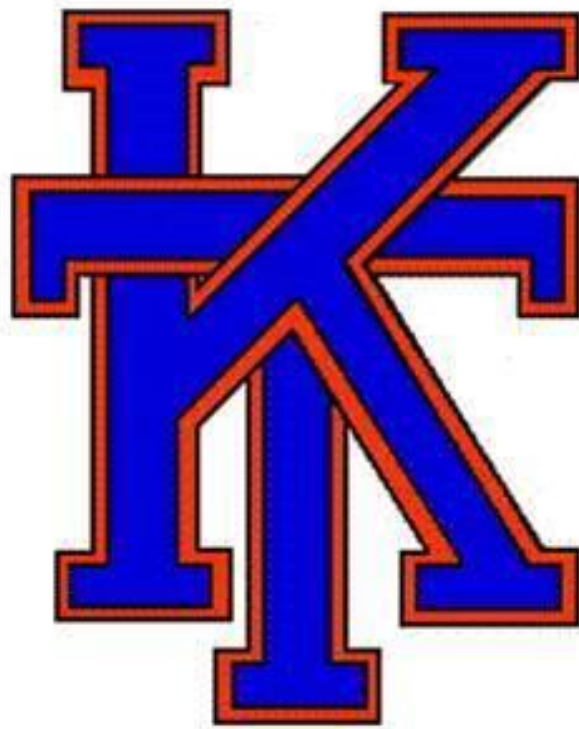


2021 – 2022

Joseph C. Caruso School

81 Frances Place

Keansburg, NJ 07734



Parent – Student Handbook

Welcome Students and Parents!

On behalf of the Joseph C. Caruso Staff, the Board of Education, and the Superintendent, we would like to welcome you to our school. We are truly committed to serving every student and to prepare and inspire our students to make positive contributions to society. WE ARE learners today and leaders tomorrow!

With this handbook we hope to begin the school year with an open forum and basis for communication and understanding between the school and the home. We would be remiss if we did not acknowledge the important and integral part that parents and guardians contribute to the students' educational experiences. We do not view the home and the school as two separate entities; rather, we view Joseph C. Caruso as a whole school community where everyone plays a part in making sure that each child achieves their individual goals. This handbook is intended to serve as a guideline for everyone in the school community to refer to for basic information about procedures, important school dates, as well as high academic, social, and emotional expectations that have been set for our students.

To speak to the high academic, social, and emotional expectations that we have for our students, we do promise to deliver a premium level of instruction for every student in our school. We encourage reinforcing the concepts taught at school at home with your child every day. It is also important to reinforce the "hidden curriculum" at home and address your child's emotional and social development. Having conversations about empathy, trying hard when life gets hard, what it means to be a great friend and other conversations encompassing what it means to be an excellent Titan are just as important as reading, writing, and arithmetic. With that being said, please do not hesitate to reach out to your child's classroom teacher(s) to ensure that you have all of the information necessary to support your child's educational experience in your home.

We are asking students and parents / guardians to sign at the end of the handbook indicating that each has read the handbook. An electronic copy of the student handbook is also available online. All students are required to return the signed form to confirm that you have reviewed and understand the student handbook.

We sincerely hope that you all have an enjoyable and successful year.

Mrs. Elyse McMahon, Principal

Mr. Sean Brophy, Assistant Principal

JOSEPH C. CARUSO SCHOOL

STUDENT/PARENT HANDBOOK 2021-2022

81 Frances Place
Keansburg, NJ 07734
Telephone: (732) 787-2007
Website: www.keansburg.k12.nj.us/jccc

ADMINISTRATION

Mrs. Elyse McMahon - Principal
Mr. Sean Brophy – Assistant Principal
Mrs. Anne Hazeldine – Principal of Early Childhood Education

CENTRAL OFFICE ADMINISTRATION

Mrs. Kathleen O'Hare – Superintendent of Schools
Mrs. Christine Formica – Director of Curriculum and Instruction
Mr. Michael LoBrace – Business Administrator
Mrs. Tara Smith – Supervisor of Special Education

BOARD OF EDUCATION

Mrs. Judy Ferraro
Mrs. Kimberly Kelaher-Moran – Vice President
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Mr. Gregory Siciliano
Mrs. Patricia Frizell
Mr. Michael Mankowski
Mr. Matthew Kitchen
Mr. Kenneth Cook

JOSEPH C. CARUSO SUPPORT STAFF

Mrs. Sarah Carol - School Nurse
Mrs. Dana Florio – Guidance Counselor
Mrs. Caitlyn McDonald – Guidance Counselor
Mrs. Leanne Wombough - LD Consultant
Mrs. Laurie Noch – School Psychologist
Mrs. Noreen Higgins - LD Consultant

JOSEPH C. CARUSO OFFICE STAFF

Mrs. Lori Ryan – Administrative Assistant
Mrs. Diane Nelson – Administrative Assistant

JOSEPH C. CARUSO SCHEDULES

7:30 - 7:45 Myrtle Avenue doors will be open ONLY for those students wishing to eat breakfast in

school. Breakfast will end at 7:45 and students will proceed to their classrooms.

7:45 - Doors open for all students. Please use designated entrances below.

Students are considered late after 8:00.

Dismissal will be staggered and begin with kindergarten at 2:10

Full Day Schedule

Breakfast: 7:30am

Student Start Time: 8:00 am - doors will be open from 7:45 - 8:00

Student Dismissal: 2:20 pm

Half- Day Schedule (One Session)

Breakfast: 7:30 am

Student Start Time: 8:00 am - doors will be open from 7:45 - 8:00

Student Dismissal: 12:20

Late Start/Delayed Opening Schedule

Doors Open: 9:05am (No Breakfast served)

Student Start Time: 9:15 am

Student Dismissal: 2:20

Please note that morning monitors are no longer available. Students cannot be dropped off earlier than the times designated above. Champions Extended Learning offers childcare in the morning and afternoon.

Delayed Openings/Early Dismissals & Emergency School Closings:

The need sometimes arises to alter the normal school day because of weather or other severe emergencies. The closing, early dismissals, and delayed openings of school will be announced on the district website, radio, and TV stations.

Radio Stations Include:

WOR – 710 AM

WJLK – 94.3 FM

WABD – 1310 AM

WKXW – 101.5 FM

WHTG – 106.3 FM or 1410 AM

WOBM – 92.7 FM or 1160 AM

WZVU – 101.7 FM

TV Stations Include:

News 12 New Jersey TV

WABC – Channel 7

KYW – Channel 3

On the Web at:

www.weather.com

www.keansburg.k12.nj.us

Additional Information Concerning Emergency School Closings:

- In the interest of safety, we request that students are dropped off on the sides of the road where there is a sidewalk.
- Borough whistles will blow at 7:00 a.m. to notify the public that school will not be in session.
- Should an emergency arise after the school day has started, the Borough whistle will blow at 11:00 a.m. and school will be dismissed at approximately 12:25 p.m.
- In case of emergency school closings, working parents must provide alternative means of childcare and housing to insure that your child does not return to an empty house. The school nurse is to be provided with this information.
- Please **do not** call Police Headquarters to find out if school is in session.

SCHOOL COMMUNITY RESPONSIBILITIES

It is the belief of the Keansburg School District that each participating member of the School Community must be accountable for his or her role as an integral part of the overall educational experience and for student success.

Joseph C. Caruso School	Parents and/or Guardians	Students
Ensure the safety and welfare of students and staff in a positive and safe learning environment.	Support students in their efforts to succeed.	Arrive on time and be prepared.
Encourage students to take responsibility and to be accountable for their learning and their actions.	Ensure that one's child arrives at school on time after having adequate sleep.	Work to the best of your ability.
Foster a climate of kindness, friendship, and inclusiveness amongst the entire student body.	Ensure that students are dressed appropriately for school.	Listen to, seek guidance from and follow the directions.
Strive to develop confident students who are able to make positive contributions to society.	Contact the school with updates to emergency information; Maintain contact with the school about changes in the household or other pertinent information to assist the school in better assisting your sons or daughters academic, social and emotional needs.	Think and act with safety at the forefront.
Provide academic programs in compliance with the Common Core State Standards and the New Jersey Core Curriculum Content Standards.	Pick up and drop off students in the designated areas and on time.	Demonstrate respect for oneself and for others; treat others with the same kindness you would like to be treated.
Intervene in the event of behavioral misconduct.		Show respect for school property, the staff, classmates, and neighbors; maintain cleanliness in the building and on the grounds.
		Cooperate and share in group situations.
		Exit the building safely during all drills and follow teachers' directions.

THE TITAN AGREEMENT

- 1. I have respect for myself.**
- 2. I have respect for my Titan Brothers and Sisters.**
- 3. I have respect for Joseph C. Caruso School.**

COVID-19 Related information for the 2021-2022 School Year

ATTENDANCE INFORMATION

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Student attendance is not only the responsibility/function of the attendance officer and school administration, but also the parents who value the instructional time given to their children, and teachers who establish expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and educators.

DEFINITIONS

- **Absence from school** – is defined as nonattendance in regular classes and assigned locations for the entire school day, or less than 4 hours of daily attendance.
- **Absence Verification** – The school will require documentation to be brought to school following an absence. Students whose absences are not verified by the submission of the required documentation will be considered truant. This verification must be presented within 48 hours to be accepted.
- **Truancy** – is defined as an absence from all or part of the school day without knowledge of the pupil's parent or guardian.
 - Attendance is a serious issue and can potentially lead to truancy charges. Please refer to district policy #5200
- **Tardiness/Early Release to/from class or school** – is defined as not being in an assigned area by the allotted time and leaving an assigned area before the scheduled time. Any student arriving at school after 8:00 a.m. must report to the main office and sign-in as late to school.
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ATTENDANCE RULES AND REGULATIONS

Regular attendance is vital to your success at Joseph C. Caruso School. The following rules and regulations will be enforced with regard to student attendance:

- Parents are required to notify the Main Office of a student's absence. Call the office at 732-787-2007 ext. 6000 between the hours of 7:00 a.m. and 8:00 a.m. to report your child's absence. This contact is for notification only and does not excuse the absence. Further documentation such as a doctor's note, legal document, etc. may be required.
- Submission of notes – The main office will only accept original medical notes on prescription pad stationery.
- Excessive absence – If more than **20 excused and/or unexcused** absences are recorded for a student they may be retained and lose credit for the school year. **Please follow the proceeding attendance policy carefully, as it will be enforced.**
- Parent notification of attendance problems – Parents will be notified in writing upon the 5th absence. Parents will be notified in writing and by phone upon the 10th, 15th, 18th and 20th absences. Additionally, school administration, the School Guidance Counselor, and/or the Child Study Team may require a meeting with the parents/guardians and the student to help resolve continued attendance issues upon the 10th absence. Upon the 18th absence a meeting with the superintendent of schools, school administration, and parents/guardians may be required.
- Make-up work – Students will be permitted to make up work missed due to absences. It is the student's responsibility to request make-up material for their teachers immediately upon their return from an absence. The length of time a student has to make up work will directly correspond with the length of their absence (from time to time an exception to this policy might be made, but it will be mutually agreed upon by all parties).
- Tardiness/Early Release - Telephone calls cannot be accepted for being released early. Only a parent or

guardian can legally sign a student out, and they must do so in person at the Main Office. Please note that no student will be dismissed between 2:00 and 2:20 on a full school day and 12:00 pm and 12:20 pm on a 1 session Day.

- *Class Cuts/Truancy/Leaves School Grounds* - Students, who cut class, are truant, or leave school grounds without permission from administration, may be found in violation of the attendance policy and disciplinary action will be taken. The names of students who are truant or who leave the building will be submitted to the police department. In addition, the names of these students may be given to all staff members indicating that they are allowed to leave the classroom for emergency reasons only. Students must be present in their class in order to succeed academically.
- *Attendance appeal policy* - An Attendance Appeal is applied for ONLY when a student exceeds the attendance policy AND feels they have a legitimate case for an appeal, AND they must be able to account for each and every absence during the time in questions. For the purpose of hearing attendance appeals, marking period attendance will end three to four days prior to the end of each marking period. In order to be eligible for an Attendance Policy Appeal, the following criteria MUST be met:
 1. The student's absence must be due to:
 - a. Extended illness – verified by a note from a doctor, clinic or medical center.
 - b. Legal situation – Court appearance or meeting with legal authorities must be verified in writing from a court clerk, judge or law office.
 - c. Death in the family – A parent, guardian or adult family member should contact the building administrator and send documentation with the student upon his/her return to school.
 2. The school must be notified as soon as possible. This contact is for notification only. Absence due to illness must be verified by a doctor's note. Documentation of an absence due to illness must be submitted within two (2) days of the student's return to school.
 3. Appeal Process – All of the conditions outlined above must be met to be considered for an attendance appeal.
 4. The Attendance Appeals Committee (building administrator, guidance counselor, and a teacher) will review each attendance appeal and notify the student as to the result of the request.

❖ *Perfect attendance* - Any student who exhibits perfect attendance for the entire school year will receive special recognition

ACADEMIC INFORMATION

All students attending Joseph C. Caruso School shall be provided an equal opportunity to achieve their maximum potential through the programs offered in the school, regardless of race, color, creed, handicap, religion, national origin, or social or economic background.

If a student is experiencing difficulties in a class they should first discuss the problem with the teacher. All teachers are available for assistance and guidance, and are willing to devote time for additional help, if you ask them.

Trimester Marking Periods

Marking period indicators will be determined by the individual teacher utilizing student assessments to determine growth in identified grade level standards. Rubrics used to determine a student's proficiency level on a given standard can all be found on the school website under Standards Based Report Cards.

REPORT CARDS

Report cards are issued three times during the year and will be available on our Genesis online grading platform. Please note that paper copies will not be sent home. Parents and guardians are encouraged to set up an account or contact the guidance department for assistance. The marking period end dates are as follows:

Trimester 1 – December 9th 2021

Trimester 2 – March 18th 2022

Trimester 3 – June 24th 2022

ACADEMIC INTEGRITY

Plagiarism of any kind constitutes academic dishonesty. Therefore, engagement in any of the following acts will not be tolerated: cheating on an assessment, including but not limited to, the non-authorized use of books or notes, use of crib sheets, copying from other pupil's papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of a test illegally, the use of text messaging, electronic transfer of information and other similar activities. Charges of plagiarism shall be reviewed by school administration.

STUDENT SERVICES

CHILD STUDY TEAM

Child Study Team identifies and works with students who have difficulty learning and have been determined to have a learning disability. In addition, the Child Study Team acts as a consultant to administrators, teachers, and parents in helping to develop strategies and plans to help students. Members of the Child Study Team are available to help in times of crisis as well.

HEALTH SERVICES

A school nurse is located in the school at all times to provide emergency care for illness and injuries. The nurse does not diagnose illness, prescribe treatment or dispense medication of any type, including aspirin, without a valid prescription. Students may not leave the building because of illness without authorization of the nurse or the administration. Students must be picked up by a parent/guardian.

All students must have an Emergency Contact Card on file in the nurse's office. The cards must be completed and signed by a parent/guardian at the beginning of the school year. These cards must be kept current and we ask that the nurse's office must be notified of any changes. It is the responsibility of all parents/guardians to make sure that all emergency information is accurate and up to date.

MEDICATION

If a student needs any medication, including over the counter medications, consultation with the student's physician should be made about taking the medication before and/or after school hours, as no child will be allowed to take any medication in school without administrative approval. The following procedure must be observed:

1. A request in writing by the parent/guardian of the student that the school nurse administer the medication.
2. A written order from the doctor stating the diagnosis, name of medication, the dosage, and frequency of dosage.
3. The medication must be kept in the nurse's office in the original pharmacy container.

GENERAL INFORMATION

VISITORS - During Covid-19

Parents/guardians/visitors will not be permitted in the building during the Coronavirus Pandemic. While on school grounds during arrival and dismissal please adhere to social distancing and face coverings. Please call the office beforehand if you plan to come to campus and sign your student out early.

VISITORS - Regular School Session

Parents/guardians/visitors must sign-in at the Main Office and obtain a pass. Security will then escort you to your destination. **No person is to go to a classroom without first signing-in and reporting to the office.** Parents or guardians looking to speak with a staff member must make an appointment through the main office.

FACE COVERING - During Covid-19

Face Coverings: In accordance with the Department of Education and CDC guidelines, face coverings will be worn throughout the day by staff and students. Please ensure that you are practicing mask-wearing endurance with your children in preparation for the opening of school. For tips on mask wearing for young children, please visit www.kidshealth.org.

BOOKS & FINES

All textbooks and other issued materials are the property of the school and are loaned to the students for their use during the school year. Textbooks are to be kept clean and unmarked except for the student's name, grade and teacher's name on the inside front cover, in case the book is lost. Fines will be charged based on the school administration's judgment of abuse, misuse or loss.

ARRIVAL & DISMISSAL

The building doors on Myrtle Avenue will open at 7:30 am for only those students wishing to eat breakfast in school. If your child will not be eating breakfast, they should arrive at 7:45 daily to their designated entrance below. Students and parents should arrive at their designated door wearing a face covering and keep in mind social distancing measures. At dismissal, which will begin at 2:10, please plan on meeting your child at their same arrival door. If you have more than one child, this may mean going to multiple exits, or arranging with your older child a meeting place on school grounds. Students in grades 4 and 5 will all be dismissed as walking students. Dismissal will be staggered and will run from 2:10 through 2:20.

Kindergarten Entrance/Exit: Main entrance on Frances Place

Grade 1 Entrance/Exit: Myrtle Avenue steps

Grade 2 Entrance/Exit: Playground door #5

Grade 3 Entrance/Exit: Playground door #6 (middle)

Grade 4 Entrance/Exit: Playground door #7 (by the jungle gym)

Grade 5 Entrance/Exit: Ramsey Avenue ramp

BICYCLE SAFETY

According to New Jersey State Law children are required to wear helmets. Please ensure the safety of your child by only permitting him or her to ride to school if he or she wears a helmet. Bicycles must be walked on and off school grounds and on all sidewalks adjoining the schools. Bicycles must be locked on the bike racks. The school is not responsible for any lost or stolen property. **Riding your bike to school is a 3rd, 4th, and 5th grade privilege.**

CO-CURRICULAR ACTIVITIES

STUDENT OF THE MONTH

A student will be selected per homeroom class each month as the Joseph C. Caruso School as Students of the Month. The selection will be based upon teacher input toward meeting the designated Pillar of Character for the month. The winners will be honored and announced to the school community.

STUDENT COUNCIL

(4th and 5th Grade)

Student council is the student government organization. This council is not only involved in making the Joseph C. Caruso School a better place, but also participates in activities that help our community continue to be a great place to live.

BAND

(4th and 5th Grade)

Band is offered to any fourth grade student who wants to give it a try. Instruments can be rented at a reasonable cost if you are interested. Students are given the opportunity to participate in band concerts.

CHORUS

(2nd, 3rd, 4th and 5th Grade)

Chorus is offered to any student in grades 2 thru 5 who want to give it a try. Students are given the opportunity to participate in choral concerts.

STUDENT CODE OF CONDUCT

Student Code of Conduct Standards are applicable in the school building, the classroom, the cafeteria, on the playground, in assemblies, on field trips, and all extra-curricular events. In all cases, violations of the code of conduct are at the discretion of the administration. (BOE policy #5600)

DRESS CODE

(BOE policy #5132)

It is expected that all students at Joseph C. Caruso School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. For reasons of health and other considerations, the following restrictions will be observed:

- Students shall be physically clean, neat and well groomed.
- Students shall not wear clothing deemed to be a safety hazard while participating in activities so regulated.
- Shoes must be worn at all times. *Flip-flops, scuffs or slippers of any kind are not permitted.*
- Dress that restricts the student from doing his/her best work is discouraged.
- Styles that create or may create a classroom disturbance are not permitted.
- Students may not wear anything on their heads in the building or classroom unless required by a faculty member for safety or health reasons. The term "hats" shall not include head coverings of religious

significance.

- Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, weapons, sexual content, discrimination or any other subject banned by Board policy or regulation.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, lockers, ceiling, floor or equipment with pen, pencil, marker, paint or any other instrument. Do not tamper with fire alarms, fire extinguishers, AEDs and any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our student, will be referred to the proper law enforcement agency.

FIRE/SCHOOL SECURITY DRILLS

Regularly scheduled fire and school safety (i.e. lock-down) drills are essential for the safety and of all staff and students. To ensure maximum degree of protection for you as well as for other members of our school community, the Keansburg School District and local law enforcement will work together to conduct a minimum of one fire drill and one school safety drill each month in accordance with state mandated guidelines. In the event of a fire drill; when the alarm sounds:

1. Cease all activity and talking.
2. Follow the instructions of your classroom teacher.
3. Leave the classroom in a quiet and orderly manner, proceeding to the exit to which you are directed.
4. Move away from the building, leaving all driveways and parking lots clear for emergency vehicles.
5. Return to class immediately following the drill.

School safety drills will also be conducted monthly throughout the course of the year as mandated by the state. In the event of a security drill; when the specific security announcement is made:

1. Cease all activity and talking.
2. Follow the instructions of your classroom teacher in regards to the specific drill, which is being conducted.
3. Staff and students will return to their designated assignments after an administrator has made the appropriate announcement.

Any student who behaves inappropriately during a fire or security drill will be subject to serious disciplinary action. Any student who pulls a fire alarm or threatens the safety of the school will be subject to serious disciplinary action and have a police complaint filed against them.

DISCIPLINE RULES & REGULATIONS

DUE PROCESS

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has the right to be fully informed about the alleged breach of the code of conduct and must be provided with the opportunity to respond to such allegations.

CENTRAL OFFICE DETENTION (COD)

Central Office Detention is assigned by school administration for disciplinary infractions or for repeated violations under the student code of conduct. The duration of time for students assigned COD will be during lunch and/or after school. While in COD the student will reflect on their actions and discuss how to make positive changes to make

better decisions.

IN-SCHOOL SUSPENSION (ISS)

(BOE Policy #5610)

In-School Suspension is assigned by school administration for more serious disciplinary infractions or for repeated violations under the student code of conduct. In-school suspension is for an entire school. While in ISS the student will have access to technology and school supplies and will be expected to complete assignments designed by their teachers. While in ISS no socializing shall be permitted and the student will have no contact with their peers. Additionally, any student assigned ISS must complete an intervention counseling session on the day of the assigned ISS. This counseling session is designed to help the student realize their mistakes and the importance of adhering to the student code of conduct, with the goal of mitigating them from becoming a repeat offender. Any student who fails to serve their assigned ISS and/or violates the code of conduct while serving their ISS will face additional more serious disciplinary consequences. Consequences may include additional days of ISS or possible suspension, as well as the student being ineligible for class trips and other school related activities.

OUT-OF-SCHOOL SUSPENSION

(BOE policy #5610)

Out-of-school suspension (OSS) is assigned by school administration and is reserved for the most serious violations of the student code of conduct. When a student has been assigned OSS they are responsible for all missed work. In order to ensure that your son or daughter does not fall behind academically please contact the guidance department to arrange for the pick-up of missed assignments. Students and parents or guardians will be required to attend a reentry meeting the first morning the student returns from serving OSS. Students serving OSS are not permitted to participate in any school related activities.

APPROPRIATE STUDENT BEHAVIOR AND EXPECTATIONS

(BOE policy # 5600)

The students of Joseph C. Caruso School are expected to handle themselves with a sense of decorum and responsibility at all times. Maintaining a safe and orderly environment where distractions are minimized is a key component of successful learning. In order to ensure that your learning and the learning of others is not adversely affected it is important that we all work towards the goal of a peaceful harmonious school environment. However, school administration does recognize that at times not all students will adhere to this and will act in ways that will violate the student code of conduct. The following guidelines list the consequences for the most common student violations:

CONSEQUENCES FOR STUDENT INFRACTIONS

***COD – Central Office Detention**

***ISS – In School Suspension**

***OSS – Out of School Suspension**

<u>Low Level Infractions</u> The classroom teacher for the first three offenses will handle Low Level Infractions. On the fourth offense the administration will become involved. Many of the infractions listed in this section would fall under the staff members' purview of classroom management.	4th Offense	5th Offense	6th Offense
Physically Touching Another Student or Person	1 Day COD	1 Day COD	½ Day ISS
Inappropriate Dress/Violation of Dress Code Policy	1 Day COD	1 Day COD	½ Day ISS

Refusal to do Work	1 Day COD	1 Day COD	½ Day ISS
Non-Permanent Defacing of Property	1 Day COD	1 Day COD	½ Day ISS
Undirected Profanity	1 Day COD	1 Day COD	½ Day ISS
Failure to Follow Proper Procedure	1 Day COD	1 Day COD	½ Day ISS
Using Cell Phones or Electronic Devices without Permission	1 Day COD	1 Day COD	½ Day ISS
Violation of Cafeteria Rules	1 Day COD	1 Day COD	½ Day ISS

<u>Middle Level Infractions</u> Certain infractions at this level may be directed straight to the administration.	1st Offense	2nd Offense	3rd Offense	4th Offense
Throwing objectives (other than furniture)	1 Day COD and Referred to Counseling	1 Day COD and Referred to Counseling	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Verbal Confrontation with peers/inappropriate language	1 Day COD and Referred to Counseling	1 Day COD and Referred to Counseling	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Leaving Class Without Permission	1 Day COD and Referred to Counseling	1 Day COD and Referred to Counseling	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Possession/Use of Matches/Lighters	1 Day COD and Referred to Counseling	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Verbal confrontation/use of profanity toward staff	1 Day COD and Referred to Counseling	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Refusing to Surrender Cellphone or Electronic Device upon request	1 Day COD and Referred to Counseling	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Inappropriate Use of Internet Search	1 Day COD and Referred to Counseling	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Behavior Inhibiting Others Learning	1 Day COD and Parent Conference	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference
Inappropriate Behavior During a School Safety Drill	1 Day COD and Parent Conference	1 Day COD and Parent Conference	½ day ISS or OSS and Parent Conference	ISS or OSS and Parent Conference

<u>High Level Infractions</u> Infractions at this level will most likely result in direct administrative action; Conferences with students, parents/guardians, and administration will be required for each offence.	1st Offense	2nd Offense	3rd Offense
Leaving Class Without Permission Leading to a Search	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Non-Directed Racial/Ethnic/Gender/Sexual Slurs	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Directed Ethnic/Racial/ Gender/Sexual Slurs	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Harassment/Threats	1 Days ISS	2 Days ISS	1 Days OSS

	Referred to Counseling Parent Conference	Referred to Counseling Parent Conference	Referred to Counseling Parent Conference
Throwing Furniture	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Vandalism/Destruction of Property (Possible Notification of KDP)	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Theft (Possible Notification of KDP)	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Pulling a Fire Alarm (Notification of KDP)	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Spitting/Biting	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Leaving Campus (Automatic Police Contact)	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Inappropriate Cellphone or Electronic Device Usage (Recording Video/Photo)	1 Days ISS Referred to Counseling Parent Conference	2 Days ISS Referred to Counseling Parent Conference	1 Days OSS Referred to Counseling Parent Conference
Fighting	1 Day OSS	2 Days OSS (Re-entry Meeting)	3 Days OSS (Re-entry Meeting)
Physically Touching a Staff Member	1 Day OSS	2 Day OSS	3 Day OSS
Assault	5 Days OSS	10 Days OSS	45 Day Placement
Possession/Use of Weapons (Notify KDP)	5 Days OSS	10 Days OSS	45 Day Placement
Terroristic Threats (Notify KDP)	5 Days OSS	10 Days OSS	45 Day Placement

It is important to note that these are general guidelines and that school administration recognizes that some exceptions due to extenuating circumstances may arise. The Building Administrator will determine the number of days of ISS or OSS. All of these procedures will be enforced and may be changed or altered at any time at the discretion of the Building Administrator.

HARASSMENT, INTIMIDATION, AND BULLYING

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.

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.

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.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

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.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member 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, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Harassment, Intimidation, and 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.

Any Student found to be in violation of the Harassment, Intimidation, & Bullying Policy will have remedial action taken against them. Actions range from positive behavioral interventions up to and including suspension or expulsion. This policy is inclusive of incidents of cyber-bullying or the use of any technology or social media to harass, intimidate, or bully.

PROJECT CHILD FIND

The Keansburg School District must provide a free appropriate education (FAPE) to eligible children living in the Keansburg School District, 3 through 21 years of age. Individuals and/or families who know of a child within this age range with a suspected or known disability should call the appropriate school listed below: Included in the districts "child find" are public and nonpublic children from three to five years (pre-school) of age, wards of the state and children who are highly mobile, such as migrant and homeless students.

Call the appropriate Keansburg Public School:

Port Monmouth Road School (Pre-K) Call the Child Study Team at 732-787-2007 extension 5254

Joseph C. Caruso School (Kindergarten through fourth grades) Call the Child Study Team at 732-787-2007 extension 6212

Joseph R. Bolger Middle School (fifth through eighth grades) Call the Child Study Team at 732-787-2007 extension 2263

Keansburg High School (ninth grade through twelfth grades) Call the Child Study Team 732-787-2007 extension 4364

or

You can call Project Child Find at 1-800-322-8174

Keansburg Pupil Personnel can be reached at 732-787-2007 extension 3300

Mensaje De Servicio Publico
Del Hallazgo Del Nino Del Proyecto

Las escuelas publicas de Keansburg deben proporcionar una educación apropiada libre (FAPE), a las pupilas elegibles 3 a 21 anos de la edad. Los individuos y/o las familias que saben de un nino dentro de esta gama de la edad con una inhabilidad sospechada o sabida deben llamar la escuela apropiada enumerada abajo. En el "hallazgo de nino" del distrito incluyen a los ninos publicos y no publico a partir del tres a cinco anos (el pre-entrenamieto) de la edad y de los ninos no sea altamente movil por ejemplo estudiantes migratorios y sin hogar.

Llame el Keansburg apropiado escuela publica:

- Port Monmouth Road School
(Grados Pre-Jardin de la Infancia)
Llame a equipo de estudio del nino en 732-787-2007 extension 5254
- Joseph C. Caruso School
(Grados Jardin de la Infancia por Cuarto)
Llame a equipo de estudio del nino en 732-787-2007 extension 6212
- Joseph R. Bolger Middle School
(Grados Quinto por Octavo)
Llame a equipo de estudion del nino en 732-787-2007 extension 2263
- Keansburg High School
(Grados Noveno por Duodecimo)
Llame a equipo de estudio del nino en 732-787-2007 extension 4364

or

Usted puede llamar el hallazgo del nino del proyecto en 1-800-322-8174.

El personal de la pupila de Keansburg puede ser alcanzado en 732-787-2007 la extensión 3300.

**JOSEPH C. CARUSO SCHOOL
PARENT -STUDENT HANDBOOK RECEIPT FORM 2021-2022**

The Joseph C. Caruso Handbook can be found online at <http://www.keansburg.k12.nj.us>. After reading the Parent-Student Handbook, this form must be signed by both parent/guardian and student. Once signed, please return to your child's homeroom teacher by the first Monday after the opening of school.

Your signature on this form indicates that you have read the handbook, discussed its contents with your child, and understand the guidelines as stated, to include:

- Arrival and Dismissal Procedures/Times
- Warning to Students
- Attendance Information
- Academic Information
- Academic Integrity
- Student Code of Conduct
- Harassment, Intimidation & Bullying Policy
- Detention, In-school Suspension, & Out-of-School Suspension
- Consequences for Student Infractions

Student Name: _____
Please print

Homeroom Teacher: _____ Grade: _____

We have read and understand the policies as listed above and detailed in the Joseph C. Caruso School Handbook. I have discussed them with my child.

Parent/Guardian Signature Date

Student Signature Date

**PLEASE REMOVE THIS PAGE FROM THE HANDBOOK AFTER YOU HAVE COMPLETED
AND RETURN TO YOUR HOMEROOM TEACHER BY MONDAY, SEPTEMBER 13th**