

## MAGNOLIA PUBLIC SCHOOL

Our purpose in publishing this handbook is to make parents and students aware of the various rules, procedures, and methods of operation of the Magnolia Public School.

Our goal is to provide an atmosphere for each individual to progress academically and grow socially. Informed parents are an asset to the children and to our school.

Parents are urged to read the enclosed information and discuss it with their children. Please help your children to understand our reasoning, and do what you can to ensure cooperation.

We hope that your school life at Magnolia is pleasant and rewarding.

Sincerely,

Magnolia Public School  
Administration & Staff

Mrs. Karen Macpherson  
Superintendent

Mr. Paul Sorrentino  
Principal

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### District Mission Statement

The mission of the Magnolia School District is to develop well-rounded, engaged and confident learners who are proud, respectful and contributing members of their school and community.

### **SCHOOL HOURS**

#### **Regular Sessions**

Grades K – 8 - 8:35 - 3:07

Pre-School – AM 8:35-11:05

Pre-School – PM 12:37-3:07

#### **Early Dismissal Session**

Grades K – 8 - 8:35 – 12:35

AM & PM alternate (teacher will notify)

#### **Delayed Opening Sessions (Two hour delay)**

Pre-School 10:35 – 1:05

AM & PM alternate

(teacher will notify)

Grades K - 8 10:35-3:07

Children should not arrive on the playground before 8:25. Students who come to school later than **8:40** will be considered **LATE**. On inclement weather days, students will be permitted indoors at 8:15. Only parents of Pre-K and Kindergarten students will be permitted in the building on inclement weather days. Any cars parked at the yellow curb may be ticketed by the police. All

Students are to enter from the back of the school. Students are **ONLY** permitted to enter the front entrance on inclement weather days.

An activity calendar will be posted on the school website monthly to inform you of upcoming events. Please check the website frequently for changes.

“Just Kids” (212 Jackson Rd., Atco, NJ (856) 768-8190 [www.archwayprograms.org](http://www.archwayprograms.org)), operates a before and after school program for our students. If you would like more information concerning this program, please contact the main office.

## (584) EMERGENCY SCHOOL CLOSING (584)

**Because the school uses a web-based automated phone contact system, please make sure the main office has corrected current updated phone numbers on file.**

In the event we must close the school, our emergency closing number is **584**.

In the event of an evening storm that clears early, we may have a delayed opening.

In the event of a storm which intensifies after the start of school requiring us to close early, **please make the following arrangements now!** Your child/children must have a place to go in case you are at work (i.e. a neighbor, relative or family friend or a key to get into the house/apartment). Please arrange this procedure now with your child/children and remind them so they know where to go or how to get inside.

We will do our best to notify you of the status of the school opening or closing as early as possible. We recommend you tune to KYW 1060-AM, watch FOX 29, or WPVI. These stations will carry our announcements. An emergency closing which is not weather-related will also be announced on these stations.

Our school administrators and staff continue to work with the Borough's Emergency Management Team and follow the school district's Crisis Response Plan. Once an emergency situation arises at the school, the Superintendent or their designee will contact the Chief of Police, Mayor, Public Safety Director and Board President so that a coordinated effort goes into action to ensure student and staff safety. We have been conducting monthly evacuation drills. The school gym will be the main holding site if we have to contain students from anything in the atmosphere. We will follow the directions of the Magnolia Emergency Management Team. If a lock down is necessary, staff will lock themselves in their classroom with the students. **Please know that in emergency situations no one gets in or out of the building until the Police or Emergency Teams advise otherwise.**

### **Please Note These Important Numbers**

Magnolia School Phone – 783-2994, 783-6343 or 783-4763

School Closing #584: Check Fox TV or Channels 3 – 6 – 19 or KYW radio 1060.

County Superintendent – (856) 401-2400

## **MAGNOLIA EDUCATIONAL GOALS AND STANDARDS**

The primary purpose of public education is to provide a broad general education to all students and to assist them in developing a love for learning and a desire to continue learning throughout their lives.

Accordingly, the Magnolia Board of Education adopts the following outcome goals:

1. To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
2. To acquire a stock of basic information concerning the principles of physical, biological, and social sciences, the historical record of human achievement and failures, and current social issues.
3. To become an effective and responsible contributor to the decision making process and other institutions of the community, state, country and world.
4. To acquire the knowledge, skills, and understanding that permit the student to play a satisfying and responsible role as both producer and consumer.
5. To acquire job skills and to acquire knowledge necessary for further education.
6. To acquire the understanding of and the ability to form responsible relations with a wide range of other people including, but not limited to, those with social and cultural characteristics different from his or her own.
7. To acquire the capacities for playing satisfying and responsible roles in family life.
8. To acquire the knowledge, habits and attitudes which promote personal and public health, both physical and mental.
9. To acquire the ability and the desire to express himself or herself creatively in one or more of the arts and to appreciate the aesthetic expression of other people.
10. To acquire an understanding of ethical principles and values and the ability to apply them to his or her own life.
11. To develop an understanding of his or her own worth, abilities, potentialities, and limitations.
12. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

### **MAGNOLIA PUBLIC SCHOOL SHALL ALSO PROVIDE:**

1. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils.
2. Significant opportunities, consistent with the age of the pupil, for helping to determine the nature of the educational experiences of the pupil.
3. Specialized and individualized kinds of educational experiences to meet the needs of each pupil.
4. Opportunities for teaching staff members and pupils to make recommendations concerning the operation of the school.
5. Comprehensive guidance facilities and services for each pupil.
6. An environment in which any competition among pupils is positive.
7. Resources for education, used with maximum efficiency.
8. Teaching staff members of high quality.
9. Diverse forms of constructive cooperation with parent and community groups.

## GETTING TO SCHOOL

While walking to school, students should walk on the sidewalks, and guard against actions causing any damage to private property. Students should not pick flowers or leaves off trees and shrubs on their way to or from school.

## ATTENDANCE REGULATIONS

The administration shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the state board, including pupils serving in or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interest;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up the work they missed; recognize exemplary attendance.

**NOTE: Excessive tardiness or absenteeism may impact decisions related to student activities, e.g., trips assemblies, etc.**

## ABSENCES AND EXCUSES

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete prescribed curriculum requirements successfully.

**A pupil must be in attendance for 168 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.**

Consideration regarding the mandatory attendance requirements will be given to those students transferring into the district during the school year.

A waiver of these attendance requirements may be granted for good cause by the chief school administrator upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of the waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of 12 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

\*A truancy complaint may be filed against the parent/guardian with the Magnolia Municipal Court after 10 accrued unexcused absences. Any students having more than 12 unexcused absences, lateness, or early dismissals may be subject to course failure, retention or other considerations.

Parents/guardians are responsible for notifying the attendance officer the day when a child will be absent and for informing the school of the reason for the absence. Please contact the attendance officer. If you do not contact the school, the attendance officer will contact you. If you are requesting homework for your child, please contact the teacher via email (staff email listed on website) or call the main office before 9:00 A.M. This will allow the request to be put on the attendance sheet for the staff to review. It is the parents/guardians responsibility to make arrangements for the homework to be picked up in the main office after school. Upon returning to school, a note is required stating reason for the child's absence.

Please note that if a child is not in their classroom by **8:40**, he or she will be marked late. If your child is running late, please supply that child with a late note stating the reason for lateness. If you do not have a late note, the Attendance Officer will be calling to ensure that you are aware of that child is tardy for that day.

### **POTENTIALLY MISSING CHILDREN**

If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them. If no telephone contact can be made, the attendance officer shall investigate. If the Attendance Officer cannot locate the child, he/she shall inform the chief school administrator or his/her designee who shall inform the appropriate local authorities. If a child who is present in the morning is absent after lunch, the same procedure shall be followed.

### **TRUANCY**

The board will report to appropriate authority infractions of the law regarding the attendance of the pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in internal suspension, external suspension or expulsion. The board, through the chief school administrator, will notify parents/guardians as to the absences of students at varying intervals so that parents/guardians have the opportunity to rectify the problem.

Violation of this policy may result in retention, lost credit, lost privileges, suspension and possible court action.

It shall be the policy of the board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered to

each pupil who is habitually and repeatedly absent from his/her assigned program and to consult the Child Study Team for its recommendation.

### **EXCUSED ABSENCES**

The board considers the following as cause for excused absence:

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Death in the family
- E. Religious observation
- F. Such good cause as may be accepted by the administration

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

### **LATE ARRIVAL AND EARLY DISMISSAL**

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As the agent responsible for the education of children of the district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours.
- B. Medical disability;
- C. Family emergency;
- D. Court appearance;
- E. Such good cause as may be acceptable to the administration.

No pupil in grades Pre-K through eight shall be permitted to leave the school before the close of the school unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

**TARDINESS AND EARLY DISMISSALS NOT COVERED BY THE CAUSES LISTED ABOVE SHALL BE CUMULATIVE AND WILL BE TREATED IN THE FOLLOWING MANNER:**

- A. After the fifth occurrence, a notice will be sent home to the parent/guardian.
- B. After the tenth occurrence, a conference with the principal will be requested.

- C. After the fourteenth occurrence, a complaint will be filed with the Magnolia Municipal Court. Students may also be subject to course failure and/or revocation of privileges.

**For all absences, latenesses, or early dismissals, a parent/guardian must submit a note stating the reason for the occurrence.**

**Excessive occurrences may affect attendance awards.**

**(5 or more unexcused lateness's will affect attendance awards)**

### **LEGAL CUSTODY**

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the board of any change in the pupil's custodian. If one parent/guardian had been awarded custody of the pupil in a divorce settlement, the other parent/guardian shall present to the chief school administrator a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The chief school administrator may take such steps as seem necessary to ensure that the child is released only to the proper custody.

### **LATENESS TO CLASS**

During the school day, students are expected to arrive to class, each period, on time. Unexcused lateness will result in disciplinary action by the classroom teacher. Such lateness is viewed in the same fashion as lateness to school.

### **Renaissance Program**

Renaissance is a nationwide program that rewards students for showing academic excellence, adhering to attendance guidelines, and displaying appropriate behavior. The goals of this program are to: increase overall grades, increase attendance, and promote a positive learning environment. Students that meet the requirements listed below at the end of each trimester will receive a Renaissance Gold or Blue band/card for the following nine weeks. The Renaissance Cards have the following requirements and potential benefits:

#### **Renaissance Card Requirements**

##### **GOLD Card Requirements**

- Grades of 90 and above (\*unless petitioned)
- No more than 4 total unexcused latenesses/absences
- No disciplinary office referrals
- **Third Grade-** 85% or higher positive rating on Class Dojo

##### **GOLD Card Benefits**

- Front of the lunch line (dependent upon cafeteria procedures)
- Drawings for prizes — Trimester events including, but not limited to ice cream parties and breakfast events
- Special discount coupons and or gift cards when available



- Other special rewards
- Special trips

### **BLUE Card Requirements**

- Grades of 83 and above
- No more than 6 unexcused latenesses/absences (\*unless petitioned)
- No disciplinary office referrals which result in the assignment of a detention or a suspension.

\*Student accountability system – student cannot lose in excess of 4 points

### **-Third Grade - 80% or higher positive rating on Class Dojo**

### **BLUE Card Benefits**

- Drawings for prizes
- Homework Passes
- Admission to breakfast programs, pizza parties and ice cream parties
- Special discount coupons and gift cards when available
- Special trips

- **Teachers and the committee reserve the right to withhold Renaissance privileges from any students not displaying appropriate renaissance recognition requirements.**
- **Students – upon being written up for infractions lose Renaissance benefits from that point forward until after the next Renaissance event. At that time, the teachers can make a recommendation for the student’s Renaissance privileges to be reinstated.**

**Attendance Petition Policy** – Attendance policy is set by the Magnolia Board of Education and is based upon the statutes and codes required by the New Jersey Department of Education. Students who do not receive a Renaissance card because of the attendance policy may petition to waive the attendance requirements. Official documentation must be included with an explanation of the absences to the principal **prior** to a student’s known absence if possible and within two weeks of the grading period in extenuating circumstances. All petitions must be from a parent or guardian. Petitions do not guarantee acceptance.

If a petition is accepted students will have to earn a renaissance card based upon completion of “Renaissance service.” Renaissance service is time given back to the school helping a teacher, or staff member, a student, or the school in general. Examples include: Helping a teacher with a task, helping another student with homework after school, and much more. For each absence over the 6 required to obtain a card, roughly one school period (40 minutes of service time) will be required. Example: 8 unexcused absences would require 2 Renaissance service periods. This can only be used 2 times in a given marking period.

Teacher MVP Card: Each teacher is allowed to make 1 MVP recommendation to the committee of a student who has the qualities of a Renaissance student per trimester. The student will be eligible for a blue card upon the committee’s review of the students’ academic, attendance, and disciplinary record. (Please note – if the student’s disciplinary record shows multiple write ups (2 or more), or more

than 7 merit points lost in a trimester or an infraction that resulted in a suspension they will not be eligible for the MVP card.)

### **Disciplinary/Academic Issues**

- 1. In order for a student to be eligible for Renaissance during the next Renaissance Interval, students must meet the academic requirements and:**
  - 1. Can not have accrued more than five demerits during the current Renaissance Interval**
  - 2. Can not have received more than one disciplinary referral during the current Renaissance Interval**
- 2. If a student who is currently on Renaissance is written up for any offense, they will lose their Renaissance privileges for a period of one month and will be ineligible for the next Renaissance event for which they would have been otherwise eligible.**
- 3. If a student who currently is on Renaissance accrues more than 5 demerits in given Renaissance Interval, they will immediately lose all Renaissance privileges and will be ineligible to re-join Renaissance for a period of 10 weeks from the date of the violation.**
- 4. If a student who is currently on Renaissance receives two separate disciplinary referrals during the same Renaissance Interval, they will immediately lose all Renaissance privileges and will be ineligible to re-join Renaissance for a period of 10 calendar weeks from the date of the second violation.**

### **2nd Grade:**

**Each child will be monitored by their Homeroom teacher. Teachers will be monitoring and focusing on listening skills, working cooperatively, being respectful to others as well as completing homework, following directions and working independently.**

### **Obtaining a Renaissance Card**

**In order to qualify for a Renaissance card in Second Grade, a student's Class Dojo Behavior percentage must be 75% Positive or higher**

**\*\*\*Please note that for the 2021-2022 school year, second graders' Renaissance eligibility for the first Renaissance Interval will be determined on the first school day of October. This will only apply to 2nd graders.**

### **Privileges**

- 1. Free snacks**
- 2. Admission to monthly events provided they have maintained a Class Dojo Behavior percentage of 75% Positive or higher for the month.**

## **Losing Privileges/Becoming Ineligible for Renaissance**

**"If a student that is on Renaissance (has a card for the current Renaissance Interval) receives a disciplinary referral for any violation involving fighting, physical assault, bullying, or any other major violation at administration's discretion, they will lose their card and all associated privileges immediately will not be eligible to re-join Renaissance for a period of at least 10 calendar weeks from the date of the violation.**

**\*If a student does not have a card and they receive a disciplinary referral for fighting, bullying, or any other major violation at administration's discretion, they will be ineligible for Renaissance for the following qualifying trimester.**

**\*Any other disciplinary referral will result in a student losing their Renaissance privileges for 2 weeks from when they are written up, and any student who receives two or more disciplinary referrals during the same Renaissance Interval will immediately lose any Renaissance privileges (if they are eligible) and will not be eligible to re-join Renaissance for a period of 10 weeks."**

**If a second grader who is currently on Renaissance (or any Renaissance student) abuses any of the requirements, their card can and will be taken away from them immediately at the discretion of the teacher or administration. If this occurs, they will lose all privileges associated with having a card until the teacher/administrator deems appropriate.**

## **Renaissance Committee and Meetings**

Any and all teaching members are encouraged and welcome to a Renaissance committee meeting. A permanent committee will consist of 5 members and 2 advisors. The committee will meet on the first and third Wednesday in the Library after school. These meetings will be mostly to formulate ideas and prep for renaissance activities. Special meetings of permanent committee members may take place during school hours, whereby which coverage will be provided.

## **Student Leadership Committee**

A total of eight students from 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will be selected by the Renaissance committee to participate in the planning and implementation of the program. Students will need to submit an essay that describes what qualifications they have and why they should be on the committee. The essay should be typed and less than 1 page in length.

## CAFETERIA

Safety is our number one priority at Magnolia School. In the event of an emergency, the teacher in charge of the cafeteria must be able to get the attention of all students immediately. When the signal asking for student's attention is given, all students must react immediately and appropriately.

The following guidelines will help to create a pleasant and orderly atmosphere for students as they eat their lunch:

- Students are not to share lunches due to allergy considerations
- Students may talk quietly during their lunch period so that order can be maintained and announcements can be made.
- Students will go to their assigned lunch table and wait to be called up by table to purchase lunch and snacks.
- Students are not permitted to leave the cafeteria without a pass.
- Students are to respect the cafeteria personnel.
- No throwing food in the lunchroom.
- No eating permitted in the lunch line while waiting to pay the cashier.
- No carbonated beverages permitted at any time, especially soda or energy drinks
- Glass containers may not be used for snacks or beverages.
- No gum chewing.
- When the majority of the students are finished eating, they will be dismissed to go outside.
- No hats are to be worn in the lunchroom.
- Students are to enter and exit the lunchroom in a quiet, orderly fashion. There is to be no running, pushing, or excessively loud noise when entering, exiting, and while eating. Obscene or abusive language will not be tolerated.
- Weather permitting, all students are expected to go outside. During inclement weather, students will remain in the cafeteria or classrooms.
- During cold weather months coats must be brought to the lunchroom. While outside, students in grades 4 - 8 will make their own decision to wear coats. The decision for grades K - 3 will be made by the school personnel. Students will be outside when it is 40 degrees and above.
- **No electronic devices are to be used during Lunch/Recess periods, especially cell phones.**

Students who consistently violate the cafeteria guidelines will be subject to disciplinary consequences.

## BREAKFAST PROGRAM

The breakfast program starts promptly at 8:15 and ends at 8:35. Students are to line up near the playground entrance. Students are not to enter through the front doors. A staff member will pick up students at 8:15 and escort them to the cafeteria. The purpose of the breakfast program is not to provide supervision for students who arrive early. If your child needs supervision before 8:15, please contact the main office for information on the Just Kids Program.

## LUNCH ORDERING PROCEDURE

Magnolia School cafeteria operates under the Federal School Lunch Program. Lunches may be purchased daily or brought from home. Students who do not have lunch money will be able to purchase lunch on credit. Credit is expected to be paid in a timely fashion. Students who owe money will be provided a cheese sandwich, instead of the main entrée. They will still be provided the vegetable and fruit option.

### **Snack Procedures**

As a school, we wanted to inform you of some new procedures for class birthdays/celebrations. The USDA, in conjunction with the "Smart Snack Standards" has passed comprehensive legislation and suggestions for snacks in school. For example: Treats with sugar as the number one ingredient cannot be sold or given out in school.

At the same time, we are also sensitive and aware that there are many food allergies. Many schools have eliminated food altogether coming into the classroom. We felt there was a compromise in offering a limited amount of suggestions. Teachers, when they become aware, will notify parents through ClassDojo of existing classroom allergies so parents can make good choices for the class. Please note: your child can opt out of any snack that comes in.

In short, schools are moving toward more healthy options as a whole. We have decided that it is best to limit the options of snacks to be proactive with the changes coming. In order to make it easier for parents, please see the options below for birthdays/holidays:

- Pretzel nuggets (mustard/cheese dips only)
- Fruit/veggie trays
- Popcorn/Crackers (butter, cheese, or plain please)
- Packaged goods that list or include the ingredients (Allergy purposes)
  - Treats such as cupcakes, rice krispy treats, cookies are allowed, but not encouraged (due to high sugar content)
  - Any good must be store bought with ingredients listed (no home made)
- Non-food treats such as a goody bag, crafts, pencils and erasers

For holiday/Birthday celebrations we are asking parents, room parents, and teachers to provide balanced nutritional options for celebrations. If you have any questions about the snacks, or what is ok please don't hesitate to reach out to the staff or administration. We appreciate your understanding and look forward to educating students on how to make healthier choices!

### **PLAYGROUND BEHAVIOR**

Behavior on the playground consists of absolutely NO FIGHTING. Students are to keep their hands to themselves at all times. There is to be proper use of playground equipment. Frisbees, skateboards, roller blades and radios are not permitted. Students who consistently violate playground guidelines may be

removed from the cafeteria or playground. The following guidelines are to be adhered to by all students:

- Fighting will not be tolerated. Both students who engage in fighting will receive similar consequences regardless of who started it.
- Students are to remain on school grounds at all times. Permission to retrieve a ball must be given by an aide.
- Jump ropes are available to all students.
- Students may use playground balls and tennis/wall balls for organized games. There is to be no "pegging" in wall ball games.
- There will be no deliberate attempts to roof a ball or kick it over a fence; all playground equipment is to be returned at the end of physical education to an aide.
- Football is permitted for grades 3 - 8 only. Football games are restricted to "two hand touch." Rough play may result in the elimination of football during recess.
- No wrestling, throwing to the ground or karate type activities will be tolerated.
- No gum chewing.

### **BULLYING/HARASSMENT**

Magnolia Public School strives to be a "Bully-Free" school.

Bullying, threatening, harassing, or otherwise abusing fellow students will not be tolerated. If you are a victim of this sort of behavior, avoid fighting. Instead, contact a teacher, guidance counselor aide, safety, or the principal. Conflict is sometimes mistaken for bullying. If both students engage in negative behavior toward one another, it would be considered "conflict" under the state policies. The HIB policy is located on the school's website for further clarification.

### **BOOK BAGS/POCKET BOOKS, HAND BAGS**

Bags may be used to carry books and materials to and from school; however, they are not to be carried with them throughout the day unless teachers have worked out an arrangement between classes.

### **DETENTIONS AND SUSPENSIONS**

Discipline shall be the primary responsibility of the building principal. He/she may modify the discipline policy when it is in the best interest of the student or the district.

**Detention** - The pupil will be required to remain after school hours or arrive before school starts for a period of time as punishment for minor infractions or repeated misbehavior. Detentions can be assigned by teachers and/or administrators. **No credit will be given for serving detention if a student arrives late.**

**Suspension** – Suspension from school is the barring of a student from attending school or school sponsored events. Parents may be required to conference with the principal or superintendent before the student may return to school. Suspensions make the students ineligible to participate in any school function on the day or days of suspension. The suspension may be internal (in school/ISS) or external (out of school).

\*Students receiving 3 or more suspensions during one school year may be called before the administration for a disciplinary hearing to determine an appropriate course of action. They may lose their privileges to attend school functions such as, but not limited to trips, dances, ceremonies, etc.

### **STUDENT HALL PASS PROCEDURE**

No students are permitted in the halls during class periods unless they have a pass. Students are not to visit lavatories while they are passing between periods. Students will be issued a pass to be used when they request permission to leave their assigned room. Teachers will record the time/destination of each student leaving their supervision. It will be the responsibility of the student to keep the pass with them at these times. This procedure is being utilized to curb excessive time out of class and to verify the whereabouts of all students throughout the day.

### **GUM CHEWING**

Gum on floors and on school furniture is an unsightly mess and difficult to remove adding an extra job for our custodial staff. It can also soil and ruin clothing of other students, therefore gum chewing is not permitted anywhere in the building, on the school grounds, or at any school function.

### **ALCOHOL, DRUG, STEROID ABUSE AND WEAPONS**

Possession and/or use of drugs, steroids, alcohol and/or weapons are a serious infraction resulting in possible suspension or expulsion from school and police department action.

### **SMOKING/VAPING**

Cigarette/Vape smoking is a danger to your health and those around you, and can be a fire hazard. Magnolia School is a "smoke free" public building. No one is permitted to smoke in the school building or on the grounds. Students are not permitted to smoke on the way to and from school.

### **EMERGENCY DRILLS**

The purpose of the emergency drills is to practice safety procedures in case of real emergencies to ensure safety of students and staff. At the signal, students will follow their teacher's instructions. They are not to run, and there will be absolutely no talking during these drills.

### **LOST AND FOUND**

All articles of clothing, lunch boxes, etc. that are found are placed on the racks marked Lost & Found in the lunchroom. All valuable lost articles should be turned in to the main office.

\*Hint: Please write your child's name on his/her personal items such as jackets, boots, lunch boxes, etc. This makes it easier to return lost items. There is a "lost and found" area in the cafeteria. Initialing tags is helpful.

## PHONE PROCEDURE

The use of cell phones is strictly prohibited during the school day. Students caught using cell phones will be subject to discipline. Also, the recording of any student or staff member without permission, is strictly prohibited. ***In extreme incidences police can be notified and phones can be taken as evidence.***

In cases of emergency, phones are available in every room.

Parents, please limit your phone calls to the school with messages for your children to **EMERGENCIES ONLY**. Students should not text or call parents during the school day without express permission. After school plans should be made before your child leaves for school. Please check your monthly calendar for a list of after school activities.

## VISITORS

Visitors are welcome and we will do what we can to accommodate them. However, **parents should not go directly to any classrooms**. We do require that they enter at the main office entrance, state their business, sign in and get a visitor's pass. Visitors are not to wander the hallways. They are to go directly to their destination. Upon leaving the building, visitors should sign out and return the pass. These measures ensure the safety of the school.

## SCHOOL NURSE

Students may visit the school nurse during the day if they have a medical problem. Students must have a pass from the classroom teacher. Any student absent 5 consecutive days must have a doctor's note to return to school. **Children should be fever free for 24 hours before returning to school.**

## HEALTH INFORMATION

The rules regarding quarantining of school children for communicable diseases have been established by the State Board of Health and the Board of Education. If a student has a communicable disease, they must return to school with a doctor's note. Please notify the nurse immediately upon diagnosis.

Chicken Pox - Minimum of 7 days after appearance of eruption. Scabs may be present but no new eruptions should occur.

Diphtheria - 2 negative cultures and written permission from the doctor.

Measles - Minimum of 7 days after appearance of rash.

German Measles - 3 days after appearance of rash.

Meningitis - Minimum of 7 days after onset of disease and until symptoms disappear.

Mumps - Minimum of 7 days after first symptoms and all swelling subsides.

Poliomyelitis - Minimum of 7 days after first symptoms and until temperature returns to normal. Permission from a doctor is needed to return to school.

Scarlet Fever - Minimum of 14 days after onset of disease and until abnormal discharges cease.

Strep Throat - Minimum of 48 hours on medication, provided therapy is continued for 10 days.



**As of 2004, Varicella vaccine is required for pupils entering Kindergarten or Grade 1 (whichever occurs first) born on or after January 1, 1998 and Hepatitis B vaccine will be required for all pupils in Grades 9, 10, 11, and 12.**

Pre-School students are now required by the State of New Jersey to have the following new immunization:

1. One dose of PCV (pneumococcal conjugate vaccine) by the start of school in September.
2. One dose of flu vaccine given between September 1<sup>st</sup> and December 31<sup>st</sup>.

The State of New Jersey has issued new requirements regarding immunizations for all students entering 6<sup>th</sup> grade in September. These requirements are as follows:

1. One dose of Tdap (Tetanus, diphtheria and Acellular Pertussis)
2. One dose of Meningococcal containing vaccine

Please inform the nurse of any new immunizations your child receives so your child's health record is up to date.

### **MEDICINE DISPENSING**

If it is necessary for a child to take medication at school, please observe the following three steps. This pertains to both prescribed medication and over the counter medications:

1. Present a written consent form signed by a parent or legal guardian.
2. Bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.
3. Present a doctor's prescription.

### **STUDENT SELF ADMINISTRATION OF PRESCRIPTION MEDICATIONS**

**Attention Parents of Children on Life Sustaining Medication i.e., asthma, inhalers, epipens, insulin, etc.**

If you wish to have your child self-administer his/her own medication on field trips etc, please follow the instructions below.

Legislation has been enacted allowing a student to administer his/her own medication. For a student to do this, certain steps must be taken as per policy #5141.21 Medication Administration in School. The policy reads, in part, "Students with asthma or other potentially life-threatening illnesses deemed sufficiently responsible by their physician and parent shall be permitted to have in their possession prescribed medication for the treatment and prevention of life-threatening illnesses during school hours, athletic events, practices and field trips." The following guidelines and steps need to be followed each year in order to institute this process:

- A parent or guardian must send the Superintendent a letter requesting that their child be approved. Attached to this letter is the doctor's note giving his/her approval.
- The request for self administration will be presented to the Board of Education at the next regularly scheduled meeting from the date the request reaches the Superintendent.
- Upon approval, the Superintendent will send the parent/guardian a letter noting permission with no liability and an authorization form.
- The parent/guardian must sign the form and return it to the Superintendent.
- The Superintendent will notify our School Nurse, and all paper work will be turned over to her to be kept on file in the Nurse's Office.
- The student should then show the School Nurse the medicine and keep her informed about its use.

### **Front Door**

The front door is considered the main entrance on Lincoln Avenue. Visitors must check in at this door. For safety reasons students may not enter or exit the school building through the front driveway.

### **CHOIR/CHORUS PROGRAM**

In addition to the regular music class, there are choir/chorus groups that students may join depending upon the student's grade level. The groups meet each week in preparation for the annual winter and spring concerts.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the Magnolia Public School chapter of the Junior National Honor Society is open to qualified seventh and eighth grade students selected by the Faculty Council. Selection is based on scholarship, leadership, service, character, and citizenship criteria. Students are first screened for a cumulative grade point average of 3.0 (on a 4.0 scale) after completing the first and second marking periods. Candidates meeting this standard shall then be evaluated on the other four qualities – leadership, service, character, and citizenship.

### **INTRAMURAL SPORTS**

The school provides an exciting program of athletics for interested students. Here is a chance to play on teams in softball, basketball, and other sports. Watch and listen for announcements.

### **INTERSCHOLASTIC/EXTRACURRICULAR/CO-CURRICULAR ELIGIBILITY CRITERION**

Magnolia holds its student athletes to a high academic and behavioral standard. Participation in any interscholastic/extracurricular activity is a privilege available to every student male or female. The opportunity to represent the school and the community is a responsibility not to be taken lightly. Students are expected to maintain academic standards while participating in any activity. The following criterion is to be adhered to by all students participating in an activity:

1. A student who fails one subject area for the marking period will be placed on probation. The probation period will begin on the day the teachers are notified of student failures. It is the teacher's responsibility to notify students of the probation period. During this time the student may practice, but may not participate in games or performances. At the end of the three week probationary period the advisor or coach will check with the teacher to determine if the failing grade has been removed.
2. A student who fails two subject areas will be placed on probation and may not practice or participate in games or performances. The probation period will begin on the day the teachers are notified of student failures. It is the teacher's responsibility to notify students of the probation period. At the end of the three week probationary period the advisor or coach will check with the teachers to determine if the failing grades have been removed.
3. Failure to remove the failing grade during the probationary period will render the pupil ineligible for the remainder of the marking period.
4. A student who has failed more than two subjects will be ineligible for the marking period.
5. A suspension from school will render a student ineligible until the completion of the suspension. Students with multiple infractions of the discipline code, especially in excess of 2 or more that result in suspension, can be placed on behavioral probation and/or excluded from participation. A student will lose the ability to participate in any practices or games if suspended on that day or during any suspension term. Losing practice or game privileges may be an appropriate consequence given to any student for an infraction at an administrator's discretion.
6. Students must be present in school for at least 4 periods to participate in an activity being held on that day.
7. Student attendance and daily punctuality to school may be a consideration for eligibility for participation.

If your child is involved in any activities before or after school, siblings are not permitted to remain on school grounds to wait for the participating student.

### **ATHLETIC INSURANCE PROTECTION**

To protect all parties in interscholastic athletics, student athletes are required to have insurance coverage. Parents/guardians must produce a copy of their insurance card or the insurance policy which will be kept on record at school.

### **PHYSICAL EDUCATION**

All students in grades K through 8 must participate in physical education. To be excused for more than 1 day, a physician's note is necessary.

If there is a temporary health problem which the parent feels might prove injurious, the parent may send a note with the student for the physical education instructor.

Sneakers are required for participation in physical education. Students who do not have sneakers will not participate in physical education and will have to stay after school for a designated time or receive a penalty point.

### **NOTICE OF SCHOOL LOCKER POLICY**

Magnolia Public School has adopted a policy with regard to the use of school lockers by students. The following is a summary of the pertinent provisions.

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.
2. Only the following items may be kept in the locker:
  - (a) Clothing necessary for the student for the day. The locker is not a substitute for the students' home clothes closet. Outerwear will be in the homeroom class.
  - (b) Certain necessary medicines and hygiene items. Prescription medicines may not be kept in the locker without first checking with the school nurse. No medicine containing alcohol should be kept without first ascertaining that it meets with the qualifications in the full formal policy
  - (c) School-related books and supplies.
3. All lockers must be locked at all times. Any unlocked lockers will be locked by the school.
4. Under no circumstances shall any item which is considered illegal in this state, be kept in students' lockers.
5. No lock other than a school-supplied lock may be used. Any other locking device is subject without notice to destruction. Lost or missing locks will be charged to parents at a cost of \$3.50.
6. **Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.**
7. Violation of this policy may result in loss of the property in question detention, suspension, expulsion or other school imposed penalty. Furthermore, the school will turn over to the police any evidence of criminal activity.

Desk, book bag, and hand bag searches may be made if there is "reasonable suspicion" for such searches.

### **TEXTBOOKS**

Textbooks will be loaned to the students. They will be expected to protect them from damage and theft. All textbooks must be covered at all times. The student's

name is to be recorded in ink on the chart at the inside front cover. Fines will be charged for careless handling or loss.

### **STUDENT TABLET POLICY**

Students are responsible for using appropriate care in the use of electronic devices. Irresponsible or reckless handling of these devices can lead to disciplinary and possible financial consequences up to and including cost of replacing device.

### **STUDENT RECORDS**

Parents or legal guardians have the right to review the records of their child on an annual basis. If you wish to review the records of your child please contact the school and set up an appointment with the school administration.

### **CONFERENCES**

We have scheduled two conferences a year. The first set of conferences is held in the fall at the teacher/parent's request. These will be held following the end of the first trimester. Our second set of conferences is at the teacher's request. These will take place in the middle of the third trimester. Parents and guardians do not have to wait for conference time to meet with their child's teacher. Conferences may be requested at any time.

### **Uniform Policy**

Earrings shall be no larger than the size of a quarter

Pocket books or purses are not permitted in the classroom

No outerwear should be worn in the classroom (coats, gloves, hats)

No headwear (hats, wave caps, bandanas)

No visible undergarments

#### **General uniform requirements for males and females:**

##### **Bottoms -**

- Acceptable: Pants, Docker/Dickie/Capri style, dress pants, shorts, skirts (no mini or slits), jumpers
  - Pants can have an elastic waistband, and all pants must be worn securely at the waist
- Colors: khaki or navy blue
- Shorts or skirts are permitted until November 15th and may be worn again beginning on March 15th; they must be no shorter than 2 inches above the knee.
- \*Leggings or tights can be worn under skirts only and must be solid (white, light blue, navy, black).

#### Not Acceptable

- Logos
- Denim or denim resembling materials, including jegging and joggers, spandex materials, baggy, cargo, painter type pants or yoga pants (sweatpants only on gym days).

#### Tops -

- Acceptable: Collared Polo shirt with or solid button down shirts of school colors.
  - Acceptable colors are navy blue, royal blue, light blue, or yellow (solid colors only)
- Solid navy blue or Grey sweaters (cardigans, v-necks, crew necks, or vests) or school approved crew sweatshirts (can be purchased through the PTO) may be worn over collared shirts
- Long sleeve shirts of solid school colors, or white may be worn under polos or T-shirts for gym days
- PTO purchased logo t-shirts can be worn any day of the week.

#### Not Acceptable

- Logos (name brands, bands, shows, etc)
- Chains and necklaces must be tucked in shirt
- No hoodies

#### Foot Apparel - Dress, casual, or athletic shoes

- Must have back to stay on foot (no slippers/slip-ons)
- Must be tied or velcroed
- Boots are permitted from November 15th until March 15th, unless extenuating weather circumstances.
- Socks should be white, navy, black, or gray.
- No Heelys, skates, or footwear that causes a safety concern.

#### Physical Education Uniform

- Students in grades K-8 may wear the school approved gym uniform on gym days (*can* be purchased through the PTO for consistency, all returns go back to the school)
- The uniform consists of:
  - T-shirt or crew sweatshirt
    - Colors are heather grey, and royal blue
    - Can be school logo t-shirt or non logo shirt (can be purchased through the PTO)
  - Mesh shorts/ sweatpants
    - Heather grey, royal blue (can be purchased through the PTO)
  - Footwear - sneakers only
  - The uniforms will be available for purchase through the PTO. Order forms will be posted via dojo at different times throughout the year. Students who do not purchase the school approved gym uniform are expected to come to school in their regular uniform.

#### Disciplinary actions for non-compliance:

Non adherence to the dress code can result in the following progressive discipline:

1st offense: Warning

2nd offense: A call home for uniform change and warning

3rd offense: 1 administrative detention

4th offense: 2 administration detentions

5th offense +: Administrative decision

In certain cases the school may provide a uniform to students inappropriately dressed.

### **Dress Down Days**

Dress down days will be the first Friday of every month. Donations of \$1 go toward charitable causes and school needs.

On dress down days, please keep in mind that attire should be tasteful, appropriate, and conducive for a learning environment. The following is not permitted:

- No spaghetti straps, sleeveless, or tank tops
- No visible undergarments
- No inappropriate logos or insignia
- No tears/holes in any clothing
- No headwear
- No backless shoes
- No hoodies
- No leggings unless worn under appropriate bottoms

### **Opt-Out Policy**

- Families who have religious reasons to not participate in the school uniform policy may "opt-out." To do this, parents must meet with the school principal to discuss the reasons and sign an opt-out agreement.
- Students who use the opt-out procedure may wear clothes other than the school uniform; this attire will be determined on an individual basis in consultation with the school administration
- Please contact the principal's office to schedule an appointment for this summer if you wish to participate in the opt-out plan.

**\*The Magnolia School Uniform Policy was made with the input of representatives of all stakeholders within the school and community. Research has proven that school uniforms provide for an atmosphere of learning with less distraction, an enhancement of pride and sense of community, and less peer pressure and bullying based on appearances. We appreciate your effort in conforming to this policy.**

**These websites have great deals on uniforms throughout the year:**

[Children's Place](#)

[Old Navy](#)

[Burlington Coat Factory](#)

[Walmart](#)

## CELL PHONES AND OTHER DEVICES

**The use of cell phones is strictly prohibited during the school day. Students caught using cell phones will be subject to discipline.**

**Unless used in conjunction with a classroom assignment or school project, any electronic device is prohibited. Also, the recording of any student or staff member is prohibited.**

It is understood that parents want their children to carry cell phones for safety reasons. However, students are not permitted to use cell phones during school hours. Students may use cell phones on school grounds before and after school hours. Otherwise, cell phones should remain off and out of sight. Students in grades 6, 7, and 8 should keep phones in their locker during the school day. The school will not be held responsible for the loss of any cell phone or personal music player.

### Parent/Staff Communication

Magnolia uses CLASSDOJO to update parents on school and community events as well as to frequently communicate with parents. If you need to get ahold of a teacher, and you do not use DOJO, then email is preferred. Please contact school staff if you have any questions or concerns about your child.

### Grade Calculation Process

In evaluating student achievement, each teacher shall make use of all available information including results of teacher-made tests, and teacher observations of student performance. In order to ensure uniformity of evaluation standards, the following marking system will be employed when determining the trimester and final averages of each student.

Each trimester grade will be determined by:

1. Class work, participation, effort, notebook, in class assignments: 40%
  2. Homework assignments: 20%
  3. Assessments: Quizzes, tests, unit tests, projects: 40%
- Please note that teachers may alter their marking system. Questions regarding a teacher's marking system should be directed to that teacher.

## HOMEWORK

**Homework is an important component of school life.** Homework provides valuable practice of skills, reinforcing what is taught in the classroom. At Magnolia School, we feel that homework serves a valid purpose when it:

- Provides essential practice in needed skills
- Trains pupils in good work habits
- Affords opportunities for increasing self-direction



- Enriches and extends school experience
- Helps children learn to budget time
- Brings pupils into contact with out-of-school learning resources and promotes growth in responsibility.

Homework can be assigned on a nightly basis but is not required nightly. Homework may be assigned over weekends and/or holidays. Please be reminded these are times dedicated to homework will vary according to grade levels. More specific information is given at the annual Back to School Night in September by the grade level teachers. All students must have a homework assignment book with them at all times. It is recommended that a parent/guardian checks the book each night and initials it to acknowledge having checked it. This practice is proven successful. It is also recommended that students start a "buddy system." In this way they will have daily access to important information should they be absent for 1 or more days.

### **Grades: Three through Eight**

#### **PRINCIPAL'S LIST**

All A's in subjects graded by letters A through F excluding spelling and penmanship.

All A's and one B in art, music, world language, physical education and special area subjects where applicable.

#### **HONOR ROLL**

All A's and B's in subjects graded by letters A through F excluding spelling and penmanship.

All A's and B's in art, music, world language, physical education, and special area subjects where applicable.

D's or F's in excluded subjects will also exclude students from either the Honor Roll or Principal's List for all grade levels

#### **REPORT CARDS**

**Oncourse is available to parents and students to monitor grades online in grades K through 8th.**

To ensure that the home and school work effectively for the education and training of the student, a combination of report cards, **Oncourse**, and parent-teacher conferences are scheduled each year.

Report cards will be posted online three times each year. **Oncourse** will be used to inform parents of their child's progress on an ongoing and continuous basis.

## TRIMESTER DATES 2021-2022

1<sup>st</sup> Trimester report cards will be posted December 3rd, 2021

2<sup>nd</sup> Trimester report cards will be posted March 10th, 2022

3<sup>rd</sup> Trimester report cards will be posted June 10, 2022 (or last day of school)

\*Dates subject to change; you will be notified via the website if a change is needed

### Grading Symbols

A+= 100-99

A = 98-95

A-= 94-93

B+= 92-91

B= 90-87

B-= 86-85

C+= 84-83

C= 82-79

C-= 78-77

D+= 76-75

D= 74-71

D-= 70-69

F=68 and below

**Proficient** (P) = Student performs task majority of the time when asked

**Developing** (D) = Student performs task some of the time, but not yet mastered

**Needs Improvement** (N) = Skills have been taught, but student has not yet mastered

**NA** = Standard not assessed at this time

### Intervention and Referral Services (I&RS)

In the event a child presents academic/social/behavioral concerns, the teacher may request the support of the I&RS team to help meet the child's needs. The team members will consist of a combination of a counselor, teachers, RTI specialists, and school administration. Parents will be notified by the teacher when their child is recommended to go through this process. Parents/Guardians will be asked to fill out a survey to help the team assess some of the concerns. Parents are highly encouraged to attend the meetings when invited.

### RESPONSE TO INTERVENTION (RTI)

All students in grades K-2 will be given a literacy screening in the beginning of the school year. Students demonstrating a need for supplemental intervention

will receive RTI implementation. RTI intervention consists of small group instruction in homogeneous groups with similar ability/instructional level for approximately 30 minutes a day 3-4 times a week. Progress is monitored bi-weekly on target skill areas to ensure adequate progress and learning. Intervention teachers use research-based materials that have been approved by *The National Reading Panel*.

Students in grades 3 and above that demonstrate concerns in either Math or Reading/Language Arts will be referred to the Intervention Team. The Intervention Team will determine if differentiated instruction strategies are needed. Additionally, these students may be pulled out for small group instruction.

## **PROMOTION/RETENTION ACCELERATION POLICY**

### **PROMOTION:**

A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he/she is assigned to the next higher grade. Those students who have mastered the appropriate skills will be promoted and those who have not may be retained.

### **Graduation:**

**Students who fails any subject for the year may be prohibited from participating in any graduation ceremonies.**

### **RETENTION/loss of privelage:**

Retention will be considered only when a child will benefit from the extra instruction on the grades standards. Prescribed programs for the repeater will be based on the student's individual needs and help maintain continuous academic progress.

A student who is repeating a grade should have passing grades in all major subject areas by the close of the first report period. If he/she does not, the teacher should request a consultation with the Child Study Team in order to identify the child's specific learning needs and to determine the appropriate corrective instructional approaches.

Students failing one major subject for the year (Final Average) may be retained. For the purposes of clarity and this policy, major subjects are defined as: English/Language Arts/Reading, Mathematics, Writing, Science, Study Skills and Social Studies. Summer School is not available in the school district. However, summer school arrangements must be made by the parent with administrative approval. Attendance is the responsibility of the parent or legal guardian. Students who fail one or more major subject(s) for the year (Final Average) and who do not remove the failure(s) by either attendance in summer school or private tutor will be retained in their current grade.

8th Grade students who are failing 1 or more subjects will lose 8th grade privileges. These include the dinner dance, 8th grade trip, and walking at

graduation ceremony. Teachers will document notifications to parents of failures and loss of these privileges.

## **AFFIRMATIVE ACTION/GRIEVANCE PROCEDURE**

Any employee, applicant, parent, guardian, or student shall have the right to appeal the application of the Affirmative Action Plan affecting them through administrative channels, which will include the Affirmative Action Officer. With respect to their personal grievances they shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting the appeal. They shall have the right to present their own appeal or designate another person of their own choosing to appear with them or for them at any step in their appeal.

1. Any employee, applicant, parent, guardian or student who has a grievance shall discuss it first with the Affirmative Action Officer in an attempt to resolve the matter informally at that level.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, applicant, parent, guardian, or student within 5 working days, they shall set forth their complaint in writing to the Affirmative Action Officer. The Affirmative Action Officer shall communicate the decision to the employee, applicant, parent, guardian, or student in writing within 5 working days of receipt of the written complaint.

3. The employee, applicant, parent, guardian, or student may appeal the Affirmative Action Officer's decision to the Board of Education within 10 working days. The appeal to the Board of Education must be made in writing and must set forth the grounds upon which the grievance is based. The Board of Education shall request a report on the grievance from the Affirmative Action Officer, shall confer with the concerned parties and, upon request, with the employee, applicant, parent, guardian, student or Affirmative Action Officer separately. The Board of Education shall attempt to resolve the matter as expediently as possible but within a period not to exceed 10 working days. The Board shall communicate the decision in writing, along with the supporting reasons, to the employee, applicant, parent, guardian, or student and the Affirmative Action Officer.

4. The employee, applicant, parent, guardian, or student may appeal the decision of the Board within 10 working days. Upon receiving the written appeal from the employee, applicant, parent, guardian, or student, the Board shall direct the Superintendent to arrange a date and time for a hearing to be conducted with the grievant, grievant's representative, and Board of Education within 30 days or at the next regular Board meeting. A written decision shall be communicated to the grievant within 30 calendar days detailing the decision and appropriate reasons. The Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

5. If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the County Superintendent. The County Superintendent shall communicate his/her opinion within 30 calendar days. If the complaint is not satisfactorily resolved, it can be referred to any one of the following agencies:

1. The Commissioner of Education  
c/o Dr. Lamont Repollet

Bureau of Controversies and Disputes  
100 Riverview Plaza  
P.O. Box 500  
Trenton, NJ 08625  
(609) 292-4469

2. Equal Employment Opportunity Commission  
Newark District Office  
1 Newark Center  
21<sup>st</sup> Floor  
Newark, NJ 07102  
(800) 669-4000
3. NJ Division of Civil Rights  
31 Clinton St.  
Newark, NJ 07102  
(973) 648-2700

#	Discipline Policy					
	Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
1	Cutting class. Leaving class without permission	1 Admin. Detention. Parent informed	2 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference
2	Being in an unauthorized area	1 Admin. Detention. Parent informed	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed
3	Leaving School grounds	2 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference	3-5 Suspension. Parent Conference
4	Cutting Admin. Detention	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference
5	Cutting Teacher Detention	1 Admin. Detention. Parent informed	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed

<b>6</b>	General misconduct, disruptive, excessive noise, throwing objects, name calling	Teacher action	Teacher Detention	1 Admin. Detention. Parent informed	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed
<b>#</b>	<b>Discipline Policy</b>					
	<b>Offense</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>7</b>	Insubordination, defiance of authority, refusal to follow directions	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference
<b>8</b>	Obscene, vulgar, and/or abusive language	1 Admin. Detention. Parent informed	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed
<b>9</b>	Obscene, vulgar, and/or abusive language directed toward staff	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference
<b>10</b>	Inappropriate contact (pushing, shoving, etc.)	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parent Conference
<b>11</b>	Physical Assault	2 Suspension. Parent informed	3-5 Suspension. Parent Conference	5-10 Suspension. Parent Conference	Suspension pending BOE hearing	Suspension pending BOE hearing

<b>12</b>	Fighting, reckless endangerment	1 Suspension  Parent informed	2 Suspension  Parent informed	3-5 Suspension  Parent conference	5-10 Suspension  Parent conference	Suspension pending BOE hearing.
<b>#</b>	<b>Discipline Policy</b>					
	<b>Offense</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>13</b>	Incitement to fight	1 Suspension  Parent informed	2 Suspension  Parent informed	3-5 Suspension  Parent conference	5-10 Suspension  Parent conference	Suspension pending BOE hearing.
<b>14</b>	Threats of violence (verbal/physical)	2 Admin. Detention Parent informed	3 Admin. Detention Parent informed	1 Suspension  Parent informed	2 Suspension  Parent informed	3-5 Suspension. Parent conference
<b>15</b>	Terroristic threats directed toward any person, group, people, or property	3-5 Suspension. Parents conference	5-10 Suspension Parent conference	Suspension pending BOE hearing	Suspension pending BOE hearing.	Suspension pending BOE hearing.
<b>16 a</b>	Bullying/harassment-sexual or racial in nature	1 Suspension  Parent informed	2 Suspension  Parent informed	3-5 Suspension  Parents conference	5-10 Suspension  Parent conference	Suspension pending BOE hearing.
<b>16 b</b>	Bullying/harassment	1 Suspension  Parent informed	2 Suspension  Parent informed	3-5 Suspension  Parents conference	5-10 Suspension  Parent conference	Suspension pending BOE hearing.



<b>17</b>	Lying, filing a false report, cheating	1 Admin. Detention  Parent informed	2 Admin. Detention  Parent informed	3 Admin. Detention Parent informed	1 Suspension Parent informed	2 Suspension Parent informed
<b>#</b>	<b>Discipline Policy</b>					
	<b>Offense</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
<b>18</b>	Stealing (property of school and/or others)	Possible suspension. Parent informed. Restitution paid to victim	1 Suspension. Parent informed. Restitution paid to victim	2 Suspension. Parent informed. Restitution paid to victim	3-5 Suspension Parent conference. Restitution paid to victim.	5-10 Suspension Parent conference. Restitution paid to victim
<b>19</b>	Defacing property	2 Admin. Detention. Parent informed	3 Admin. Detention. Parent informed	1 Suspension. Parent informed	2 Suspension. Parent informed	3-5 Suspension. Parents conference
<b>20</b>	Defacing property with racial, ethnic, or inflammatory remarks	3-5 Suspension.  Parents conference	5-10 Suspension  Parent conference	Suspension pending BOE hearing	Suspension pending BOE hearing.	Suspension pending BOE hearing.
<b>21</b>	Destruction of property	1 Suspension.  Parent informed. Payment of value.	2 Suspension  Parent informed. Payment of value.	3-5 Suspension  Parent conference. Payment of value.	5-10 Suspension  Parent conference. Payment of value.	Suspension pending. BOE hearing. Payment of value
<b>22</b>	Possession of Contraband- fireworks, cigarettes, lighters, matches, etc.	1 Suspension. Parent informed. Item confiscated.	2 Suspension. Parent informed. Item confiscated.	3-5 Suspension Parent Conference Item confiscated.	5-10 Suspension. Parent conference Item confiscated.	Suspension pending. BOE hearing. Item confiscated.

23	Use of beepers, cell phones, paging devices	Admin. Detention. Parent informed. Item confiscated and returned at end of the day.	3 Admin. Detention. Parent informed. Item confiscated and returned through parent.	1 Suspension. Parent informed. Item confiscated and returned through parent.	2 Suspension Parent informed. Items confiscated and returned through parent.	3-5 Suspension. Parent conference. Items confiscated and returned through parent.
#	<b>Discipline Policy</b>					
	<b>Offense</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
24	Possession and/or use of drugs/alcohol	10 Suspension. Possible BOE hearing	Suspension pending BOE hearing.	Suspension pending BOE hearing.	Suspension pending BOE hearing	Suspension pending BOE hearing
25	Possession of weapon or weapon related paraphernalia	10 Suspension. Possible BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing
26	Assault with a weapon	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing
27	Assault of employee	10 Suspension. Possible BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing	Suspension pending BOE hearing
28	Setting off fire alarm, causing or starting a fire	2 Suspension. Parent informed.	3-5 Suspension. Parent conference	5-10 suspension. Parent conference	Suspension pending BOE hearing.	Suspension pending BOE hearing.

<b>29</b>	School uniform Violation	Warning	Parent notified	1 Admin. Detention. Parents informed.	2 Admin. Detentions	Parent conference
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Magnolia Public School uses restorative practices where appropriate. "Check ins", service projects, additional assignments (such a presentations and apology letters), or alternate means of consequences may be given to give the student the opportunity to correct a wrong. These can be given in addition to detentions, suspensions, etc.

**Magnolia Public Merit System for 6-8<sup>th</sup> grade**

The Merit system was developed to recognize good student behavior while also holding students accountable for unacceptable behavior. Each student begins the year with the maximum allotted 100 points. Students lose points in accordance with the discipline policy and the severity of the infraction. Points will be tracked and available to be checked at any time through Class DOJO. Please contact a middle school teacher on how to sign up, or to be invited to Class DOJO.

- Special Note For Renaissance:
  - Students are subject to Renaissance student accountability system cut-offs.
  - Any student who is enrolled in Renaissance during a given trimester and loses five or more points during that marking period will be removed from the program immediately.

Further, if a student goes below any of the following cutoffs, cumulative for the entire year:

**90 points**, they are no longer permitted to attend school dances or night activities

**80 points**, they are no longer permitted to take part in **ANY** extracurricular activities other than Homework Club or academic-improvement clubs

**75 points**, they will be ineligible to participate in field day activities

**70 points**, they will not be permitted to attend the dinner dance

**60 points**, they will be ineligible for all class trips, including the 8th grade trip

**50 points**, they will not be permitted to take part in the graduation ceremony, though provided their academics are in order, they will still be allowed to graduate.

-Should a student go below **50 points**, they will lose their lunch recess privileges until they go back over 50 points.

-Students may regain **3** points a maximum of **4** times over the course of the year by arranging and performing a service activity with a teacher that helps to improve the school environment. All activities must be approved by Mr. Sorrentino

-A privilege (other than lunch recess) may only be re-gained once. If a student falls below the required points for a privilege a second time, they will no longer be able to regain that privilege.

	Merits and Discipline code		
Violation #	Offense		Merits Lost
1	Cutting class, not going to class		5
2	Being in an unauthorized area		5
3	Leaving school grounds		10
4	Cutting administrative detention		5
5	Cutting teacher detention		5
6	General misconduct, disruptive, excessive noise, throwing objects, name calling, gum chewing		2
7	Insubordination, defiance of authority, refusal to follow directions		5

8	Obscene, vulgar, and/or abusive language	5
9	Obscene, vulgar, and/or abusive language directed toward staff	8
10	Inappropriate contact (pushing, shoving, etc.)	5
11	Physical assault	15
12	Fighting, reckless endangerment	15
13	Incitement to fight	10
14	Threats of violence (verbal/physical)	5
15	Terroristic threats directed toward any person, group, people, or property	20
16	Bullying/harassment - sexual or racial in nature	10
17	Lying, filing a false report, cheating	5
18	Stealing (property of school and/or others)	10
19	Defacing property	5
20	Defacing property with racial, ethnic, or inflammatory remarks	10
21	Destruction of property	10
22	Possession of contraband - fireworks, cigarettes, lighters, matches, etc.	15
23	Use of beepers, cell phones, paging devices	3
24	Possession and/or use of drugs/alcohol	25
25	Possession of weapon or weapon related paraphernalia	30
26	Assault with weapon	50

27	Assault of an employee		30
28	Setting off fire alarm, causing or starting a fire		30
29	Uniform infraction		2
N/A	Lateness (for every three)		2