



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.

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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 eight class periods:

Periods	Lower School	Upper School
HR	8:06 – 8:11	8:06 – 8:11
1	8:13 – 9:03	8:13 – 9:03
2	9:06 – 9:56	9:06 – 9:56
3	9:59 – 11:14	9:59 – 10:49
4	11:17 – 11:42	10:52 – 11:42
5	11:45 – 12:35	11:45 – 12:35
6	12:37 – 1:08	12:38 – 1:08
7	1:11 – 1:51	1:11 – 1:51
8	1:54 – 2:44	1:54 – 2:44
HR	2:46 – 2:48	2:46 – 2:48

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.

When a student is absent three consecutive days due to illness, they must bring a doctor's note clearing them to return to school. When a student is absent five consecutive days, a letter will be sent to the sending district. Student attendance is sent to the sending district at the end of each month. If a student is chronically absent without a medical excuse or diagnosis, the student may lose credit up to and including being retained.

BAD WEATHER CLOSING

Realtime is used to send an automated weather & emergency alert call to the phone number you provided at the beginning of the school year.

School closings will also be posted on the school's website and Facebook page.

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.

DRESS CODE

The school is your workplace; 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.
- 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.
- 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.

- Proper shorts (they must be no more than one hand's width from the knee) will be allowed.
- 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 2nd 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. 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 the student out 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.

DAILY DISMISSAL

The school day ends at 2:44 p.m. At this time, you are to report back to your homeroom. At 2:48 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 ensure 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.

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 your 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 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 Simply Gourmet. If you wish to order lunch, it is incumbent upon you to go online and complete the ordering process.

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. 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 case manager to discuss the reasons for change. Class changes or changes in program may 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.

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 a parent. All weapons or devices considered by the principal to be dangerous will be confiscated and not returned.

Upper school students are permitted to use CD players, iPods and video games 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. Lower school students are not allowed to use technology for recreational purposes.

CELL PHONES

New Jersey has enacted a bell to bell cell phone ban in all schools. This means that cell phones are not allowed for use during the school day. If you bring these items to use on the bus ride you are responsible for ensuring 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.

SCHOOL-OWNED TECHNOLOGY

In the future students may be given tech devices (e.g., iPads, Chromebooks, 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 school's Acceptable Use Policy 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 or out-of-school suspension depending on the circumstances. 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. The report card will be posted on the school's student information system (SIS). An email will be sent to parents notifying them when the report card has been posted in the SIS. You may view your grades and progress throughout the marking period by logging into the

SIS.

Progress reports will be sent 3 weeks after the end of each marking period. 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. 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.

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.

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 the nurse through your classroom teacher. The teacher will call and check to see when the nurse will see you in their office. Visits to the nurse will be limited to medical conditions only. Work missed while at the nurse must be made up.

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

Lost and Found items are initially turned into the main office. If someone does not claim them by the end of the day, then they are placed in the Lost and Found shelf in the cafeteria. 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 SCHOOL SECURITY DRILLS

Fire and school security 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 and school security 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 disciplinary action.

PHONE CALLS

You will only be allowed to make or receive emergency-type phone calls that have been approved by the principal, case manager, 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 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 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.
- 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 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 workplace. 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 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 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 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 INTERVENTION (AAI)

The Calais School integrates Animal-Assisted Intervention (AAI) into its educational and therapeutic programs. Guided by The Calais Method, students may participate in structured, goal-oriented interactions with trained dogs that support academic, social-emotional, behavioral, and therapeutic objectives. Participation is based on individual student needs and educational goals, with all activities conducted under the supervision of trained staff.

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 News Team. 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 weekly. Store articles are purchased using the points you have earned. No money may be spent at the store. Each class is scheduled to visit once a week. You may not leave CRC to come to the store.

The Calais School Store sells many items. Students are encouraged to supply feedback regarding items they would like to see in the school store.

CALAIS CANTEEN

The Calais Canteen will be open during the lunch period. You are permitted to purchase items with money. You may not leave CRC to attend the Canteen.

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 lose 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. 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 their homeroom. Students who abuse the privilege will not be allowed to have gym bags or purses in school.

SUSPENSION

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. They 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 their side of the story. When health and safety is threatened, the suspension will be immediate.

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 or money from another student whether by taking advantage of a student or by force, fear or coercion.
- 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, and a formal meeting with the student's parents/guardians and district case manager will be held to determine next steps.

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 the student's behavior is due to their disability. If the student's behavior is due to their disability, then The Calais School will be required to explain why the student was suspended in the first place, and whether their program can be further modified to meet the needs of the student.

When a student is suspended, it will be the responsibility of their therapist and case manager 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.

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.

Expulsion

Expulsion, which can only be affected 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 IEP 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. If it is determined that 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. Transportation suspension may also be determined at the discretion of the transportation company or sending district.

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.

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 they may be assigned to the room as a result of consultation between the teacher and

therapist. When utilizing the Counseling and 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 or intended to produce temporary physical discomfort or permanent injury. 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 or 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.

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 their 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.
- 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 term “drug paraphernalia” as used in this handbook shall have the same meaning as that term is defined in NJSA 2C:36-1.

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. 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 the principal has reasonable grounds to suspect that a search of a student’s possessions will reveal evidence of drugs, paraphernalia, or other evidence of a violation of school rules or a law violation, then they can conduct a search of a student’s possessions.

If drugs or paraphernalia are found:

- A. 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, they can be protected from disclosure to police if they agree to participate in assessment, evaluation, treatment and counseling support services provided by outside counselors. Referral to community treatment services will be warranted.

- B. 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.

Record keeping Regarding Self-disclosure vs. Discovery of Student

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 and in counseling logs. 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. need 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 and vaping 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 vapes, tobacco, pipes or cigarette rolling papers while on school property.

Penalties for involvement in smoking or vaping will be the same as those for drug and/or alcohol use.

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 reasonable 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.

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 their suspicion.

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.

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 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.

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 based on sex.

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 they have been a victim of harassment of any individual who believes they have 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.

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 by the principal or designee. 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.

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.