

# HIGHLAND SCHOOL

## Student / Parent Handbook

*Special Thanks to the PTA for their financial support in producing this handbook & planner.*

**This Handbook/Planner was developed to provide basic information about policies and procedures that will help students and parents navigate Highland School, as well as, assist students in writing down their Homework. We encourage you to familiarize yourself with this handbook. Should you have any questions, please contact the main office at 201-445-3880 or go to [www.mpsnj.org](http://www.mpsnj.org)**

### Table of Contents

<b>School Attendance Procedures</b> .....	<b>Page 2</b>
<ul style="list-style-type: none"> <li>• Attendance (HW for absences)</li> <li>• Tardiness</li> <li>• Persistent Absenteeism</li> <li>• School Hours</li> </ul>	
<b>Lunch Procedures</b> .....	<b>Pages 2-3</b>
<ul style="list-style-type: none"> <li>• Lunch Payment Plan and Lunch Cost</li> <li>• Lunch Schedule</li> </ul>	
<b>Morning Procedures</b> .....	<b>Page 3</b>
<ul style="list-style-type: none"> <li>• Student Drop Off Procedures</li> <li>• Entry to School</li> <li>• Homeroom</li> </ul>	
<b>Report Cards, Grading, &amp; Clubs and Activities</b> .....	<b>Page 4</b>
<ul style="list-style-type: none"> <li>• Grading/ Academic Honors</li> <li>• Report Cards / Progress Reports</li> <li>• Power School</li> <li>• Clubs and Activities</li> </ul>	
<b>Safety, Security, &amp; Technology</b> .....	<b>Page 5</b>
<ul style="list-style-type: none"> <li>• Security System</li> <li>• Visiting the School</li> <li>• Item Drop Off</li> <li>• Chromebooks</li> </ul>	
<b>Highland School Code of Conduct</b> .....	<b>Pages 6-10</b>
<ul style="list-style-type: none"> <li>• Expectations</li> <li>• Types of Consequences/Remediation's</li> <li>• Behavior and Consequence Chart</li> </ul>	
<b>Other Procedural Information</b> .....	<b>Page 10</b>
<ul style="list-style-type: none"> <li>• Birthdays and Bicycles</li> <li>• Cell Phones and Dress Code</li> <li>• Phone Calls and Highland Website</li> </ul>	
<b>Bell Schedule</b> .....	<b>Page 11</b>
<b>District HIB Policy</b> .....	<b>Page 12</b>

## School Attendance Procedures

### Attendance: – BOE Policy 5200

**Regular attendance is essential to a student's success in school.** A student is permitted 12 unexcused absences for any reason. However, absences may be excused for specific reasons, such as; illness with doctors note, death in the family, and religious holidays. Excused absences do not count towards the 12 absence allowance.

When a child is absent, the responsible adult **must call the school before 8:00am** at **(201) 445-3880** then **Press #1:** leave his or her name, the child's name, the child's teacher's name, and the reason for absence on the answering machine.

*\*Homework for Absences will be provided after the child's second day of absence due to sickness (not vacation) upon parental request. Please contact your child's teacher via e-mail to request homework.*

### Tardiness:

Students are to arrive at school by 8:20am (first bell). A second bell (late bell) will ring at 8:23. All students arriving after the second bell are considered tardy and must report to the main office through the front door. Tardies will be documented. Late arrival disrupts class, causes a loss of instruction time for all, puts the late student at an instructional disadvantage, and reinforces unacceptable work habits. Tardiness will be handled as outlined in the *Code of Conduct, page 9 – Late to School/Tardiness.*

### Persistent Absenteeism: – N.J.A.C 6A:16-7.8(a) / BOE Policy 5200

Persistent absenteeism and tardiness create a genuine hardship for a student and are regarded as a very serious issue by the school. Parents will be made aware of unexcused absenteeism concerns according to the following protocol;

1. *If your child accumulates 4-5 unexcused absences, a letter will be sent home alerting parents to the situation by the Principal.*
  2. *If your child accumulates 8 unexcused absences, a second letter will be sent home requesting a conference.*
  3. *If your child accumulates 12 days of absence, a conference must be scheduled with the Principal.*
- (Those students with 13 or more unexcused absences, who are not commensurate with grade level expectations, may be retained at grade level at the discretion of administration and teachers as per BOE regulations.)*

### School Hours: (see Bell schedule Page 11 for period by period times)

- **Regular Day:** 8:20am – 2:50pm (*Students may arrive no earlier than 8:00am*)
- **Half Day:** 8:20am – 12:30pm (*No lunch will be served. Student arrival no earlier than 8:00am.*)
- **Delayed Opening(Severe weather):** 10:00am – 2:50pm (*Student arrival no earlier than 9:40am*)

## Lunch Procedures

### Lunch Payment Plan:

Pomptonian Food service offers different ways to purchase your child's lunch. You may pay with cash daily, pay in advance, or **set up an online student account.** To set up an account, visit [www.payforit.com](http://www.payforit.com) . This allows parents to optionally pay by credit card or ACH (electronic check). Parents may also use [www.payforit.net](http://www.payforit.net) to view their child's cafeteria purchases on-line, as well as to receive automated account statements and low-balance reminders via email. **HAVING THIS ACCOUNT MAKES THE LUNCH LINE MOVE FASTER.** For more information, go to [www.payforit.net](http://www.payforit.net) or the Highland website, under Resources, under Lunch Program.

**Lunch:**

Hot and cold lunches are served in the cafeteria. Menu's with prices are posted on the MP website and distributed monthly. Please also be further advised, hot lunches are not to be purchased outside of the cafeteria and brought to school i.e., Burger King, pizza, Wendy's etc. Our office staff is extremely busy and cannot be responsible with getting hot lunches to the students. It is your responsibility to assure your child comes to school with lunch and/or money each day. Students in the Free and Reduced Lunch Program may continue for one month at the start of the school year until a new application is submitted and approved.

**Lunch Schedule:**

- Grades 3 & 4 Period 5: 11:36am – 12:21pm
- Grades 5 & 6 Period 6: 12:23pm – 1:08pm

*\*We have a one-session day, therefore students are not permitted to go home or out for lunch.*

**Morning Procedures****Student Drop-Off Procedures:**

Each year we experience traffic congestion at Highland School. When dropping off your child, please use the designated drop off in the Municipal Parking lot. **Do not drop off children in front of the school unless it is for Band, Enrichment, or Detention prior to 7:45am!** Please use the drop off zone in the Municipal Lot and then exit via Highland Ave. or Library Exit.

- Crossing Guards are on duty to help insure the children's safety as they walk or bike to and from school each day. Because traffic is also the heaviest at these times, children need to be alert and attentive to their surroundings. Please reinforce the following safety rules with your child:
  - ✓ *Always cross at the cross walk & stand back from the curb as they wait to be crossed.*
  - ✓ *Obey the crossing guard's signal to "STOP or WAIT". Wait for the crossing guard to verbally say it is safe to cross.*
  - ✓ *The crossing guard will not cross students while they are using their cell phone. **BE ALERT and ATTENTIVE** to passing traffic. Motorists may not be paying attention.*

**Entry to School:**

**For an 8:20am start, please do not let your child arrive at school before 8:00am unless they are attending a prearranged activity (club, enrichment, etc). In this case, they will enter through the front door.** Adult supervision is provided at the school at 8:00am for a regular day or 9:40am for a delayed opening. Children in Highland School will enter through their designated door: Grades 4 & 6 in the back of the building. Grade 5 through the Gym doors. Grade 3 through the playground doors.

- During inclement weather students will be brought inside before school; grades 3,4,6 will enter through the playground entrance. Grade 5 will enter through the gym door.

**Homeroom:**

Homeroom will take place from 8:20-8:27 AM. Homeroom allows for attendance, announcements, lunch count, etc. Our schedule also allows six minutes at the end of the school day for students to return to their homeroom. This time slot will be used to distribute notices, collect materials to go home, and to give students messages from home related to after school concerns. Should an emergency arise and a parent needs to get a message to a student, all efforts will be made to do so. **However, we respectfully request that parents/guardians not contact the school to share non-essential communications.**

## Report Cards, Grading & Clubs and Activities

### Grading:

The purpose of the report card is to assist students in the process of learning by reporting actual student progress on a quarterly basis. One of our goals at Highland School is to support and challenge each student within the context of developing, not only fundamental skills, but higher-level thinking skills as well. Our curriculum and instruction has been developed with rigor in mind. Quarterly grades are a snapshot of what your son/ daughter **EARNED** for the marking period.

What grades mean:

- An "A" indicates *Excellent* achievement within that subject. ***This is very difficult to earn.***
- A "B" indicates *Above Average* achievement within that subject. ***This is something to be celebrated!***
- A "C" indicates *Average* achievement in that subject. ***Performing on grade level.***
- A "D" indicates *Below Average* achievement within that subject. ***This means that the child may need extra help or interventions to understand a concept or skill.***
- An "F" is considered Failing.

### Report Cards / Progress Reports /Conferences:

The home/school connection is vital for student success. There are 3 standard ways in which the teachers will report student progress; 1) Report Cards will distributed quarterly. (*Please see the district calendar for specific dates.*) 2) Progress reports are given to every student the first marking period and then each marking period thereafter progress reports are given out on an as needed basis. 3) Each parent in grades 3-5 will have an opportunity to schedule a formal teacher conference. The teacher will reach out to you when this time comes. Grade 6 conferences, since it is a departmentalized model, will be determined by student need or by parental request. (*Contact your child's homeroom teacher to schedule*)

### Academic Honors:

Students who receive academic honors will be sent a letter home from the Principal and the honors will be listed in Power school as a running record. Honors are achieved in the following way:

- Grades 3-5: Those students who obtain all A's in their core class will be on the Honor Roll.
- Grade 6: 2 level of honors:
  - Principals List: All B's in every subject; core subject and specials
  - Honor Roll: No more than 3 B's and all A's in all subjects, including Specials.

### Power School:

PowerSchool is the student management system that the Midland Park School district uses to manage all student information. All parents must re-register their children on-line every summer. This ensures that we have the most up-to-date contacts and information for each child. Also, all report cards will be available online for all grade levels, 3-6. The 5<sup>th</sup> and 6<sup>th</sup> grade will also have the teacher gradebook feature available to them online. This will allow parents/students to log into the portal and **view real time grades at any time.** For this reason, 5<sup>th</sup> and 6<sup>th</sup> grade does not receive progress reports. Parents are encouraged to sit with their child and review grades online often. The parent portal can be accessed through the Highland school website.

### Clubs and Activities for Highland Students:

Highland School has many opportunities for students to get involved in after or before school activities depending on their grade level. **All clubs and activities will be advertised in the beginning of the year.** We encourage students to get involved as long as they are meeting all academic requirements in school (cannot be failing classes). Clubs may not run based on enrollment and other factors.

**Clubs and Activities** and the grades they serve can be found on the Highland website under Clubs and Activities → Club Descriptions

**\*\*\*Students cannot participate in any afterschool activity if they are absent from school.**

## **Safety, Security & Technology**

### **Security System**

Highland School has been equipped with an advanced security system. Visitors are required to enter Highland School through the main entrance in the front of the school. NO ONE will be permitted to enter the building at any other location. All other doors will be locked. A security camera and keypad lock will be located at the front door. All visitors must be buzzed into the building. At the Highland School, we have a fence with gates around the playground. The gates are to be kept closed at all times. Refrain from cutting through the fenced in area while students are at lunch/recess. Your assistance and cooperation is very much appreciated.

### **Visiting the School**

Parents wishing to speak to a teacher are asked to PLEASE MAKE AN APPOINTMENT. **Parents may not go directly to a teacher's classroom, before, during, or after school to see a teacher as this poses a security issue. We respectfully request that parents report directly to the main office and the secretary will notify the teacher that you are here.** Teachers have been instructed NOT to conduct conferences when responsible for supervising students.

### **Item Drop Off:**

We always like to limit the number of people that access the school building. Much of the traffic in and out of the building is due to forgotten items. To avoid parents needing to buzz into the school, a drop off box is located outside the front door. All items except for valuables such as **Chromebooks, instruments, glasses, medication and money** should be left in the drop box.

### **Chromebooks**

All students' grades 3-5 attending Highland School get a Chromebook that will travel with them year to year. Chromebooks are kept in student homerooms grades 3-5 and are picked up for use in the morning. 6<sup>th</sup> graders however are offered the true 1:1 experience and get to bring their Chromebook home nightly. *\*\*\*Grade 5 students may earn the privilege of bringing their computer home during the year.*

What you must know about Chromebooks:

- The Chromebook is a school issued device and should be treated as such;
- **Chromebooks are monitored at all times (even at home). Students can be held accountable for inappropriate behavior as per the school Code of Conduct.**
- They should be kept clean, no stickers.
- Students should not try to get around the firewall and play games without permission.
- Should an issue arise with the Chromebooks, please let the teacher know immediately and the student will be directed where and how they can get the Chromebook fixed.
- Students bringing the device home should transport the Chromebook in the provided carrying case.
- Chromebooks brought home should be charged every night. Failure to not charge the computer repeatedly will result in students losing the privilege to bring the Chromebook home.

## Highland School's Code of Conduct

The Midland Park School District believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and actions affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment.

### Expectations:

#### All students will:

- *Treat others with Kindness and Respect.*
- *Be a Responsible citizen in school.*
- *Deal Honestly with people. No cheating, deceiving, or stealing.*
- *Cooperate at all times.*
- *Have the Courage to say "NO" and resist harmful peer pressure.*
- *Be Committed to uphold the beliefs and values of the school and community.*
- *Help create a Positive School Climate.*

#### Students shall not:

- *Bully, tease, intimidate, or harass others.*
- *Be disobedient to teachers or other staff members.*
- *Create disorder or disruptions on school grounds.*
- *Use physical force against other students or staff members.*
- *Steal, damage, or deface school property or other students' property.*
- *Engage in harassment of students.*

These expectations apply while on school premises, school busses, field trips, or any other school sponsored activity. In addition, students may be held accountable for actions off school grounds if it causes a disruption in the school. **Students will be given due process before disciplinary action.**

### Types of Consequences/ Remediation's – BOE Policy 5600/5610

- **Temporary Removal from classroom-** The classroom teacher may direct the student to report to the office of the Principal. The teacher will complete a form that indicates the students name and the conduct that caused the student to be removed from the classroom. The Principal will interview the student and determine which, if any, additional disciplinary steps are indicated.
- **Detentions:** Detentions for student misbehavior may be assigned by the classroom teacher, or if necessary, the building Principal. Students, depending on the infraction, may serve a detention during lunch time/recess, after school, or before school. Parents will be informed of the student infraction and the time and duration of the detention to be served.
- **Suspension-** Students who violate certain rules will be subject to suspension at the discretion of the Principal. Students will be given due process and parents must come in for a conference with the Principal to discuss their child's actions and plan for remediation.
- **Intervention-** Students may be referred to **counseling** through the Guidance Office or Student Assistance Counselor (SAC) or other measures to ensure acceptable behavior.
- **Conference-** Conferences with students and/or parents to discuss student behavior remediations.
- **Loss of Privileges-** Depending on the severity of the infraction, students may lose privileges such as computer privileges, cafeteria privileges, bussing, clubs, field day, field trips, etc.
- **Behavior plan-** students may be placed on a point system to address consistent behavioral concerns like effort, lateness, or misbehavior.

### Behavior and Consequence Chart

In an effort to be as transparent and consistent as possible, this consequence chart has been developed to reflect a guideline for administrative actions under *BOE Regulation 5600 – Student Discipline*. **All consequences are at the discretion of administration** and are based upon the facts pertaining to each particular situation in regards to age, disabilities, severity, **truthfulness**, and other factors.

Behavior	Consequences
<p><b>Cheating/Plagiarism-</b> <i>No student will cheat or be dishonest when it comes to schoolwork. This includes; giving or receiving someone's work to copy, or giving or receiving assistance on tests or quizzes.</i></p>	<p><u>Consequences :</u></p> <ul style="list-style-type: none"> <li>• <i>Teacher will contact parent.</i></li> <li>• <i>The punishment/credit for assignment will be determined on a case-by-case basis.</i></li> </ul>
<p><b>Cutting Class -</b> <i>Leaving class without teacher permission or leaving an assigned location without permission.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense-</u> <i>Administrative detention</i></li> <li>• <u>2<sup>nd</sup> offense-</u> <i>1 day Suspension/Intervention</i></li> <li>• <u>3<sup>rd</sup> offense-</u> <i>2 days suspension</i></li> </ul>
<p><b>Cutting Detention –</b> <i>failure of a student to show up for an arranged detention.</i></p>	<p><u>Consequences</u></p> <ul style="list-style-type: none"> <li>• <i>Students who fail to serve a teacher detention <b>will receive one (1) day</b> of administrative detention.</i></li> <li>• <i>Students who fail to show for an administrative detention must serve <b>two (2) days</b> of administrative detention. Repeated failure to show up for detention will result in suspension.</i></li> </ul>
<p><b>Disrespect/Insubordination-</b> <i>Failure to listen to instructions or requests by teachers, support staff, lunch aides, principals or other faculty during any period of time when he/she is under the care of the school is unacceptable.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense-</u> <i>Detention</i></li> <li>• <u>2<sup>nd</sup> offense-</u> <i>Detention (2-5 days)</i></li> <li>• <u>3<sup>rd</sup> offense-</u> <i>Suspension / Conference</i></li> </ul>
<p><b>Disobedience/Noncooperation -</b> <i>No student will consistently refuse to complete homework and other assignments or listen to other teacher directions.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense-</u> <i>conference with Principal/ warning given</i></li> <li>• <u>2<sup>nd</sup> offense-</u> <i>Detention/ intervention</i></li> <li>• <u>3<sup>rd</sup> offense-</u> <i>Detention (up to 5 days)/ Intervention/loss of privileges</i></li> </ul>
<p><b>Inappropriate Behavior / Disruption of the School -</b> <i>Students will not purposefully disrupt classes or knowingly disrupt the education/rights of other students or act in poor taste or judgment.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense-</u> <i>Removal from class/ detention</i></li> <li>• <u>2<sup>nd</sup> offense-</u> <i>Detention</i></li> <li>• <u>3<sup>rd</sup> offense-</u> <i>Detention (2-5 days)</i></li> </ul>
<p><b>Dress Code Violation -</b> <i>Students are to abide by the <u>dress code provided on page 10.</u></i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense-</u> <i>review code/ changing of clothes</i></li> <li>• <u>2<sup>nd</sup> offense-</u> <i>changing of clothes</i></li> <li>• <u>3<sup>rd</sup> offense-</u> <i>change of clothes, parent contact, detention</i></li> </ul>

<p><b>Electronic Devices</b> - Possession and/or inappropriate use of iPods, Cell Phones, Smart Watches, Games, MP3 players, etc. are not allowed. <b>Cell phones/Smart Watches should be off and in a child's locker or back-pack (not permitted during school hours).</b> Students may access phones/watches after school.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u> - Parent will be notified and the item will be returned at the end of the day.</li> <li>• <u>2<sup>nd</sup> offense</u>- Parent will be asked to come to the school and retrieve the device.</li> <li>• <u>3<sup>rd</sup> offense</u> – Item will be signed in/out of main office for a period of time.</li> </ul>
<p><b>Falsifying Alarm</b> - No student will sound a false alarm for fire, bomb, etc. or mislead faculty if they are unsafe.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- suspension w/ counseling</li> <li>• <u>2<sup>nd</sup> offense</u>- expulsion as per NJSA 18A:37-2</li> </ul>
<p><b>Fighting</b> - Students will not act or threaten to act in a way to cause physical injury to other students or school employees. <u>Fighting is an inappropriate way in which to deal with conflict in school.</u> Throwing punches is never allowed as there are always adults that can help.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Suspension/Parent Contact</li> <li>• <u>2<sup>nd</sup> offense</u>- Suspension/ Parent Contact/ Counseling</li> <li>• <u>3<sup>rd</sup> offense</u>- Expulsion as per NJSA 18A:37-2</li> </ul> <p><i>*If a student finds him or herself in conflict with another student, he or she must seek the help of a teacher, counselor or administrator. <b>Fighting back is not an acceptable response in school.</b></i></p>
<p><b>Forgery</b> - Students will not sign their parent's or guardian's signature for any reason.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Teacher Detention</li> <li>• <u>2<sup>nd</sup> offense</u>- Administrative Detention</li> <li>• <u>3<sup>rd</sup> offense</u>- Suspension / Conference</li> </ul>
<p><b>Gum Chewing</b> – Students may not chew gum in school. Unfortunately, it creates a cleanup issue when not disposed of properly.</p>	<p><u>Consequence:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Warning, throw out gum</li> <li>• <u>2<sup>nd</sup> offense</u>- Throw out gum, teacher detention</li> <li>• <u>3<sup>rd</sup> offense</u>- See insubordination pg. 6</li> </ul>
<p><b>Harassment, Intimidation, and Bullying, (HIB) -(See HIB page 10)</b></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• Policy and Regulations # 5512</li> <li>• As per N.J.A.C. 6A:16-7.6-7.9</li> <li>• May be remediated through Code of Conduct</li> </ul>
<p><b>Inappropriate behavior in cafeteria</b> - Students will clean up after themselves and not be loud and obnoxious. No food is to be thrown at any time.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Warning/ detention</li> <li>• <u>2<sup>nd</sup> offense</u>- Detention up to 5 days/ taking away of cafeteria privilege up to 5 days</li> <li>• <u>3<sup>rd</sup> offense</u>- Suspension/ loss of privilege</li> </ul>
<p><b>Inappropriate Language</b>- Students will not use obscene, vulgar, or profane language, make appropriate gestures or racial remarks or bring vulgar material to school.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Detention / suspension</li> <li>• <u>2<sup>nd</sup> offense</u>- Suspension up to 3 days</li> </ul> <p><b>*Vulgarity is at the discretion of administration. (level of vulgarity results in a heavier consequence)</b></p>

<p><b>Inappropriate behavior on a school bus -</b> <i>Students must act appropriately on a school bus.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Conference / detention</li> <li>• <u>2<sup>nd</sup> offense</u>- Bussing privileges suspended.</li> </ul>
<p><b>Late to School/Tardiness –</b> Arrival to school after late bell (8:23am)</p>	<p><u>Consequences:</u> (per semester)</p> <ul style="list-style-type: none"> <li>• 5 tardies = warning</li> <li>• 8 tardies = 1 AM detention</li> <li>• 10+ tardies = detention /parent conference.</li> </ul>
<p><b>Late to Class-</b> Excessively late to class without a valid excuse.</p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> late- Warning</li> <li>• 2<sup>nd</sup> late -Teacher detention</li> <li>• 3<sup>rd</sup> late- Administrative detention</li> </ul>
<p><b>Littering -</b> <i>Students will not litter on school property.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Warning / Principal Conference</li> <li>• <u>2<sup>nd</sup> offense</u>- Detention</li> <li>• <u>3<sup>rd</sup> offense</u>- Detention up to 5 days</li> </ul>
<p><b>Misuse of Computer / Networks -</b> <i>The use of school computers and Internet service is a <b>privilege</b>, not a right. Computers/technology is provided for student use, for teacher-assigned work or other programs at the Highland School. All students must follow Board of Education policy and sign off on necessary paperwork prior to using district services.</i></p>	<p><u>Consequences:</u> Inappropriate Use of computer;</p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- parent contact w/ detention</li> <li>• <u>2<sup>nd</sup> offense</u>- parent contact with loss of CPU privileges for a defined amount of time</li> <li>• <u>3<sup>rd</sup> offense</u>- suspension/<b>OTHER</b> with indefinite loss of CPU privileges</li> </ul> <p><b>OTHER;</b> gaming/watching videos/mass e-mailing during instruction has a 3 strike policy. Privileges, such as field trips, Field Day, etc. may be revoked if student persists in misuse of CPU.</p>
<p><b>Recklessness-</b> <i>No student will act so recklessly as to put others in danger.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Detention/ Parent contact</li> <li>• <u>2<sup>nd</sup> offense</u>- Detention (up to 5 days)</li> <li>• <u>3<sup>rd</sup> offense</u>- Suspension (see insubordination)</li> </ul>
<p><b>Threat to Harm Others/Terroristic Threat –</b> <i>Students may not threaten other students or the district.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• Suspension or possible expulsion</li> <li>• Mandatory police notification</li> </ul>
<p><b>Use or Possession of an Exploding Device -</b><i>No student will possess or explode a firecracker or other explosive device on school premises.</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- suspension w/ counseling</li> <li>• <u>2<sup>nd</sup> offense</u>- expulsion as per NJSA 18A:37-2</li> </ul>
<p><b>Vandalism / Theft -</b> <i>Students will not steal. Students will not cause or attempt to cause damage to school property. This includes writing or placing inappropriate materials on desks, lockers, walls, bathroom stalls, etc. Students will not touch or handle another person's</i></p>	<p><u>Consequences:</u></p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Restitution and Restoration (pay for and replace damaged item/discipline as per administrator)</li> <li>• <u>2<sup>nd</sup> offense</u>- Restitution and Restoration with suspension</li> </ul>

<i>property without that person's permission.</i>	<ul style="list-style-type: none"> <li>• <u>3<sup>rd</sup> offense</u>- Restitution and Restoration with suspension / loss of privileges</li> </ul> <p>Damage will result in fines equal to the cost of the repair. (Policy 9260 –Liability for Vandalism)</p>
<p><b>Weapons Possession-</b> Students will not possess or conceal <b><u>any dangerous weapon/instrument or an item that may be viewed as dangerous.</u></b> i.e.; any knife, box cutter, airsoft guns, etc.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> <li>• <u>1<sup>st</sup> offense</u>- Suspension / Parent Conference</li> <li>• <u>2<sup>nd</sup> offense</u>- Suspension up to 10 days / Parent Conference</li> </ul>

## Other Procedural Information

### Healthy Treats for Celebrations:

As a public school district, we have to consider student allergies and the nutritional value of foods that enter our classrooms. We do not want to prohibit snacks for holiday parties, however, we must ensure to the best of our ability, that students with allergies are safe and we are promoting a healthy lifestyle. **Only pre-packaged foods that are on the approved list may be brought into Highland School.** A list of approved foods can be found on the school website under Shortcuts. Parents of students with allergies are asked to contact the nurse about specifics. Food is not permitted for Birthday celebrations, but the student will be recognized on their birthday.

### Bicycles

Only 5<sup>th</sup> and 6<sup>th</sup> graders are permitted to ride their bicycles to school. Grade 4 students may bring their bicycle to school with approval from the Principal. During inclement or unsafe riding conditions, we ask that students **NOT** ride their bikes (snow, ice, etc.) All riders **MUST** wear a helmet, use crosswalks, and WALK their bicycles in and out of the playground area.

### Cell Phones

Cell phones and smart watches have become commonplace in today's world but we discourage their use among elementary students. **Cell phones and/or Smart Devices must be off and put away during the hours of 8:20am and 2:50pm.** Any cell phone/Smart Device use during the school day, without administrative approval, will result in loss of a privilege. (see code of conduct)

### Dress Code

The basis for appropriate dress is safety, cleanliness, modesty, and impact on school climate. Examples of inappropriate dress are bare midriffs and torsos, bra straps exposed, excessive cleavage, excessively short skirts or shorts (should be fingertips in length), clothing with inappropriate sayings or images and **unsafe footwear such as flip-flops, or backless shoes.** **Students may not wear hats in the building.** See behavior/consequence chart page 7 –*Dress Code Violation.*

### Phone Calls

Students will be permitted to use the main office telephone to call home if they need to stay after school, forgot their lunch, lunch money, or instruments. **Students cannot call home if they forgot work.**

### Highland Website

Utilize the Highland School website via the district homepage located at [www.mpsnj.org](http://www.mpsnj.org). Here you can find important information concerning the district and Highland School. Sign up for E-Blasts to stay informed!

## Regular Bell Schedule:

HOMEROOM	- 8:20 – 8:27
Late Bell	- 8:23 – Late Bell
Period 1	- 8:28 – 9:13
Period 2	- 9:15 – 10:00
Period 3	- 10:02 – 10:47
Period 4	- 10:49 – 11:34
Period 5	- 11:36 – 12:21
Period 6	- 12:23 – 1:08
Period 7	- 1:10 – 1:55
Period 8	- 1:57 – 2:42
HOMEROOM	- 2:44 – 2:50

*\*First bell will ring at 8:20am. The late bell will ring at 8:23. Students should be in HR by the 2<sup>nd</sup> bell.*

*\*Students may get dropped off at 8am-no earlier. School Personnel will not be available before that time to supervise students.*

### Early Dismissal:

*Students Dismissed at 12:30pm*

HOMEROOM	- 8:20 - 8:26
Period 1	- 8:28 - 8:56
Period 2	- 8:58 - 9:26
Period 3	- 9:28 - 9:56
Period 4	- 9:58 - 10:26
Period 5	- 10:28 - 10:56
Period 6	- 10:58 - 11:26
Period 7	- 11:28 - 11:56
Period 8	- 11:58 - 12:26
HOMEROOM	- 12:27 - 12:30

*\*Students will go to the cafeteria during their regular scheduled lunch periods on all days. **HOT LUNCH WILL NOT BE SERVED:** Students should bring lunch or snacks for this time.*

### Delayed Opening:

*10:00am Start*

HOMEROOM	- 10:00 - 10:08
Period 1	- 10:10 - 10:44
Period 2	- 10:46 - 11:19
Period 3	- 11:21 - 11:54
Period 4	- 11:56 - 12:29
Period 5	- 12:31 - 1:04
Period 6	- 1:06 - 1:39
Period 7	- 1:41 - 2:14
Period 8	- 2:16 - 2:44
HOMEROOM	- 2:45 - 2:50

*\*Students may arrive as early as 9:40am. Before that time there will be no adult supervision.*

*\*Teachers must arrive by 9:45am.*

## **Harassment, Intimidation, & Bullying (HIB)**

*BOE policy 5512/5512.02*

“The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment; and since students 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.”

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by 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
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as

- cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6,
- Conduct Away from School Grounds and the district’s student code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.
- In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the student’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2,
- When the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
- All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37- 15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.