



# **“Hungry for Knowledge”**

**2022-2023**

## **STUDENT HANDBOOK**

**This handbook belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Student Homeroom** \_\_\_\_\_

**86 RIVER DRIVE  
TITUSVILLE NJ 08560-1727**

**TELEPHONE: (609) 737-7733**

**[www.titusvilleacademy.org](http://www.titusvilleacademy.org)**



**Administration**

Deborah R. Zerbib  
Executive Director

Lauren Doherty  
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The Titusville Academy

<b><u>School Motto</u></b>	<b><u>School Colors</u></b>	<b><u>School Mascot</u></b>
“Hungry for Knowledge”	Blue and White	The Bulldog

### **PHILOSOPHY**

The Titusville Academy (TTA) is a coeducational school founded to serve the needs of students with learning and behavior difficulties. TTA’s primary objective is to return students to their respective schools within two or three years by providing them with comprehensive academic programs and on-going social and emotional support services. TTA’s mission is to provide each student with the optimum opportunity to enhance their academic abilities as well as integrating the social and emotional development of each student into the total educational program. Individualized instruction is paramount at TTA; however, the student will be afforded the opportunity to be placed into specific instructional activities that will promote group-learning skills. This is accomplished by comprehensive planning efforts on the part of the staff to ensure that the practical and realistic needs of the students are met.



### **Emergency Procedures**

The Board of Trustees of TTA has established a security preparedness plan and staff is trained annually to effectively implement the plan.

### **Attendance Policy**

#### **Student Absences**

State Law requires all children between the ages of six and sixteen to attend school regularly. Parents must call the school at 609-737-7733 prompt #3 on the day a student is absent to report the nature and the expected duration of the absence. When a pupil returns to school after any absence, a **written excuse, signed by the parent or guardian**, is to be presented to the Attendance Officer stating the dates absent and the reason for the absence as soon as possible after the student returns, but no later than four (4) school days from the first day of absence. An absence of three (3) consecutive days due to illness obligates the student to furnish a **certificate from a doctor**. If the student does not have a certificate from a doctor, it will be considered an unexcused absence. Every unexcused absence will affect the student's behavior management level. The nursing staff will determine the student's fitness to return to class.

#### **Written Justifiable Reasons for Student Absence**

1. **Disabling injury or illness**
2. **Required court attendance**
3. **Death in the family**
4. **Religious observance**
5. **Such other good cause as may be acceptable by the Principal**

**\*As required by law, written notification of your child(ren) absences will be sent to the sending district for every 5-day increment the student has missed (5, 10, 15, 20, etc.).**

#### **The attendance policy with regard to grading is as follows:**

If a student has 13 or more unexcused absences the student will receive a failing grade for that marking period.

#### **Truancy**

Truancy is an illegal and unexcused absence from school or class. The student will receive a grade of zero for any or all assignments.

#### **Tardiness/Early Dismissal**

Students shall not be permitted to leave the school before the close of the day unless the student is met in the school office by his/her parent or guardian, or a person authorized by the parent or guardian to act on their behalf. Parents, guardians, or authorized adults must sign the student out.

#### **Reasons for Early Dismissal**

1. Medical/dental appointments that cannot be scheduled outside of school hours.
2. Family emergency.

#### **School Closings**

In the event of inclement weather, school closings will be announced on:

www.titusvilleacademy.org            Channel 6 Action News

TTA Facebook

Additionally, if you have opted to sign up for our automated calling system you will receive an automated call, text or email.

#### **The Titusville Academy Phone Numbers (609-737-7733):**

Main Office    ext. 100  
Nurse            ext. 150

**NJ HIGH STATE MINIMUM<sup>(1)</sup> GRADUATION REQUIREMENTS  
BY CONTENT AREA 120 CREDITS (N.J.A.C. 6A:8-5.1)**

<b>Content Area</b>	<b>Credits and additional requirements</b>
<b>English Language Arts</b>	<b>20 credits</b>
<b>Mathematics</b>	<p align="center"><b>15 credits including:</b></p> <ul style="list-style-type: none"> <li>● Algebra I or the content equivalent<sup>(2)</sup></li> <li>● Geometry or the content equivalent<sup>(2)</sup></li> <li>● Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21<sup>st</sup> century careers</li> </ul>
<b>Science</b>	<p align="center"><b>15 credits with at least 5 credits in each:</b></p> <ul style="list-style-type: none"> <li>● Laboratory biology/life science or the content equivalent</li> <li>● Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics)</li> <li>● Laboratory/inquiry-based science course</li> </ul>
<b>Social Studies</b>	<p align="center"><b>15 credits including:</b></p> <ul style="list-style-type: none"> <li>● 5 credits in world history</li> <li>● Integration of civics, economics, geography, and global content in all course offerings</li> <li>● N.J.S.A. 18A:35-1 and 18A:35-2</li> </ul>
<b>Financial, Economic Business, and Entrepreneurial Business Literacy</b>	<b>2.5 credits</b>
<b>Health, Safety, and Physical Education</b>	<p align="center"><b>15 credits over four years including:</b></p> <ul style="list-style-type: none"> <li>● 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year</li> <li>● N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8</li> </ul>
<b>Visual and Performing Arts</b>	<b>5 credits</b>
<b>World Languages</b>	<b>5 credits</b>
<b>Technology</b>	<b>Integrated throughout all courses</b>
<b>21<sup>st</sup> Century Life and Careers</b>	<b>5 credits</b>

*(1) School districts may establish course and/or credit requirements which exceed the State minimums. (2) "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills as those found in traditionally titled courses which are required for high school graduation, and which are aligned with the New Jersey Student Learning Standards*

### Gym Uniforms

All students will be required to wear a gym uniform for participation in their daily Physical Education class. An acceptable gym uniform must consist of a plain colored t-shirt or sweatshirt with no logos and appropriate gym shorts or sweatpants, and sneakers. . Refusal to adhere to this policy will affect the student's grade for Physical Education. In addition, this may also cause a loss of behavior points, which could cause a drop in level.

### Backpacks

Any student wishing to carry a backpack or purse to school will be required to use The Titusville Academy Security Backpack. This will significantly cut down on the time needed to conduct student security checks upon admission to the building. **Any student attempting to enter the building with an unapproved bag, other than a lunch bag, will have their bag confiscated and will be issued an approved bag.**

### Current Student Daily Uniform Code

1. All students must wear the approved polo shirt, slacks, belt and shoes/sneakers.
2. Tan or blue khaki Dockers or Dickie style pants, **NO JOGGERS.**
3. Shoes or sneakers only. - **NO STEEL TOED BOOTS OR OPEN-TOED or OPEN-BACK SHOES. SLIPPER or SLIPPER STYLE FOOTWEAR IS NOT PERMITTED.**
4. Black or brown belt.
5. Approved TTA sweatshirt is required only if you wish to wear a sweatshirt over the polo shirt. **ONLY PLAIN WHITE OR NAVY LONG SLEEVE SHIRTS MAY BE WORN UNDER A SHORT SLEEVE POLO SHIRT.**
6. All clothing must be worn appropriately and be appropriate size and length. (no more than one size bigger or smaller than actual size)
7. Slacks must be of ankle length and should not fall below the heel of the shoe.
8. Slacks must be worn at the waist.
9. **Uniforms must be kept clean, ironed and intact.**

**Proper hygiene and grooming are required.** All students should be in full uniform when they arrive at school. Eyebrow, tongue, and nose piercings are not permitted. Jewelry is not permitted.

### Arrival / Dismissal / Exchange of Classes – All Students will:

1. Arrive at school on time and prepared to learn.
2. Go directly to homeroom upon entering.
3. Remain seated in homeroom while waiting for buses to be called at dismissal
4. Refrain from disrupting other classes, students or staff while moving through the building.

### Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) will be searched upon arrival at school. A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

### Homework

Homework is an extension of the instructional program of the school. It is the responsibility of each student, as a measure of independence and personal judgment, to complete each assignment with satisfactory effort by the set due date. If a student is absent for any reason, including field trips or sports activities, it is the responsibility of that student to acquire all missed work from their teacher(s).

### School Activities

#### **Attention Student Athletes:**

Please be informed that prior to each sport season, you must submit a **parent consent form signed by your parent/guardian**. Also, athletes must have a medical examination by the school doctor or family physician.

#### **Fall:**

Soccer  
Bowling  
Flag Football

#### **Winter:**

Basketball

#### **Spring:**

Softball

### Incentives for Excellence

#### **Bulldog Club:**

Any student who achieves Blue Level status (95% or better) for 4 consecutive weeks automatically becomes a Bulldog.

#### **Executive Bulldog:**

After eight consecutive weeks of blue level students are eligible for Executive Bulldog. Students are required to complete an intake packet and meet with TTA administration or designee before they are granted Executive Bulldog status. In addition, Executive Bulldogs are allowed to wear appropriate street clothes any day of the week.

### Chromebook/ iPad usage

All students in grades 1-12 will be issued a personal Chromebook to use throughout the school day. Students will collect their assigned device during homeroom and be responsible for carrying it throughout the school day. At the end of each day students will return their device to the appropriate charging cart in their homeroom before going home. The use of school equipment is intended for educational purposes only and never should be used for personal use. If there is any indication that the Chromebook is being used inappropriately or for personal usage, the device will need to be returned immediately and further disciplinary actions will be taken.

#### **All students will:**

1. Follow the responsible use contract terms when using the Internet.
2. Use Chromebook/app programs as instructed.
3. Work quietly and avoid disturbing others.
4. Handle all materials and Chromebook/iPad and headphone parts with care.
5. Only use the device assigned for his/her use.
6. Refrain from removing Chromebook/iPad from the school building

#### **Rules for Student Use of the Internet:**

1. Always use a computer device in a way that shows consideration and respect for others.
2. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
3. Students may not cut, copy or plagiarize Internet content or the work of their classmates.
4. Students shall not post personal contact information on the Internet or other websites about themselves or other people. "Personal contact information" includes addresses, telephone numbers, school address, work address, pictures, or video bites or clips.
5. Students shall not agree to meet with someone they have met on the Internet without their parent's approval and participation.
6. Students shall not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another individual's account or access another person's file. These actions are illegal, even if only for the purposes of browsing, snooping or electronic discovery.
7. Students shall not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
8. Students shall not use TTA's equipment to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of other individuals, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
9. Students shall not use TTA equipment to solicit information with the intent of using such information to cause personal harm or bodily harm to others.



10. Students shall not post information that could endanger an individual, cause personal damage or a danger of service disruption.
11. Students shall not knowingly or recklessly post false or defamatory information about a person or organization.
12. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
13. Students shall not engage in “cyber-bullying”. Cyber-bullying means the use of information and communication technology to bully, embarrass, threaten or harass other students or TTA staff members or any other persons by way of sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).
14. Students shall not repost a message that was sent to them privately without permission of the person who sent them the message.

**Student Expectations – School Norms**

1. We take pride in TTA
2. Education is sacred.
3. No one has the right to hurt another person.
4. We respect one another.
5. We will never behave in a manner that will discredit ourselves, our team, or TTA.

**The Titusville Academy’s Level System**

**Blue Level**

95% - 100%

Blue level is our highest level. Students receive earned activity during activity period. They are eligible to earn special rewards and extra-curricular privileges.

**White Level**

87% - 94%

White level students maintain neutral behavior. These students receive earned activity during activity period and some of the weekly rewards.

**Red Level**

86% or below

Red level students do not receive any extra privileges and must report to detention during activity period. Each student has the option of earning their way out of detention, by earning an 88% or better for the day, thus helping them to achieve a higher level for the upcoming week.

***\*\*\*Every student, regardless of level, will earn their way into detention if they receive an 86% or below on any given day.***

## Bus Behavior

### All students will:

1. Be ready when the bus driver arrives for a.m. pickup.
2. Wait safely for the bus by standing back from the roadway.
3. Wait for the bus to stop before attempting to board or exit the bus.
4. Follow directions of the bus driver and/or aide.
5. Sit quietly and refrain from participating in abusive or unsafe acts.
6. No eating or drinking is permitted on the school bus.
7. No speakers are permitted to be used on the bus. Headphones or earbuds must be used.

\*\*The bus will only wait up to 3 minutes for a student to get on the bus. As per NJ law, bus drivers are not permitted to beep the horn to notify students of their arrival.

**Only bring objects on the bus deemed appropriate for school.**

## Inappropriate Behaviors

### Disruptive Behaviors – Disruptive behaviors include, but are not limited to the following:

1. Disobedience
2. Defiance of authority
3. Fighting
4. Stealing/theft
5. Damaging school/classroom/staff/student property
6. Cutting class or disrupting the class
7. Leaving school grounds without permission
8. Smoking/use of tobacco products/Vaping/e-cigarettes
9. Profanity/obscenity
10. Harassment, Intimidation, and Bullying

### The above disruptive behaviors may lead to the following consequences, which include, but are not limited to:

1. Loss of points
2. In-class time out
3. Out-of-class time out
4. Loss of Activity Period (drop in weekly levels)
5. In-school detention
6. After school detention
7. Suspension
8. Bus Suspension
9. In-school Intervention

## Parent Conferences

Parents may request a conference with their child's teacher at any time during the school year. Please call your child's counselor or an administrator for an appointment if a conference is desired. These conferences will be scheduled for times when there is no classroom instruction. Likewise, teachers or administrators may sometimes find it necessary to request a special conference at the parent's convenience. Please make every effort to meet with your child's teacher if you receive such a request. Scheduled parent conference dates include annual reviews.

## After-School Detention Policy

The Titusville Academy's "after school detention policy" coincides with the In-school detention policy. Students may receive an after-school detention at the discretion of the administration. Parents/Guardians will be notified. ***Note: The school will not be responsible for transportation home.***

**Corrective Action regarding Illegal Acts – The following steps below will be taken:**

- A. Use of illegal articles (e.g., drug paraphernalia, weapons, etc.)
- B. Use/possession/sale of a controlled substance
- C. Use of alcoholic beverages

Step One: The police department will be notified, and the Item(s) will be confiscated and submitted to the police

Step Two: Principal/ Social Worker/Student/Guardian conference

Step Three: Suspension with follow-up conference\*

Step Four: Termination when warranted\*

**\* When suspension or termination is considered, the following steps are to be employed:**

**Suspension Procedure**

1. The Principal or school counselor will conduct an informal meeting with the student at the end of the school day and give him/her an opportunity to discuss the issue. The Principal or school counselor will inform the student as to the number of days he/she will be suspended and when the student is permitted to return to school.
2. The Principal or school counselor or designee shall contact the parent or guardian via telephone and notify them of the student's specific behavioral issue on the day the suspension occurs. The TTA representative shall inform the parent or guardian of the number of days suspended.
3. TTA shall provide written suspension notification to the parent or guardian detailing the reasons for such action and include the number of days suspended, when the student may return to school, and the cumulative number of days suspended for the year.
4. TTA shall provide written suspension notification to the LEA case manager detailing the reasons for such action and include the number of days suspended, when the student may return to school, and the cumulative number of days suspended for the year.
5. If a student has been suspended for 5 consecutive days, TTA will immediately notify the LEA case manager via telephone and/or mail so that academic services may be established as per N.J.A.C. 6A:16-7.2(2)5.
6. If it is determined that the student has reached 10 cumulative days suspended, the Principal or designee, shall immediately attempt to contact the LEA case manager, via telephone and/or email to discuss if a change in placement has occurred.
  - a. Once a student has reached 8 cumulative days suspended, TTA will provide written notification to the LEA case manager so they may prepare academic services should the student reach 10 cumulative days suspended.
  - b. Should it be determined that a change in placement has occurred, TTA will request written notification of the date and time of the scheduled manifestation determination meeting with the relevant members of the student's IEP team.
  - c. At the time of the manifestation determination meeting, TTA representatives shall offer recommendations to assist the LEA in determining the extent to which services are necessary to enable the student to progress appropriately in the general education curriculum and advance appropriately toward achieving the goals set out in the student's IEP.
7. Written notification shall be emailed to the appropriate LEA student transportation department or independent bus company directing them not to provide transportation for the student on the days of the suspension.
8. Relevant suspension data will be entered into TTA's internal suspension log.
9. The incident of suspension will be entered into the New Jersey Department of Education's School Safety Data System by the school's authorized SSDS user.

### **Termination of Placement Procedures**

When TTA considers the termination of a student placement prior to the end of student's academic year the following procedures shall be implemented.

1. The Principal shall initiate a clinical staff meeting to discuss the continuation of services. The meeting participant's shall include, but not limited to, the Principal and the student's school social worker. When a determination is made that current program services are no longer appropriate for the student, TTA shall recommend conveyance of an IEP meeting in accordance with N.J.A.C. 6A:14-7.7(a).
2. TTA shall contact the LEA case manager and request an IEP meeting with the relevant members of the IEP team to discuss TTA's concerns and the possible termination of the student. TTA will request from the LEA written notification of the date and time of the scheduled IEP meeting to be held within 10 days of notification to the LEA.
3. Upon completion of the IEP meeting, and a determination to terminate the student placement, TTA will provide a written termination notice to the LEA summarizing the rationale for termination and specifying the final date of enrollment for the student. TTA shall request written notice of termination from the LEA
4. Upon receipt of written notification of termination from the LEA, TTA will return the pupil records in accordance with N.J.A.C. 6A:14-7.9(a)1.
5. Termination shall be in accordance with N.J.A.C. 6A:23a and the provisions of the mandated tuition contract between TTA and the LEA.

## **Harassment, Intimidation, and Bullying**

### **Policy Statement**

The Titusville Academy Board of Trustees prohibits acts of harassment, intimidation, and bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away From School Grounds, and TTA's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

### ***Expected Behavior***

The Board of Trustees expects pupils to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Board of Trustees believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for TTA and community property on the part of pupils, staff and community members.

The Board of Trustees believes the best discipline is self-imposed, and it is the responsibility of TTA staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Executive Director, in conjunction with TTA's administrative staff, and approved by the Board of Trustees. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils, and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and TTA's mission and physical facilities. This policy requires all pupils to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

TTA prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Executive Director will annually provide to pupils and their parent(s) or legal guardian(s) the rules regarding pupil conduct, pupil's due process and other rights. This policy will appear in all publications of TTA's comprehensive rules, procedures, and standards of conduct, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

***Consequences and Appropriate Remedial Actions***

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

***Factors for Determining Consequences***

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behaviors;
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

***Factors for Determining Remedial Measures***

***Personal***

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

***Environmental***

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

***Examples of Consequences***

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;

4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension;
9. Legal action; and
10. Termination

***Examples of Remedial Measures –Personal***

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C 6A:16-8;
7. Behavioral assessment or evaluation
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g. hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

***Examples of Remedial Measures – Environmental (Classroom, School Building or School District)***

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revision;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Targeted use of monitors (e.g.; hallway, cafeteria, bus);
9. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
10. General professional development programs for certificated and non-certificated staff;
11. Professional development plans for involved staff;
12. Disciplinary action for school staff who contributed to the problem;
13. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
14. Parent conferences;
15. Family counseling;
16. Involvement of parent-teacher organizations;
17. Involvement of community-based organizations;
18. Development of a general bullying response plan;
19. Recommendations of a pupil behavior or ethics council;
20. Peer support groups; and
21. Law enforcement (e.g., school resource officer, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying.

***Reporting Procedure***

Complaints alleging violations of this policy shall be reported to the Executive Director or designee. All school employees as well as all other members of the school community including pupils, parent(s), or legal guardian(s), volunteers, and visitors are required to report alleged violations of this policy to the Executive Director or designee. While submission of an incident report form to the Executive Director or designee is not required, the reporting party is encouraged to use the incident report form

available from the Principal. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### ***Investigation***

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. The Executive Director or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Executive Director or designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### ***Response to an incident of harassment, intimidation or bullying***

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom or school building level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. TTA's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. TTA's response may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and TTA's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. TTA will also make resources available to individual victims of harassment, intimidation and bullying.

### ***Reprisal or Retaliation Prohibited***

The Board of Trustees prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Executive Director or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, federal and state statutes and regulations and TTA policies and procedures.

### ***Consequences for False Accusation***

The Board of Trustees prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Executive Director or designee, after consideration of the nature, severity, and circumstances of the act, including reports to appropriate law enforcement officials.

### ***Policy Publication***

This policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by TTA for publicizing this policy to include, but not limited to, publishing in pupil handbooks that are provided to pupils, parent(s), or legal guardian(s).



***Harassment, Intimidation, and Bullying Prevention Programs***

Pursuant to N.J.S.A. 18A:37-17.c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the school’s harassment, intimidation, and bullying policy shall be incorporated into a school’s employee training program.

Pursuant to N.J.A.C. 6A:19-7.9(d)e, TTA is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the school and implement locally determined programmatic or other responses, if determined appropriate by the Board of Trustees.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, TTA is required to annual review the training needs of staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the Board of Trustees and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the Board of Trustees.

Pursuant to N.J.A.C.6A:16-7.9(d)2, TTA is required to develop a process for annually discussing TTA’s harassment, intimidation, and bullying policy with pupils.

Pursuant to N.J.S.A. 18A:37-19, TTA may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

***Physical Restraint***

If a student appears to be a threat of imminent, serious, physical harm to self or others, trained staff will intervene in accordance with *Handle With Care* procedures. The trained staff will use the least amount of physical restraint possible until the student is no longer a threat to him/herself, or others. Staff will process the event with the student and the student will be examined by the nurse. Clinical staff and the student’s parent/guardian will be notified.

### **Drug & Alcohol Policy**

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:212, anabolic steroids, "Jimson" weed (see N.J.S.A. 2A:170-77.8 and 2A:170-77.15), "date rape" drugs, including gamma hydroxybutyrate (GHB), Rohypnol ("ruffies"), and flunitrazepam (see N.J.S.A. 2C:35-5.2 and 5.3). Any chemical or chemical compound that 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. 2A:17025.9 or over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Involved with substances" means that the pupil is influenced by the use of substances by the pupil or a member of his/her family, whether or not on school premises or during the school day. A suspicion or determination that a pupil is involved with substances does not depend on a finding that the pupil is immediately under the influence of a substance or possesses or distributes a substance on school premises.

1. No unauthorized substance, including medicines, tobacco, alcohol, inhalants, paraphernalia, or any other material that can be dangerous to life and health, are to be brought to school.
2. Staff will take steps to remove such substances or paraphernalia when a student is suspected of, or actually is seen with suspicious materials. Legally, we are required to report possession of controlled substances and paraphernalia.
3. First offenders may be suspended when possession is verified, effects manifested, or distribution observed for up to one week, pending meeting with the parents and/or other individuals concerned with the welfare and supervision of the student.
4. Second offenders may be dismissed from TTA especially where substances or paraphernalia have been distributed to other students.
5. Students who have a history of drug and/or alcohol involvement will be subjected to screens as determined by TTA.
6. Staff should exercise discretion and judgment in dealing with a student involved in drug problems, especially in situations where the student has reported the problem and has asked for help or support. Disciplinary action should be strictly applied where there appears to be a deliberate effort to involve other students or to distribute dangerous substances to others.
7. Parents should be informed of both suspected or actual drug abuse or possession of paraphernalia. In the case of a suspected problem, the unusual behavior should be described as specifically as possible to the parents and they will be requested to investigate. Staff shall avoid naming substances or diagnosing on their own. All such reports or information should be cleared with the Director prior to contacting parents.
8. Both suspected or actual situations should be written up as unusual incidents and signed and dated by appropriate TTA personnel.

### **Substance Abuse Policy for Students Suspected of Drug and/or Alcohol Abuse**

Students who are suspected of drug or alcohol use may be drug screened on a random basis, using urinalysis testing and/or a Breathalyzer exam. This testing will be done on the premises and forwarded to an independent lab for confirmation. All tests will be confidential according to state law.

Refusal by the student to comply will result in suspension. The student may return to school within 48 hours with a doctor's note stating that a negative urine screen has been obtained.

#### **Procedure for Substance Abuse, Possession, or Distribution Notification**

1. Professional staff members are obligated to report any student who appears to be under the influence of, or in possession of alcoholic beverages or other drugs while on school property or at a school function to the Principal and School Nurse immediately.
2. Student will be separated from the rest of the school population and remain in the nurse's office or main office.
3. The School Nurse will perform an examination of the student.
4. An Administrator, or his/her designee, will contact the Hopewell Valley Police Department.
5. An Administrator, or his/her designee, will contact the student's parent or guardian.
6. If a student presents with symptoms that are considered severe enough to endanger the physical welfare of the student and constitute a medical emergency, the student will be transported by ambulance to the nearest hospital emergency room. The school will notify the parent/guardian to go directly to the emergency room.
7. Students will not be permitted to return to school until written doctor's authorization is provided. In cases of suspected substance abuse, results of testing will determine suspension from school.
8. Upon returning to school, students will meet with the Principal. A parent/guardian may be required to attend the meeting also.
9. Refusal or failure by a parent/guardian to comply with the provisions will result in a report to DYFS.

To distinguish between recreational users and those students in need of more treatment, the following levels of consequence have been introduced into TTA's Drug Policy:

1. First positive urine will be followed by a family meeting with the Principal. The student will be required to attend no less than twelve appropriate 12-Step meetings within a twelve-day period. A meeting book is to be signed and dated by the speaker at each meeting to record attendance.
2. A second positive screen will require a follow up family meeting. The student shall attend appropriate 12-Step meetings and produce a signed meeting book for no less than 90 days.
3. When a third positive test is confirmed, the student shall be referred out for treatment. In the case of marijuana use, any decrease in nanogram levels reported by the lab will be taken into consideration.

### **Health Services**

School health services are provided by the school physician and nursing staff for the purpose of:

1. Providing emergency care for illness or injury at school.
2. Performing screenings mandated by state law.
3. Providing health education and counseling for students, parents, and staff.
4. Providing outreach into the community to provide a link to other medical agencies.

The goal of the school health services office is to:

1. Identify health problems and needs of students and staff.
2. Assist students in becoming increasingly responsible for their own health.
3. Promote environmental safety and health within the school.
4. Promote the optimal level of health for students and staff.

### **Parent cooperation is requested in the following situations:**

The school nurse can only dispense medication to students when a written statement is received from the attending physician with a **signed** permission slip by the parent. ***\* Medication must be brought in by a parent/guardian or responsible adult. Medication must be in an original container labeled with Student's Name, Medicine/Prescription, and dosage.***

1. A note should accompany your child upon returning to school from an absence due to illness. ***Students are not permitted to carry medication at any time while in school.***
2. In an event that a student becomes very ill in school, a parent/guardian will be contacted by telephone to take him/her home.

### **Immunizations:**

All new students must, by law, present an up-to-date record of the following immunizations before being admitted to school:

1. DPT – Diphtheria, tetanus oxide, and pertussis vaccine
2. Polio
3. T.B. Skin Test
4. Measles
5. Hepatitis B
6. Rubella
7. Mumps
8. Hib.

6<sup>th</sup> Grade or Older:

1. Meningococcal
2. Tdap

**\* Please inform the school nurse of any injuries or necessary medical changes ASAP.**



**THE TITUSVILLE ACADEMY**

**STUDENT-PARENT HANDBOOK CERTIFICATION**

**2022-2023**

I \_\_\_\_\_ hereby acknowledge having received a copy of The Titusville Academy  
(Student's Name)  
Student-Parent Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. I will also take the handbook home for my parents to read in order for them to understand the procedures and regulations of the school.

\_\_\_\_\_  
Student's Signature                      Date

I have read and understand the procedures and regulations of The Titusville Academy.

\_\_\_\_\_  
Parent/Guardian Signature                      Date