



# **Marie H. Katzenbach School for the Deaf**

## *Student Handbook and Code of Conduct*

*2024/2025*

## Introduction

The Marie H. Katzenbach School for the Deaf (MKSD) is mandated to ensure that the physical and mental health, safety and welfare of the students will be protected and that an orderly environment, which is conducive to learning, will be maintained.

This Handbook and Code of Conduct is distributed to staff, students, parents and guardians of students enrolled at MKSD to outline what we expect from students while they are attending school and during participation in school-related activities. The information presented explains stakeholder rights and responsibilities as well as student discipline policies and procedures.

All students are expected to comply with this Student Code of Conduct. Unless specifically addressed in this Code of Conduct, disciplinary actions, including behavioral interventions and supports, are addressed by the administrators/supervisors in their respective programs and/or by behavioral intervention plans. These behavioral interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14-2.8.

The Code of Conduct is reviewed with students at the beginning of each school year. To help students understand the Code of Conduct, they are provided with explicit instruction, discussion, and role-playing. These activities not only teach students how to make appropriate choices that are consistent with the Code of Conduct, but also teach them positive decision-making skills that will lead to their continued success.

As a family member, you play a critical role in ensuring that our students understand the Code of Conduct and abide by its guidelines. We expect all parents and guardians to review and discuss this Code of Conduct with their child and to complete the Code of Conduct Review Form found on the last page. Parents and guardians are expected to guide and direct their child towards standards of appropriate conduct as well as to cooperate with school officials in implementing proactive and corrective disciplinary measures.

Due to the unique educational and residential programs provided by our school, responsibility for students extends far beyond the academic setting alone. The following applies to:

- Day students from the time they are picked up at home until the time they are dropped off at home.
- Day students using private vehicles from the time they arrive on campus until they leave campus.
- Residential students during the school day and during residential hours.
- Day students who remain on campus or return to campus to attend an after-school activity.
- All students participating in school-related activities, whether on-campus or off-campus.

The policies and procedures discussed in this handbook represent the comprehensive and all-encompassing approach taken by MKSD to ensure that our students exhibit high standards of appropriate behavior. All staff members share a responsibility for supervising the behavior of students, and shall be held accountable for enforcing and implementing these policies and procedures.

## **Mission Statement and Guiding Principles**

### **MKSD Mission Statement**

The Marie H. Katzenbach School for the Deaf (MKSD) provides education for Deaf and Hard of Hearing students throughout the state of New Jersey in the least restrictive environment using an American Sign Language and English Bilingual Approach.

Our staff utilizes direct communication to empower and prepare our diverse learners for lifelong success. MKSD is committed to excellence in the fulfillment of every student's individual academic, personal, career and technical educational goals.

### **MKSD Guiding Principles**

- Promote the use of an ASL/English Bilingual philosophy to ensure that the learning experiences of every student are maximized. Students can independently communicate in a language-rich environment with peers and staff across campus in every aspect of their day.
- We are committed to growing relationships through collaboration with individuals and organizations to keep our school strong and viable for our students, staff and families. Through these partnerships, our MKSD community provides real world experiences to compete and succeed in an ever-changing society.
- In a fully accessible campus environment we meet the physical, emotional, social, and educational needs of each student to maximize their potential. Every person brings to our school diverse experiences through their culture, thoughts, and ideas that stimulate the learning process in a variety of ways.
- The MKSD community is on the cutting edge of curriculum development through continuous improvement and professional development. It is our responsibility to strive for excellence in our students and staff. We are committed to providing educational and residential experiences to ensure our students' success.

## Table of Contents

<b>Introduction</b>	<b>2</b>
<b>Mission Statement and Guiding Principles</b>	<b>3</b>
MKSD Mission Statement	3
MKSD Guiding Principles	3
<b>Table of Contents</b>	<b>4</b>
<b>Rights and Responsibilities</b>	<b>6</b>
Students	6
Parents/Guardians	6
Staff	7
Parental Notification	7
Consent Forms	7
School Debts	8
Lost or Damaged Books and School Materials	8
<b>Academics</b>	<b>8</b>
Individualized Education Programs	8
Statewide Assessments	8
Grading System	8
Progress Reports and Report Cards	9
Academic Probation	10
Academic Integrity	10
High School Course Offerings	10
Graduation Requirements	10
Dress Code	10
Food and Drink	11
Birthday Celebrations	11
Conduct on the School Bus, School Sponsored Activities, and Off-Campus Events	11
Use of Vehicles	12
<b>Athletic Program</b>	<b>12</b>
Athletic Eligibility	12
Parent/Guardian Consent	13
Practice and School/Game Attendance	13
School Attendance	13
Suspensions	13
Responsibilities of a Student Athlete	13
Athletic Conduct	14
Varsity Letters	14
Equipment and Uniforms	14
<b>Student Attendance</b>	<b>14</b>
Student Attendance Policy	14
Excused Absences	15
Notification of Absences	15

Parent/LEA Warnings	16
Tardiness	16
Passes and Sign-in/Sign-out Procedures	16
<b>Student Records</b>	<b>16</b>
<b>School Safety and Security</b>	<b>17</b>
Visitors	17
Emergency Procedures	17
Identification Cards	17
Student Search and Seizure	18
MKSD Student Health Center (SHC)	18
Illness	18
Injury	19
Medication at School	20
Treatment Plans	20
<b>Student Discipline</b>	<b>20</b>
Disciplinary Policy/Philosophy	20
Corporal Punishment	20
Positive Behavior Supports in Schools	21
Social Emotional Learning	21
Infractions and Responses	22
Suspension Policies	22
Students' Right to Due Process	23
Substance Abuse	24
Weapons/Firearms	25
Bomb Threat	25
Harassment, Intimidation & Bullying (HIB) Policy	25
Use of Technology	28
<b>Appendix A - Infraction Definitions/Consequences</b>	<b>31</b>
<b>Appendix B - HIB Reporting Form</b>	<b>38</b>
<b>Appendix C - School Calendar</b>	<b>41</b>
<b>Appendix D - School and Community-Based Resources</b>	<b>42</b>
<b>Code of Conduct Review Form</b>	<b>44</b>

## **Rights and Responsibilities**

### **Students**

Students have the right to:

- An education that supports their development into productive citizens.
- Equitable application of this Code of Conduct without regard to race; creed; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; mental, physical or sensory disability; or by any other distinguishing characteristic.
- Bias-free access to all school facilities, courses, programs, activities, and services.
- Attend school regardless of marriage, pregnancy or parenthood status.
- Feel safe and secure at school.
- Be treated fairly at school.
- Be respected as an individual and treated with respect by staff and other students.
- Have access to information about infractions and consequences.
- Due process and appeal procedures, including the right to be informed of, respond to, and appeal any disciplinary action taken.
- Record and privacy protections that are consistent with Federal and State laws and regulations.

Students are responsible to:

- Act respectfully, responsibly, and with kindness at all times.
- Respect the rights of others, including the right to an education in an environment that is conducive to learning, safe, civil, and disciplined.
- Understand how to make the most of educational opportunities at school.
- Come to school prepared to learn.
- Ask questions about your rights and responsibilities as needed.
- Speak honestly about situations when the rules are broken.
- Follow all school policies, procedures, and expectations, including electronics, attendance, and dress-code.

### **Parents/Guardians**

Parents/Guardians have the right to:

- Be actively involved in your child's education.
- Be treated with respect and kindness by school staff and administrators
- Receive information about MKSD policies and your child's academic progress and behavior.
- Be notified of Code of Conduct violations, any disciplinary actions taken, and due-process procedures.
- Receive information about student resources and ways to support your child's learning, behavioral, and social-emotional development.
- Confidentiality of student information, counseling, and mediation.
- Translation of the language understood at home.

Parents/Guardians are responsible to:

- Read and become familiar with the Code of Conduct.
- Make sure your child attends school daily and on time, and notify school when absent and why.
- Communicate with school staff about any concerns in a respectful, timely way.
- Work collaboratively with school staff to address academic or behavioral problems your child may have.
- Communicate with your child about behaviors expected at school outlined in this Code of Conduct.
- Show respect and kindness to staff, other parents, families, and students while on school premises or attending school-sponsored events.
- Give the school accurate and current contact information.

## **Staff**

Staff have the right to:

- Be part of a school community that values Respect, Responsibility, and Kindness
- Feel safe and secure at school
- Be respected as individuals and treated with respect by others
- Receive supportive professional development and training
- Have access to information about infractions and consequences.

Staff are responsible to:

- Model Respect, Responsibility, and Kindness at all times
- Build a positive learning environment for all students
- Reward and acknowledge positive and appropriate conduct by students
- Know the Student Handbook and Code of Conduct and implement it fairly and consistently, including documenting infractions according to the discipline referral policy
- Establish clear expectations for behavior and take an instructional approach to discipline
- Utilize P3&E strategies before referring students for administrative discipline, as appropriate
- Recognize, understand, and address appropriately diversity, inclusivity, and equity of all students
- Strive to recognize and eliminate disproportionality in discipline and administer discipline rules fairly and equitably
- Ensure clear developmentally/age-appropriate and proportional consequences are applied to misbehavior in a way that supports personal growth and learning opportunities for all students

## **Parental Notification**

### **Consent Forms**

#### ***Social Media/Pictures/Other Media***

The Katzenbach School enjoys celebrating the accomplishments of its students by sharing information with the community. To do this, MKSD may submit media releases that include student names, student work, and student photographs to the media.

We are required to have your permission to publish your child's picture in informational brochures, promotional material, and local newspapers. Permission to publish your child's picture on our social media outlets and website is also required pursuant to FERPA.

We will not release any personally identifiable information without prior written consent from a parent/guardian. Personally identifiable information includes student names, photo or image, residential address, e-mail address, phone number, and location and time of class trips. If you, as the parent/guardian, have previously given permission and wish to rescind it, you may do so at any time in writing by sending a letter to the principal of your child's school.

#### ***Student Laptop Loan Form***

Parents/Guardians must complete, sign, and return the Student Laptop Loan Form prior to a student being issued a laptop. These can be sent to your child's classroom teacher or to the main office.

#### ***Field Trips and Special Events***

Permissions slips will be sent home at various times during the school year. These permission slips may be related to athletic events, field trips, etc. Parents/Guardians, must sign and return permission slip form(s) by the deadline to the staff member indicated on the permission slip form(s).

The following activities may require additional written permission from a parent/guardian as they occur:

- Changing bus transportation arrangements such as using alternative transportation or going to another student's home.
- Riding home in another student's vehicle.
- Attending special off campus events that require additional arrangements.

### **School Debts**

The school will not release copies of transcripts until all outstanding fees have been paid. To participate in the following, all outstanding debts owed to MKSD must be paid:

- Senior Class Trip; and
- Senior graduation ceremony

### **Lost or Damaged Books and School Materials**

Students are responsible for all school issued books and materials. If a student loses or damages a book or other type of material, they must pay the full replacement cost(s). If unpaid, this will be considered a school debt.

## **Academics**

### **Individualized Education Programs**

Each student who attends MKSD must have an annual Individualized Education Program (IEP) developed by the team and designed to meet their individual educational needs. The IEP is a federally mandated document that includes present levels of performance, goals, and objectives to address areas of need. It falls under Part B of the Individuals with Disabilities Education Act. Related services, special accommodations, communication plan and transition services are also included in the IEP. Parents and legal guardians are an integral part of the IEP process.

### **Statewide Assessments**

Students in grades 3-10 who live in NJ will participate in the State-mandated test, the New Jersey Learning Standards Assessments (NJSLA) for English and mathematics in May. Students in the 5th, 8th, and 11th grades will also take the NJSLA for science. Pennsylvania students will take the PSSA in April. Students in 11th grade will take the New Jersey Graduation Proficiency Assessment (NJGPA). Some students will take the Dynamic Learning Map (DLM) in place of the NJSLA as determined during the IEP process. Information from the NJ state testing will be available in the fall of the following academic school year.

### **Grading System**

#### Marking System

		<u>GPA</u>	
A	= 93-100	4.0	Excellent
A-	= 90-92	3.7	
B+	= 87-89	3.3	
B	= 83-86	3.0	Above Average
B-	= 80-82	2.7	
C+	= 77-79	2.3	
C	= 73-76	2.0	Average
C-	= 70-72	1.7	
D+	= 67-69	1.3	
D	= 63-66	1.0	Below Average
D-	= 60-62	0.7	
F	= 55-59	0.0	Unsatisfactory



### ***Missed Homework/Assignments***

It is the student's responsibility to get any class work or homework that they have missed whether it is an excused absence, unexcused absence, or ISS/OSS. Students should contact their teacher via email, or videophone to obtain homework assignments. A student will be given time to complete assignments equal to the time they were absent. For example, if a student is absent for two days, they have two days to make up the work. The student who completes assignments by the due dates will receive grades for the work made up. Failure to complete assignments will result in a zero grade for that assignment (excluding homework, which is not graded). Alternative makeup tests and quizzes may also be rescheduled.

## **Progress Reports and Report Cards**

### ***Progress Reports/Warning Slips***

To keep parents/guardians informed of their child's academic progress, a Progress Report is sent home to parents/guardians of Middle and High School students at the middle of each marking period.

In addition to a Progress Report, students may also receive a warning slip. Warning slips will be mailed home to parents/guardians of any high school student in danger of receiving a "D" and/or "F".

Teachers will meet with students who receive warning slips to advise them on what should be done to improve their grades.

### ***Marking Period Grades***

Marking period grades are determined four times a year by teachers based on several factors. These factors are shared with students at the beginning of the semester and may include tests, quizzes, class participation, projects and reports.

### ***Teacher Comments***

In addition to the grade, teachers will make a specific comment to show where a student needs to improve or where a student does especially well.

### ***Back-to-School Afternoon***

Near the start of the school year, we hold a Back-to-School Afternoon to enable parents and guardians to meet their child's teachers and other staff whose services you may need. Teachers provide an outline of their program and discuss such topics as curriculum, class procedures, homework and discipline. Please review the school calendar for the date. If you would like to meet with your child's teacher individually, please make an appointment.

### ***Parent-Teacher Conferences***

Conferences are scheduled annually near the end of the first semester for all students. We encourage you to contact the school if you feel you need to discuss your child's progress before this time. Staff members may also invite parents/guardians to additional meetings if they feel it is appropriate. If parents/guardians would like to schedule a conference with your child's teacher, please contact the teacher to make an appointment in advance. This will ensure that enough time is scheduled to discuss all relevant matters.

### ***Honor Roll***

To be eligible for the High School Honor Roll a student must attain a GPA at or above 3.0. Students who attain grades a "B" or above in all their classes and a GPA at or above 3.5 will be eligible for the High Honor Roll for the marking period. Middle School students must attain a minimum grade of "B" in all of their classes to achieve Honor Roll status.

### ***Student of the Month (Elementary School)***

Each month teachers will select a student from their class that has demonstrated outstanding or improved work, attitude, effort or responsibility. From the students selected, the principal, and paraprofessionals will choose a Student of the Month.

## **Academic Probation**

Any Middle School student who has attained one D or one F at the end of a marking period will be placed on Academic Probation (AP). Any High School student who has a GPA of less than 2.0 at the end of a marking period will be placed on Academic Probation (AP). AP begins the week after the marking period begins.

Students on AP:

- May not participate in athletic games. However, the student is expected to attend athletic practices and organizational meetings.
- Is required to participate in a plan of action developed by an administrator to bring up their grades.

Students who improve their grades may get off AP after two weeks by having an administrator review their grades to determine that there are no D or F averages in any classes or have improved to a 2.0 GPA.

## **Academic Integrity**

MKSD continually emphasizes the importance of academic honesty. Students are taught about plagiarism and how to properly document information from other sources. Students are also made aware that copying from any source- published information, classmates' work, etc. -is not acceptable.

Consequences for plagiarism are listed in Appendix A.

## **High School Course Offerings**

At the end of the first semester, all high school students will have the opportunity to review and select class offerings for the following school year. The students will complete a graduation plan that will be sent home to review with their parents/guardians. This will also be discussed and agreed upon at their annual IEP meeting in the spring.

## **Graduation Requirements**

Graduation requirements are set forth by the New Jersey Department of Education (N.J.A.C. 6A:8-5.1)

## **Dress Code**

It is expected that all students at MKSD will use good judgment in the selecting of personal clothing that is neat, clean, and will not be offensive in either taste or modesty.

- Heavy coats must remain in lockers or hung on hooks in the hallway.
- Baggy pants/shorts falling below hips to reveal any kind of under clothing (including another pair of shorts) are not permitted.
- Skirts and shorts must be hemmed and of the appropriate length. Use the "fingertip rule." Stand up straight with hands at sides to make sure the hem of the shorts/skirt is at fingertip length or longer.
- Shirt straps must be two fingers wide and only two inches visible under armpits.
- Sneakers are required for Physical Education class.
- The following are not permitted:
  - Flip Flops or Slides
  - Revealing bike shorts/shirts/blouses/skirts/jeans;
  - Muscle shirts/spaghetti strap tee shirts/bare midriffs/ mesh/see through materials and uncovered sport bras
- Clothing and personal items/ accessories that could be used for intimidation or as weapons are not permitted. Specific examples of items that should not be worn or brought on campus include, but are not limited to: "toy weapons/guns", nail clippers with any size pen knife attached; wallets with any size or length of chain attached; dog collars/hardware chains worn as jewelry.
- Clothing and personal items that refer to alcohol/tobacco/drugs/weapons/gang affiliations are not permitted (i.e., bandanas)
- Hats/caps/snoods are not permitted. Where a hat/cap/snood is part of cultural attire the student must receive prior approval from the principal.
- Sunglasses may only be worn inside the building if the student submits a doctor's note stating the need for them.

### ***School of Career & Technical Education (SCTE) Safety Rules and Dress Code***

Proper attire is mandatory for all SCTE classes. The attire is determined by each respective program and includes the following:

- Loose-fitting, baggy clothing that may get caught in machinery is to be avoided. Tank tops, shorts, “flip-flops”, and sandals are not acceptable.
- Shoes or sneakers are required in all shops.
- Long hair must be pulled back and tied up.
- Hard hats are to be worn on all jobs where injury to the head may result. Safety glasses must be worn in all shops that require them.
- Special equipment such as gloves, welding/filter masks, etc., is to be worn when necessary. Appropriate seasonal weather gear is necessary for outside projects.
- Mercer County Technical School students should follow uniform guidelines as directed by their specific program.

A student who fails or refuses to follow the Dress Code policy will be sent to the principal’s office for appropriate disciplinary measures.

### **Food and Drink**

Other than breakfast for students who arrive late, food and drink (with the exception of water) are not permitted in the classrooms unless required for medical reasons (doctor’s note required, Individual Health Care Plan, or IEP). Students will have an opportunity to eat and drink during lunchtime or after school. Food may not be taken out of the cafeteria. Students are permitted to have reusable water bottles and are encouraged to utilize our filtered water filling stations throughout the campus.

Energy drinks and drinks with high caffeinated ingredients are not permitted. Soda beverages from home are permitted during lunch for high school students. This is under the discretion of the principal/lunch duty staff.

### **Birthday Celebrations**

Students in the Early Childhood Program and Elementary School program are permitted to celebrate birthdays with pre-approval from the principal. In school birthday celebrations for Middle and High School students are not permitted.

### **Conduct on the School Bus, School Sponsored Activities, and Off-Campus Events**

The code of student conduct sets forth student behavioral expectations on school grounds, including on a school bus or at school sponsored functions (this includes, but is not limited to the sections below). A student may receive a consequence for conduct away from school grounds that is consistent with the school’s approved code of student conduct in the following circumstances:

1. When it is reasonably necessary for the student’s physical or emotional safety, security and well-being or for reasons relating to the safety, security and wellbeing of other students, staff or school grounds, and
2. When the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Conduct on the School-Bus, School-Sponsored Activities, and Off School-Grounds

### **End of the Year Trips**

Any student who has less than 3 days of suspensions (In-School Suspension and/or Out-of-School Suspension) from school during the school year can participate in the end of the year school trips.

### **High School**

Special events occur throughout the school year for members of the High School. These events include, but are not limited to spring dance/prom, the Senior Class Trip, and graduation ceremony.

Class sponsors will send home specific information concerning these events throughout the school year. Some general guidelines to follow are listed below:

### ***Prom/Spring Dance***

1. To attend the prom, a student must be a member of the High School or be invited by a High School student, with permission from the principal.
2. Any High School student or invited MKSD guests must be in school on the day of the spring dance/prom unless a written excuse from a parent/guardian/adult student is given to the principal in advance.
3. MKSD provides school transportation with supervision to and from the event location. Any parent/guardian/adult student who prefers to use personal vehicles rather than the MKSD transportation must notify the principal and the director of residential services of these changes no later than the Friday before the event is held and complete relevant paperwork.
4. Any student suspended with ISS or OSS on the day of the event may not attend. The cost of the event will not be refunded.

### ***Senior Class Trip***

1. To participate in the Senior Class/Upperclassman Trip, a senior must have paid all outstanding debts owed to MKSD. This includes all fundraising receipts.
2. A senior who has OSS on the day of the trip will not be allowed to go on the trip. Deposit money will not be refunded.
3. All school rules and regulations apply during the Senior Class Trip. Students who do not adhere to school rules and regulations may be sent home at their own expense.

### ***Graduation Ceremony***

1. To participate in the graduation ceremony, a senior must have paid all outstanding debts owed to MKSD.
2. Any senior who has Out of School Suspension (OSS) on the day of graduation will not be permitted to participate in the graduation ceremony. Their diploma will be mailed home.
3. Any student who is involved in the use of drugs or alcohol during prom or Senior Class Trip will not be allowed to participate in graduation ceremonies.

### ***Use of Vehicles***

Driving to school is a privilege. Students must be aware that any violation of the MKSD policy regarding the use of vehicles or any violation of the State of New Jersey driving regulations will result in serious consequences. This includes, but is not limited to: unsafe driving, driving too fast, taking a passenger without written parental permission, lateness (arriving/leaving), entering/driving a car without staff permission, refusing to leave campus by the specified time.

Any MKSD high school student with a (1) valid NJ driver's license, (2) proof of a valid vehicle registration, and (3) proof of a valid insurance card is eligible to bring their vehicle to school. Students **MUST** receive permission before bringing a vehicle to school. To receive permission to drive on campus students must follow these instructions:

1. Get an application from the school secretary.
2. Complete and return the application form to their secretary.
3. Wait for approval.

### ***Athletic Program***

#### ***Athletic Eligibility***

- Students who turn 19 before July 1<sup>st</sup>, are ineligible to participate in the Eastern Schools for the Deaf Athletic Association (ESDAA) competitions for that upcoming school year. Students who turn 19 after July 1<sup>st</sup> are eligible to participate in all seasons for that upcoming school year. Students in the 6th grade and 12 years of age may try out for a varsity team.
- Student-athletes must be enrolled at MKSD.

### **Parent/Guardian Consent**

Student athletes must submit all completed forms (Sports Participation Parental Consent, Concussion, Physical Examination) signed by their parent or legal guardian indicating permission for participation in each sport. Parents must also fill out the follow-up questionnaire paperwork for each season (Fall, Winter, Spring) in which their child participates.

Student athletes must be examined by a qualified physician and certified as being physically fit to participate in any try-out or to be a member of a school team. The student will only need one physical per school year.

### **Practice and School/Game Attendance**

Safety is a priority for student athletes. They are expected to stretch, undergo conditioning, and observe safety precautions as directed by the coaching staff. Practice will take place daily after school Monday to Thursday, unless specified by the coach/athletic director. Attendance at practice is mandatory. Students may not participate in games until they have had at least 6 days of practice.

### **School Attendance**

Student athletes are required to attend a full day of classes on the day of a game. Any student athlete absent from class or work internship on a game day will not be permitted to participate in that game unless they are granted an excused absence and attend 4 periods of classes.

Student athletes must be on time for all practices, meetings, and games. Being late without a reason is unexcused and will impact eligibility to participate.

Student athletes must attend practice the day before a game.

Student athletes must obtain prior permission from the coach if they know they will be late or will miss a team function.

### **Suspensions**

Student athletes receiving In-School Suspension, In-Dorm Suspension, or Out of School/Dorm Suspension will not be allowed to participate in practice or compete in games for the duration of the suspension. Athletes may or may not be permitted to return to the team depending on the seriousness of the violation of school rules.

A student athlete may be suspended from their athletic team for disruptive behavior or repeated failure to comply with a coach's instructions.

### **Responsibilities of a Student Athlete**

Student athletes are expected to adhere to the following guidelines:

- An athlete needs to consistently attend practice sessions.
- Team members are responsible for all issued uniforms and equipment.
- Student athletes will not partake in nor ignore bullying.
- Student athletes are expected to stay off of academic probation and maintain grades above a C at the end of the marking period.
- If injured, a student athlete must report all injuries to the coach and the health center.
- If the injury requires hospital care, they must be seen by a doctor and may return with clearance.

As a member of a team, a student-athlete must agree to and follow the team rules. Student athletes need to remember that they are ambassadors and represent not only themselves, but also MKSD and its Athletic Department.

## **Athletic Conduct**

While under the supervision of the coaching staff at MKSD, students will be expected to actively engage in activities connected with team membership. This includes all practice sessions, games, traveling to and from events, and any other situation where the purpose is related to team membership.

Student athletes ejected from a game for whatever reason, will have the following consequences (in addition to potential consequences as outlined in Appendix A:

- An ejection or disqualification prevents a player from attending the next regularly scheduled contest. This includes riding the bus; being in the locker room; standing on the sidelines; or sitting on the bench, in the stands, or anywhere else at the contest site.
- Disqualification of a student athlete for the second time in the same sport during the school year will result in a two-game suspension.
- Disqualification of a student athlete for the third time in the same sport during the school year will result in them immediately being dismissed from the team for the remainder of the season.

In cases where the conduct of a student athlete becomes inappropriate as a representative of MKSD interscholastic program, they may be subject to expulsion from the team. The coach/ athletic director / administration will take such measures only after consideration of the circumstances.

The following is a list of violations that would in all probability result in the forfeiture of team membership. This list is not all inclusive since there could be other infractions occurring with the same severity:

- Use of drugs
- Use of tobacco products
- Use of alcohol
- Stealing
- Flagrant misconduct
- Insubordination
- Poor sportsmanship
- Hazing

Student athletes may be suspended from their teams for disruptive behavior or repeated failure to comply with instructions and/or expectations. Coaches will describe expectations at the beginning of each season.

## **Varsity Letters**

All student athletes are eligible for a letter (or pin) at the conclusion of the season. Each student athlete will receive one letter, followed by pins in subsequent years of participation if they:

- Have finished the season in good standing (including meeting all academic requirements, returning all uniforms and equipment, and meeting all other team responsibilities)
- Maintained regular and consistent attendance at practices and games.

## **Equipment and Uniforms**

Student athletes must take good care of their uniforms and equipment. Damage due to student negligence will be the financial responsibility of the student. Failure to return a uniform, a piece of equipment, or to pay for its repair/replacement, will prevent the student athlete from participating in other sports, and from obtaining their diploma/certificate/transcript.

## **Student Attendance**

### **Student Attendance Policy**

New Jersey school law (N.J.S.A. 18A:38-28 through 31) requires all children between the ages of 6-16 to attend school daily. Parents/guardians and the student have the primary responsibility for meeting the attendance requirements stated here if the student is under the age of 18. When the student reaches the age of 18 (referred to as the adult student) they assume this responsibility.

Attendance at school is vital to a student's academic progress and success. School personnel will ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel must meet with the student and parents and guardians in order to determine needed support and an appropriate course of action which may include, but is not limited to: an intervention, referral for counseling, and/or referral to appropriate support agency.

Since it is the goal of the MKSD to provide an appropriate educational program for every student enrolled, student participation in all regularly scheduled classroom activities is essential. Frequent absences from regularly scheduled classes disrupt the learning process and prevent a student from receiving the maximum benefits of the programs that are offered. Frequent unexcused absences may have severe consequences, such as:

One Semester Course: A total of 9 unexcused absences for a one-semester course may result in the loss of credit towards promotion to the next grade or towards graduation if the student is a senior.

Full Year Course: A total of 18 unexcused absences for a full year course (2 semesters) may result in the loss of credit towards promotion to the next grade or towards graduation if the student is a senior.

### **Excused Absences**

With parental permission, an absence is excused for: Personal illness, recovery from an accident or approved individualized health care plans.

- Death in family
- Religious holiday
- Medical/dental/counseling/agency appointments and court appearances that cannot be made outside of school time
- Field trips, exchange programs and sport events scheduled by the school
- Employment interviews, college visitations
- Weather emergencies
- Failure of LEA provided transportation to arrive at the assigned pickup point

Parents must notify school officials whenever the student is going to be absent from school.

Parents must contact the main office prior to the start of the school day.

Absence for any other reason than those listed will be considered unexcused. Family vacations that occur during school time are strongly discouraged.

**NOTE:** The administration reserves the right to investigate the cause of each absence, including the right to require a physician's note.

### **Verification of Excused Absences**

The adult student or parent/guardian should notify the school secretary no later than 8:00 a.m. on the day of the absence. A staff member will also attempt to contact the adult student/ parent/ guardian when a student is absent.

### **Notification of Absences**

Absences are recorded daily and reported to parents at each marking period in the progress report/report card. Additionally, absences are reported monthly to the Local Education Agency (LEA).

## Parent/LEA Warnings

High school students who exceed the following unexcused absences may be in jeopardy of losing credit for courses taken. Students should provide documentation for absences in order to receive credit for courses taken. Failure to provide documentation for an absence may result in an unexcused absence.

Status	Semester Course	Full Year Course	Notification of:
Early Warning	3 unexcused absences	5 unexcused absences	Student Parent/Guardian Counselor LEA
Warning Status	6 unexcused absences	9 unexcused absences	Student Parent/Guardian Counselor LEA
No Credit Status	Beyond 9 unexcused absences	Beyond 18 unexcused absences	Student Parent/Guardian Counselor LEA**

\*\*Meeting will be requested in writing by the principal

**NOTE:** It is the responsibility of staff members to know the whereabouts of each and every MKSD student while under their supervision.

## Tardiness

Students who arrive late (after 8:25 a.m.) must report to the appropriate school's office and get a late pass before reporting to class. This applies to all students whether they are late arriving to school or late in-between classes. Unless excused, students who are substantially late to school will receive the following consequences:

- A student who arrives after 10:00 a.m. will be charged with one-half day unexcused absence
- A student who arrives after 1:00 p.m. will be charged with one full day unexcused absence.
- A student who leaves before 12:00 noon on any school day will be charged with one-half day unexcused absence.

## Passes and Sign-in/Sign-out Procedures

- When arriving late to school, students will check in at the main office and obtain a pass to class.
- When arriving late to class/activity, students will get a pass from the previous teacher or staff person.
- When traveling in the halls during a regularly scheduled class period, students will get a pass from the teacher who excused the student.

## Student Records

All individuals shall comply with the requirements for student records and privacy protections pursuant to Federal and State laws and regulations identified at N.J.A.C. 6A:16-7.2(c)3vii.

Requests for access to student records by authorized organizations, agencies, or persons shall be directed to the chief school administrator of the LEA.

Student records shall include all those mandated by the Department of Education. Student records shall contain only such information as is relevant to the education of the student, and is objectively based on the personal observations or knowledge of the originator of the record. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.

All student records maintained by MKSD shall be returned to the LEA when a student's program is terminated.



## **School Safety and Security**

### **Visitors**

MKSD has a NANA (no appointment, no admittance) policy. No one, not even former students, should come to campus without an appointment if they are visiting. All visitors with an appointment must first stop at the security gate located at the main entrance of our campus. Visitors will be directed to the building they are visiting. Visitors are to remain in the area that they are visiting unless accompanied by staff. Visitors must sign in and out of each building at the main office. Visitor badges must be visible at all times while on campus.

### **Emergency Procedures**

MKSD has various procedures in the event of an emergency. These emergency procedures are reviewed and discussed with all staff and students. MKSD conducts drills once a month for these procedures. In the event of an actual emergency, every attempt will be made to contact students' parents/guardians promptly. Please be sure to routinely update MKSD with changes in contact information for this purpose. During all emergencies, students are to follow the direction of the staff in charge. Students are to remain calm and quiet and await direction from staff or emergency personnel. The use of electronics (i.e. cell phones) by students is strictly prohibited at this time. All emergency evacuation routes are posted in each room.

Any student that requires accommodations in the event of an emergency or drill will have an emergency plan developed. This plan will be reviewed with the IEP team and included in the student's IEP and file.

For all security drills, parents/guardians will be notified by the end of the day via ConnectEd.

### **Fire Emergencies**

In the event of a fire anywhere on MKSD campus, detailed evacuation routes are put into effect. Students are to follow the direction of the staff in charge. Students are to remain calm and quiet and await direction from staff or emergency personnel.

### **Biological/Chemical Evacuations**

MKSD has assigned evacuation locations for all students and staff members on campus. In the event of a biological/chemical alert, MKSD personnel will care for the students. This includes the basic provisions of care/food/water.

### **Lockdown and Shelter in Place**

In the need of a lock down, MKSD has specific procedures for different types of lockdowns/emergencies. All school personnel are trained in these procedures to ensure the safety of all students and staff on campus.

### **Inclement Weather**

In the event that our campus opening is delayed, closing early or closed due to inclement weather, families will be notified via Connect-ED notification systems. It is important that current contact information is given to the school for this purpose.

### **MKSD Alert Notification System**

MKSD will notify parents/guardians via the Connect-ED notification system. Campus events, closings, and/or emergencies will be sent out using this system. You will be contacted via text or phone with a message.

### **Identification Cards**

All students and staff are issued an identification card for use on campus. Students must wear their ID cards at all times. ID cards are required for access to the dormitories and school buildings. If a student loses their ID card, the student must report this to the main office and shall be responsible for paying to replace the ID card.

## **Student Search and Seizure**

Student safety is our top priority. If there is reasonable suspicion that a student has broken a law or a school rule related to stolen items, drugs, drug paraphernalia, alcohol, weapons, other dangerous/illegal objects, or harmful electronic material, MKSD reserves the right to check students' bags and lockers and dorm rooms.

If found, the student will be asked to forfeit such items to an administrator. If the electronic material is believed to contain harmful materials, such as but not limited to videos that contain direct threats of violence or bullying toward a student, the student will be asked to unlock the device and agree to have it searched. If the student refuses to consent to a search, a school official will seize the property and forward it directly to a parent or law enforcement, depending on the circumstances.

## **School Lockers**

Each Middle and High school student will be assigned two lockers, one in the school hallway and one in the gym locker room. Students will be provided a lock free of charge or are permitted to bring their own. All lockers are and shall remain the property of MKSD. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

In addition to school and residential searches, any vehicle parked on school property may be subject to inspection by school administration. The school reserves the right to inspect a student's locker or car parked on school property when there is reason to believe that the locker/car is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school. (New Jersey School Search Policy, 1998 & NJSA 18A: 36-19.2).

## **MKSD Student Health Center (SHC)**

We know that when children are healthy, they are better able to learn. We also support parents' efforts for children to have good attendance in school. However, there are some occasions when children need to stay home. The following guidelines are designed to protect the health of all students..

### **Illness**

A child's ability to learn, perform and behave can depend on how a child feels physically. We ask that sick children remain at home if their illness is, or may be, contagious and could cause illness in other children.

We ask your cooperation in informing the school nurse of any known illness as soon as possible so we can detect similar illness in others.

If your child becomes ill at school, you are responsible for picking up your child. Please make arrangements for transportation if you are not able to pick up your child.

*Note regarding Bus Transportation:* The school nurse and school staff are not permitted to make transportation arrangements with bus companies. Parents/guardians are responsible to contact the bus company and ask if bus transportation is possible. If the bus company agrees to transport your child home, contact the school nurse or school office with the estimated pick up time.

**When to Keep Your Child Home / 24 hour Rule:** Keep your child home if they show any signs or symptoms of illness that are communicable/ contagious. Here are some guidelines:

- **Fever:** A temperature of 100.0 degrees or higher. Your child should stay home until he/she is fever free for 24hrs without the use of fever reducing medication before returning to school. Common names of fever reducing medications include Tylenol, Motrin, Advil, Aleve. Aspirin is not recommended.
- **Diarrhea or Vomiting:** Your child should be free of diarrhea or vomiting for 24 hours before returning to school. Children should be tolerating food and liquids for 24 hours without the use of medication to relieve symptoms.

- There are times when vomiting occurs as a result of gagging or “something stuck in my throat”, coughing, running around after eating, emotional upset, self-induced, menstrual cramps or chronic conditions that are not related to acute illness.
- If your child recovers from a single episode of vomiting and appears to be well they may remain in school. If a student has a chronic condition (for example gastroesophageal reflux) and has one episode of vomiting and recovers, the student may remain in school.
- If vomiting is severe or combined with other symptoms of illness, the nurse will advise that your child be picked up from school.
- Children with vomiting from an infection often have diarrhea and sometimes a fever.
- Contagious Disease/Condition: Your child should remain home when they show symptoms of a contagious disease including strep throat, conjunctivitis (pink eye) impetigo, ringworm.
  - Your child may return to school 24 hours after beginning prescribed medication. Other contagious infections (Rubella, whooping cough, mumps, measles) have specific guidelines for returning to school. Your child’s doctor can help you with this. For more information see NJ Health Guidelines School exclusion list.
- Common cold/ allergies: Mild respiratory and allergy symptoms (itchy throat, cough, sniffles) should not keep your child at home as long as your child is able to participate in normal activities and practice proper hygiene : cover nose and mouth when coughing and sneezing and handwashing.
- Symptoms of Flu/Covid : New or worsening cough, shortness of breath, difficulty breathing, sudden loss of taste or smell, chills, sore throat, GI, myalgia, headache, sore throat, fatigue, congestion, rhinorrhea.
  - If your student is Covid positive, visit the CDC website for recommendations or contact the school nurse. Guidelines change when transmission levels are high
- Head lice: Anyone can get head lice. Having lice does not indicate poor hygiene. Head lice do not cause disease, but are a time-consuming nuisance.
  - If the school nurse finds evidence of head lice, the child will be sent home at the end of the day for the parent to administer treatment.
  - Family doctors, the school nurse, and pharmacists can provide treatment advice. Upon completion of this treatment, your child will be re-examined by the school nurse before returning to class.
  - School policies indicate that nits (eggs) must be removed before returning to school. This is a time consuming but necessary task that helps ensure that the eggs do not start the cycle of head lice again.
  - Please call the school nurse if you suspect head lice, so other siblings and children with close personal contact may be checked.

## **Injury**

Please notify the school if your child is going to be absent. If your child has been injured, visited the ER, or has been hospitalized please contact the school nurse. A doctor’s note with any limitations or modifications will be required to return to school.

When do you need a doctor’s note to return to school after an injury?

- Any injury that prohibits a student from functioning normally in the school setting must be medically addressed.
- Your child will need a doctor's excuse to come back to school if they have been injured in gym/sports/car accident, school accident etc. that required them to be seen by a doctor.
- If your child has an injured ankle and can't walk, injured shoulder and can't move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated in school.
- If they hit their head and are having headaches, or dizziness, they should be seen to rule out concussion, etc.
- If your child is assigned crutches or a wheelchair, they must have a note from the doctor stating it is ok to be in school with them.
- If your child has crutches/ wheelchair and has a class upstairs, they will be issued an elevator pass. Students on crutches are not allowed to use the stairs. A note from their doctor stating they can use the stairs is required to clear them for stair use.

- If your child reports to the health office and appears injured, you will be asked to pick them up, and have them evaluated by your family physician. A note from the physician will be required in order for your child to return to school.
- For all injuries/ assistive devices a medical note is required to excuse your child from gym. A note from the same physician is required to return your child to gym/ sport activities.

### **Medication at School**

Medication should be given at home whenever possible. When a medical provider determines that a medication must be administered during school hours (prescription or over-the-counter), proper authorization is provided to the school which is as follows:

- Written permission using the school's "Request for Medication" form is completed by parent/guardian and the student's licensed healthcare provider. The medication must be brought or sent in by the parent in the original pharmacy labeled container.
- Students are not permitted by New Jersey law to carry or self-administer medication, with the exception of insulin, asthma inhalers and emergency epinephrine, and then, only if written authorization for this self-administration is provided by the parent/guardian and the student's healthcare provider.

### **Treatment Plans**

- Treatment plans are required to be completed by the healthcare provider and signed by the parent/guardian for the following health concerns.
- Treatment plans are completed for every school year starting in September.
  - Food Allergy: Food Allergy and Anaphylaxis Emergency Care Plan
  - Asthma: Asthma Management Healthcare Plan
  - Seizures: Seizure Action Plan
  - Diabetes: Diabetes Medical Management Plan

### **Self-Destructive Statements/Gestures**

For any student who exhibits warning signs of self-destruction, self-harm or who threatens or attempts suicide, any warning signs or the report of such warning signs from another student or staff member will be reported immediately to the counselor and/or principal.

The counselor and/or principal will immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) and the student will be referred to the counselor for a preliminary assessment. The health center will be contacted if any physical injuries are present. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student.

### **Student Discipline**

#### **Disciplinary Policy/Philosophy**

One of the primary functions of school administrators and school staff is to contribute toward the creation of a climate that will provide a positive learning environment for the students. It is the intent of the Marie Katzenbach School for the Deaf to assume the obligation of training young people to be responsible for their own actions and behavior and that classroom teachers develop this concept in their students. Classroom teachers should make known their standards of satisfactory conduct and behavior so that, as much as possible, problems and misunderstandings can be avoided.

#### **Corporal Punishment**

Pursuant to N.J.S.A 18A:6-1, no member of the school staff shall use or cause to be used on a student corporal punishment (i.e., infliction of physical pain by another, punishment causing or intended to cause bodily pain and suffering).

## **Positive Behavior Supports in Schools**

MKSD is committed to providing comprehensive behavioral supports that promote positive student development and each student's ability to fulfill the behavioral expectations established by the school. Our focus is on preventing problem behaviors through proactive measures, rather than merely reacting to negative behaviors. To meet this commitment, MKSD implements Positive Behavioral Supports in Schools (PBSIS). PBSIS is a comprehensive and evidence-based multi-tiered framework that fosters a positive and supportive school environment by proactively addressing behavior and promoting social-emotional development.

### ***Key Components of PBSIS:***

Universal Tier (Tier 1) Interventions: The Universal Tier focuses on proactive approaches to establishing a positive and inclusive school culture that benefits all students. MKSD staff are expected to use Universal Tier 1 practices to create respectful, orderly, and productive learning environments for all students through the development of caring, supportive relationships with and among students; organizing and implementing instruction in ways that optimize students' access to learning; using group management methods that encourage students' engagement in academic tasks; promoting the development of students' self-management and social efficacy; and using appropriate interventions to assist students with minor behavior challenges.

Universal Tier interventions emphasize clear and consistent behavior expectations and teaching social-emotional skills to all students that center on our collaboratively developed values of Respect, Responsibility, and Kindness. By establishing clear expectations and teaching appropriate skills, staff strive to create an environment that minimizes disruptive behaviors so that all students can grow academically, socially, and behaviorally. Teachers and school staff additionally use positive reinforcement and encouragement to recognize and reward appropriate behaviors, fostering a climate of Respect, Responsibility, and Kindness...or what we like to call, "R2K."

Even when prevention practices are in place, some students will need additional support and interventions to thrive in the learning environment. The PBSIS Intervention Team uses a routine and systematic approach to screen for students who need additional support using data such as office conduct referrals, grades, and attendance. This helps to ensure that students needing support are quickly identified and that they have equitable access to behavioral interventions that take into account the nature of the behaviors, the developmental ages of the students, and the students' histories of problem behaviors and performance.

Secondary Tier (Tier 2) Interventions: Tier 2 interventions provide additional support to students who may need more targeted intervention. This group may include students who exhibit chronic minor behavioral challenges or who require more specialized support in specific areas. We implement an evidence-based intervention to all students at Tier 2 (e.g., check-in system) in order to maximize efficiency (our goal is for students to begin receiving this support within 3 days of referral) and equity. Students additionally continue to receive all Tier 1 supports and interventions. On a bi-weekly basis, decision rules are applied to determine if progress is being made or if adjustments are needed.

Tertiary Tier (Tier 3) Interventions: The third tier of PBSIS is designed for students who require intensive and individualized support due to persistent and severe behavioral challenges that have not responded to the interventions and supports provided at Tier 1 and Tier 2. It involves creating personalized behavior intervention plans (BIPs) to address the specific needs of these students. Often, individualized intensive interventions will include strategies to address multiple domains of student life.

## **Social Emotional Learning**

Social Emotional Learning (SEL): The Katzenbach School is committed to the Social Emotional Learning (SEL) of its students by providing safe, nurturing, and inviting learning environments. SEL is broken down into five categories:

- Self-Awareness: Recognizing emotions and how they translate to behavior
- Self-Management: Ability to regulate one's feelings and behavior

- Social Awareness: Being willing to understand and respect other's experiences
- Relationship Skills: Being able to develop healthy relationships
- Responsible Decision-Making: Making safe and healthy choices

Long-term SEL improves our students' attitudes toward learning and self-efficacy, bolsters graduation rates, increases enrollment in higher institutions, builds greater capacity for workplace success and improves mental health.

## **Infractions and Responses**

### ***Identifying Appropriate Responses to Infractions***

When choosing interventions and consequences for students' behavior, teachers, administrators, and staff must balance the MKSD's goals of minimizing school disruptions and maximizing each student's instructional time. When determining the consequence for a particular infraction in accordance with Appendix A, consider the following factors:

- 1) Age, health, and disability or special education status of the student
- 2) Appropriateness of student's academic placement
- 3) Student's prior conduct and record of behavior
- 4) Student's understanding of the impact of their behavior
- 5) Student's willingness to repair the harm caused by their behavior
- 6) Seriousness of the infraction and the degree of harm caused
- 7) Impact of the incident on the overall school community
- 8) Whether the infraction threatened the safety of any student or staff member
- 9) The likelihood that a lesser intervention would adequately address the violation

When a student has committed multiple infractions that fall into more than one tier, the principal or designee may make a determination to assign a consequence within the tier that best reflects the student's behavior. Where appropriate, discipline will be progressive. This means that a student's first violation usually merits a consequence of a lesser degree than subsequent violations. However, in instances where a student's conduct is dangerous or threatens the safety of others, a more severe form of disciplinary action may be warranted or required, even if it is the student's first offense.

Before a principal or designee assigns a consequence that removes a student from class (e.g. In-School Suspension), all attempted behavior interventions must be documented.

See Appendix A for a list of infractions and responses with definitions.

## **Suspension Policies**

*Preschool:* Preschool Students shall not be suspended or expelled.

*Kindergarten-2nd grade:* Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.). b. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. c. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in preschool in a school district or charter school shall not be suspended, and shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).

*Short-Term Suspension* means a period of 10 or less days. In each instance of a short-term suspension, MKSD shall assure the rights of a student pursuant to N.J.A.C. 6A:16-7.2.

*Long-Term Suspension* means a period of more than 10 days. In each instance of a long-term suspension, MKSD shall assure the rights of a student pursuant to N.J.A.C. 6A:16-7.3.

Students with 10 or more consecutive or cumulative suspensions must have a Manifestation Determination meeting pursuant to NJAC 6A:14.

### ***In-School Suspensions***

In the educational programs, ISS involves the removal of a student from classes. The student is then assigned to the designated ISS area to continue with their assigned school work under direct supervision. The student is expected to cooperate fully while in ISS. ISS is used for, but not limited to, a student who:

- Is waiting for transportation home to begin Out of School Suspension;
- Is waiting to appeal Out of School Suspension;
- See Infractions Chart

### ***Out-of-School Suspensions***

OSS involves the removal of a student from all school and residential activities and sending them home. It is the responsibility of the parent/guardian to pick up the student as soon as possible and transport them home. Students in OSS are not allowed on campus and may not participate in, nor attend, any school-related or residential activity during their OSS on or off campus.

Parents/guardians and the LEA will be notified when a student has received ISS or OSS. Students who receive ISS or OSS are required to make up all classwork, and tests. This is the student's responsibility (see Missed Classwork)

### ***Appeal Process***

A student and/or parent may appeal an in-school or out-of-school suspension. A student filing an appeal is encouraged to seek advice and help from any available staff member. Any student waiting to present their appeal will remain in In-School Suspension (ISS). An appointment with the superintendent and appropriate individuals will be established within 24 hours.

A student appealing an ISS or OSS must follow this procedure:

1. The student must give a *written* appeal to the counselor who then contacts the superintendent.
2. An appointment is made with the superintendent to review the situation at a meeting with all the individuals involved including:
  - a. the principal
  - b. the educational staff member(s).
  - c. the student(s)
  - d. parent(s)/guardian(s)
3. The superintendent will make the final decision.

### ***Students' Right to Due Process***

Teachers and administrators shall observe the following due process rights of students who violate any of the provisions of this policy pursuant to N.J.A.C. 6A:3-1.3 through 1.17, and where applicable, N.J.A.C. 6A:14-2.7 and 2.8 and 7.2 through 7.6. These rights to due process include:

- A. Informal hearing before the principal or their designee (applies to any type of offense and any type of punishment)
  1. Explain verbally to the student the offense of which they are accused.
  2. Provide the student with an opportunity to be heard and to convey other information they think is relevant.
  3. Notify the parents/guardians of the student's offense.

B. Formal Hearing before the superintendent (applies to any type of offense which may result in suspension of ten days or more or expulsion):

1. Explain to the student in writing the offense of which they are accused.
2. Provide the student with an opportunity to be heard and convey other information they think relevant.
3. Notify the parents in writing and provide them with an opportunity to be present at the formal hearing.
4. Provide the student with the names of adverse witnesses.
5. Provide the student with copies of any written statements or affidavits by adverse witnesses.
6. Provide the student with an opportunity to present witnesses and other evidence on their own behalf.
7. Provide the student with an opportunity to question adverse witnesses.
8. Provide the student with an opportunity to be represented by counsel, if they so request, and permit parents to appear at the formal hearing and represent and assist the student.
9. Provide the student with a basic written record of the formal hearing that has taken place.

### **Substance Abuse**

MKSD recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. Accordingly, MKSD prohibits the use, possession, and/or distribution of any drug, alcohol, or steroids on school premises, at school-sponsored events away from school, or on a school bus.

"Substance," as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

### **Drugs/Alcohol**

If teaching staff or other school personnel suspect a student to be under the influence of or in possession of a substance, as defined above, they will be referred to the school nurse. In response to such a report, the following actions will occur:

- Parents/guardians and LEA notification
- Medical examination performed in accordance with N.J.S.A. 18A:40A-12
- Referral to SAC for assessment and recommended action plan
- Referral to outside agency for follow up
- Minimum of 3 days out-of-school suspension (1st offense)
- Law enforcement notification (in accordance with the requirements of N.J.A.C. 6A:16-6.3(a)1-5).
- Manifestation determination meeting with student, parents, LEA case manager, and MKSD staff. (repeat offense)

### **Smoking/Tobacco**

The Marie Katzenbach School for the Deaf and surrounding school property is a smoke-free school zone. Smoking, possession of tobacco products, or the use of tobacco in any form by students while in or on school properties, within the area surrounding the school grounds, at school-sponsored events away from school, or on a school bus, is prohibited. Such items will be confiscated and may be returned to the parent/guardian, upon request.

For purposes of this policy, "smoking" shall mean the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. "Smoking" also includes the use of smokeless tobacco and snuff. For



the purpose of this policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4. Discipline for smoking/Tobacco use and possession is outlined in Appendix A.

### **Sale or Distribution of Tobacco**

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Discipline for sale or distribution of Tobacco is outlined in Appendix A.

### **Weapons/Firearms**

MKSD prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation.

“Weapon” means anything readily capable of lethal use or of inflicting serious bodily injury. This includes, but not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy “firearm” means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

The principal or designee shall conduct an appropriate search of any student suspected of being in possession of a weapon and confiscate any weapon discovered in the course of the search.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline (see Appendix A) pursuant to N.J.S.A. 18A:37-7 through 12, and N.J.A.C. 6A:16-5.5 (firearm offenses) and 5.6 (assaults with weapons offenses).

### **Bomb Threat**

A bomb threat is any communication received via telephone, email, face-to-face communication (written, verbal or signed), online communication (including social media), or other means stating that a bomb will detonate on school grounds. A bomb is considered an explosive device greater in size than a firecracker that can cause harm to another person or an object. The principal or designee, will search students who are suspected of being in possession of a bomb in accordance with MKSD Policy 5770.

Discipline for a bomb threat is outlined in Appendix A.

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

We believe that all students require a positive, engaging and safe environment in order to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both the student’s ability to learn and the school’s ability to educate its students in a safe environment. Our school will not tolerate acts of harassment, intimidation or bullying.

General harassment, which may not meet the specific criteria of the “Anti-Bullying Bill of Rights” definition of Harassment, Intimidation, and Bullying (HIB) described below, but still constitutes harmful behavior, is strictly prohibited (See Appendix A for definition and examples).

On January 5, 2011, Gov. Christie signed into law the “Anti-Bullying Bill of Rights”. The law went into effect September 2011 and amends the 2002 anti-bullying (N.J.S.A. 18A: 37-14 (2011)). It provides several major changes including new definitions for Harassment, Intimidation and Bullying, District Staff Functions, policy and procedures, training requirements and reporting.

#### Definition of Harassment, Intimidation and Bullying (HIB):

1. Any gesture, written, verbal, or physical act or electronic communication that takes place on school property, at a school sponsored function or school bus. Electronic communication means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone and computer or remotely activated paging device.
2. Incidents of HIB including cyber-bullying that occur away from school grounds may also be included if they endanger the safety of students or staff.
3. Motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability or any other distinguishing characteristic.
4. When a reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming the pupil or damaging their property, placing the pupil in reasonable fear of harm to their person or personal property.
5. Insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or substantial interference with the orderly operation of the school.
6. When any behaviors associated with sexual conduct, as defined by the Office of Civil Rights, are sufficiently severe, persistent or pervasive so that they interfere with student/school performance or create an intimidating, hostile or offensive school environment, these behaviors become sexual harassment.
7. Exercising power and control over another, either in isolated incidents or patterns of HIB behavior.

#### ***Expected Behavior***

Pupils should conduct themselves as appropriate to their levels of development, maturity, and demonstrated capabilities with proper regard for the welfare of others, including staff and other pupils. Staff members are expected to model appropriate behavior and encourage best practices of proactive discipline, positive behavior support and growth in self-discipline. Severity of behaviors and history of other such behaviors will be considered when designing the consequences of infractions.

#### ***Consequences and Appropriate Remedial Action***

Factors for determining consequences in response to HIB behavior include:

1. Age and developmental maturity levels of all parties;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between parties involved; and
7. Context in which the alleged incidents occurred.
8. Personal and environmental factors are also considered.

Consequences for Remedial Action for infractions are mandatory (N.J.A.C. 6A: 16-7.9 (a) 2). They may include a range and variation in type depending on the results of investigating the factors above. These include, but are not limited to:

1. Admonishment (reprimand/ warning/advisement)
2. Temporary removal from the classroom
3. Deprivation of privileges (i.e., can't play sports or go on school trips)
4. Lunch Detention
5. Classroom or administrative detention
6. Referral to the disciplinary administrator
7. In-school suspension
8. After-school programs
9. Out of school suspension
10. Legal action (police involved)
11. Expulsion (removed from school)
12. Restitution (pay money or do community service)

13. Mediation
14. Functional Behavioral Assessment
15. Behavior Intervention Plan
16. Counseling
17. Parent conference

### ***Reporting Procedures***

1. Complaints alleging violation of the HIB Policy must be reported to the appropriate principal or designee.
2. An incident reporting form to document the allegation must be completed for the investigation to begin.
3. A verbal report or anonymous report is considered official, but disciplinary action may not be taken based solely on an anonymous report.
4. Timely reporting, in compliance with the procedures in the Policy, makes the person who reports it immune from a cause of action for damages arising out of failure to report the incident.
5. Once reported the incident must be investigated. The principal or director of residential services is responsible for ensuring that the investigation is carried out.
6. The investigation will be prompt, thorough and complete as well as recorded.
7. An appropriate response must be developed and provided.

To report HIB as a parent or caregiver, please use Form 338 located in Appendix B and return to the attention of one of our Anti-Bullying Specialists or the main office. This form, along with guidance for parents on the Anti-Bullying Bill of Rights, can be found on our website.

#### **MKSD Anti-Bully Specialists**

Lauren Boose - Social Worker  
 Voice: 609-530-3299  
 VP: 609-256-7016  
[Lauren.Boose@mkzd.org](mailto:Lauren.Boose@mkzd.org)

Kathryn Schreiber - Counselor  
 Voice: 609-530-3160  
 VP: 609-643-0841  
[Kathryn.Schreiber@mkzd.org](mailto:Kathryn.Schreiber@mkzd.org)

### ***Reprisal or Retaliation/False Accusations***

The principal or designee will determine consequences for reprisal/retaliation after consideration of the nature and severity of the actions in accordance with state law and regulations. Consequences for false accusations of HIB will be applied in accordance with NJ statute and the MKSD Code of Conduct Policy

### ***Policy Publication***

Must be disseminated in total annually to school staff, parents/legal guardians and students.  
 Policy shall be transmitted to the Executive County Superintendent of Schools.

Must appear in any publication of comprehensive rules, procedures and standards for the school and on the district website.

Staff training for HIB must be reviewed annually and determinations about the need for additional training and updates of the Code of Conduct must be made and recommended by the superintendent and BOE.

## Use of Technology

### ***Acceptable Use of School Technology***

Students are allowed to use school-assigned laptops during class with teacher permission. Students must comply with the Student Laptop Loan Policy and the Acceptable Internet Procedures at all times.

Students who have In-School-Suspension may not have access to laptops/computers unless it is with strict supervision.

Access to the Internet and computers (laptops) is a privilege, not a right, and inappropriate use will result in cancellation, restriction of those privileges and/or disciplinary action by school administrators.

The following procedures apply to all students and cover all technology owned by MKSD and personal technology equipment that is used during school hours. These procedures are in addition to the State of New Jersey Acceptable Internet Usage Policy.

#### Acceptable use includes, but is not limited to:

1. Use of school-owned technology during school and residential hours to support education and research and in agreement to the Student Laptop Loan Policy and Acceptable Internet Usage Policy.
2. Each student uses their account and password and accepts the responsibility for all activities under their account.
3. Responsibility for securing any technology owned by MKSD when not in use.
4. When accessing sites such as YouTube for educational purposes, students will be monitored and should use safe search preferences.

#### Unacceptable use includes, but is not limited to:

1. Accessing social networking sites (including but not limited to Facebook, Instagram etc.) on school equipment at any time
2. Removing any technology equipment owned by MKSD/Department of Education from MKSD campus without permission.
3. Communicating with strangers and sharing personal information that is not under the supervision of a teacher, staff member, or administrator.

#### Respect for property is expected. Students may not:

1. Damage equipment, computer systems, or computer networks
2. Disrupt the system
3. Disable filtering or other technology protection measures put in place by system administrators.
4. Leave any equipment owned by MKSD unattended/unsecured at any time (including residential program)

Students are responsible for any damage they may cause MKSD's technology equipment or computer network. The student will pay all costs incurred in restoring the network or restoring/replacing computer equipment as per Student Laptop Loan Agreement.

#### Students may not interfere with private information or communications by:

1. Forwarding and/or posting personal communication, contact information, or any other sensitive information about another person without author's prior consent unless required by administrator involving report of harassment, bullying, or inappropriate usage of technology.

#### Students will be considerate of others by:

1. Refraining from excessive printing
2. Refraining from printing personal documents/images that are not for educational purposes
3. Refraining from sending spam or excessive group emails

4. Logging off the computer after use
5. Keeping the computers and computer areas clean and free from debris

Respect for self and others:

1. Students may not share their personal information with strangers on social networking sites, web pages, weblogs, v-logs, chat rooms (including but not limited to video chat rooms), instant messages, and/or e-mail.
2. Students may not share personal information of other students or staff members with anyone on social networking sites, web pages, weblogs, v-logs, chat rooms (including but not limited to video chat rooms), instant messages, and/or e-mail.
3. Students will not divulge their passwords to, or otherwise allow access to their network accounts
4. In the event a student or staff member receives any harassing, threatening, or inappropriate material through the Internet, on the computer or cell phone, the student/staff member should not respond and should immediately report the material to an administrator.
5. Students may not request to be friends with staff members on social media.
6. Using AI tools to manipulate media to impersonate others is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, responsibility, and kindness at all times.

**Note:** In the event that a student has lost their technology privileges, the teacher will provide a printed copy of the work and/or alternate activity for the student. Administrators may give students permission to access technology/Internet resources only under **direct** supervision of a staff member.

School administrators will communicate with the residential program regarding students who have committed any of the above offenses. Any student who has had their technology privileges suspended or revoked may use technology in the Educational Resource Center while supervised.

***Sexting***

The taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures outlined in Appendix A and reported to law enforcement, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

***Acceptable Internet Usage Policy***

As per the State of New Jersey Department of Education's Acceptable Internet Usage Policy under the Office of Information Technology, the Marie Katzenbach School for the Deaf (MKSD) will adhere to the policy 09-07-NJOIT. If at any time student conduct is questioned while using technology, this policy is to be referenced to determine appropriate consequences.

***Use of Recording Devices in School***

No individual may use any type of camera or other video, audio, or computer-recording device in any manner that interferes with or is disruptive to the educational process, invades privacy of any individual, or violates the academic integrity of any school activity.

***Personal Cell Phones and Electronic Devices***

In accordance with NJ Administrative Code 2C:33-19, students must complete the permission form (can be obtained from the school secretary) to obtain written permission from the principal in order to possess any remotely activated device that has internet access (this includes cell phones and pagers). ***If a parent/guardian allows a student to bring any such device to school, it is at their own risk. MKSD is not responsible for lost or stolen devices.***

During school hours, students are not permitted to use cell phones, headphone devices, MP3 or iPod devices, cameras, camcorders, or any personal electronic devices (e.g. personal laptops, tablets, iPads). These devices may be brought to school; however, these devices must be turned off (not on silent or vibrate mode) and kept out of sight during school hours. This rule applies to any event occurring during school hours. Students may use cell phones or personal devices only with administrator permission. Students who are involved in extracurricular activities that involve the use of cameras during school hours, may use the camera with club sponsor permission and/or teacher/staff permission.

Students who use any personal electronic devices during school hours (in hallways, classroom, school assemblies, cafeteria, etc.) will receive consequences. Teachers and staff will inform the principal's office of all violations of this policy and complete an Office Conduct Referral.

## Appendix A - Infraction Definitions/Consequences

**Level 1 Infractions:** Level 1 infractions are those behaviors that are insubordinate or cause minor disruptions to the academic/student life environment. Level 1 infractions result in disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher/staff.

Infraction	Definition
<b>1.1 Bothersome Behavior</b>	After being warned, the student exhibits persistent behavior that distracts from the learning environment.
<b>1.2 Late to Class/Activity</b>	Student is not present at the start of the class/activity and has no pass or a reasonable explanation.
<b>1.3 Food Violation</b>	Any food or beverage product consumed in an unauthorized area and/or inappropriate time. The consumption of prohibited beverages (energy drinks) is not permitted.
<b>1.4 Failure to sign in or out at school</b>	Each student who arrives at school after 8:30a.m. must first go to the main office to get a pass to class.
<b>1.5 Lack of cooperation</b>	Insubordination (deliberate and/or defiant refusal to follow a reasonable school expectation and/or request)
<b>1.6 Loitering</b>	Students must be at an assigned location during school hours.
<b>1.7 Dress Code Violation</b>	Any violation of the MKSD policy
<b>1.8 Campus Driving/Parking Violation</b>	Any violation of the MKSD policy regarding the use of vehicles or violating State of NJ driving regulations.
<b>1.9 Leaving School Laptop Unattended/ Home</b>	Students are responsible for school computer equipment at all times and must follow the MKSD laptop loan agreement.
<b>1.10 Inappropriate Use of personal electronic devices</b>	Personal mobile devices and/or similar items are to be kept in the student's locker/book bag during school hours. Use of any of these items during the school day is prohibited.

Where appropriate, discipline will be progressive. This means that a student's first violation usually merits a consequence of a lesser degree than subsequent violations. As such, repeat violations of the same Level 1 offense may result in Level 2 disciplinary action. More than one action may be considered, when appropriate, depending on the nature of the violation.

***Level 1 consequences may include:***

- Reteach expectations
- Written warning/teacher detention
- Loss of privilege (i.e., driving privilege, use of school laptop, etc.)
- Lunch detention
- Parent contact
- Community Service

**Level 2 Infractions:** Level 2 infractions are those behaviors not specifically enumerated in any other level in this code of conduct that cause significant disruption to the academic/student life environment or cause harm to self or others.

<b>Infraction</b>	<b>Definition</b>
<b>2.1 Inappropriate network/internet behavior.</b>	Intentional misuse of any school district computer hardware/software in any fraudulent or destructive manner including but not limited to sending a harmful or threatening message, unauthorized entry into a file, altering software programs vandalizing hardware or software components.
<b>2.2 Inappropriate physical conduct/horseplay</b>	Physically acting in such a way that it may cause harm to themselves or others, or damage to property; physical confrontation that does not involve intent to harm or result in injury.
<b>2.3 Inciting use of physical force</b>	Encouraging the use of physical aggression towards another student through statements, gestures, or actions
<b>2.4 Use of obscene or profane language</b>	Use of obscene language or gestures, profanity, or derogatory/demeaning language, including racial and ethnic remarks. Note: Consider 2.7 if directed towards staff or student(s).
<b>2.5 Inciting disobedience/disruption</b>	Urging or soliciting others to act disobediently (i.e. making comments to incite others, etc.)
<b>2.6 Possession or dissemination of inappropriate materials or content.</b>	Deliberate access to, possession of, or dissemination of obscene, offensive, violent, illegal, or sexually explicit materials or content. This includes showing materials/images (real or perceived) on personal technology.
<b>2.7 Disrespect towards staff or student</b>	Directing obscene language, gestures, profanity, or derogatory/demeaning language towards staff our students (if includes protected characteristics, consider 3.1).
<b>2.8 Disruption or disorderly conduct</b>	Willful conduct that interferes with or obstructs the teaching or learning process, rights of others, and/or the normal, safe operation of the school.
<b>2.9 Leaving class/area without permission</b>	Arriving at class/area and then leaving without consent from the teacher/staff member.
<b>2.10 Inappropriate behavior</b>	Inappropriate contact that does not conform to reasonable standards of socially acceptable behavior.
<b>2.11 Cheating/Plagiarism</b>	Acting dishonestly when taking a test/quiz or when completing any assignment for a class (i.e. copying another student's work, submitting another's work as your own, copying from resource material, using unauthorized material during a test, etc.).



Infraction	Definition
<b>2.12 Cutting class</b>	Not being in a classroom when assigned and without the teacher's knowledge and permission.
<p>Where appropriate, discipline will be progressive. This means that a student's first violation usually merits a consequence of a lesser degree than subsequent violations. As such, repeat violations of the same Level 2 offense may result in a Level 3 disciplinary action. More than one action may be considered, when appropriate, depending on the nature of the violation.</p> <p><b><i>Level 2 consequences may include:</i></b></p> <ul style="list-style-type: none"> <li>• Written warning/teacher detention</li> <li>• Lunch detention</li> <li>• Loss of privilege</li> <li>• Parent contact</li> <li>• Community Service</li> </ul>	

**Level 3 Infractions:** Level 3 infractions are those behaviors not specifically enumerated in any other level in this code of conduct that cause disruption to the school/student life operation, destroy MKSD property, or cause significant harm to self or others.

Infraction	Definition
<b>3.1 Bias Incident</b>	Student indicates a judgment upon another student based on ethnicity, religion, gender, race or color, sexual orientation, etc. race, color, religion, national origin, sexual orientation, gender identity/expression, disability, and other protected characteristics.
<b>3.2 Sexual harassment</b>	Unwelcome sexual advances, requests for sexual favors, and other written, verbal, gestural, or physical conduct of a sexual nature whether in person or online.
<b>3.3 Vandalism</b>	Any action of a student where the physical property of the school is deliberately marred or an action in which a student purposefully abuses school property and may incur physical damage to the property.
<b>3.4 Leaving or refusing to report to ISS/lunch detention-</b>	Leaving the lunch detention/in school suspension room without permission or refusing to report to the LD/ISS room when assigned.
<b>3.5 Theft</b>	The unauthorized taking of property that belongs to the school or to another person.
<b>3.6 Extortion</b>	The use of force or threatened force to obtain a thing of value from another person
<b>3.7 Truancy</b>	Failing to report to and remain in school when parent/guardian is under the impression that you will be in school (NJSA 18A: 38-27).
<b>3.8 Unsafe act/causing any emergency situation</b>	Committing acts which threaten or potentially threaten the safety of others.
<b>3.9 Gambling</b>	Any game of risk, venture or chance where a wager or bet is involved, regardless if there is a monetary value involved.
<b>3.10 Leaving school without permission</b>	Arriving on school property and then leaving without securing consent from a school official.
<b>3.11 Forgery/Falsifying Documents</b>	False and fraudulent making or altering of a document or the use of such a document (e.g., faking a signature of a staff member or parent/guardian, submitting falsified doctor's notes, excused absences, hall passes, etc.)
<b>3.12 Unsafe objects</b>	Bringing any type of unsafe object that could potentially cause harm (e.g. a broken object with sharp edges)

Infraction	Definition
<b>3.13 General Harassment</b>	<p>General harassment includes repeated, targeted actions or comments that are intended to demean, threaten, or intimidate an individual or group. This can occur in person, online, or through any other form of communication. Harassment can be verbal/signed, physical, emotional, or digital and includes actions that create a hostile or offensive environment.</p> <p>Examples include, but are not limited to:</p> <p><i>Verbal/Signed harassment:</i> Making comments that are intended to make a person feel bad about themselves</p> <p><i>Physical harassment:</i> Unwanted physical contact, such as pushing, hitting, kicking, or inappropriate touching.</p> <p><i>Emotional harassment:</i> Actions intended to cause emotional distress, such as exclusion, spreading rumors, or manipulation.</p> <p><i>Digital harassment:</i> Attempting to make one or more communications at extremely inconvenient hours; using electronic communication (i.e., social media, text messages, emails, AI-generated content) to demean, threaten, or intimidate others.</p>
<b>3.14 Defamation</b>	<p>Defamation is the act of making false statements about an individual that damages their reputation. This includes using AI tools to create or alter images, recordings, videos, or written content that falsely portrays a staff member or another student in a negative light.</p>
<p>Where appropriate, discipline will be progressive. This means that a student's first violation usually merits a consequence of a lesser degree than subsequent violations. As such, repeat violations of the same Level 3 offense may result in a Level 4 disciplinary action. More than one action may be considered, when appropriate, depending on the nature of the violation.</p> <p><b>Consequences may include:</b></p> <ul style="list-style-type: none"> <li>• Written warning/teacher detention</li> <li>• Lunch detention</li> <li>• Parent contact</li> <li>• Community Service</li> <li>• ISS</li> <li>• OSS</li> <li>• Re-admission conference with Principal/designee</li> <li>• Manifestation Determination meeting</li> </ul>	

**Level 4 Infractions:** Level 4 infractions are those not specifically enumerated in any other level in this code of conduct that are illegal, cause significant disruption to the school/student life operation, or cause substantial harm to self or others. Where appropriate, discipline will be progressive. This means that a student's first violation may merit a consequence of a lesser degree than subsequent violations. In addition to specific requirements listed below, consequences may also include removal from athletics, extracurricular activities, and/or residential program.

Infraction	Definition	Consequence(s)
<b>4.1 Physical assault of a student</b>	Attacking a non-retaliating student that results in bodily harm and is determined to be the aggressor in the situation.	<p>1st Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 3 days of OSS</li> <li>• Parents and LEA notification</li> <li>• Referral to Intervention Team</li> <li>• Police notification if applicable</li> <li>• Re-admission conference with Principal/designee</li> </ul> <p>2<sup>nd</sup> Offense:</p> <ul style="list-style-type: none"> <li>• Same as above and: <ul style="list-style-type: none"> <li>○ Minimum 5 days OSS</li> </ul> </li> </ul>
<b>4.2 Fighting</b>	Any physical confrontation between two or more students that causes harm or potential harm to the individuals involved.	
<b>4.3 Threat to staff or student</b>	Attempting by physical menace (i.e. computer, cellphone, social media, email, verbal threats) to put another in fear of death, serious bodily injury, or significant bodily injury.	
<b>4.4 Fireworks of any type</b>	Bringing in any type of fireworks onto the school campus.	
<b>4.5 Sexual Contact Between Students</b>	Any consensual sexual act that takes place between students on school grounds.	
<b>4.6 Smoking/tobacco possession offense</b>	All uses of tobacco, as defined on page 23,	<p>Parent and LEA Notification; Referral to Substance Abuse Counselor (SAC)</p> <p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>• Minimum one day ISS</li> </ul> <p>2<sup>nd</sup> Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 2 days ISS</li> </ul> <p>In addition, the school will file a complaint in the local municipal court for violation of State Code 26:3d-17 and PL 1981, c. 320 which prohibits smoking on school grounds.</p>
<b>4.7 Substance abuse offense</b>	Bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs; possession in personal automobiles, lockers, or clothing; giving, selling, or persuading others to use alcohol or other drugs or what is	<p><b>Police notification may be mandatory (see N.J.A.C. 6A:16-6.3(a)1-5).</b></p> <p>1st Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 3 Days OSS</li> <li>• Parent conference to discuss options and requirements</li> </ul>

	believed by the student to be controlled dangerous substances or alcohol.	<p>2nd Offense</p> <ul style="list-style-type: none"> <li>• Minimum 5 days OSS</li> <li>• Parent conference to discuss options and requirements</li> </ul> <p>3rd:</p> <ul style="list-style-type: none"> <li>• Superintendent to consider extended suspension and/or return to LEA/expulsion</li> <li>• Counseling recommended by principal and approved by Superintendent</li> </ul>
<b>4.8 Bomb Threat</b>	Making a false report of the presence of a bomb.	<p><b>Police notification mandatory in all cases</b></p> <p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 5 days of OSS</li> <li>• Parents and LEA notification</li> <li>• Re-admission conference with Principal/designee</li> </ul> <p>2<sup>nd</sup> Offense:</p> <ul style="list-style-type: none"> <li>• Minimum 9 days OSS and Manifestation Determination meeting</li> </ul>
<b>4.9 Bias-related act (N.J.A.C. 6A:16-6.3(e))</b>	A 'bias-related act' means an act that is directed at a person, group of persons, private property, or public property that is motivated in whole or in part by race, color, national origin, ethnicity, gender, gender identity or expression, disability, religion, or sexual orientation. A bias-related act need not involve conduct that constitutes a criminal offense.	
<b>4.10 Weapons Offense (N.J.A.C. 6A:16-5.5, 5.6(d)4, and 6.3(b))</b>	Possession, use, or exchange of a weapon, as defined on pp. 23-24, with or without the intention of using it.	<p><b>Police notification may be mandatory</b></p> <ul style="list-style-type: none"> <li>• 9 days OSS and Manifestation Determination meeting</li> <li>• Parents, and LEA notification</li> <li>• Re-admission conference with Principal/designee</li> </ul>
<b>4.11 Arson/fire setting</b>	Committing/attempting arson; deliberately setting fire to property with or without the intention of hurting others.	
<b>4.12 Assault of Staff Member (6A:16-5.7)</b>	Physical assault as defined as when a student attempts to cause or purposely, knowingly or recklessly causes bodily injury towards a staff member.	<p><b>Police notification mandatory in all cases</b></p> <ul style="list-style-type: none"> <li>• 9 days OSS and Manifestation Determination meeting</li> <li>• Parents, and LEA notification</li> <li>• Re-admission conference with Principal/designee</li> </ul>
<b>4.13 Sexual Assault</b>	Any act that involves criminal sexual contact (N.J.S.A. 2C:14-3).	

Appendix B - HIB Reporting Form



**HIB 338 Form**  
**Harassment, Intimidation, or Bullying (HIB)**  
**Mandatory Reporting Form**  
**2024-2025 School Year**

**To Be Completed by Designated Local Educational Agency (LEA) Personnel**

<b>To be filled out by Principal or Designee</b>	
Date and Time Received:	<input type="text"/>
Incident #:	<input type="text"/>

All allegations of HIB must be reported in writing and submitted to the principal within two school days from when a school employee or contracted service provider, witnesses or receives reliable information, that a student has been subject to HIB. A written statement from the alleged victim or other evidence may be attached to the back of this HIB 338 Form (e.g., screenshot, text thread, etc.).

- The use of this form for reporting incidences of HIB is required.
- This form shall be completed even if a preliminary determination is made under the LEA’s policy that the reported incident or complaint is a report outside the scope of the definition of HIB.
- Required investigative procedures shall continue after the submission of this form to the school principal.
- Principals are required to inform parents of all students involved in the alleged incident and keep a written record of the date, time, and manner of notification to parents.
- The completed form must be kept on file in the school.
- The principal must promptly submit a copy of this form to the superintendent.

**Directions**

Complete the form below to provide detailed information of the alleged HIB incident. If fields are not applicable or if the completing party is uncertain of the response, those fields may be left blank.

**School Information**

School District:

School:

**Individual Completing Form**

Name of individual completing this form:

Role of individual completing the form  
(e.g., teacher, lunchroom monitor, school bus driver, etc.):

Phone number:

Email address:

## Incident Information

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Incident date (mm/dd/yyyy):

Approximate time of the incident:

Describe the incident with as much detail as possible. (What was the incident? Who was involved in the incident? How you were made aware of the incident? What happened at the time of the incident? How did the incident occur?)

Specific incident location(s) (e.g., on the morning school bus, in the science wing hallway, online via social media, etc.)

## Alleged Offender(s)

---

Name(s) of alleged offender(s):

Based on your knowledge, select all that apply about the alleged offender(s):

- ☐ Alleged offender(s) attends the above-named school.
- ☐ Alleged offender(s) attends another school.
- ☐ Alleged offender(s) works for the school/school district.
- ☐ Alleged offender(s) does not work for the school/school district.

## Alleged Victim(s)

---

Name(s) of alleged victim(s):

Based on your knowledge, select all that apply about the alleged victim(s):

- ☐ Victim(s) attends the above-named school.
- ☐ Victim(s) attends another school.

**Witnesses**

---

Complete this section with the names of any potential witnesses.

Student Names:

Staff Names:

Parent Names:

Other Names (specify title or position for each):

**Alleged Bullying Behavior(s)**

---

Select the statement(s) that best describes the alleged bullying behavior (Check all that apply).

- ☐ Verbal (e.g., teasing, name calling, derogatory comments, etc.)
- ☐ Emotional (e.g., group exclusion, spreading rumors, taking belongings, etc.)
- ☐ Physical (e.g., hitting, pushing, inappropriate touching, etc.)
- ☐ Electronic (e.g., attacking through social media, cyberbullying, offensive messaging, etc.)

**Signature**

---

Signature of Person Completing this HIB 338 Form:

Date:



## Appendix C - School Calendar



# Marie H. Katzenbach School for the Deaf

Amended 8.12.24

## 2024-2025 School Calendar

320 Sullivan Way, West Trenton, NJ 08628

Voice: 609-530-3112 ~ Video Phone: 609-643-5762 ~ Fax: 609-530-5791

<div>8-31</div> <div>Extended School Year (9:00 AM - 1:30 PM)</div>		<div>July</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<div>January</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td></td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	S	M	T	W	Th	F	S								5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		21	22	23	24	25	26	27	28	29	30	31		<div>January</div> <div>School Closed - New Year's Day</div> <div>School Closed - M.L.K. Day</div> <div>Staff: 21 / Students: 21</div>							
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 @KatzenbachNJSD  
 mksdnjsd  
 Marie Katzenbach School for the Deaf Channel

**School Hours:**  
Monday - Friday - 8:20 AM - 3:00 PM  
Early Dismissal - 1:15 PM

**Legend**

- Extended School Year (ESY)
- School Closed
- School Closed / Staff Workshop
- Early Dismissal / Staff Workshop
- Snow Make-Up Days
- First/Last Day of School / Graduations



Staff: 186 / Students: 180

## Appendix D - School and Community-Based Resources

- **Perform Care NJ Children's System of Care**

PerformCare provides youths and their families with the services, resources, tools, and support they need to optimally participate in treatment within their homes, schools, and community settings. PerformCare provides the avenue for families to request clinically appropriate, needs-based services with a single phone call any time of the day or night. For parents, guardians, and youth needing assistance with behavioral health, intellectual/developmental disability services, and/or substance use treatment, please contact PerformCare directly at 1-877-652-7624 – 24 hours a day, seven days a week.

**PerformCare**

Hours of Operation: 24 Hours a Day, 7 Days a Week

Our Address: 300 Horizon Drive Suite 306, Robbinsville, NJ 08691-1919

1-877-652-7624 24 hours a day, 7 days a week

- **Board of Social Services**

**NJ SNAP | County Boards of Social Services**

- **Mercer County Board of Social Services**

200 Woolverton Street

PO Box 1450

Trenton, NJ 08650-2099

(609) 989-4320

Fax: (609) 989-0405

Hours: 8:30 AM - 4:30 PM M, W-F

Tues.: 8:30 AM - 8:30 PM

- **Allies in Caring**

Spanish and American Sign Language.

**<https://www.alliesincaring.org/>**

Email: [info@alliesincaring.org](mailto:info@alliesincaring.org)

Phone: 609-561-8400

Fax: 1-609-543-0303

VP: 609-270-4398

- **Access Mental Health Services/St.Joseph's (ASL)**  
**(973) 345-7357**

Joseph's University Medical Center in Paterson and funded by the NJ State Division of Mental Health and Addiction Services, ACCESS provides 24/7 community-based psychiatric and mental health services to deaf and hard of hearing people throughout New Jersey.

- **988 Lifeline:**

**The Lifeline and 988**

The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

- **Social Security Administration**

**<https://www.ssa.gov/ssi/>**

The Supplemental Security Income (SSI) program provides monthly payments to adults and children with a disability or blindness who have income and resources below specific financial limits. SSI payments are also made to people age 65 and older without disabilities who meet the financial qualifications.

## **Apply For A Child (Under Age 18) | Disability Benefits | SSA**

- **Legal Resources**

DRNJ

Disability Rights New Jersey

210 S Broad Street, 3rd Floor

Trenton, New Jersey 08608

(800) 922-7233 (toll-free in New Jersey only) or

(609) 292-9742

- **The Community Health Law Project**

(CHLP) is a nonprofit advocacy and legal services organization that works throughout New Jersey.

CHLP serves economically disadvantaged individuals living with disabilities.

900 Haddon Ave., Suite 400 Collingswood, NJ 08108

856) 858-9500 Email: [collingswood@chlp.org](mailto:collingswood@chlp.org) [www.chlp.org](http://www.chlp.org)

- **SPAN**

**Statewide Parent Advocacy Network**

SPAN Parent Advocacy Network

35 Halsey Street, 4th Floor

Newark, NJ 07102

phone: (973) 642-8100

fax: (973) 642-8080

toll-free in NJ: (800) 654-SPAN (7726)

[info@spanadvocacy.org](mailto:info@spanadvocacy.org)

## Code of Conduct Review Form

Student Name \_\_\_\_\_

Grade: \_\_\_\_\_

Please return to the school office.

I have read the MKSD Student Handbook and Code of Conduct and reviewed it with my child.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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**For school use only:**

I, \_\_\_\_\_ have reviewed MKSD Student Handbook and  
(student name)

Code of Conduct with my classroom teachers (list teacher names below):

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*