Ogdensburg Borough Public School

Family Handbook

Code of Conduct

Revised August 2018

OGDENSBURG BOROUGH PUBLIC SCHOOL FAMILY HANDBOOK

This family handbook is provided to you as an important source of information useful to you as parents, pupils and staff members. Please be sure to review this information with your children so that there is no confusion as to the school's expectations. Your children have been wonderful examples of what a pupil "**should be**" and we only want this exceptional behavior to continue in the future here at Ogdensburg.

The handbook will serve as a guide in the daily functioning of the pupils' life at school. While every attempt has been made to cover all the information that is needed, it isn't possible to cover each and every possible scenario that a pupil or a parent may experience. Individual incidents may require individual consideration or interpretation by the administration.

Please read the entire handbook with your child to become familiar with the rules and regulations included. Please complete the sign-off sheet and return it to the school as soon as possible. Please contact us with any questions you or your child may have.

Thank you.
Let's have a fantastic school year!!
Sincerely,

Mr. Dave Astor
Principal/Superintendent
Ogdensburg Borough Public School

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Ogdensburg Borough Public School Family Handbook

1. MISSION STATEMENT

The Ogdensburg Borough Public School District, in partnership with the community, is committed to providing twenty-first century opportunities for the development of the academic, social, and emotional growth of all of our students.

The Ogdensburg Borough Board of Education, district administration, and staff are committed to creating and maintaining a challenging educational program that addresses the individual needs of all students in a positive and safe learning environment. We are striving for dynamic curriculum development, upgrades in technology, and a variety of activities that will provide for differences in student interests and abilities across a comprehensive school program.

Our goal at Ogdensburg School is to be on the move toward higher student achievement, active learning, greater student participation, and a better and safer facility. We are excited about the future of our school and the success of our students. We look forward to this year and to the future.

2 GENERAL INFORMATION

2.1 School Hours

The Main Office hours are 7:30 a.m. to 3:30 p.m.

The official start time for students is 8:10 a.m. Students are permitted to enter our facility at 7:55 a.m. on normal school days during which time students will be required to sit quietly in the hallways. Parents/guardians should supervise children outside of the building until students are permitted to enter the building at 7:55 a.m.

Students are picked up in the North/ South parking lot by car, picked up by bus, or walk home. If a ride does not arrive, the student must remain with the person on duty and call from the office if necessary. This practice is in the interest of the safety and well-being of our students.

Preschool

Normal Day		Early Dismissal		Delayed Opening	
Preschool (AM Start)		Preschool (AM Start)		Preschool (AM Start)	
Start: 8:00 AM	Dismissal: 11:10 AM	Start: 8:00 AM	Dismissal: 11:10 AM	Start: 9:45 AM	Dismissal: 12:15 PM

Grades K-4

Normal Day		Early Dismissal		Delayed Opening	
Start: 8:10 AM	Dismissal: 2:50 PM	Start: 8:10 AM	Dismissal: 12:40 PM	Start: 9:45 AM	Dismissal: 2:50 PM

Grades 5-8

Normal Day		Early Dismissal		Delayed Opening	
Start: 8:10 AM	Dismissal: 2:55 PM	Start: 8:10 AM	Dismissal: 12:40 PM	Start: 9:45 AM	Dismissal: 2:55 PM

2.2 School Website

Ogdensburg Borough Public School's website is www.obboe.org. The website has a ***full year*** school calendar which is updated monthly, the Grade Portal in OnCourse (Parent tab), school cancellation information, directions to the school, athletic form requirements, I&RS information, Parent Teacher Organization (PTO) information, helpful links (educational resources and links), Facebook, media coverage, teacher websites, homework, lunch menus, and all HIB information.

2.3 Morning Procedures

All pupils are assigned a homeroom. The day begins with all pupils reporting to their homerooms. Attendance is taken at that time. ***Pupils arriving after 8:10 a.m. are considered tardy***. The Pledge of Allegiance and American's Creed are conducted and morning announcements are read.

2.4 School Bell Schedule

Schedule	Full Day	Early Dismissal	Delayed Opening
Arrival	7:55	7:55	9:40
Homeroom	8:10-8:18	8:10-8:15	9:45-9:50
Period 1	8:20-9:01	8:15-8:42	9:52-10:23
Period 2	9:03-9:44	8:44-9:11	10:25-10:56
Period 3	9:46-10:27	9:13-9:40	10:58-11:29
Period 4	10:28-11:10	9:42-10:09	11:31-12:02
Period 5	11:12-11:53	10:11-10:38	12:04-12:35
Period 6	11:55-12:36	10:40-11:07	12:37-1:08
Period 7	12:38-1:19	11:09-11:36	1:10-1:41
Period 8	1:21-2:02	11:38-12:05	1:43-2:14
Period 9	2:04-2:45	12:07-12:34	2:16-2:47
Homeroom	2:47-2:55	12:36-12:40	2:49-2:55

2.5 Attendance

The Board of Education requires that the pupils enrolled in the school 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.

A pupil must be in attendance for one hundred sixty or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

If a pupil is unexpectedly absent due to illness or another reason, parents should contact the school nurse (973-827-7126 ext. 103) between 7:45 and 8:30 that morning. The nurse will call the home of any child absent without notice.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in extracurricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policies 5610 and 5620 (Accessed through the About tab at http://www.obboe.org/).

Excused and Unexcused Absences:
To view definitions for excused and unexcused absences refer to District Regulation 5200 (http://www.obboe.org/) . "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in District Regulation 5200.

Parents/ Guardians will be notified in writing on the fifth, tenth, and fifteenth days of their child's absenteeism.

2.6 Excessive Tardiness

The Board of Education believes that promptness is an important element of school attendance and a foundation for career and life readiness. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils. Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. *All other incidents of tardiness will be considered unexcused.* Letters will be sent home regardless of a student being excused or unexcused for district attendance purposes.

Any student arriving after 8:10 a.m., must go to the office to get a late pass.

A pattern of unexcused tardiness will result in and include the following:
5th tardy A letter sent to parent.
10th tardy A letter sent to parent. Lunch Detention for every tardy 10-14 days.
15th tardy A letter sent to parent. One after-school detention for every tardy 15-19 days.
20th tardy A letter sent to parent. Possible In-School Suspension.

2.7 Visitors or Visiting during School Hours

Visitors are to enter the building through the main entrance located in the front of the building. Use the intercom ID system outside the main door to the school to identify yourself to the office staff and report directly to the office. Please be prepared to show identification if requested.

When visiting a classroom for a special school activity every parent/guardian or visitor must sign in at the main office, regardless of prior arrangements made with teachers or staff. We ask that you also include any children (**siblings or others**) who may be accompanying you. This will assist us in documenting all persons in the building in case of an emergency. Also, please pick up a visitor's badge in the office and wear it prominently when you are in the school building. **It is also imperative to sign out when leaving the building.**

If parents/guardians wish to speak to any member of the staff, they are asked to call the office. Communication will be set up at the earliest convenience for all concerned.

2.8 After School Activities

Pupils who sign up for **school-sponsored activities** will be asked to have a permission slip signed by their parent/guardian. Pupils will then receive a schedule for the event or activity. Once a blanket permission slip is received, no further permission is required and daily notes are not necessary. Pupils and parents should maintain the schedule for the activity or events. Pupils are under adult supervision during all school programs, during which parents or guardians are not typically required.

Pupils not involved in the activity may not stay to watch a game or a practice without a parent/guardian present, even with a note. Staff members are not available for the supervision of pupils who are not directly involved in the activity.

Pupils in the school building after 3:05 pm must be supervised by a parent or guardian at all times. Pupils may not enter classrooms if the teacher is not available.

All pupils in good disciplinary and academic standing** shall have equal access to all extracurricular activities. Good disciplinary standing means a pupil is not eligible to participate while serving a detention or suspension. Pupils who serve repeated detentions or suspensions or a combination of the two during one term may be found ineligible to participate.

****PLEASE NOTE: All students participating in any extracurricular activities must maintain a minimum grade of a "D" in all subject areas.**

2.9 Emergency Closings (i.e. Snow Days etc.)

Announcements will be made by 6:30 am. Whenever conditions allow (road, projected weather forecast, amount of snow accumulation, etc.) we will attempt a delayed opening rather than a school closing. Please listen to the local radio station, WSUS 102.3FM, or visit the school website (http://www.obboe.org/), for announcements of total closings, delayed openings, or early dismissals.

Ogdensburg Borough Public School also employs the Honeywell Instant Alert System for any emergency messages. Parents who do not receive an instant alert regarding any school emergencies should notify the main office. *Parents should instruct their children on the procedure they are to follow in the event of a delayed opening or an early closing.*

2.10 Parking and Transportation Procedures

Only buses are permitted in front of the building at dismissal. Each student is personally responsible for maintaining a safe and appropriate environment while riding the bus.

All other vehicles must utilize the north and south parking lots. Please do not block areas of moving traffic. If you have business in school at dismissal, do not park in the traffic lanes and especially NOT in the Fire Zone.

Students are permitted to ride bicycles to school. Bikes are to be walked onto the school grounds and secured by lock on the bike rack. Skateboards are **NOT** to be used on school property at any time. **Helmets are required per New Jersey Law.**

Also please note:

- Traffic into the school parking lot moves in one direction only, coming from the Passaic Avenue entrance.
- Traffic leaving the school parking lot exits onto Route 517.
- There is a NO PARKING ZONE in front of the school building between the stairways.
- Parents driving students to school should not park cars in visitor areas and wait for their children to enter the school, as this creates a traffic jam for school busses and parents dropping the children off.
- The north lot will be open for dismissal at 2:30 PM.
- Please do not leave your car idling.

2.11 School Cafeteria

Monthly menus will be sent home and posted on the website (**www.obboe.org**)**.** Also remember that on scheduled half days, lunches will not be served.

If forgotten, the student can charge lunch. Prices can be found on the cafeteria menu.

Free and Reduced Lunch- Students who were receiving free or reduced lunch during the previous school year may get the same until new applications are approved, not later than the October 1st review date.

Cafeteria behavior: *Failure of an individual to abide by the school rules will result in disciplinary action.*

Lunchroom Rules

- Students entering the lunchroom will enter through the door across from the Faculty Room.
- Upon entering the cafeteria, students sit down quietly at their assigned seats.
- Staff will choose which tables of students will enter the lunch line to purchase food.
- Students remain in seats except to dispose of garbage, purchase additional food, or sign out for the bathroom. Staff are asked to monitor bathrooms carefully.
- Students are responsible to clean the table and surrounding areas before leaving the cafeteria.
- Staff will direct students to line up quietly at the door opposite the Child Study Team for recess.
- No electronic devices are permitted during lunch or recess.
- The only supplies are those provided by the staff on duty.

2.12 School Accident Insurance

The Ogdensburg Borough Board of Education does not have insurance for students during their time in school. The Ogdensburg Borough Public School makes available an accident insurance plan on an annual

basis. Detailed information is sent home at the beginning of each school year. This plan is made available to families as a service only. Parents are under no obligation to purchase it. If interested, completed forms should be returned to the main office as soon as possible.

2.13 Legal Issues – Parent Responsibilities

Child custody issues and legal issues including restraining orders, which may impact your child at school, should be brought to the attention of the administration at the beginning of each school year. You will need to submit copies of legal documentation. These documents are not public knowledge and will remain confidential. Teachers will be informed especially as it impacts restraining orders. *If dual copies of school information (report cards, progress reports, lunch menus etc.) are needed, please contact the main office.*

2.14 Lost & Found

Recovered items may be found in the hallway across from the cafeteria. To avoid loss, PLEASE label ALL personal belongings. Pupils should NOT bring items of significant sentimental or monetary value to school except where their use is for pre-approved, instructional purposes. The cost of replacing such items, if lost or stolen, will be at the individual's expense.

2.15 Classroom Environment (Allergy)

Cooperation between teachers, parents, and students is necessary to create a safe environment for those with food allergies. Commercial products in original wrappers are preferred, so that the ingredients can be easily read. A complete copy of the recipe must accompany homemade foods. If written information is not provided, the food item will not be served. Healthy snacks such as fruits and vegetables, are always considered a safe option.

2.16 Class Events

All events taking place in the classroom must be approved by the appropriate teacher.

2.17 Preschool

Ogdensburg Borough Public School has a tuition based pre-school program for residents and nonresidents. Contact the main office for more information. .

3. ADMINISTRATIVE RULES AND REGULATIONS

3.1 Phones

The use of cell phones by pupils at Ogdensburg Borough Public School is **prohibited.** Valuable items such as cell phones and tablets should be left at home. Pupils are not permitted to use cellular phones while school is in session. Cellular telephones **must be turned off** while the pupil is in the building during the school day and be kept in the student's backpack in the classroom. Phones may only be turned on after school has concluded for the day (3:10 pm).

Faculty or staff may grant permission for pupils to use the telephone at their discretion. **Forgetting a homework assignment, gym bag or lunch are not considered emergencies.** These phone calls must be made in the main office.

First cell phone violation, the pupil may pick up their cell phones from the **Teacher** at the end of the day**. Subsequent violations** will require parents to pick up the cell phone in the main office and detentions will be

assigned. **Repeat offenders** will require further disciplinary action (see **Insubordination and Willful Disobedience**) and will be prohibited from bringing a cell phone to school in the future. With improper use of a cell phone during the school day, the school reserves the right to search the content of the phone. It is the parent's' responsibility to ensure that their child complies with this policy.

3.2 Busing and Bus Safety

- Show respect for the driver at all times;
- Enter and leave the bus in an orderly manner;
- Ride only the bus to which they have been assigned;
- Remain seated with seatbelts fastened at all times while the bus is in motion;
- Avoid reckless and boisterous activity at all times, including during wait times at pickup points;
- Talk in a reasonable tone of voice and avoid loud noises;
- Keep head, hands, and objects inside the bus.
- Keep aisles clear at all times.
- Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
- Refrain from smoking, eating, and drinking on the bus; and
- Possess, use, or distribute no substance in violation of Policy No. 5530.

3.3 Crisis Management

The Ogdensburg Borough Public School maintains a Crisis Management Plan. Periodic revisions to the plan reflect our increased concern for the safety of the children on a variety of fronts. The plan recognizes the need to provide for the safety and health of our pupils and staff as well as the need to provide parents with accurate information and support. Our plan addresses hazardous spills, bomb threats, death of a pupil or staff member, an intruder in the building, bus accidents, sudden inclement weather and fire.

In an emergency situation where we evacuate the building, you or your emergency contact designee will receive a call from the Honeywell Alert System notification system. The call will provide you with limited but vital information. You will be requested **not to** come to the school but will be instructed to proceed to our off-site evacuation location. We ask for your cooperation at that site so that everyone can be picked up safely. We will assign runners to bring your child to the exit area of the evacuation facility. This safely limits the number of people entering the building and will allow for pupil accountability. Clearly, we hope that no such occasion will warrant evacuation, but we are prepared for that event.

3.4 Security Drills

Updated per new state law (18A:41-1)

Security drills will be conducted twice a month throughout the school year. A Security Drill can include a Fire Drill, Lockdown, Shelter in Place, Bomb drill, and an Evacuation rehearsal. All pupils are to remain quiet and attentive for any further instructions or directives.

During a Lockdown, students are expected to follow school-wide procedures. Complete silence is expected.

Failure to follow appropriate security drill procedures will result in disciplinary action.

3.5 Application to Studies

Pupils are expected to apply themselves to the tasks set out for them by their teachers. These include striving to attain established goals and objectives, completing assignment,s and contributing to a positive classroom and school environment.

3.5.1 Academic Integrity

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

Cheating on tests or other school assignments, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from another person's papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities. Cheating through the use of technology to exchange information on any school assignment, test, etc. is prohibited. Technology is defined as, but not limited to, computers, telephones, text messaging, calculators, cameras, phones, or any other handheld device.

Plagiarism is not permitted in essays, reports, images, take-home tests, and other academic work. Plagiarism is defined as stealing or using without acknowledgement the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or, in any way, presenting the work of another person as one's own.

Falsifications, including forging signatures, altering answers after they have been graded, inserting answers after the fact, erasures of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. (See **3.6 Conduct and Discipline:** Cheating)

3.6 Conduct, Discipline, and Acceptable Use Policy (AUP)

The Code of Conduct found at the end of this document is in accordance with Policy and Regulation 5600 as found in the Ogdensburg Borough Public School Policies and Regulations (http://www.obboe.org/).

See Code of Conduct below for detailed information regarding behavior expectations.

See Acceptable Use Policy for detailed information regarding electronic use.

Drug Free Schools and Community Act/ Board Policy- The unlawful possession, use, or distribution of dangerous, controlled substances, including drugs, alcohol, and tobacco by students on school premises or during any school related or sponsored activity, **is strictly forbidden.** In the event of a violation, disciplinary sanctions consistent with local, state, and federal laws, up to and including mandatory drug testing, suspension, and expulsion, will be imposed, and referrals to law enforcement officials will be made as necessary. Students suspected of violations will be referred to the district's substance awareness counselor and the superintendent who will be guided by the district's policies and regulations.

3.7 Medical Information

Medications- Pupils requiring medication at school must have a written order from the family physician, which identifies the type and purpose of the medication, the dosage, and the time medication is to be dispensed. Medication must be in a properly labeled container. We also must have a written statement from the parent or guardian giving permission to give the medication prescribed by the physician. Forms may be obtained from the school nurse. NO MEDICATION WILL BE ADMINISTERED IF ANY OF THE AFOREMENTIONED ITEMS ARE LACKING.

Parents MUST deliver the medication to the school nurse. Medication is to remain at school until the completion of regime. If there is medication leftover a parent must pick it up. NO MEDICATION WILL BE GIVEN TO A CHILD FOR HOME DELIVERY. Children are not allowed to medicate themselves, except for inhalers and epi-pens, and only with an order for self-administration. Cough drops, lozenges, etc., are not allowed, as they may constitute a safety hazard. As an alternative, a parent may bring in medication and administer it to the child in the presence of the school nurse. No other adult may administer medication to a student. Board policy 5330 outlines the requirements.

Immunizations- New enrollees will not be admitted without their complete immunization record as directed by the school nurse.

Sports Physicals- All pupils playing school-sponsored sports are required to have a physical within 365 days of the first practice. A specific form must be used by your physician and it is available in the nurse's office.

3.8 Affirmative Action

The Ogdensburg Borough Public School affirms its responsibility to ensure all pupils with equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic background. The Ogdensburg Borough Board of Education is an equal opportunity employer offering equal access to all categories of employment in the school system regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic background. The school's Affirmative Action Officer is responsible for this program. (N.J.A.C. 6:4-1-1)

4. PUPIL PROGRESS PARAMETERS

4.1 Homework

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of days as the days missed. Any work assigned prior to absence is due the day upon return to school, unless other arrangements have been made with the teacher. Make-up work submitted in excess of these deadlines will be treated as a late assignment.

Short Term Absences - Any pupil absent from school must make up any missed assignments. **It is the pupil's responsibility to obtain and complete the assignments**. Requests for missed homework may be made after the pupil has been absent for 2 days due to illness. Pupils in grades PreK-2 will receive makeup work from their teachers but pupils in

grades 3-8 should check the homework on the Grade Portal for missed assignments and discussed missed classwork with the teacher. Parents should arrange to pick up materials personally from the main office at the end of the day.

Long Term Absences - Homework is a reinforcement of skills and learning and therefore upon return from an extended illness, assignments may be altered. In the case of prolonged illness or if you need assistance securing homework**, please contact the main office to allow a by 10 a.m. for teachers to gather assignments.** Pupils removed from school for vacations must make arrangements with their teacher(s) before leaving for the vacation for missed assignment. All work should be handed in upon their return to school.

Home Instruction- Any child unable to attend school due to a serious injury or extended illness (at least two weeks) may be eligible for home tutoring, subject to receipt of a physician's statement and the following of applicable policies and regulations.

4.2 Report Cards, Promotion and Retention

Report cards are issued four times a year for PreK-2nd Grade. Student progress for those in grades 3rd-8th grade can be checked through the OnCourse Parent Portal throughout the school year.

Parents/guardians may request a hard (paper) copy of their child's report card at any time.

Grading Scale	Performance Indicators	Letter Assessment
A= 92.5- 100	4= Child has exceeded standards	E= Excellent
B= 84.5- 92.4	3= Child has met the standards	S= Satisfactory
C= 74.5- 84.4	2= Child is making satisfactory progress towards the standards	N= Needs Improvement
D= 69.5- 74.4	1= Child is not meeting standards	U= Unsatisfactory
F= 69.4 and below	*= not formally assessed at this time	I= Incomplete
	N= Needs Improvement	

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of pupils.

Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with them (Intervention and Referral Services-I&RS). Extenuating circumstances as determined by the Superintendent can waive the one hundred sixty day attendance requirements for grades Kindergarten through grade eight. Parent(s) or legal guardian(s) of students in grades Kindergarten through four will be notified by March 15 if there is a possibility of pupil retention. Pupils are evaluated on academic achievement, effort, attendance, and conduct. A retention scale will be used in the evaluation. Pupils enrolled in grades five through eight who fail (final average) two or more core subjects will be retained in their current grade level unless they successfully (C average or higher) complete remedial classes offered by an approved summer school program.

- Summer school program must be approved by the Superintendent/Principal.
- All summer school classes are at the expense of the parent(s) or legal guardian(s).
- It is the responsibility of the parent(s) or legal guardian(s) to present sufficient documentation of summer school course completion/tutoring completion to the Superintendent in order to be promoted to the next grade level.

- The Superintendent may waive requirements as necessary based on individual pupil circumstances.
- Core subjects include:
    a) Mathematics;
    b) English Language Arts;
    c) Social Studies;
    d) Science

Procedures for Retention or Social Promotion

a) Parent conference;
b) I&RS or Child Study Team (if applicable);
c) Retention letter.

Academic Probation

Progress Reports and Report Cards will be checked to identify all students who are on Academic Probation. Any student in grades 5 to 8 earning 69.4 or less in any subject will be considered on Academic Probation which will last until the next Progress Report or Report Card **unless the student notifies administration of the change to a passing grade on the Grade Portal (there is a 2 week waiting period after Report Cards).** Details regarding Academic Probation:

1. Extra help morning sessions (7:25- 7:55) will be held Wednesday and Thursday. Study hall during recess will be available four days a week.
2. Students will NOT be permitted to attend their extracurricular activities while on Academic Probation.
3. If the student does not improve their grade by the next Progress Report or Report Card, they will be removed from their extracurricular activity.

4.3 Honor Roll

Pupils can earn honor roll status by maintaining an excellent academic performance. There are three different categories of recognition: the Honor Roll, High Honor Roll and the Effort Honor Roll.

Character Education Student of the Month Awards-

Students will be nominated monthly by staff members based on specific character traits.

Quarterly Honor Roll-

High Honors- 93 or above in every subject
Honors- 85 or above in every subject

Graduation Honors

Distinguished Scholar - Overall average in grades 6-8 must be 94.5 and above
Academic Scholar - Overall average in grades 6-8 must be 89.5 to 94.4

National Junior Honor Society- Seventh and eighth grade students will be eligible to apply if they have a 90+ average in every subject during grades 6 to 8. The NJHS committee will review the applicant's qualities and identify students who meet the criteria of Scholarship, Service, Leadership, Character and Citizenship.

4.4 Testing

During the school year various assessments will be given. Grades 3-8 will take the state mandated standardized assessment.

Check the school calendar for the specific testing dates. It is important that your child be present for these testing periods. Further information regarding these tests will be sent home prior to the test administrations. It is important that the pupils, parents and staff recognize the importance of achieving proficiency and advanced proficiency in the state approved curriculum. The results will be entered in the pupil's cumulative folder and a copy is sent home for parents to review.

4.5 Pupil Records

Information regarding pupils is compiled and maintained to provide for their educational welfare and advancement. These files will include only information mandated by law, the rules of the State Board of Education, or authorized by the Ogdensburg Board of Education. All records are handled with strict confidentiality. Access is available only to the pupil's parents and appropriate school personnel.

4.6 Parent Teacher Conferences

Regularly scheduled conferences will be held in the fall. Other conferences may be held at the request of the pupil, parent or teacher. Please refer to the school calendar for the specific dates.
Please remember, these conferences are an important tool in monitoring your child's progress. If you have any concerns about your child throughout the year or for the upcoming school year please schedule a conference with your child's teacher(s).

5. PUPIL SERVICES

5.1 Counseling

Educational needs are important in a child's development. Students will be held responsible for themselves and their actions. The district has staff members who will work with teachers, parents, and students to supplement efforts in promoting effective education.

5.2 Special Programs

(I&RS) Intervention and Referral Services- As part of our Intervention and Referral Services, students may be referred to a committee consisting of involved teachers and staff who meet to assess the reason for a student's academic or behavioral difficulties. The committee then generates alternate instructional strategies and interventions in an attempt to resolve problem areas. If necessary, the committee may recommend referral to the Child Study Team.

Child Study Team (CST) – Consists of the school psychologist, social worker, learning disabilities teacher-consultant and, when appropriate, the speech and language pathologist.

Parents/guardians, administration, and other professional staff may make a referral to the Child Study Team. Within twenty calendar days of receiving a written request for a referral, the Child Study Team will meet with the parents and teacher(s) with knowledge of the student to review existing data and determine whether an evaluation is warranted. After parental consent for an initial evaluation, the evaluation, determination of eligibility, and if eligible, development and implementation of the IEP for the student, will be completed within ninety days.

Preschool Disabled- The Ogdensburg Borough Public School offers a preschool program for pupils ages 3-5 with a significant developmental delay in one or more of the following areas: Physical, including gross motor, fine motor and sensory (vision and hearing); (2) Intellectual; (3) Communication; (4) Social and emotional; and (5) Adaptive; or has an identified disabling condition, including vision or hearing, that adversely affects learning or development and who requires special education and related services.

Parents who have concerns about their child should refer him or her to the the Child Study Team. The CST will conduct an evaluation of the child to determine eligibility for enrollment in the program. Two-year-olds may be evaluated starting 90 days prior to their 3rd birthday to pre-determine eligibility for the program.

Enrichment/Gifted and Talented- Pupils are selected for enrichment based on standardized test scores, grades, rubrics, benchmarks, and parent and teacher recommendation. Questions regarding this program can be directed to the Gifted and Talented advisor.

Early Intervention Services- Early intervention services are available in New Jersey for children from birth to three years of age. For more information call the Early Intervention System at 888-653-4463.

6. SUMMER PACKET

During the summer, an information packet was mailed to each Ogdensburg Borough Public School family. This packet contained a welcome letter with transportation information and directions to access the Family Handbook and the Acceptable Use Policy online.. Please complete and return the signature form once you have read all documents**.** The information card, Dismissal Form, and Picture Approval form should be accessed online as well under the Parent tab. *As always, it is imperative to contact the Main Office if any information changes during the year. It is vital to keep your email up-to-date with the Main Office.*

Please review the Code of Conduct below.

Ogdensburg Borough Public School District
Character Intervention Program
And
Code of Conduct

Purpose of the Student Code of Conduct
Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is the District's specific response to requirements of the New Jersey Department of Education found in N.J.A.C. 6A:16-7.1.

This Code is an outgrowth of collaboration among District staff, parents, and other community members. This Code, adopted by the Board of Education, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct. This Code recognizes that the Ogdensburg Borough Public School has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Student Code of Conduct requires all students enrolled in the Ogdensburg Borough Public School to accept responsibility and the appropriate consequences for their actions and behavior.

Policies and procedures (rules) regarding student behavior refer to the actions of students while they are on school property, including actions that occur before, during, and after regular school hours. These rules also apply to all school-sponsored/related activities or events, such as field trips, sports, dances, assemblies, or evening school-related events on or off school property. Students and parents/guardians should be aware that the commission of certain criminal offenses, whether at or away from school, will result in the involvement of the appropriate law enforcement agency.

Standards of Student Conduct
The District is committed to the rights of students as recognized and protected under state and federal laws. In addition, the District has enumerated certain expectations (core beliefs) regarding student behavior that, when adopted by students, effect a positive influence on the school and community.

The following are five standards of student conduct that the school district believes responsible students should be taught and encouraged to follow:

- Accountability
- Responsibility
- Respect
- Safety
- Promptness

Character Development

Students will earn recognition based on their demonstration of positive character traits to reinforce school expectations. Ogdensburg Borough Public School utilizes Character Education to promote these positive behaviors.

Classroom/Building Practices

Classroom management techniques focus on developing appropriate student behaviors and promoting classroom learning. These strategies may include:

- **Clearly communicated expectations for student behavior**
- **Ongoing positive and corrective feedback**
- **Fair and consistent treatment of students.**

Harassment, Intimidation, & Bullying

(See Policy and Regulation 5512 at www.obboe.org in effect until future update is completed)

"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 pupil or damaging the pupil's property, or placing a pupil 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 pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Electronic Communication

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

Offensive Language

It is the position of the Board of Education of the Ogdensburg School District that the use of offensive language in the school environment is unacceptable and tends to create a hostile work and educational environment. Such language includes, but is not limited to, the use of slurs or offensive language related to race, ethnicity, gender and/or gender orientation, disability and religious beliefs. In order to maintain a safe and appropriate

educational environment for students and employees, all district employees are required to report such violations of the Student Code of Conduct to school administrator.

Discipline Philosophy and Procedures

Discipline is a shared responsibility of parents, students, teachers, staff members, and administrators. Ogdensburg Borough Public School encourages academic achievement focused on the importance of scholastic success and on maintaining order and discipline that promotes success for all students. As an educational institution, it is necessary to respect the right of all students to receive an education in a non-disruptive environment.

Information regarding the incident should be communicated to administration or office staff. A Discipline Referral form will be completed and a copy will be forwarded to the parents or guardian. No child is returned to a class during the same period that the removal occurs with the expectation that classwork will be provided.

When detention is assigned, the students and parents are given advanced notification so that arrangements may be made for the student to be picked-up. A student who fails to report to a scheduled detention without prior permission from the administration will be subject to additional consequences:

- **1st offense** – The initial detention is rescheduled and a second detention is issued.
- **2nd offense** – The student will be assigned a 1 day in-school suspension.
- **3rd offense** – The student will receive a 2 day in-school suspension.

The In-School Suspension program is used in accordance with the infractions listed in the Code of Conduct. The student will remain in school during the day(s) of the suspension period, but is separated from regularly assigned classes. Teachers will send the work to the student and it will be returned to the teacher to evaluate. Out-of-school Suspension is reserved for serious offenses. Students may not be readmitted to school without a parent conference. Suspended students are ineligible to participate in all extracurricular activities during the suspension period. Students are expected to make up all work missed during a suspension and they will be held accountable for the work.

Ogdensburg School's standards of behavior extend to all school-sponsored activities, including, for example, athletic events, and visits to other schools or institutions, field trips, or dances.

Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

2. Please access Policies and Regulations from the school's website under the Board of Education tab for clarification.

- Cheating, academic dishonesty, and falsifying documents (Regulation 5500)
- Refusal to complete assignments (Regulation 5500)
- Vandalizing or theft of school or personal property (Regulation 5500)
- Insubordination to adults in authority (Regulations 5560 & 5600)
- Disorderly or disruptive behavior (Regulations 5560 & Policy 5520)
- Threatening behavior, engaging in sexual harassment, theft by intimidation, acts of harassment, intimidation, or bullying (Regulation 5512)
- Sexual harassment (Regulation 5751)
- Use of physical force (Regulations 5560 & 5512)
- Possession or use of weapons (Regulations 5611 & 5613)
- Use of firecrackers or explosive devices (Regulation 5600 & 5613)
- Causing fire on school premises, sounding false alarms for emergency drills, joining a secret society prohibited by law (Regulation 5600)
- Entering school premises or any specific portion of the premises without permission or authority (Regulation 5560)
- Reckless or dangerous behavior, conveying false information about pupils or staff (Regulation 5560)
- Foul, abusive, or derogatory language (Regulations 5512 & 5560)
- Truancy (Regulations 5200 & 5550)
- Littering (Regulations 5513 & 5721)
- Smoking on school property (Regulation 5533)
- Illegal gambling (Regulation 7510)
- Possession, use, or distribution of a controlled substance (Regulations 5500 & 5530)
- Misuse of technology, school network (Policies 5513 & 5516, Regulation 2361), Acceptable Use Policy infractions
- Dress Code (Policy 5511)

General Consequences and Remediation

(See attached table for Specific Disciplinary Actions)

1. Lunch/recess/after school detention;
2. In-school suspension/ Out-of-school suspension;
3. Temporary removal from the classroom;
4. Deprivation of privileges*;
5. Referral to administration;
6. Reports to law enforcement or other legal action;
7. Expulsion;

8. Bans from participating in school-sponsored programs, or being in school buildings or on school grounds;
9. Restitution and restoration;
10. Peer support group;
11. Corrective instruction or other relevant learning experience;
12. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
13. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
14. Parent conferences;
15. Alternative placements (e.g., alternative education programs)

*****Privileges include, but are not limited to, field trips, dances, graduation ceremonies, and other after-hour school events.

NOTE: In all cases, the administration maintains its discretion for administering discipline for any and all infractions. A single occurrence may proceed directly to a suspension or an expulsion procedure given the severity of the incident. Likewise, an incident may be mitigated by circumstances such that an alternative consequence is warranted. Whenever a student is suspended, he/she will not be permitted on school property during the suspension period without expressed permission from the administration. Those students on In School Suspension will be required to leave the school campus at 2:55 p.m.

When a student is suspended, he/she is expected to make up class work and will be credited for the work made up. The suspension will not adversely affect the student's grade unless the class work is not completed in a reasonable time.

Students with Disabilities

N.J.A.C. 6A16-7.1 (7)

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. 1400, the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. 794 and 705 (20), the code of student conduct shall be implemented in accordance with the components of the applicable plans.

Student Dress

Students are expected to come to school dressed appropriately guided by common sense. School is a place of learning and you should be dressed in a manner that is appropriate to our setting. Because we are concerned about the health and safety of our students, students will not be permitted to wear accessories/clothing that is unsafe or distracting. The following attire is not considered appropriate for school and will not be permitted:

1. Clothing that refers to alcohol, tobacco, or drugs

2. Clothing with inappropriate logos, symbols, or language that may be considered offensive, disrespectful, or designed to promote substance abuse
3. Pants or skirts, which are long enough to pose a safety hazard
4. Cutoffs (or pants with purposeful tears), shorts, dresses, or skirts that are unusually short and/or tight enough to be revealing or distractive. Shorts and skirts must be midway between the top of the knee and the top of the leg.
5. Tank or strap tops, strapless, bareback tops, or see through tops
6. Midriffs and/or low cut pants that expose the midsection or underclothing
7. Restrictive, outdoor, or unsafe clothing, such as outerwear jackets, coats, hats/bandanas, sunglasses, or chains
8. Backless shoes
9. Sleeveless tops with straps 2 inches or wider may be worn.

The administration reserves the right to make the final decision regarding all appropriate attire in school as well as at school supervised events and/or field trips.

Teacher Detentions

Before a student is sent to an administrator, teachers must have exhausted the discipline within their classroom. The steps that a teacher may take prior to referral to the administrator include but are not limited to verbal warning, student conference, behavior modification, loss of privileges, and teacher detention (recess/after school). The parents must be contacted by the teacher throughout the steps taken in the classroom.

5th Grade- Recess Detention

1. Student must fill out a Detention Reflection Form during detention
2. Parents must sign the Reflection Form
3. If the parent does not sign the students get another recess detention until the form is signed
4. If students refuse to fill-in the Reflection Form they will receive an administration detention

6th-8th Grade- Teacher Detention until 3:10

1. Students will receive a teacher detention until 3:10
2. All students must fill out a Detention Reflection Form
3. Parents must sign the form or they will receive another after school detention
4. The detentions will be held on Wednesday's and Friday's
5. If a student has detention on a Friday the parents will be called immediately, so the student can serve the detention on that day.

*All student refusals get sent to Administration

*Students must use the office phone to call their parents unless they are calling about the Friday detention.

Specific Disciplinary Actions

STUDENTS WILL BE ON TIME

INFRACTION	DISCIPLINARY ACTIONS
Arrival after the second bell	● 1- 4 Late pass ● 5 - 9 Letter to parent ● 10 - 14 Letter and Lunch Detention (per offense) ● 15 - 19 Letter and After school detention each offense (per offense) ● 20 + Letter and In-School Suspension
Failure to get a late pass	● Warning ● Teacher Detention ● Administrative Detention

STUDENTS WILL PROMOTE AN UNDISRUPTED LEARNING ENVIRONMENT

INFRACTION	DISCIPLINARY ACTIONS
Disruptive behavior that interrupts learning	● Warning ● Detention ● Referral to Administration
Unprepared for class	● Warning ● Affects grade average
Refusal to complete work	● Warning ● Detention ● In school suspension
Leaving assigned area without permission	● Referral to Administration
Plagiarism or cheating	● Receive a zero grade for assignment ● Referral to Administration
Cutting class	● In school suspension ● Out of school suspension
Verbal confrontation with any staff member	● Detention ● In school suspension ● Out of school suspension
Profanity, abusive language, or gestures	● Detention ● In school suspension ● Out of school suspension
Failure to comply or insubordination	● In school suspension ● Out of school suspension
Possession or use of tobacco, alcohol, drugs, vapes or dangerous controlled substances	● Out of school suspension and alerting authorities
Dress code violations	● Warning and changing of apparel ● Detention
Forging documents	● Detention ● In school suspension

Behavior causing unsafe conditions	● Detention ● In school suspension ● Out of school suspension
Harassment, Intimidation, and Bullying (HIB)	● Referral to HIB team

STUDENTS WILL DEMONSTRATE POSITIVE BEHAVIORS THROUGHOUT THE BUILDING AND GROUNDS

INFRACTION	**DISCIPLINARY ACTIONS**
Inappropriate displays of affection	● Parents called and detention
Chewing gum	● Disposal of gum and warning ● Detention
Misconduct during emergency drill	● Detention ● In school suspension ● Out of school suspension
Cell phone, laser, or other electronic or audio/video device not stored in school bag	● Detention ● Parent must retrieve item from main office
Inappropriate cafeteria behavior	● Warning ● Referral to Administration
Inappropriate recess behavior	● Warning ● Loss of next day's recess ● Loss of week's recess
Vandalism	● Detention along with monetary compensation for repair or replacement of affected property ● Reported to police
Littering	● Warning ● Detention
Leaving school without permission	● In school suspension ● Out of school suspension
Misuse of phones and alarm devices; misuse of school computers or network	● Detention ● In school suspension ● Out of school suspension

STUDENTS WILL ENCOURAGE A POSITIVE COMMUNITY ATMOSPHERE

INFRACTION	**DISCIPLINARY ACTIONS**
Fighting, physical abuse of another or violent threats in school, on school grounds, or busses	● In school suspension ● Out of school suspension
Sexual harassment or assault	● Referral to HIB team
Possession of weapons or dangerous instruments	● Out of school suspension with alerting of authorities
Theft of school or personal property	● Detention

	● In school suspension ● Out of school suspension
Joining secret or inappropriate organizations	● Detention ● In school suspension ● Out of school suspension
Gambling	● Detention ● In school suspension ● Out of school suspension

Ogdensburg Borough Public School

Discipline Referral Form

Student's Name	Grade	Date	Time	Location	Reporting Personnel

Alleged Misconduct

	Disruptive behavior, failure to comply
	Use or threaten the use of physical force
	Leaving the area without permission
	Possession of a controlled substance
	Misconduct during an emergency drill
	Convey false evidence
	Theft, damage, or deface property of others
	Harassment, intimidation, bullying
	Verbal confrontation with staff
	Misuse of computers/ computer network
	Dress code violation
	Cell phone/ electronic device possession
	Foul, derogatory, or demeaning language
	Inappropriate display of affection
	Sexual harassment or assault
	Weapons or dangerous instruments
	Reckless behavior
	Vandalize school property
	Cheating/ plagiarism/ academic dishonesty
	Wrongful entry/exit of building
	Sounding false alarm
	Fighting
	Falsify any school document
	Cutting class and leaving school
	Other

I acknowledge the receipt of this referral.

_____ _____

Parent's Signature Date

Teacher Action

____Teacher warning with student conference

____Parent email/ phone call with teacher detention

____Parent Conference

Pertinent information: _____

_____

_____

_____

_____

Administrative Action

Actions taken by Administration include:

____Student conference, warning ____ISS

____Parent / Guardian contact by phone/ email ____ OSS

____Administrative detention

____Parent/ Guardian conference in person

Pertinent information _____

_____

_____

_____

Revised July 2017