation against any individual for filing a complaint or threatening to file a complaint.

REPORTS TO PARENTS

Your teachers may request a conference with your parents at any mutually agreed upon time. Also, your parents may make the same request of your teachers. It is hoped that a discussion of your progress in school will prove beneficial to you.

Progress reports will be sent home between report card dates. Such notices are issued to keep both parents and students informed of improved or substandard work being done and to suggest ways and means for removing deficiencies and improving grades.

SALES AND PETITIONS

Pupils are not permitted to sell tickets, chances, or articles to fellow pupils or staff members. The only sales and purchases permissible are those few sponsored by the school. **Petitions of any nature are not permitted.**

SCHOOL CLOSING/DELAYED OPENING ANNOUNCEMENTS

There may be occasions when inclement weather and/or other conditions will necessitate the canceling of school for the day or delaying the opening. Information pertaining to school closings or delayed openings will be posted on the Old Bridge public schools website, announced on designated radio stations, and disseminated via the automated telephone messaging system.

If a delayed opening occurs, school will open two hours later than normally. Buses will drive their regular routes at a two-hour delay.

SCHOOL PROPERTY

Books and supplies are on loan to students. They are provided as a means to help pupils gain an education. Students are responsible for books and supplies issued to them. If books, calculators, sports equipment, uniforms, etc. are LOST, STOLEN, OR DAMAGED, students in whose names they are issued must pay for replacement.

Parent(s) or guardian(s) of students who willfully damage or deface school property, including buildings, grounds, and vehicles parked on school property, will be liable for the cost incurred by the Board of Education to repair or replace the property that was damaged or defaced.

SEARCH AND SEIZURE OF STUDENT PROPERTY

The Administration is aware that a balance must be maintained to weigh the rights of the individual against the rights of the student population to preserve order and discipline.

The Principal and/or a designee may conduct a search, if there are reasonable grounds for suspecting that the said search may reveal evidence that the student has violated or is violating the law or a regulation or regulations of the school. The scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in the light of the age and sex of the student and the nature of the suspected infraction.

Students are reminded that lockers are the property of the school and may be searched by administration periodically throughout the school year.

STOLEN ARTICLES

No one can assume any responsibility for your personal belongings but yourself. You are cautioned **not** to bring valuables or large sums of money to school. The school definitely cannot be responsible for lost or stolen belongings.

STUDENT'S DAILY SCHEDULE

The daily schedule will be reviewed with you by your homeroom teacher. You are to keep a copy of this schedule for your reference.

STUDENT INSURANCE

The Board of Education has made arrangements whereby your parents may purchase accident insurance for you at a nominal cost for an annual policy.

There are basically two types of coverage:

1. A policy that insures against accidents that occur during the school day.
2. A policy that grants 24 hour coverage.

Your homeroom teacher will issue you descriptive literature during the first month of school. Please be sure you allow your parents to read this information promptly, so they may exercise their option to accept or reject the insurance.

The insurance is an agreement between parents and the insurance company. The Board of Education and the school are "accommodation agents." They do not write the policies. In case of an accident, claim forms may be acquired from the school nurse.

STUDY HABITS

Listed below are suggestions which will be helpful in improving study habits and completing assignments.

1. Keep in good physical condition.
2. Maintain a schedule & allot specific study times.
3. Keep attuned to the work being done. Do not have distractions, such as the radio or television playing.
4. Have a regular place to study that has good lighting, proper heat & ventilation, and enough working space.
5. Gather all materials prior to beginning to study.
6. Pay attention at all times in class.
7. Understand what the assignment is. If there is doubt about the assignment, be sure to get it clarified from the teacher and not from one of your colleagues.
8. Have an assignment book and be sure that a pencil or pen is available at all times.
9. Hand assignments in on the date required. Assignments handed in late are usually downgraded by the teacher.
10. Learn to work independently, and by doing so you will become self-reliant.

STUDENT TEACHERS

You may have a college student assigned to your teacher to serve an internship in teaching. Student teachers are to be treated and regarded as a regular member of the faculty.

SUBSTITUTE TEACHERS

If your regular teacher is absent from school, a substitute teacher will be assigned to teach your class during the regular teacher's absence. The length of time may vary from one day to several weeks. The substitute teacher has the same authority and responsibility as the classroom teacher. You are expected to extend your complete cooperation to all substitute teachers.

TARDINESS

A parent is to call the Attendance Office before 9:00 a.m. if the student is going to be late. When the tardy student arrives at school, the student must report to the Attendance Office, sign in, and get a pass to go to class.

If a bus arrives at school late, the student is considered tardy, but excused.

Students who have dental or doctor appointments must follow the same procedure for tardiness as listed above.

Repeated tardiness may result in after school detention and/or a parent conference.

TEXTBOOKS

It is the responsibility of the students to take care of all the textbooks that were issued to them. Rules to remember concerning textbooks are:

1. The student's name must be written in the space provided.
2. Students are not to write in their textbooks for any other reason besides writing their name on the inside cover.
3. Textbooks will have a number that will be recorded by your teacher.
4. The student will be responsible for putting covers on the books in order to protect them.
5. Textbooks are not to be used as a filing place for papers, notes, or other matter.
6. Lost or damaged books must be paid for by the students on a prorated basis, to be determined by the main office.

TRANSFERS

When a student is leaving the Old Bridge school district, he or she must notify the guidance office at least one week in advance. The student will be given a withdrawal form that must be filled out completely. Before final clearance is given, all books, fines and athletic equipment must be returned. Each teacher will sign the withdrawal form when the student has completed all the requirements. The form must then be returned to the office before a transfer card will be issued. All other information will be forwarded to your new school on request.

VISITORS

No **unauthorized** individuals are permitted to visit our middle schools during the school day. All visitors with a specific purpose for entry (scheduled meetings or early student pick up) will be screened at the front entrance prior to being given access to the building. All visitors must state their purpose and must have a government issued form of photo identification. Parents/guardians who are dropping off student materials, lunch or sports equipment will not be given entry to the building. These types of drop offs will be conducted at the kiosk in the front of the school.

Appendix A
Board of Education Policy # 5512

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, 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 consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

1. The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:
2. Walk away from acts of harassment, intimidation, and bullying when they see them;
3. Constructively attempt to stop acts of harassment, intimidation, or bullying;
4. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
5. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;

7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;

22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to: verbal or written reprimand: increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, & Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, & Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. **The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs.** The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff, to

participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal**, in conjunction with the Anti-Bullying Specialist,** and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures **for pupils who engage in reprisal or retaliation** are listed **and described** in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to, reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to, counseling and professional development.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another **as a means of retaliation or** as a means of harassment, intimidation, or bullying.

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions **and those listed and**

described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding; termination; **and/or bans from providing services, participating in school district-sponsored programs; or being in school buildings or on school grounds. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.**

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services. **Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.**

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30. The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32. The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption

Elements of the policy have been omitted from the student handbook. Additional information regarding the district H.I.B. policy may be found on the district website. School specific information may be found on school specific web pages. See board policy 5512 to view this document in its entirety.

ADMINISTRATIVE REGULATION

Board Policy 9163 - Interscholastic Athletics Spectator Code of Conduct

Section: Community

Date Created: March 2025

INTERSCHOLASTIC ATHLETICS SPECTATOR CODE OF CONDUCT

The NJSIAA and member schools are unified in enforcing a safe and positive environment for our student-athletes, coaches, officials, and spectators. Athletics are intended to be a rewarding experience, designed to teach sportsmanship to all participants. There is no place in interscholastic athletics for negative, inappropriate, or derogatory comments or behaviors.

Spectators, as defined by the NJSIAA, include all people, including but not limited to students, student athletes, parents/guardians, staff, community members, coaches, and officials, who are present at an interscholastic competition.

Any spectator demonstrating unsportsmanlike behavior will be addressed by officials, school supervisors, administrators, or site staff and may be immediately ejected from the event. Ejected spectators may be prohibited from attending future interscholastic contests based on their behavior. The minimum applicable penalties are set forth below.

Spectators are expected to exhibit and maintain appropriate, sportsmanlike behavior at all times during interscholastic events, in order to model such appropriate

behavior for our student athletes and support the District's efforts to ensure a safe and positive environment for students, coaches, officials, and other spectators.

Unsportsmanlike conduct includes, but is not limited to, actions of a fan or spectator who:

1. strikes or physically abuses an official, coach, player, or spectator;
2. intentionally incites participants or spectators to violent or abusive action;
3. uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators; or engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion at an interscholastic event.

The following conduct by spectators is also explicitly prohibited during any interscholastic athletics event:

1. use of profanity or biased language before, during, or after an interscholastic event;
2. verbal harassment of an official or opponent by using names or uniform numbers;
3. entering the field of play before, during, or after an interscholastic event;
4. physical altercation with an official, coach, player, or spectator, before during, or after an
5. interscholastic event; and
6. use of artificial noisemakers or other instruments intended to disrupt the interscholastic event or distract the participants during an interscholastic event.

The following penalties shall apply to spectators violating the terms of this Code of Conduct.

First Offense: (the 365-day calendar starts)

A. Two (home) game suspension from the sport from which the individual was ejected. Until the 2-game sport specific suspension has elapsed, the individual may not attend home events for any sport. If the violation took place at a football game, the suspension shall be for One (home) game. The period of suspension does not include removal from the contest at which the incident occurred. If the spectator(s) refuses to leave the venue, play will be stopped until they vacate the premises. Police assistance may be requested.

B. Parent/Guardian/Spectator will be required to take at least one of the specified NFHS Courses included, but not limited to: Sportsmanship; Positive Parenting within School Programs; The Parent Seat; Teaching and Modeling Behavior. The certificate of completion must be submitted to the Athletic Director before being permitted back at any home events.

C. If the offense occurs during the last game(s) of the season, suspension will carry over into subsequent regular season/sport. If the offense occurs during the last game(s) of the spring season, suspension will carry over into the following regular fall, winter, or spring season for all school sport events.

D. If the offense occurs to a parent/spectator of a Senior athlete in which no other games are left on the calendar, they will be subject to school administrative discipline.

E. A letter will be sent and/or on file documenting the situation.

Second Offense: (within the 365-day calendar of first occurrence)

A. Four (home) game suspension from the sport from which the individual was ejected, and the individual may not attend home events for any sport until the 4-game sport specific suspension has elapsed. If the violation took place at a football game, the suspension shall be for Two (home) games. The period of suspension does not include removal from the contest at which the incident occurred. If the spectator(s) refuses to leave the venue, play will be stopped until they vacate the premises. Police assistance may be requested.

B. Follow-up meeting/phone conversation with school security personnel.

C. If the offense occurs during the last game(s) of the season, suspension will carry over into 3 subsequent regular season/sport. If the offense occurs during the last game(s) of the spring season, suspension will carry over into the following regular fall, winter, or spring season for all school sport events.

D. If the offense occurs to a parent/spectator of a Senior athlete in which no other games are left on the calendar, they will be subject to school administrative discipline. E. A letter will be sent and/or on file documenting the situation.

Third Offense: (within the 365-day calendar of first occurrence)

A. Suspended for the remainder of the current season and for one (1) calendar year from the date of the third occurrence for all seasons and all sporting events.

B. Follow-up meeting/phone conversation with school security personnel.

C. A letter will be sent and/or on file documenting the situation.

Fourth Offense: (within the 365-day calendar or beyond)

A. Indefinite suspension from all OBPS athletic events.

B. A spectator may request a reinstatement meeting with school administration after one (1) full calendar year has passed.

C. Reinstatement decisions shall be made by administration on a case-by-case basis in consideration of the circumstances of the conduct and suspension

Notes:

If a spectator is reported to have been removed from an away event, the above penalties may still be

enforced.

Consequences for Old Bridge students may differ from those outlined below.

The conversation at time of the incident serves as verbal notification of the upcoming penalties.

Effective August 1, 2025