



The  
Calais  
School

STUDENT HANDBOOK

This handbook will guide you in becoming a successful member of The Calais School community.

The faculty and staff are looking forward to working with you to achieve our goals of

**COOPERATION, COMMUNICATION, and MUTUAL RESPECT.**

Understanding and using the information in this handbook will allow us to work together as administrators, teachers, specialists, parents and students for a year of learning and accomplishment.

# TABLE OF CONTENTS

Table of Contents.....	3
SECTION I.....	6
BELL SCHEDULE .....	6
SCHOOL ATTENDANCE.....	7
BAD WEATHER CLOSING .....	7
LATE TO CLASS.....	7
PASS SYSTEM.....	8
DRESS CODE .....	8
SCHOOL DAY DISMISSAL POLICY.....	9
DAILY DISMISSAL .....	10
BUS CONDUCT.....	10
LUNCHES .....	11
BOOKS AND MATERIALS.....	11
PROGRAM CHANGES .....	12
PERSONAL ITEMS .....	12
CELL PHONES.....	13
SCHOOL-OWNED TECHNOLOGY.....	13
SCHOOL PROPERTY .....	13
REPORTS .....	14
HONOR ROLL.....	14
SCHOOL TRIPS .....	14
PHYSICAL EDUCATION .....	15
ATHLETICS PROGRAM.....	15
COUNSELING SERVICES .....	15
SCHOOL NURSE .....	16
ACCIDENTS .....	16
SMOKING.....	17
LOST AND FOUND .....	17
FIRE DRILLS AND EVACUATION DRILLS.....	17

PHONE CALLS.....	17
SECTION II.....	18
ELEMENTARY BEHAVIORAL SYSTEM .....	18
HIGH SCHOOL BEHAVIORAL SYSTEM .....	19
ANIMAL ADAPTIVE THERAPIES .....	21
ACTIVITIES.....	21
SCHOOL STORE .....	21
CALAIS CANTEEN.....	22
SECTION III.....	22
CONDUCT/DISCIPLINE.....	22
STUDENT CONDUCT .....	23
Abusive language and gestures .....	23
Harassment.....	24
Behaviors to avoid:.....	24
Behaviors which will result in serious consequences:.....	24
SUSPENSION AND EXPULSION .....	25
In-School Suspension .....	26
Making up missed work.....	27
Expulsion.....	27
Suspensions concerning transportation.....	28
PAGERS AND CELLULAR PHONES.....	28
COUNSELING AND RESOURCE CENTER (CRC).....	28
Behaviors resulting in CRC placement: .....	29
WEAPONS AND DANGEROUS INSTRUMENTS .....	29
VANDALISM .....	30
SUBSTANCE ABUSE .....	31
Recordkeeping Regarding Self-disclosure vs. Discovery of Student Substance Abuse Concerns .....	33
Prohibition of smoking by students.....	33
SEARCH AND SEIZURE.....	35

When can school officials initiate a search? .....	36
Direct versus circumstantial evidence.....	37
Relying on hearsay .....	37
Information learned from the suspect of his/her behavior .....	37
CIVIL RIGHTS – THE SCHOOL AND THE LAW .....	38
THE CALAIS SCHOOL POLICY PROHIBITING HARASSMENT AND VIOLENCE.....	39
General statement of policy .....	39
Pupil sexual harassment and violence.....	40
Policy prohibiting harassment and violence.....	40
Reporting procedure and guidelines .....	41
Investigation .....	41
Sanctions and discipline .....	41
Retaliation.....	42
Further information .....	42

## SECTION I

This section has the information you need to make every day successful. It is your responsibility to learn this information as it applies to the daily programs and activities. These rules have been established in order for our school to run efficiently and provide you with a safe and comfortable environment in which to learn. It is our aim to help you learn to utilize the system so that you may make appropriate choices throughout each school day.

### **BELL SCHEDULE**

The school day is divided into nine class periods. Each instructional class lasts 40 minutes with a 3-minute period in between to get to your next class or to get ready for your next subject.

Homeroom	8:10	-	8:13
Period 1	8:16	-	8:56
Period 2	8:59	-	9:39
Period 3	9:42	-	10:22
Period 4	10:25	-	11:05
Period 5	11:08	-	11:48
Period 6	11:51	-	12:31
Period 7	12:34	-	1:14
Period 8	1:17	-	1:57
Period 9	2:00	-	2:40
Homeroom	2:43	-	2:45

## **SCHOOL ATTENDANCE**

Daily attendance is very important to your education. You are expected to be in school each day.

**On days when you must be absent, a parent or guardian must call the school at (973) 884-2030 ext. 220.**

Excused Absences:

- For illness
- For a legal obligation
- For a recognized religious holiday

If you know in advance that you will be absent, bring a note stating the reason, dates and the length of time you will be absent. Your homeroom teacher will send the note to the attendance officer, and it will be noted in the attendance book.

The attendance requirement for each student is written into the Individualized Educational Plan and Instructional Guide for this school year. If you have special attendance requirements, this must be written into your IEP.

## **BAD WEATHER CLOSING**

In case of bad weather or emergency, the following will carry information if school must be closed:

**One Call Now** is an automated weather & emergency alert call to the phone number you provided at the beginning of the school year.

[www.thecalaissschool.org](http://www.thecalaissschool.org) or (973) 884-2030 (After 6:00am)

[www.wor710.com](http://www.wor710.com)

[www.nj1015.com](http://www.nj1015.com) New Jersey 101.5 FM Radio

Please DO NOT call the school if your bus has not picked you up for school. Your local district contracts with the bus company. Your bus company will also have this information. When school is open and the weather in your area may look poor, the bus company and district will determine if drivers will pick you up.

## **LATE TO CLASS**

It is your responsibility to be on time to each class. Enough time is allowed to get from one class to the next without being late. You are to report to the teacher of your next class before using the bathroom or water fountain. You will not be considered late if you follow this procedure.

## **PASS SYSTEM**

Hall passes are required anytime you are in the hallways during class periods, unless you are with a faculty member.

You should not leave any room during class time without getting a pass from the teacher.

Students having a written medical excuse on file with the school nurse will be allowed to use the bathroom and/or water fountain during class time.

## **DRESS CODE**

The school is your work place; you are expected to follow the Dress Code, learn responsibility, develop appropriate social behavior, and make good decisions. The Dress Code has been developed to assist you in achieving these goals.

CLOTHING OR ACCESSORIES WHICH DRAW EXCESSIVE OR UNNECESSARY ATTENTION OR ARE DISTRACTING TO YOU OR OTHERS ARE CONSIDERED IN VIOLATION OF THE DRESS CODE.

When selecting your clothing for the school day, **THESE ITEMS ARE NOT TO BE WORN:**

- Hats, visors, hoods or other non-religious head-coverings are not allowed. These are to be left with the homeroom teacher during the school day. Only those students on the Platinum level may wear hats or visors during school hours.
- Any jewelry, shirts, jackets, pants, or other articles of clothing showing content determined to be inappropriate for a school setting.
- Clothing with holes or tears, even if manufactured in that manner.
- Clothing is to be worn in the traditional manner – shirts, pants, etc. are not to be worn inside-out or backwards.
- Midriff shirts including short shirts with large hanging fringe. **ALL SHIRTS MUST BE LONG ENOUGH TO BE TUCKED IN.**
- Shirts are to be worn with no more than two (2) top buttons unbuttoned.

- Miniskirts, unless opaque tights are worn as part of the dress.
- Untied shoes, sneakers or boots. Shoelaces must be tied or tucked in.
- Flip-flops or shower shoes.
- Sunglasses (both prescription and non-prescription) inside the building. Students who require the use of sunglasses during the school hours because of a special condition must bring a note from their prescribing physician. Sunglasses are not to be worn as decorations.
- Lycra/spandex (bicycle or sport) pants or shirts.
- Thermal underwear (tops or bottoms) worn as outside clothing.
- No sweatpants in grades 7 or higher.
- Pajama tops or bottoms.
- Bedroom slippers.
- Proper shorts (they must be no more than one hand's width from the knee) will be allowed.
- Sleeveless or sling shot undershirts.
- Sleeveless athletic shirts must have an undershirt with sleeves.

Exceptions to the dress code which are a result of special needs, e.g. physical problems, must be approved by the Principal.

If you arrive at school in clothing/accessories which are in violation of the dress code, you will:

1. Receive a dress code violation which may reflect upon your level.
2. Be asked to make immediate modification of the inappropriate dress, e.g. turning your shirt inside-out or keeping your jacket closed. Parents will be called to remove you from school if you refuse to comply.
3. Find that repeated dress code violations will impact upon a change of level.

Parents will be notified after the 2<sup>nd</sup> dress code violation. Thereafter, dress code violations will result in in-school suspension.

## **SCHOOL DAY DISMISSAL POLICY**

All students are dismissed at the end of the school day under the supervision of their classroom teacher. Students are supervised until they are aboard their buses. An administrative representative is always present at arrival and dismissal times.

Students are only permitted to board their bus only. The Calais School cannot authorize students to ride another bus because all transportation routes are subject to the individual bus company's policies and contract with the local sending district.

Parents and guardians who need to pick up their child early, or at regular dismissal time, are required to sign-out the student at the office. When a parent or guardian requires their child to be picked up early, or at dismissal time, by someone other than a parent or guardian, the parent must contact the school prior to dismissal time to identify the person who will have permission to pick up the child. The Calais School cannot accept a student's verbal message from their parent or guardian that they will be picked up by someone else.

When a school bus is late for dismissal, all students on that bus are taken to the office area so that the parents and guardians can be notified of the late bus. When the bus driver arrives for the late pick up, the driver or bus aide is required to come into the building to sign out all the students on that bus.

## **DAILY DISMISSAL**

The school day ends at 2:40 p.m. At this time, you are to report back to your homeroom. At 2:43 p.m. you will go to the dismissal area with a faculty member and remain with your class until your bus is called.

**Once you leave your homeroom or classroom, you will not be allowed to return.** Books, clothing, lunch boxes or any other items that have been left in the classroom will be returned to you on the following day. This is done to insure that teachers provide the correct supervision for dismissal and not delay the buses from leaving.

Students must stay with their homeroom class during dismissal.

Students should be looking for their buses and board the bus in an orderly manner.

- Be prepared to go to the dismissal area on time.
- Board the bus immediately when called.
- Do not cross the yellow line until the bus has stopped completely and the door is open.
- Board the bus without pushing or shoving into other students.

When the weather is bad, dismissal will be indoors from the gym/auditorium. You will wait in your assigned spaces. You are to wait quietly in order to facilitate the dismissal process.

iPods, cell phones and other electronic devices are not to be used at all during outdoor or indoor dismissal, or during class periods.

## **BUS CONDUCT**

Bus safety is important. The Calais School takes all bus incidents seriously. All students are responsible for their behavior on the bus to and from school. Bus companies will report all negative conduct

incidents to the Principal on a Bus Conduct Report. Continuous or serious incidents will result in suspension from the bus. Bus safety is a main concern. Bus rules must be followed to ensure the safety of all students. If you violate any of the following rules, the bus driver will write up a **Bus Misconduct Report** and turn it in to the Principal.

- You are required to wear seat belts at all times.
- You are required to sit immediately upon entering the bus in the seat assigned by the driver.
- You are required to remain seated while the bus is moving.
- You will refrain from loud, boisterous or profane language.
- You are required to keep head, arms and legs inside the bus.
- You may not engage in any form of physical or verbal abuse toward other students, the driver or aide.
- You may not open or close windows or doors without the permission of the bus driver.
- You may not leave your seat until the bus has come to a complete stop, and the door has been opened by the driver.
- You may not smoke, chew tobacco, carry, and use or distribute any drug or alcoholic substance on any school vehicle.
- You may not throw any object from the bus windows or call out of the windows.
- You will be responsible for any damages you may cause to the bus or its equipment.

Bus misconduct reports will be mailed to your parents/guardians and to your child study team. If you are suspended from the bus, you may also be suspended from school. Suspensions are unexcused absences and will affect your grades.

Bus misconduct reports will impact your level.

## **LUNCHES**

All students are asked to bring a bag lunch each day. School lunches will be available for purchase from local food vendor LJ's Catering. If you wish to order lunch, it is incumbent upon you to go online and complete the ordering process. Additional information will follow.

You should not bring in glass bottles to school for lunch or snack. **Do not bring open containers of any kind into the school.**

## **BOOKS AND MATERIALS**

You will be given textbooks, workbooks, and any special materials at the beginning of the year. You will also receive a list of necessary supplies and materials from each teacher. Being prepared for each class

is an important responsibility. Discuss any problems or special needs about books and materials with your teacher and case manager.

Each teacher will provide you with the best and most appropriate textbooks. It will be your responsibility to take care of them. All textbooks must be covered. Being responsible is an important part of your success.

Remember to bring all necessary books and materials to each class so that you will be able to earn all your points for the class period.

Reasonable wear throughout the school year is expected. If you cause unreasonable damage, you will be required to pay for the book. Textbooks not available to class after one week will be considered lost.

Your parents will be notified and receive a bill for the lost book. Replacement charges must be paid to the office.

## **PROGRAM CHANGES**

It is sometimes necessary to change your program or a class during the year. If you wish to make a change, you must first schedule an appointment with your Learning Consultant to discuss the reasons for change. Class changes or changes in program will also require a change in your IEP and must be approved by the Principal, your parent(s), and your child study team.

## **PERSONAL ITEMS**

TRADING, BUYING, OR SELLING ANY PERSONAL PROPERTY OR MERCHANDISE IS NOT PERMITTED ON THE BUS, IN SCHOOL OR ON SCHOOL GROUNDS. MERCHANDISE BEING TRADED OR SOLD WILL BE CONFISCATED. THIS INCLUDES TRADING CARDS.

IPods, cell phones and other electronic devices are not to be used at all during outdoor or indoor dismissal, and are not allowed for use during the school day. If you bring these items to use on the bus ride you are responsible for insuring that all items are turned off and properly stored during the school day. Items may be left with your homeroom teacher during the school day for your convenience. However, if you demonstrate that you are not responsible to do so on your own the Calais School reserves the right to store these items in a designated area during the school day. The Principal may make exceptions in special situations. If you refuse to hand in any designated items, you will no longer be able to bring them into the school building. The Calais School assumes no responsibility for lost or stolen items.

ANY MEMBER OF THE SCHOOL FACULTY AND STAFF CAN ASK YOU TO HAND IN AN ITEM UNTIL A DECISION HAS BEEN MADE ABOUT THE ITEM.

The first time an item is taken, you may be allowed to take it home at the end of the school day. The second time, the item will be held in the office until picked up by your parent. All weapons or devices considered by the principal to be dangerous will be confiscated and not returned.

Students are permitted to use CD players, iPods and video games (with ear phones) during lunch period only. These items are not to be in view in the hallways and classrooms. Violation of this policy will result in forfeiture of the privilege. Students are responsible for their own items and assume all liability if these items are lost or stolen. For this reason loaning these items to others is strongly discouraged.

## **CELL PHONES**

We realize that parents have valid concerns for their child's safety and security. When parents request their child to have a cell phone for emergency use, the **Emergency Cell Phone Carry** form **must be signed and returned to school**. The phone will not be allowed to be on during the school day. All calls must go through the Calais School office if you wish to speak to your child. Students who abuse this policy will not be permitted to have a cell phone at school.

## **SCHOOL-OWNED TECHNOLOGY**

In the future students may be given tech devices (e.g. iPads, netbooks, etc.) to use in the classroom. The policy regarding these devices will be treated similar to the policy surrounding school lockers. The Calais School reserves the right to review, monitor, and restrict information stored on or transmitted via The Calais School owned equipment and to investigate inappropriate use of resources. This includes reviewing the use of apps, the device's content, any settings and/or preferences, and the Internet history.

Please refer to the appropriate device User Agreement for more information.

## **SCHOOL PROPERTY**

### **KEEPING OUR SCHOOL BUILDING CLEAN IS EVERYBODY'S JOB.**

Students who have been identified as having caused damage will be required to perform community service in school. The school may bill the parents/guardians, and the student will be placed on in-school suspension. Damage and vandalism is required to be reported to the state of New Jersey.

Writing directly on books, furniture, walls, floors or equipment with pens, pencils, paint or other substances or instruments will be considered vandalism.

Do not touch the fire alarms, fire extinguishers or electrical systems. Anyone who destroys school property by vandalism, arson or larceny, or who creates a hazard to the safety of others will be referred to the proper law enforcement agency.

If school property is damaged or destroyed and the student(s) who did the damage are not identified, then certain school privileges will be suspended until further notice. Damages that must be repaired by the school will be paid for using money from the Student Activity Fund. This fund pays for store, class trips and other events.

## **REPORTS**

The school year is divided into four (4) marking periods. A report card will be mailed to your home at the end of each marking period (November, January, March, June). You may ask your teachers for your grades and progress throughout the marking period.

In between progress reports, additional Mid Marking Period Reports may be sent home to show good progress, outstanding work or a problem area. Teachers and specialists may also contact your parents by phone with information about your progress.

## **SCHOOL TRIPS**

School trips are an important part of your curriculum. You will be able to attend academic and recreational trips throughout the school year. Before each trip your teacher will tell you what requirements must be completed in order to go on the trip.

You may go on all CURRICULUM BASED TRIPS at any level except if you are assigned to CRC or suspended for that day. RECREATIONAL TRIPS may have a level requirement. Special trips are also planned as part of the Behavioral Program.

THE DRESS CODE WILL BE STRICTLY ENFORCED. If you are not eligible to go on a trip, you are expected to come to school on that day.

If you have a problem on any part of a trip, you may be brought back to the school. Your behavior on a trip will determine your eligibility to go on future trips.

Final approval for attending a trip will be the responsibility of the school Principal.

## **PHYSICAL EDUCATION**

You will be involved in learning activities in physical fitness and sports. **You will need sneakers for physical education classes.** SNEAKERS MUST HAVE NON-MARKING SOLES IN ORDER TO PREVENT DAMAGE TO THE GYM FLOOR. Students without sneakers will receive a zero for that class period.

Physical Education is required unless you have a written excuse from your doctor. **You will need a written permission from your doctor in order to return to the physical education program after being excused for a medical reason. Any injury during physical education must be reported to the physical education teacher before the end of the class period.** Injuries not reported when they occur will result in the loss of class time for one week.

## **ATHLETICS PROGRAM**

The Calais School provides sports programs during the school year. Some sports are intramural. Participation in the athletics program is a privilege and open to all students who meet the eligibility requirements whose conduct is deemed cooperative and team spirited.

## **COUNSELING SERVICES**

Your therapist may request that you speak with him/her individually. You or a faculty member can also request a meeting to help with a special situation or problem.

Students may sign up for an appointment using the forms provided by the teacher in every class.

Your therapist will be kept informed of your progress in the classroom and will work with you to resolve any problems. At your request, or when necessary, the therapist may call to arrange a meeting with your family or child study team.

## **SCHOOL NURSE**

The school nurse will be available to handle illnesses and emergencies. You may request to see her through your classroom teacher. The teacher will call and check to see when the nurse will see you in her office. **Visits to the nurse will be limited to medical conditions only.** Work missed while at the nurse must be made up within one class day.

If it is necessary for you to take medicine of any kind (over-the-counter) or prescription) during the school day, you must bring these medications to the nurse at the beginning of the day. These medications should have the doctor's and parent's instructions clearly marked on them. A Doctor's order must also be provided for all medications including over-the-counter.

## **ACCIDENTS**

All accidents in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately.

1. Report your accident to the teacher in charge. The teacher will notify the nurse immediately, or as soon as possible.
2. The school nurse will notify parents when an injury or illness occurs.
3. A medical insurance form may need to be completed when treatment takes place. Claim forms are available from the nurse's office. Parents/guardians will be advised by the school nurse.
4. All claims must be sent to the insurance company through the business director's office.

Should you be injured in physical education class or during an athletic activity, you must report this to the teacher/coach immediately.

It is important that any injury be checked by the school nurse and, when necessary, by a physician or specialist. If you complain about a possible injury sustained at school, the teacher in charge will call the school nurse to confirm that information or to inform her of the complaint.

For insurance coverage, an accident form must be filed within 48 hours of the incident.

## **LOST AND FOUND**

The Lost and Found is in the gym. If you need to look for something that you have lost, or need to hand something in that you have found, ask for a pass from your classroom teacher.

## **FIRE DRILLS AND EVACUATION DRILLS**

Fire drills are an important safety precaution. They can save your life. When the first signal is given, your teacher will give you instructions. Everyone is to obey these orders promptly and should leave the building as quickly as possible. Fire drills and evacuation drills are required by law.

Instructions for fire drills are posted in each classroom on the wall near the door. Read them so that there will be no surprises when the first fire drill signal is given. Failing to follow the safety rules during a fire drill is a very serious violation of school rules and may result in an in-school suspension.

Evacuation Drills will be followed by specific instructions related to and evacuation.

## **PHONE CALLS**

You will only be allowed to make or receive emergency-type phone calls that have been approved by the principal, learning consultant or therapist.

## SECTION II

### **BEHAVIORAL INTERVENTION PROGRAM**

#### **ELEMENTARY BEHAVIORAL SYSTEM**

The Calais School uses a point system to teach and reinforce new behaviors. You will be earning points in all of your classes. Points are earned by successfully accomplishing or performing a target behavior during the class period. A **Point Card** will be given to each student as a record of your points earned.

Your point card will include five individualized behavioral areas that will be chosen for you to work on. For example, a target behavior may be “Working consistently throughout the period.” If you do this, then you earn a point for accomplishing that task. You can earn five (5) points during each period. Should you do so, then you will be entitled to bonus points based on your level. The points will be recorded by the teacher on your point card each period.

Your earned points from all of your classes will be kept on record for you. You may also keep a record from each class for yourself. Points can then be used to buy items at The Calais School Store.

Successful demonstration of your point areas behaviors will also be used to determine your level which allows you additional privileges.

#### **SILVER LEVEL: up to 85% of points earned (< 170)**

##### **At this level students will be able to:**

- May spend money at the school canteen at lunch time but must wait until Gold and Platinum level students have finished.
- May go on educational based trips only, unless given permission by the principal.
- May spend earned points at the school store.
- May participate in special incentive activities arranged during the school year.
- May participate in classroom earned rewards

#### **GOLD LEVEL: 85% - 94% of the points earned for the week (170 - 189)**

##### **At this level students will be able to:**

- May spend money at the school canteen at lunch time but must wait until Platinum level students have finished
- May go on all educational based trips and may be included on some special trips arranged for the platinum level students.
- May spend earned points at the school store.
- May participate in special incentive activities arranged during the school year. (Bagel Breakfast, Indoor Movie, Ice Cream Social)
- May participate in classroom earned rewards
- May chew gum in school

**PLATINUM LEVEL: 95% and above of points earned (> 190)**

**At this level students will be able to:**

- May spend money at the school canteen at lunch time and have first priority.
- May go on all educational based trips.
- May go on specially planned Platinum Level trips.
- May spend earned points at the school store
- May participate in classroom earned rewards
- May chew gum in school
- May wear a hat during the school day.
- May earn free pizza each Friday at Lunch Time
- May participate in the Platinum Lounge

## **HIGH SCHOOL BEHAVIORAL SYSTEM**

In keeping with transition requirements our behavioral system has been modified to teach our students about the relationship between work expectations and job performance in the work place. In this transitional model:

- The teacher is the employer
- The student's assignment is the job task to be completed
- The point card evaluates the student's disposition and performance which ultimately effects job status and pay

The level system is designed to reflect promotion/demotion and corresponding earning rates within the program. It is our intention to teach a work ethic with corresponding characterological traits that will increase our students' successes when placed at a job in their future. The areas selected for the students to demonstrate have been matched to the characteristics of "good employees" based on several surveys conducted across businesses in the USA. Students who continue to present with very specific needs will continue to have individualized point cards generated for them addressing these needs before moving into the transitional model. Any student, in the transitional model, who achieves and then maintains a

managerial level for seven consecutive weeks, will be given a wrist band to identify their status, and will no longer be required to carry a point card.

**ENTRY LEVEL POSITION                      less than 90% of points earned (< 180)**

**At this level, students:**

- May spend money at the school canteen at lunch time.
- May go on educational based trips only, unless given permission by the principal.
- May spend earned points at the school store.
- May participate in special incentive activities arranged during the school year.
- May participate in classroom earned rewards
- **Earn a Bonus = 5/2**

**GAINFULLY EMPLOYED                      90% to 95% of points earned (180 - 190)**

**At this level, students:**

- May spend money at the school canteen at lunch time.
- May go on all educational based trips and may be included on some special trips arranged for the managerial level students.
- May spend earned points at the school store
- May chew gum during school time
- May wear a hat during the school day
- **Earn a Bonus = 5/3**

**MANAGERIAL POSITION                      Must retain 95% and above (> 190)  
Must meet Managerial Criteria**

**At this level, students:**

- May spend money at the school canteen at lunch time.
- May go on all educational based trips.
- May spend earned points at the school store.
- May chew gum during school time.
- May wear a hat during the school day.
- May earn free pizza each Friday at Lunch Time.
- May participate in the Platinum Lounge.
- May use headphones when doing independent work with teacher approval only.
- Do not need to carry a point card / self-monitoring with point card if needed.
- Performance review by staff rather than point card review.
- **Earn a Bonus = 5/4**

As an incentive to work hard right to the last day of school, all students who are returning next year will retain the level that they completed in the previous year.

### **ANIMAL ASSISTED THERAPIES**

In conjunction with the behavioral reward system, the counseling staff for both the High School and Elementary Programs may develop a specific criterion based reward system utilizing our highly trained service and therapy dogs. These programs supplement the behavioral system and offer great assistance to building a child's self-esteem, increasing personal motivation, developing opportunities for socialization, and creating a safe sense of community.

### **ACTIVITIES**

Activities will be scheduled throughout the school year. Special activities will be developed during the year.

Activities will include opportunities for students in Art, Crafts, Computers, Sports, Yearbook, and School Newspaper. Other special groups will be added throughout the school year.

There will also be special trips as well. These will include bowling and game activities. Your level will be used to determine eligibility for activity trips.

### **SCHOOL STORE**

The Calais School Store is open on Friday mornings. Store articles are purchased using the points you have earned. No money may be spent at the store. Each class is scheduled during the morning. You may not leave CRC to come to store. If you are in CRC when store is called, you may not come to store for that Friday. If you miss store for a meeting, a therapy or a late bus, you may come at "Last Call for Store."

The Calais School Store sells school supplies, collectors' sports cards, calculators, Calais School clothing and many other items.

When you are on MANAGERIAL or PLATINUM level, you may place a special order. Some special orders may require parental approval. Special orders will be taken each Friday and will be available one time per month. You must be on the GOLD or PLATINUM level to receive your special order.

Students may earn 25 bonus points for wearing a Calais shirt. You must wear this item for the entire day.

## **CALAIS CANTEEN**

You are permitted to pay for purchased items with money. The Calais Canteen will be open for 20 minutes when announced.

**You may not leave CRC to attend the Canteen. If you come to the Canteen before going to your assigned place, you will lose Canteen privileges for two days.**

The Canteen will sell snacks and cold drinks. Other items will be available throughout the year. You may not buy or trade items from the Canteen with other students. **If you do so, both of you will lost the use of the Canteen for 2 days. After the second time, you will lose your privileges for a longer period of time, which will be determined by the Principal.**

## **SECTION III**

### **CONDUCT/DISCIPLINE**

The Calais School believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The School Administration expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of others and for the care of school facilities and equipment.

The School Administration believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere, which encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for community property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

The Principal has developed general guidelines for student conduct on school property and shall direct development of detailed regulations suited to the age level of the students, and the physical facility of the

school. Each student is required to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Principal shall provide to students and their parents/guardians the rules regarding student conduct and the sanctions, which may be imposed for breach of those rules.

In developing regulations to implement this policy, the Principal shall provide appropriate recognition for students who consistently maintain high standards of self-discipline and good citizenship. The regulations shall require that students conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

## **STUDENT CONDUCT**

As a student at The Calais School, you are expected to show respect and consideration for the rights, privileges and property of others. You should also be willing to cooperate with all members of the school community.

**Rules and regulations are for everyone and are made to make the school experience a pleasant one for every student.** A lack of cooperation will result in a loss of privileges, activity periods, and/or special events.

### **Abusive language and gestures**

The use of abusive and inappropriate language or gestures is not acceptable at any time at The Calais School. It shows a lack of respect for yourself and others.

Abusive language or gestures are those which are meant to belittle, offend, or upset another person(s). This includes the use of “foul” words or phrases, abusive sexual remarks, racial or ethnic slurs, and inappropriate comments about a person’s appearance, parents, intellect, or ability.

Students who use abusive language or gestures will:

- Clearly be told that the language or gesture is not acceptable. At that point, you will be given the chance (without consequences) to make the good decision to stop. A good decision would also include your moving away from or ignoring another student who is using abusive language or gestures.

The use of abusive language or gestures indicates a need for better decision-making when it comes to telling someone you are angry or frustrated. Your teachers and therapists will help you learn new ways to communicate.

Although negative language and gestures are used on television, in movies, videos, and outside the school setting, they are not appropriate for school or any work place. You will be held responsible for changing your behaviors. Use of abusive language and gestures will be marked on your point card and will affect your level.

### **Harassment**

Any student who harasses a faculty member or a fellow student by making statements or gestures which belittle the other person, or who sexually harasses a faculty member or a fellow student may be suspended out of school for two days. Parents and child study team will be contacted and a meeting will be required with them prior to re-entry. Further offenses may result in termination of the student's program.

### **Behaviors to avoid:**

- Refusing to comply with school rules
- Coming to school dressed inappropriately (see DRESS CODE)
- Using abusive language or gestures
- Chewing gum or eating any food in the hallways, classrooms or bathrooms without permission
- Leaning or yelling out of any open window or door
- Inappropriate displays of affection
- Dropping paper, candy wrappers or other litter on floors or stairways
- Running in the halls and classrooms

A student carrying a gym bag or back packs must be willing to open it for inspection when requested to do so by a faculty member. Students carrying purses may also be requested to open them for inspection. If carrying a bag or purse becomes the cause of problems, the student will be asked to leave it in homeroom. Students who abuse the privilege will not be allowed to have gym bags or purses in school.

## **SUSPENSION AND EXPULSION**

The interruption of a student's educational program is a serious matter. From time to time it becomes necessary to suspend a student for serious misbehavior at school. This action, while regrettable, occurs only after reasonable efforts to assist the child have failed to bring about a change in behavior.

Suspension shall be defined as a disciplinary action, which involves the temporary removal of a student from the regular program or from the school setting. Only the Principal has the authority to suspend students from school. A student may be suspended from school when there is an ongoing danger of physical harm to him/her or others, or the disruption of the learning process.

Prior to being suspended, the student, whenever possible, will be afforded due process before the appropriate school authority. He/she will be notified of the charges, as well as the evidence, which support the charges. The student will also be given an opportunity to present his/her side of the story.

Students who indulge in disruptive or dangerous behavior will be suspended or possibly expelled. Disruptive behavior includes but is not limited to:

- A. Continued and willful disobedience.
- B. Open defiance of the authority of any teacher or person having authority over the student.
- C. Actions that constitute a continuing danger to the physical well-being of other students.
- D. Taking or attempting to take, personal property from another student.
- E. Willfully causing, or attempting to cause, any type of damage to school property.
- F. Taking part in any unauthorized occupancy of any part of the facility and refusing to leave promptly when directed to do so by any person in authority.
- G. Inciting others to participate in an unauthorized or illegal activity.
- H. Leaving a classroom or school property without permission.
- I. Use or possession of unsafe or illegal articles.
- J. Causing or turning in a false alarm.
- K. Tampering with or damaging property of other students or faculty members.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a teacher, administrator or other employee of The Calais School shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Students on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction.

Students under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school building or grounds without the permission of the school Principal. The right to continue the suspension or to expel is reserved to the administration and the sending school district.

Serious violations of school regulations which create a dangerous or unsafe condition for self and other students shall cause a student to be suspended upon the first offense.

Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

### **Making up missed work**

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The school Principal or designee will notify parents/guardians by telephone and send a letter regarding the telephone conversation immediately.

Suspension, whether internal or external, adding up to a total of 10 days are considered to be a **significant change in placement** and require a **Manifestation of Determination** meeting to be held within 10 days of the suspension. This meeting must be called by the sending school district and must include the child study team, the parents and members of The Calais School. The first question which will be asked is whether or not the student's behavior is due to his/her disability. If the student's behavior is due to his/her disability, then The Calais School will be required to explain why the student was suspended in the first place, and why his/her program was not modified. In order for the Principal to be able to determine if a student can be suspended, the child's **Functional Behavioral Analysis (FBA)** will be made available by the teacher. When health and safety is threatened, the suspension will be immediate.

When a student is suspended, it will be the responsibility of his/her therapist and learning consultant to contact the sending district CST, the parents and the bus company. Written notification must be sent immediately upon suspension.

The Calais School recognizes all federal, state and local laws in connection with the protection of due process and civil rights for all students concerning the termination of a program.

### **Expulsion**

Expulsion, which can only be effected by The Calais School Principal, shall be defined as total removal from the school setting for disciplinary reasons. Such action is taken in cases where there is good reason to believe that a student's continued presence in school will be harmful to himself or others and where no alternate means of education are available to that student at Calais.

Prior to the expulsion of a student, a **Manifestation of Determination** meeting shall be held with the sending district CST, the student's parents and Calais staff. At this meeting, the student's FBA and BIP will be reviewed and a determination will be made as to whether or not the student will be expelled or whether the student will remain with a modified or amended IEP. The conditions under which the student will be allowed to continue to manifest the same behaviors which resulted in the Manifestation of Determination meeting, then the Principal from Calais will request Emergent Relief and/or expulsion.

The Calais School has adopted a **Zero-Tolerance Policy** regarding physical assault, the possession and/or distribution of a weapon or a dangerous controlled substance at school or on a school bus. Should such an incident take place, the local police department will be notified immediately, as well as the student's

parents/guardians and child study team. The Calais School considers such an incident to be a significant change of placement, and the student will be placed on an immediate out-of-school suspension. A Manifestation Determination meeting will be convened by the student's child study team. The Calais Principal shall seek Emergent Relief and the student's enrollment will be terminated.

### **Suspensions concerning transportation**

The parent will be informed of the incident as well as all the circumstances of the action taken at the time, including the recommended disciplinary action. The parent will have an opportunity to discuss the action at this time so that parent and school may work together in the best interest of the student as well as all parties concerned. Parents have the right to appeal if they are not in agreement with the school action taken.

Each case will be treated individually and all facets related to each incident will be considered on an individual basis.

Suspension is contingent upon consultation with The Calais School Principal or designee and may be from one to three days and pending circumstances may be extended upon approval by The Calais School Principal or designee and notification to parents.

### **PAGERS AND CELLULAR PHONES**

Pagers of any kind are NOT permitted in school at any time.

Video phone transmissions are NOT permitted at any time, and may result in a serious violation of privacy laws.

Continued violation of the call phone rules will result in an out-of-school suspension. It will be the parents' responsibility to provide the Principal with an appropriate plan to insure compliance prior to the students' return.

### **COUNSELING AND RESOURCE CENTER (CRC)**

The Counseling and Resource Centers are provided to your student as a tool to learn in self-regulation and appropriate decision making without disturbing the classroom setting for other students. Your student may choose this option as a strategy, or he/she may be assigned to the room as a result of consultation between the teacher and therapist. When utilizing the Counseling & Resource Center your student will be expected to behave in such a manner that shows respect for the other students utilizing this support. Disruptive behaviors may lead to an out of school suspension to protect the needs of others utilizing the room effectively.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Calais School maintains a “Zero Tolerance” policy with regard to weapons and other dangerous instruments and substances. A change of placement meeting will be held when the policy is violated.

The Calais School Administration prohibits the possession and/or use of firearms, other weapons or instruments which can be used as weapons from school property, on a school bus or any school function or while en route to or from school or any school function.

For the purpose of this policy “weapon” includes anything readily capable of lethal use or inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms or facsimile, even though not loaded or lacking a clip or other component to render them immediately operable, (2) components which can be readily assembled into a weapon, (3) gravity knives, switchblade knives, dagger, dirks, stilettos or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cetsui or similar leather bands studded with metal filings or razor blades imbedded in wood, and (4) stun guns and any other weapon or device that projects, releases, or emits tear gas or any other substance, including but not limited to mace or pepper spray intended to produce temporary physical discomfort or permanent injury through being vaporized or other dispensed in the air. The school Principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession of use posing a threat to students, staff or property.

The student found or observed on school property or at a school event in possession of a weapon or dangerous instrument shall be reported to the school Principal immediately. The school Principal shall immediately inform the sending school district, parents and the appropriate law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school sponsored function shall be immediately removed from the school. Each student so removed shall take place no later than 30 days after the student is removed. The school Principal shall be responsible for the removal of such students and shall immediately report them to the sending district, the parents and shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

## **VANDALISM**

The Calais School views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Administration believes that students should respect property and take pride in the school. Whenever a student has been found to have done willful and malicious damage to property of the school,

the Principal shall be notified. The Administration will hold the student or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the Administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the students involved
- B. Call together persons, including the parents/guardians, needed to study the causes
- C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the Administration may charge the student with being delinquent by a petition stating the offense and requesting appearances in juvenile court.
- D. Take any constructive actions needed to try to guard against further such student misbehavior
- E. Seek appropriate restitution

**All violence and vandalism incidents are required by law to be reported to the NJ Department of Education.**

## **SUBSTANCE ABUSE**

The Calais School Administration, acting upon the expectations of its Board of Trustees, sending school districts and parents, will provide its students with an environment that is the most conducive to learning. The Administration recognizes that the misuse of dangerous controlled substances by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Administration is committed to the prevention of drug/alcohol abuse and the rehabilitation of drug/alcohol users by educational means, identification, active intervention, guidance and supervision. The Administration will take the necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

For the purpose of this policy, "drug" includes all dangerous controlled substances set forth in NJSa 2C:35-5 and all chemicals that release toxic vapors set forth in NJSa 2C:35-5 et. seq., and "drug paraphernalia" includes all equipment, products, and materials of any kind used as described in NJSa 2C:36-1; and possession, use, or being under the influence as described in NJSa 2C:35-10; and imitation controlled dangerous substances, distribution, possession, manufacture, etc., penalties described in NJSa 2C:35-11.

The terms include, but are not limited to, anabolic steroids, marijuana, cocaine, "crack" cocaine, heroin, PCP (angel dust), methamphetamine (speed or ice), ketamine (Special K), LSD, and mescaline.

The term "drug paraphernalia" as used in this handbook shall have the same meaning as that term is defined in NJSa 2C:36-1. The term includes all equipment, products, and materials of any kind that are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging,

storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance.

The possession and/or use of chemical substances on or around school property, on school-sponsored functions, including riding to or from Calais on publicly contracted transportation is strictly forbidden. Inducing or attempting to induce others to use chemical substances including those producing toxic fumes, is equally forbidden.

If a student is found to use, sell, transfer, or possess alcohol or alcoholic beverages, drugs, or any illegal substances, the faculty shall report the incident to the school Principal or designee and follow up with a written report. Any contraband possessed in the open by a student, or items observed in plain view, shall be seized by the staff member and the Principal notified immediately. If, in contraband or evidence of activity in violation of school regulations, a warrantless search in the presence of another staff member may be made by the Principal or designee.

The law enforcement authorities shall be notified in accordance with provisions established by NJAC 6:29-10.1 et seq. In cases where a student has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment and counseling support services provided by outside counselors. Referral to community treatment services will be warranted.

The school Principal will initiate referral to the student's counselor for purposes of documentation of all drug, alcohol, or steroid incidents. The counselor will make appropriate student and family referrals to community agencies offering assistance for drug and alcohol related issues. The Calais School counselor will be asked to contact the community treatment service and be informed of the student's progress before the student is allowed to return to school.

The student's parent/guardian will be notified immediately. If medical attention or a drug screening is warranted, the parent/guardian shall be informed that their child is ill, that the illness could be drug or alcohol related, and that the student must be taken immediately for a drug screening. The student must be taken with or without the parent's permission. The appropriate law enforcement agency will be notified.

**Student and/or parent refusal to cooperate with any and all phases of the substance abuse policy and procedures will lead to exclusion from school and shall be deemed a violation of the compulsory education (NJSA 18:38:25 and 18A:38-31) and/or child neglect (NJSA 9:6-1 et seq.) laws.**

The violence, vandalism and substance abuse incident report is to be completed by the Principal and forwarded to the child study team and superintendent of schools of the sending district.

### **Recordkeeping Regarding Self-disclosure vs. Discovery of Student Substance Abuse Concerns**

- A. In all cases involving drugs, alcohol, or steroids, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator, and core team, and the student support program director. Records will be confidential and kept separate and apart from general student files. These files will be kept locked. Feedback to referral sources will be limited to status of student progress only.
- B. Disciplinary referrals, or cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. It must be noted that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to:
  - 1. be suicidal
  - 2. be assaultive (murder, rape, armed robbery intent)
  - 3. have been abused
  - 4. be under the influence of drugs
  - 5. be in need of emergency medical treatment

Those identified as drug and/or alcohol and/or steroid dependent will be referred to a community agency and required to complete a treatment program appropriate to their needs. We will make every effort to provide referral, if necessary, to ensure a thorough and comprehensive response to our students' addiction concerns.

### **Prohibition of smoking by students**

Students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes or cigarette rolling papers while on school property.

### ***Penalties for involvement with drugs, alcohol, steroids and/or tobacco as per previously adopted policy***

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco. These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted.
- B. Required urine screening and/or blood test to determine presence of alcohol and/or other drugs, when observations of student behavioral indicators suggest the possibility of intoxication.

## **SEARCH AND SEIZURE**

It is essential for The Calais School Administration to pursue all lawful means at our disposal in order to provide a SAFE environment for our students. This means that we are committed to do everything within our power to keep guns, weapons, drugs and alcohol out of our school and off school grounds. We at Calais are dedicated to making the school a safe, highly structured and well disciplined school environment conducive to learning. In order to achieve this, the Administration must be free to engage in searching students' belongings when circumstances warrant such action. We recognize the fact that search and seizure must be balanced against the rights that our students enjoy under the State and Federal Constitutions to be free from unreasonable searches and seizures. Therefore, we have followed the guidelines which have been set out by the New Jersey State Department of Education in an attempt to achieve a delicate balance which will protect the rights of students to be safe. At the same time, we do respect the rights guaranteed to our students under the Fourth Amendment.

The Calais Administration will not tolerate the presence of drugs, alcohol, firearms or any type of weapon on school property, and will use all lawful means to detect, discipline and, where appropriate, punish those students who break the rules and endanger other students or teachers.

The law, which governs search and seizure, provides the school administration and law enforcement officers the flexibility to protect ALL students from harm, and to enforce the school codes of conduct. Thus, in compliance with the Calais School policy and state code, this means that where there is cause, students' desks, purses, book bags and sundry belongings will be searched. These searches will be conducted as often as may be necessary in order to guarantee the safety and well being of the entire school community.

Parents and students should bear in mind that these searches are not solely to seize drugs or catch students with weapons so that they can be prosecuted. Rather, we hope that these searches will ensure the safest possible environment for all students by preventing and discouraging students from engaging in illegal and dangerous conduct on school grounds. The school Administration believes that the only means available to accomplish this deterrent objective is through the use of search and seizure.

### **When can school officials initiate a search?**

Under ordinary circumstances, a search would be justified at its inception when the school official contemplating the search has *reasonable grounds* for suspecting that the intended search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The concept of "reasonable grounds" is founded on common sense. A school official will have reasonable grounds if he or she is aware of objective facts and information that – taken as a whole – would lead a reasonable person to suspect that a rule violation has occurred, and that evidence of that infraction can be found in a certain place. A reasonably grounded suspicion is more than a mere hunch; rather, the school official should be able to *articulate* the factual basis for his/her suspicion.

The decision to initiate a search entails a four-step analytical process. First, the school official must have reasonable grounds to believe that a law or school rule has been broken. Second, the official must have reasonable grounds to believe that a particular student (or group of students whose identities are known) has committed the violation or infraction. Third, the official must have reasonable grounds to believe that the violation or infraction is of a kind for which there may be physical evidence. (This physical evidence – the object of the search – may be in the form of *contraband* (e.g., drugs, alcohol, explosives or fireworks, or prohibited weapons); an *instrumentality* used to commit the violation (e.g., a weapon used to assault or threaten another or burglar tools); the *fruits* or spoils of an offense (e.g., the cash proceeds of a drug sale, gambling profits, or a stolen item); or other evidence, sometimes referred to in the law as "mere" evidence (e.g., "crib" notes or plagiarized reports, gambling slips, hate pamphlets, "IOU's" related to drug or gambling debts, or other records of an offense or school rule violation).

Finally, the school official must have reasonable grounds to believe that the sought-after evidence – the type of which the official should have in mind *before* initiating the search – would be found in a particular place associated with the student(s) suspected of committing the violation or infraction.

### **Direct versus circumstantial evidence**

A school official does not require “direct evidence” that a purse or handbag, for example, contains evidence of an infraction. (An example of “direct evidence” would include an observation by a school official that the student had placed contraband in the handbag, or a reliable statement made by another student claiming that he or she had actually observed the suspected evidence inside of the purse or handbag.) Rather, school officials are entitled to draw *reasonable and logical inferences* from all of the known facts and circumstances.

### **Relying on hearsay**

School officials are not bound by the technical rules of evidence and need not be concerned, for example, with the “hearsay” rule. Instead, school officials may rely on “second hand” information provided by others, even if done in confidence, provided that a reasonable person would credit the information as reliable.

### **Information learned from the suspect of his/her behavior**

It is obviously not possible to list all of the facts that might provide a school administrator or teacher with reasonable grounds to believe that a particular student is violating the law or the school’s code of conduct. Some facts or suspicious circumstances may develop during the course of conversing with a student. (As a general proposition, when a school official has a suspicion of wrongdoing but does not yet believe that there is a factual basis to conduct a search, the better practice is to conduct a further investigation to gather more facts, such as by talking to the student involved or other students or school staff members who may have information that can confirm or dispel the suspicion of wrongdoing.)

As a matter of practical common sense, a school official should consider the totality of the circumstances, including such factors as the credibility of the source of the information based on past experience and reputation. A school official contemplating a search should be careful to scrutinize non-attributed statements or information to make certain that they are not merely unsubstantiated rumors. The school official should also consider as part of the totality of the circumstances any other facts, statements, and details that might corroborate (or contradict) the information seem more (or less) trustworthy and reliable.

The legality of a search conducted by school officials depends simply on the reasonableness of the search under all of the attending circumstances known to the school official undertaking the search.

The cornerstone of reasonableness, moreover, is rudimentary common sense. In order for a search to be reasonable, for example, a school official must satisfy two separate inquiries: First, the intended search must be justified at its inception. This means that the circumstances must be such as to justify some privacy intrusion at all. Second, and equally important, the actual search must be reasonable in its scope, duration, and intensity.

The search should be no more intrusive than is reasonably necessary to accomplish its legitimate objective. School officials conducting a search based upon a particularized suspicion of wrongdoing are not allowed to conduct a “fishing expedition.”

In analyzing this two-part legal standard, we will first discuss how to determine whether an intended search is reasonable at its inception.

- A. All searches entail a balancing of competing interests. A student’s Fourth Amendment right of privacy and security must be weighed against the interest of school officials in maintaining order, discipline, and safety.
- B. Any teacher or school official who seeks to conduct a search of a particular student or of the student’s personal possessions must first satisfy the requirements of reasonableness and common sense.
- C. In order to survive constitutional scrutiny, a search must be reasonable not only at its inception, but also in its scope. A search will be reasonable in its scope and intensity where it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
- D. School officials should carefully document all of the facts known before the search was undertaken. The key to meeting the test of reasonableness is to establish precisely the *reasons* that justify the decision to undertake the search. School officials should be prepared to document *all* of the facts and circumstances that, taken together, led to the initial suspicion that the search would reveal evidence of a crime or a violation of school rules.
- E. School officials should use the least intrusive means to accomplish the legitimate objectives of the search, which should be no broader in scope or longer in duration than is necessary to confirm or dispel the suspicion of wrongdoing and to find and retrieve the object being sought. Steps should be taken to minimize the effect of the search on the student by conducting the search, where feasible, out of the presence of other students.
- F. Any doubts that a school official may have as to the propriety of a contemplated search should ordinarily be resolved in favor of respecting the student’s privacy interests.

## **CIVIL RIGHTS – THE SCHOOL AND THE LAW**

Breaking local, state, and/or federal law on school grounds can make you subject to penalties of the courts, and may result in suspension or dismissal from school.

The Calais School is non-sectarian and is open to students without regard to race, color, religion or disability. The school recognizes all federal, state and local civil rights laws. The policies and protocol of

the school are in full compliance with the New Jersey Department of Education – Administration Code 18A and Federal Law IDEA-97.

## **THE CALAIS SCHOOL POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **General statement of policy**

It is the policy of The Calais School to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. The Calais School prohibits any and all forms of harassment because of race, color, sex, religion national origin, ethnicity, and disability. It is also the policy of the school to prohibit conduct that constitutes bullying of a student by another student, regardless of whether there is a readily discernible reason or motive for the bullying behavior against the victim.

It shall be a violation to school policy for any student, teacher, administrator, or other school personnel of this district to harass a student through conduct of a sexual nature, or regarding race, color, religion, national origin, ethnicity or disability, as defined by this policy.

It shall also be a violation of school policy for any teacher, administrator or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, sex, religion, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under auspices of The Calais School.

For purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.

The school Administration will act to promptly investigate all complaints, formal or informal, verbal or written, of harassment because of race, color, sex, religion, national origin, ethnicity, or disability; to promptly take appropriate action to protect individuals from further harassment. If it is determined that unlawful harassment occurred, the appropriate school administrator shall promptly and appropriately discipline any student, teacher, administrator or other school personnel who are found to have violated this policy. School personnel shall also take other appropriate action reasonably calculated to end the harassment.

## **Pupil sexual harassment and violence**

The Calais School will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Specifically, no pupil in the school shall be excluded from participation in, be denied benefits, advantages, or privileges of, or be subjected to discrimination on the basis of sex.

### Definition:

There are two major forms of sexual harassment both of which are strictly forbidden in the district.

1. Quid pro quo sexual harassment – occurs when someone explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.
2. Hostile environment sexual harassment – is sexually harassing conduct by an employee, by another student, or a third party that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an education program or activity, or to create a hostile or abusive education environment.

The following is a non-exhaustive list of conduct that constitutes sexual harassment:

- Touching and grabbing
- Sexual rumors and/or comments
- Sexual remarks or suggestions
- Obscene gestures
- Pornographic pictures or stories
- Sexual graffiti
- Displays of sex-related objects
- Uninvited letters, phone calls or materials of a sexual nature
- Pressure for sexual favors or dates
- Rape or sexual assault

As the above list illustrates, harassment need not involve physical contact, and rather, derogatory or suggestive comments or gestures, offensive cartoons or pictures, and other sexually suggestive communications can be just as offensive and illegal as real or threatened physical contact. The above behaviors are unacceptable in school and at any school-related function or event. It is important to understand that any student, male or female, can be the target of sexual harassment, and the above-referenced behavior will constitute sexual harassment whether it is directed at a male or female student.

## **Policy prohibiting harassment and violence**

Whatever form it takes, harassment is insulting and demeaning to the recipient and will not be tolerated. All students, employees, and third parties must comply with this policy. All students and employees are expected to take appropriate measures to prevent such conduct and to report violations of this policy when they do occur. The Calais School cannot deal with problems which have not been brought to its

attention. Therefore, The Calais School expects all students and employees to take responsibility to report harassment immediately so that complaints can be quickly and fairly resolved.

Any student who feels he/she has been a victim of harassment of any individual who believes he/she has witnessed harassment should report the improper conduct in accordance with this policy to the Principal. All concerns received under this policy will be promptly investigated and appropriate action will be taken.

The Board of Trustees will take reasonable steps to promulgate this policy including, but not limited to, posting it in conspicuous places, including it in policy manuals or student handbooks, and referencing it in assemblies and student curriculum.

### **Reporting procedure and guidelines**

Any student who believes that he or she has been sexually harassed whether on or off school grounds or any student or employee who witnesses harassment should immediately bring the matter to the attention of a teacher, therapist or administrator. The teacher, therapist, or administrator is expected to immediately report any complaint to the Principal for investigation.

Communication of and/or reporting sexual harassment will in no way affect the student's grades, status, class assignment, or participation in extracurricular activities, or any benefit or privilege offered by the school.

All reports of sexual harassment will be promptly and thoroughly investigated. Such investigation to the extent possible will give due regard to the sensitivity of the subject matter and the need for confidentiality. The school recognizes that every investigation will require a determination of many factual issues. The school also recognizes the serious impact a fake accusation can have. The school trusts that all employees and students will act responsibly.

After the school investigation has been completed, a determination will be made resolving the matter. Such resolution will then be communicated to the affected employees.

### **Investigation**

All investigations of harassment will be conducted by the Principal and/or Executive Director of The Calais School. Additional professionals may be asked to assist when necessary.

### **Sanctions and discipline**

Sexual harassment will not be tolerated by The Calais School. If warranted, disciplinary action will be taken based on the results of the investigation. If the harasser is a student, discipline can include suspension or expulsion. If the harasser is an employee, discipline can include suspension or dismissal.

**Retaliation**

Retaliatory action against anyone filing a complaint of sexual harassment is strictly prohibited. Anyone who violates this policy will also be subject to appropriate disciplinary action.

**Further information**

If you have any questions concerning The Calais School's policy or concerning what conduct falls within the definition of sexual harassment, please contact the Principal.