



# **Millstone Township Elementary Student Handbook**

## **BELIEF & MISSION STATEMENT**

Our Millstone Township Elementary School community shares a common mission to foster positive school citizenship. Who we are as individuals builds what we are together- whether family, school, community, or nation. Elementary students at the Millstone Township Elementary School are expected to follow the golden rule: **TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED.**

We believe that elementary school is a time to grow and learn from mistakes. We emphasize learning over consequences and are guided by a developmentally appropriate philosophy. Millstone Elementary School is a place that **CARES**. We care for ourselves and our learning, we care for others and their learning, and we care for our school.

We all learn best and most holistically in an atmosphere where the opinions and rights of all are honored and respected. Therefore, our core values are:

- **Cooperation**
- **Acceptance of Others**
- **Responsibility**
- **Empathy**
- **Self-Control**

Millstone Elementary School is a prosocial school. The following "**conflict-enders**" or resolution strategies are taught, modeled, and practiced in our classrooms and throughout our school.

- Wait and cool off.
- Go to another activity/Take a break.
- Share and take turns.
- Talk it out( I-messages).
- Walk away.
- Ignore it.
- Tell them to stop.
- Apologize.
- Compromise.

Our primary goal is to maintain a safe and caring learning community. This is supported by the District's proactive, intentional approaches to character education which foster social, emotional, and academic growth. The ultimate

purpose of the Code of Conduct is the development of self-discipline and self-regulation. In our school, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student.

We believe all students want to behave responsibly, respect the rights and properties of others, and work cooperatively with all members of the school community. Students are accountable to all school personnel for their behavior while on school property, at school-sponsored functions, at the bus stop, on a school bus, or off school grounds including field trips.

We believe all students can and want to follow the code of student conduct and specific behavioral guidelines established in each class and throughout our school community because doing so helps them feel safe, secure, and ready to learn.

Most importantly, we believe in each student's potential, ability to learn, the talents they have to share, and the contribution they can make to our schools and to our future as a nation. The following sections will further outline our most important guidelines for making school life the most productive and positive it can be.

**STUDENT, STAFF, AND PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES**

As members of our school community, we all have rights and responsibilities. The following section outlines the rights and responsibilities of all Millstone Township Elementary School students, staff, and families.

<b>Student Rights Include:</b>	<b>Student Responsibilities Include:</b>
<ul style="list-style-type: none"> <li>● The right to be treated with dignity and respect by all school community members</li> <li>● The right to attend school where everyone is held accountable for their actions</li> <li>● The right to learn in an environment free from teasing, bullying, and harassment, and in which all members follow the</li> </ul>	<ul style="list-style-type: none"> <li>● Respectfully treat all members of school community, school property, and the property of others</li> <li>● Treat others with respect and dignity in the way in which we would like and expect to be treated</li> <li>● Know and exercise positive modes of behavior and good</li> </ul>

<p>rules of the school</p> <ul style="list-style-type: none"> <li>• The right to an orderly and productive learning environment without significant distractions</li> <li>• The right to succeed with the highest standards of honesty and integrity</li> <li>• Access to notice behaviors and and learn expectations as outlined in the Code of Conduct</li> </ul>	<p>manners</p> <ul style="list-style-type: none"> <li>• Accept the responsibilities for their actions and the consequences of inappropriate behavior as outlined in the code of conduct</li> <li>• Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined</li> <li>• Adhere to all policies and procedures of the School District</li> <li>• Respect school property and help to keep it free from damage</li> </ul>
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<b>Staff Rights Include:</b>	<b>Staff Responsibilities Include:</b>
<ul style="list-style-type: none"> <li>• The right to personal privacy and confidentiality</li> <li>• The right to be treated with dignity and respect by all school community members</li> <li>• The right to work in an environment where everyone is held accountable for their actions</li> <li>• The right to a working environment free from harassment</li> <li>• The right to set reasonable expectations for students within the classroom and school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Respectfully treat all members of school community, school property, and the property of others</li> <li>• Adhere to all policies and procedures of the district</li> <li>• Support students and families in productive learning and personal growth</li> <li>• Model exemplary behavior within school and in the community</li> <li>• Facilitate a respectful classroom and school environment that promotes responsibility and success</li> </ul>

<b>Parent/Guardian Rights Include:</b>	<b>Parent/Guardian Responsibilities Include:</b>
<ul style="list-style-type: none"> <li>● The right to a free public school education for their child in a safe and supportive learning environment</li> <li>● The right to request communication pursuant to your child's conduct and performance</li> <li>● The right to being treated with respect and civility by members of the school community</li> <li>● The right to a safe and productive learning environment for your child</li> <li>● The right to personal privacy and student confidentiality</li> <li>● The right to timely and professional handling of student issues and concerns</li> </ul>	<ul style="list-style-type: none"> <li>● Model positive behavior and good manners</li> <li>● Work cooperatively with school staff to reinforce behavioral expectations</li> <li>● Ensure the safe, punctual, and regular arrival at school</li> <li>● Interact with respect and civility with staff, students, and community members</li> <li>● Explain and discuss the code of conduct with your child</li> <li>● Provide emotional, social, and academic support in your child's life</li> <li>● Respectfully treat all members of school community, school property, and the property of others</li> <li>● Adhere to all policies and procedures of the district</li> </ul>

**CARE OF SCHOOL PROPERTY**

Students, staff, and visitors are expected to keep the school property as clean as possible and take pride in the appearance of our building. Students, staff, and visitors can help by:

1. Keeping hallways, classrooms, and restrooms free of litter and graffiti.
2. Reporting dangerous objects found on school property.
3. Properly carrying Chromebooks and utilizing a protective case if issued.

Appropriate fines and disciplinary actions will be assigned in cases of damage to, or loss of school property.

## **HALLWAY DECORUM**

Students, staff, and visitors are requested to keep to the right when walking in hallways. Running is never permitted. When not escorted by a teacher, students must use the most direct route to their destination. Students, staff, and visitors will maintain a silent voice (when walking as a group) or whisper voice while in the hallways. Bulletin boards and student work hanging in the hallways are to be respected and not to be touched. Homeroom teachers will acquaint pupils with the proper order and procedure for passing in the corridors. Pushing, shoving and general horseplay will not be tolerated and could result in disciplinary action.

## **BATHROOM DECORUM**

All teachers and staff members will develop, teach, and reinforce a sign-out procedure for students needing to use the restroom. There is an expectation that students use the restroom only when needed and return to the classroom as quickly as possible. When in the bathroom, students will maintain their privacy and the privacy of others. Students must obey the rules of good conduct while in the restrooms. Pushing, shoving and general horseplay will not be tolerated and could result in disciplinary action.

In particular, students should be mindful of the following during their lunch periods:

- Students should dispose of trash properly in the restrooms
- Soap and paper towels are to be used for handwashing and hygiene purposes only.
- Nothing is to be written on bathroom walls, stalls, or fixtures. Littering, vandalism, or tampering with fixtures/equipment will result in disciplinary action. Appropriate fines and disciplinary actions may be assigned in cases of damage to, or loss of school property.

Staff and visitors will use bathrooms designated for adult use only. Adults are not permitted to use student bathrooms.

## **CAFETERIA DECORUM**

Students are assigned to the cafeteria on a daily basis for lunch. There is an expectation that students are to be in the cafeteria at the start of their lunchtime. Students must obey the rules of good conduct while in the cafeteria and remain seated throughout lunch except when depositing trash in containers. In particular, students should be mindful of the following during their lunch periods:

- Students should be respectful and responsive to the directions given by the teachers, lunchroom workers, custodians, and other school personnel.
- A level 1 or 2 voice should be maintained to keep the noise level of the cafeteria low. When the signal for a 0 voice is given, students are expected to be quiet and listen for directions.
- Students are expected to help keep the cafeteria neat and clean. Tables, benches, and the floor are to be free of trash and/or food before lining up.
- All food is to be finished in the cafeteria. If a student needs additional time to eat, they may ask a lunch room teacher. No food is permitted in the hallway, on the playground, or in an indoor recess space.

## **RECESS DECORUM**

Students are assigned to the playground area daily for recess. In the event of inclement weather making playground conditions unsuitable, students will be assigned to an alternate location(s) in or outside of the building. There is an expectation that students adhere to the rules of safe and fair play at recess. Playground equipment is used solely for its intended purpose. Pushing, shoving, and rough play will not be tolerated and could result in disciplinary action. In particular, students should be mindful of the following during their recess period:

- Students should be respectful and responsive to the directions given by the teachers, recess teachers, and other school personnel.
- Students are expected to help keep the playground/recess spaces neat and clean.

- Playground equipment is to be shared fairly and students will make an effort to give turns and include others.
- Students are expected to use appropriate language at all times on the playground. If conflicts arise, students will use the conflict-resolution strategies taught which include seeking the help of a trusted adult.

### **MILLSTONE TOWNSHIP ELEMENTARY SCHOOL CONSEQUENCES**

The Millstone Township Elementary School Student Code of Conduct was designed to ensure a safe and caring environment in which all members of the community can work and learn with dignity and respect. The list of consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. **It is a set of guidelines only. The administrator in charge may vary the consequences depending on the particular circumstances of an offense.**

Logical consequences help students see the effects of their actions, repair the situation, and learn to make better decisions in the future. Consequences may include parent notification, conferences, counseling, loss of privileges, detention, suspension, and police notification. **Definitions of the consequences follow.**

- **Teacher-Assigned Logical Consequence** -Logical consequences are connected to the infraction. Logical consequences may include, but are not limited to a change in the seat, an apology, loss of privilege, or a temporary break from an activity or use of supply, and/or a student reflection sheet.
- **Administrative-Assigned Detention** - Held in a specified detention area. Only an administrator may assign a student to before or after school detention. This will be a quiet area in which the student will be expected to do school work. Parents will be notified of before and/or after-school detention.
- **School/Community Service Project** - A student may complete a task within the school or on school grounds that serves the school community in consultation with parents/guardians.



- **Suspension** - When a student is suspended, parents will be notified that a suspension has been assigned, and the reason for and duration of the suspension; a parent conference will be requested prior to student re-entry. Any student receiving a suspension will also be excluded from any extracurricular activities and school-sponsored events for the duration of the suspension. The student will be expected to complete assignments from his/her teacher(s).
- **In-School Suspension (I.S.S.)** - Refers to the temporary exclusion from attending regular class(es). The student will report to the office on the day(s)/ time(s) assigned. The student will remain in an assigned location for the specified timeframe. In-school suspensions vary in length and can be issued for part of a day, the entire day, or across multiple days and will be administered in accordance with district policy **#5610, N.J.A.C. 6A:16-7.1, and N.J.S.A. 18A:37-2.**
- **Out-of-School Suspension (O.S.S.)** - Refers to the temporary exclusion from attending school. Serious violations of the discipline rules and regulations will result in O.S.S. Depending upon the infraction, the suspension may be from one to ten days and will be administered in accordance with district policy **#5610, N.J.A.C. 6A:16-7.1, and N.J.S.A. 18A:37-2.** In all cases, the student will not be readmitted without a parent conference with an administrator.

Behavior infractions can be considered **minor** infractions or **major** infractions. Additionally, when we think about behavior infractions we consider how a violated rule affects how we **care** about our own learning, others learning, and/or our school.

### Minor Offense

Minor offenses are considered behaviors that break established school and/or classroom rules but do not present significant health or safety concern. Minor offenses are often first addressed by the classroom/supervising teacher. Disciplinary responses are listed in a progressive order.

While progressive, lists are not strictly linear, rather the nature of the infraction and the developmental needs of the student are considered when addressing

violations of the code of conduct. Additionally, at times, more than one intervention may be provided. **Repeated minor offenses will be referred to the main office if additional interventions are needed.**

<b>Behaviors that interfere with caring for one's self or one's learning</b>	
<p><b>Academic Dishonesty</b></p> <ul style="list-style-type: none"> <li>● Cheating</li> <li>● Copying another's work</li> <li>● Allowing someone to copy your work</li> <li>● Fabrication/falsification</li> <li>● Plagiarism</li> <li>● Forgery</li> <li>● Other academic misconduct</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Teacher assigned logical consequence</li> <li>● Written referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Failure to Complete Work</b></p> <ul style="list-style-type: none"> <li>● Chronically missed homework</li> <li>● Refusing to complete classwork</li> <li>● Refusing to participate in an assigned activity</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher redirection/warning</li> <li>● Parent contact</li> <li>● Teacher assigned logical consequence</li> <li>● Referral to the RTI Team</li> <li>● Parent conference</li> <li>● Written referral</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Failure to Follow Establish Classroom/Setting Rules</b></p> <ul style="list-style-type: none"> <li>● Non-compliance with adult directions</li> <li>● Inappropriate conduct halls</li> <li>● Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reminder/redirection/warning</li> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Possible school/community service project</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Forgery</b></p> <ul style="list-style-type: none"> <li>● Falsely signing tests, quizzes, academic assignments</li> <li>● Falsely signing permission</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Possible school/community service project</li> <li>● Parent conference</li> </ul>

<ul style="list-style-type: none"> <li>slips</li> <li>Falsely signing notes, passes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>I.S.S.</li> </ul>
<p><b>Minor Dress Code Violation</b></p> <ul style="list-style-type: none"> <li>Pursuant to BOE Policy #5511 students' dress must be sanitary and should not distract from the learning environment or create safety hazards.</li> <li>Minor dress code violations may make it difficult for a student to comfortably participate in classroom or school activities (ex. Unsafe footwear for gym or recess).</li> </ul>	<ul style="list-style-type: none"> <li>Teacher contact with home</li> <li>Teacher reminder</li> <li>Referral to principal</li> <li>Change of clothes</li> </ul>

<b>Behaviors that interfere with caring for others or the learning of others</b>	
<p><b>Disruptive Classroom Behavior</b></p> <ul style="list-style-type: none"> <li>Excessive calling out</li> <li>Excessive noise</li> <li>Behaviors that disrupt the learning &amp; teaching process</li> <li>Horseplay/Invading personal space</li> </ul>	<ul style="list-style-type: none"> <li>Teacher reminder/redirection/warning</li> <li>Teacher assigned logical consequence</li> <li>Parent contact</li> <li>Written referral</li> <li>Possible school/community service project</li> <li>Parent conference</li> <li>Detention</li> <li>I.S.S.</li> </ul>
<p><b>Excluding Peers</b></p> <ul style="list-style-type: none"> <li>Not allowing peers to access materials including seats at the</li> </ul>	<ul style="list-style-type: none"> <li>Teacher warning</li> <li>Guidance intervention</li> <li>Peer mediation</li> <li>Office referral</li> </ul>

lunch table <ul style="list-style-type: none"> <li>● Creating exclusive clubs</li> </ul>	<ul style="list-style-type: none"> <li>● School-based counseling</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<b>Inappropriate Language</b> <ul style="list-style-type: none"> <li>● Teasing</li> <li>● Name-calling</li> <li>● Unkind/disrespectful words towards others</li> <li>● Conflict starting language (blaming, generalizing, gossip)</li> <li>● Unkind body language</li> <li>● Cursing (not directed toward peer or adult)</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> <li>● O.S.S.</li> </ul>
<b>Stealing</b> <ul style="list-style-type: none"> <li>● Taking classroom materials</li> <li>● Removing personal items from lockers, desks, cubbies</li> <li>● Taking items from the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher/ staff assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Possible school/community service project</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> <li>● O.S.S.</li> </ul>

<b>Behaviors that interfere with caring for our school</b>	
<b>Littering</b> <ul style="list-style-type: none"> <li>● Failure to throw out garbage in appropriate receptacles</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reminder/redirection/warning</li> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Possible school/community service project</li> <li>● Detention</li> </ul>
<b>Failure to Follow Establish Common Space Rules &amp; Routines (cafeteria, bathrooms, hallways)</b>	<ul style="list-style-type: none"> <li>● Teacher reminder/redirection/warning</li> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> </ul>

<ul style="list-style-type: none"> <li>● Non-compliance with adult directions</li> <li>● Inappropriate conduct halls</li> <li>● Horseplay</li> </ul>	<ul style="list-style-type: none"> <li>● Possible school/community service project</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Misuse of Classroom Technology</b></p> <ul style="list-style-type: none"> <li>● Playing games when not allowed</li> <li>● Using sites not permitted</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reminder/redirection/warning</li> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Misuse of Personal Technology</b></p> <ul style="list-style-type: none"> <li>● Texting, calling home from personal device</li> <li>● Failure to place personal devices in the locker</li> <li>● Using personal technology outside permitted times by teacher /staff member or without the explicit permission of teacher/staff member</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher reminder/redirection/warning</li> <li>● Teacher assigned logical consequence</li> <li>● Parent contact</li> <li>● Written referral</li> <li>● Confiscation of device <ul style="list-style-type: none"> <li>○ Device held in the office until end of day</li> <li>○ Device held in the office until a parent/guardian picks up</li> </ul> </li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>

### Major Offense

Major offenses are considered behaviors that break established school and/or classroom rules **and/or** present significant health or safety concerns. Major behavior infractions are addressed by the assistant principal or the principal. Law enforcement agencies will be notified of illegal behaviors according to District Policy **#9320**.

Disciplinary consequences are listed in a progressive order. While progressive, lists are not strictly linear, rather the nature of the infraction and the developmental needs of the student are considered when addressing violations of the code of conduct.

Additionally, at times, more than one intervention may be provided.

**Repeated minor offenses will be referred to the main office if additional interventions are needed. When this occurs, repeated minor offenses result in a written referral to the main office and are considered a major offense.**

<b>Behaviors that interfere with caring for one's self or one's learning</b>	
<p><b>Elopement</b></p> <ul style="list-style-type: none"> <li>● Leaving the classroom/area without permission</li> <li>● Leaving an assigned location without permission</li> <li>● Cutting class</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Guidance referral</li> <li>● RTI Referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Physical Outburst</b></p> <ul style="list-style-type: none"> <li>● Excessive yelling, crying, or flailing</li> <li>● Hitting, kicking, throwing objects</li> <li>● Destruction of school property or personal property belonging to peers</li> <li>● Destruction of personal property in a manner that may cause harm to another</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Possibly school/community service project</li> <li>● Guidance referral</li> <li>● RTI Referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> <li>● O.S.S.</li> </ul>

<p><b>Major Dress Code Violation</b></p> <ul style="list-style-type: none"> <li>● Pursuant to BOE Policy #5511 students' dress must be sanitary and should not distract from the learning environment or create safety hazards.</li> <li>● Major dress code violations present a significant disruption to the learning environment (ex. Clothing with inflammatory speech, hate speech, or disturbing images)</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Referral to principal</li> <li>● Parent contact</li> <li>● Change of clothes</li> <li>● I.S.S.</li> </ul>
<p><b>Failure to wear a seatbelt on school bus</b></p> <ul style="list-style-type: none"> <li>● Refusal to wear a seatbelt on the bus</li> <li>● Unbuckling the seatbelt while the bus is in moving</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral/Bus conduct report</li> <li>● Parent contact</li> <li>● Change in bus seat</li> <li>● Detention</li> <li>● Temporary removal from the bus</li> </ul>
<p><b>Inappropriate behavior on school bus</b></p> <ul style="list-style-type: none"> <li>● Hitting, kicking, or biting while riding the bus</li> <li>● Moving from seat to seat</li> <li>● Hanging in the aisle</li> <li>● Using inappropriate language on the bus</li> <li>● Misuse of personal technology including recording other passengers or driver</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral/Bus conduct report</li> <li>● Parent contact</li> <li>● Change in bus seat</li> <li>● Detention</li> <li>● Temporary removal from the bus</li> </ul>

<p><b>Late to School/early dismissal</b></p> <ul style="list-style-type: none"> <li>● Frequently arriving to school after the homeroom bell</li> <li>● Frequently leaving school early prior to afternoon homeroom</li> </ul> <p>When students are late to school, a parent or guardian must sign the student into the building. Written notification regarding reasons for late arrivals or early dismissals is to be provided by parents.</p>	<ul style="list-style-type: none"> <li>● Parent notification letter after 10 tardies/early dismissals</li> <li>● Parent conference with principal or designee</li> <li>● Guidance referral</li> <li>● RTI Referral</li> <li>● Parent conference with Director of Curriculum/Principal</li> </ul>
<p><b>Truancy</b></p> <ul style="list-style-type: none"> <li>● 10 or more cumulative unexcused absences as determined by the district board of education and pursuant to N.J.A.C.6A:16-7.(a) 3, for any of the hours that the school is in session</li> </ul>	<ul style="list-style-type: none"> <li>● Parent notification letter after 10 absences</li> <li>● Parent conference with principal or designee</li> <li>● Guidance referral</li> <li>● RTI Referral</li> <li>● Parent conference with Director of Curriculum/Principal</li> <li>● Possible filing for truancy charges</li> </ul>
<p><b>Smoking on School Grounds</b></p> <ul style="list-style-type: none"> <li>● As defined by policy <b>#5533 &amp; #7434</b></li> <li>● Inhalation of smoke/vapor from paper cigarettes, pipes, electronic cigarettes, vaping devices, and cigars/cigarillos</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact/conference</li> <li>● Procedures outlined by district policy and regulation</li> <li>● Guidance referral</li> <li>● Disciplinary action</li> <li>● Possible police report/Legal action</li> </ul>



<p><b>Substance Abuse</b></p> <ul style="list-style-type: none"> <li>• Dependence on an addictive substance, especially alcohol or drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact/conference</li> <li>• Procedures outlined in district policy and regulation</li> <li>• Guidance referral</li> <li>• Disciplinary action</li> <li>• Possible police report/Legal action</li> </ul>
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<p align="center"><b>Behaviors that interfere with caring for others or learning of others</b></p>	
<p><b>Arson</b></p> <ul style="list-style-type: none"> <li>• Starting a fire or causing an explosion in/on school grounds</li> <li>• Placing others in danger or damaging/destroying property</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Procedures outlined by district policy and regulation</li> <li>• Disciplinary action</li> <li>• Possible police report/Legal action</li> </ul>
<p><b>Assault</b></p> <ul style="list-style-type: none"> <li>• Physical violence/violent act against another student or staff member</li> <li>• Defined as any form of physical intimidation, harm, or offensive contact</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Parent contact</li> <li>• Loss of privileges</li> <li>• Disciplinary action including I.S.S. and/or O.S.S.</li> <li>• Possible police report/Legal action</li> </ul>
<p><b>Assault with Weapon</b></p> <ul style="list-style-type: none"> <li>• Physical violence against another</li> <li>• Defined as any form of physical intimidation, harm or offensive contact which includes the use of a weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Parent contact</li> <li>• Procedures outlined by district policy <b>#5316</b></li> <li>• Disciplinary action including O.S.S.</li> <li>• Possible police report/legal action</li> </ul>
<p><b>Dating Violence</b></p> <ul style="list-style-type: none"> <li>• Acts of dating violence include verbal, sexual, physical, or emotional</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Procedures outlines by district policy <b>#5519</b></li> <li>• Disciplinary action</li> <li>• Possible police report/legal action</li> </ul>

<p>agression/intimidation</p>	
<p><b>Extortion</b></p> <ul style="list-style-type: none"> <li>● Obtaining money or a material object from another by means of stated or implied threat of future violence</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact/conference</li> <li>● Procedures outlines by district policy</li> <li>● Disciplinary action</li> <li>● Possible police report/legal action</li> </ul>
<p><b>Fighting/Physical Altercation</b></p> <ul style="list-style-type: none"> <li>● Mutual engagement in a physical confrontation that may result in bodily injury including kicking, hitting, punching, wrestling, biting, ect.</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact/conference</li> <li>● Disciplinary action which may include suspension</li> <li>● Possible loss of privileges</li> <li>● Possible legal action</li> </ul>
<p><b>Gambling</b></p> <ul style="list-style-type: none"> <li>● Any action involving playing or waging for stakes in hope of winning more than you waged</li> <li>● Includes cards, dice, gaming, and also includes gaming on electronic devices</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher verbal warning/logical consequence if occurring in the classroom setting</li> <li>● Written referral</li> <li>● Parent contact</li> <li>● Guidance referral</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Harassment, Bullying, and Intimidation</b></p> <p>Harassment/Intimidation/Bullying/Hazing (forcing someone to perform humiliating acts as part of initiation)- HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:</p> <ul style="list-style-type: none"> <li>● Is reasonably perceived as being motivated by either any actual or perceived</li> </ul>	<ul style="list-style-type: none"> <li>● Procedures outlined by district policy and regulation <b>#5512</b></li> <li>● Parent contact</li> <li>● Possible disciplinary action</li> <li>● Possible police report/Legal action</li> </ul>

<p>characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and</p> <ul style="list-style-type: none"> <li>• Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that</li> <li>• A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or</li> <li>• Has the effect of insulting or demeaning any student or group of students, or</li> <li>• Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</li> </ul>	
<p><b>Hate Speech/Racial Slurs</b></p> <ul style="list-style-type: none"> <li>• Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures outlined by district policy and regulations including <b>#5512</b></li> <li>• Parent contact</li> <li>• Disciplinary action which may include suspension</li> <li>• Possible police report/Legal action</li> </ul>
<p><b>Membership in Secret Society</b></p> <ul style="list-style-type: none"> <li>• A club or organization whose activities, events, inner functioning, or membership are concealed from non-members</li> <li>• Formation of gangs and/or participation in gang activities</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Procedures outlined by district policy including <b>#5615</b></li> <li>• Parent contact/conference</li> <li>• Possible disciplinary action which may include suspension</li> </ul>

<p><b>Profanity towards students or staff</b></p> <ul style="list-style-type: none"> <li>● Inappropriate language including curse words used towards a student or staff member</li> <li>● Hate speech/inflammatory speech is excluded. See above.</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Guidance referral</li> <li>● RTI Referral</li> <li>● Parent conference</li> <li>● Detention</li> <li>● I.S.S.</li> <li>● O.S.S.</li> </ul>
<p><b>Sexual Harassment</b></p> <ul style="list-style-type: none"> <li>● Unwanted, uninvited, and non-reciprocal sexual attention</li> <li>● Creation of an intimidating, hostile, or offensive school or work environment.</li> <li>● Can include, but is not limited to, sexually suggestive looks, gestures, sexual jokes, pictures, teasing, or pressure for dates or sexual acts.</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact</li> <li>● Procedures as outlined in district policy and regulation <b>#5751</b></li> <li>● Possible disciplinary Action</li> <li>● Possible police report /legal action</li> </ul>
<p><b>Terroristic Threat</b></p> <ul style="list-style-type: none"> <li>● Use of threatening speech/ language towards a peer or staff member that suggests intended or future harm.</li> <li>● Threat to commit one of the following criminal offenses: homicide, assault, sexual assault, robbery, kidnapping, or arson. With the purpose of placing others in imminent fear of one of the violent acts under circumstances</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact/conference</li> <li>● Procedures as outlined in district policies <b>#8468.1 and/or #5610.</b></li> <li>● Guidance intervention/school-based counseling</li> <li>● Disciplinary action which may include suspension</li> <li>● Possible police report/legal action</li> </ul>

<p>causing the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out.</p> <ul style="list-style-type: none"> <li>• Age and developmentally appropriate behavior of the alleged aggressor(s) will be considered before using this category.</li> </ul>	
<p><b>Theft/Damage</b></p> <ul style="list-style-type: none"> <li>• Taking or destruction of the district's or a person's belongings or property without consent</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Parent contact</li> <li>• Community service</li> <li>• Loss of privileges</li> <li>• Guidance referral</li> <li>• RTI Referral</li> <li>• Detention</li> <li>• I.S.S.</li> <li>• O.S.S.</li> <li>• Possible police report/legal action</li> </ul>
<p><b>Weapon Possession</b></p> <ul style="list-style-type: none"> <li>• Possession of firearms, explosive devices, firecrackers, tear gas canisters, smoke bombs, mace, knives, razors, cutting instruments, cutting tools, throwing stars, non-chuck sticks, or objects used in a way as to intimidate or physically hurt another person</li> </ul>	<ul style="list-style-type: none"> <li>• Written Referral</li> <li>• Parent contact/conference</li> <li>• Procedures as outlined by district policies and regulations <b>#8468.1, #5613, and/or #5610</b></li> <li>• Disciplinary action which may include suspension</li> <li>• Possible police report/legal action</li> </ul>

**Behaviors that interfere with caring for our school**

<p><b>Falsifying a Fire or Security Alarm</b></p> <ul style="list-style-type: none"> <li>• Deceptive or erroneous report of an emergency</li> <li>• Pulling the fire alarm falsely</li> <li>• Cause of unnecessary panic and/or bringing resources (such as emergency services) to a place where they are not needed</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Parent contact/conference</li> <li>• Disciplinary action which may include suspension</li> <li>• Possible police report/ legal action</li> </ul>
<p><b>Damaging Property/Vandalism</b></p> <ul style="list-style-type: none"> <li>• Destruction or defacing of property</li> <li>• Creating an excessive mess</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Parent contact</li> <li>• Possible school/community service project</li> <li>• Loss of privileges</li> <li>• Guidance referral</li> <li>• RTI Referral</li> <li>• Detention</li> <li>• I.S.S.</li> <li>• O.S.S.</li> <li>• Possible police report/legal action in accordance with district policy and regulation <b>#7610</b></li> </ul>
<p><b>Use or Possession of an Exploding Device</b></p> <ul style="list-style-type: none"> <li>• Possession or control of any shell, bomb, or similar device, charged or filled with one or more explosives, intended to use it or cause it to be used for an unlawful</li> </ul>	<ul style="list-style-type: none"> <li>• Written referral</li> <li>• Procedures as outlined by district policy and regulation <b>#8467</b></li> <li>• Disciplinary action which may include suspension</li> <li>• Possible police report/legal action</li> </ul>

purpose	
<p><b>Violation of Acceptable Use Policy #2361</b></p> <ul style="list-style-type: none"> <li>● Using district-issued technology in any manner that violates the district's Acceptable Use Policies.</li> <li>● Misuse or unauthorized access to district networks or servers</li> </ul>	<ul style="list-style-type: none"> <li>● Written referral</li> <li>● Parent contact</li> <li>● Confiscation of device</li> <li>● Possible Loss of Privileges</li> <li>● Detention</li> <li>● I.S.S.</li> </ul>
<p><b>Wrongful Entry</b></p> <ul style="list-style-type: none"> <li>● Unauthorized access to school grounds, buildings, and/or classrooms</li> </ul>	<ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Procedures as outlined in district policy</li> <li>● Loss of privileges</li> <li>● Disciplinary action which may include suspension</li> <li>● Possible police report/legal action</li> </ul>

# Millstone Township Elementary School

308 Millstone Road  
Millstone Township, NJ 08510



Ms. Pamela Amendola  
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732 786-0950 x3000  
732 792-9754 fax  
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Mr. Scott Hobson  
Assistant Principal  
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**2023-2024 Millstone Elementary School** Student Handbook contains policies with regard to attendance, dress code, technology, and cell phones, student conduct expectations and discipline management information, and more.

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## PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) \_\_\_\_\_ hereby confirm that I have access to or have received a copy of the 2023-2024 Millstone Elementary School Student/Parent Handbook, and further understand the responsibilities expected of Millstone Elementary School parents and students; the policies, procedures, rules, regulations, and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook. By signing this document, I acknowledge that I have received, read, and acknowledge the contents listed in the 2023-2024 Millstone Elementary School Student/Parent Handbook.

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_