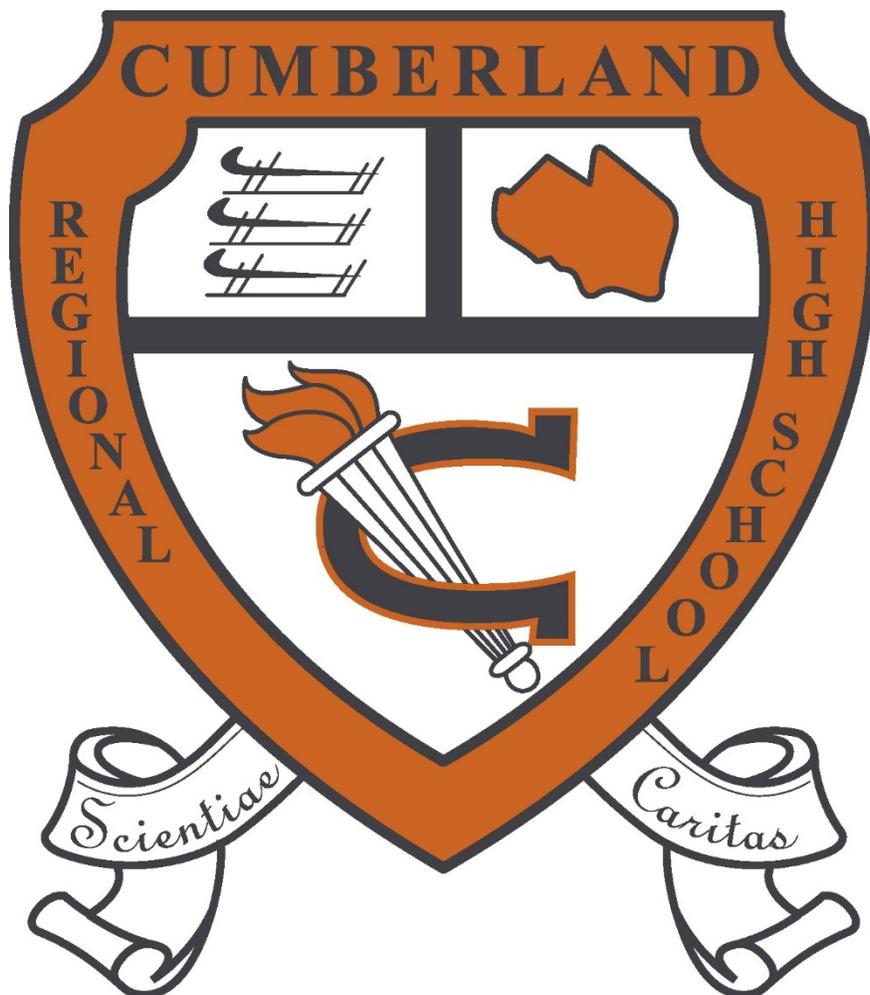


Code of Conduct

2020-2021

CUMBERLAND REGIONAL HIGH SCHOOL
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FORWARD

The primary purpose of discipline at Cumberland Regional High School is to aid the individual in developing a social conscience and to assist the student to see the wisdom in acceptable behavior. Since Cumberland Regional is an educational institution, our mandate is to provide a climate in which learning can take place. Disruption and interference with the education of others; a lack of respect for the rights of property of others; a lack of common courtesy toward others; and an inability to do as directed are examples of the causes of disciplinary problems.

The students of Cumberland Regional High School come from a variety of religious beliefs, ethnic backgrounds, and socio-economic environments; furthermore, a wide range of abilities exists within the student body. This diversity makes it imperative that the Cumberland Regional staff follow these policies and guidelines set forth by the Board of Education in an ongoing effort to maintain consistency and eliminate prejudice.

These guidelines are not intended to be restrictive; however, they are intended to provide a framework from which the tenets can be implemented in a firm, fair and consistent manner.

It must be noted that, while the welfare of the individual must always be of primary concern, the welfare of the group cannot be overlooked; therefore, little or no latitude can be allowed in some situations. In instances which require following standard procedures, it must be emphasized that many students can be helped by exploring the cause of an incident and suggesting ways to avoid future problems. The district believes by working with parents, we can help students become responsible citizens.

***THESE DISCIPLINE GUIDELINES ARE A SUMMARY OF SCHOOL POLICIES AND PROCEDURES. THE ABSENCE OF ANY SPECIFIC PROCEDURE AND CONSEQUENCE DOES NOT INDICATE THAT THE ADMINISTRATION WAIVES ITS RIGHT TO ENFORCE PROCEDURES/POLICIES/CONSEQUENCES NOT DETAILED IN THESE DISCIPLINE GUIDELINES.**

THE DISCIPLINARY ACTIONS FOR EACH INFRACTION ARE LISTED IN LEVELS. WHILE IT MAY APPEAR THAT EACH LEVEL CORRESPONDS TO EACH TIME THAT THE INFRACTION IS COMMITTED, THIS IS NOT STRICTLY THE CASE. GIVEN THE PARTICULARS OF A SPECIFIC INCIDENT, THE ADMINISTRATOR HANDLING THE REFERRAL HAS THE OPTION OF ASSIGNING ANY OF THE DISCIPLINE OPTIONS EMPLOYED BY THE DISTRICT. THIS FLEXIBILITY IS NECESSARY IN ORDER TO ALLOW THE ADMINISTRATOR TO EXERCISE JUDGMENT WHEN DECIDING ON THE APPROPRIATE WAY TO ASSIGN DISCIPLINE AND/OR HANDLE THE INCIDENT

| |
|---------------------------------------|
| STUDENT CONDUCT DURING THE SCHOOL DAY |
|---------------------------------------|

1. **Students treat themselves and others with respect.**
 - a. Practice honesty, courtesy, and politeness.
 - b. Accept the rights of others to develop and hold their own opinions.
 - c. Display good sportsmanship at school-related functions.
2. **Students settle differences peacefully.**
 - a. Get help to talk over differences.
 - b. Make personal choices based on a good ability to make decisions.
 - c. Accept constructive criticism when needed.
3. **Students are responsible for their actions.**
 - a. Accept responsibility for error and do not make excuses.
 - b. Accept consequences of failure to follow school or societal procedures.
 - c. Attend school and class regularly and on time.
4. **Students fulfill all classroom responsibilities.**
 - a. Realize that schoolwork and academic development is the student's primary goal for being in school.
 - b. Complete homework, class work, and exams.
 - c. Use study periods and library time for schoolwork.
 - d. Contribute, cooperate, and share in the work of the group.
 - e. Remain free of drugs and alcohol. Take enjoyment and pride in everyday life.
 - f. Associate with others who are drug and alcohol free.
5. **Students respect the property of others, including school property.**
 - a. Use books and other equipment appropriately.
 - b. Throw trash in the proper receptacles.
6. A student is entitled to a free and public education irrespective of a student's marital status, pregnancy, or parenthood.

ATTENDANCE POLICY

Our School Board is supportive of the concept that increased student time on academic tasks contributes to improved academic achievement. The intent of our attendance policy is to reduce student absenteeism and to increase instructional time. Students must attend school regularly. Students are expected to attend every class on their daily schedule. All absences will be counted.

We ask parents to call the school at ext. 208 or use the Genesis Parent Portal to notify the school of their child's absence.

The school will notify the parent or guardian at various stages to help prevent anyone from losing credit. The school year is divided into two semesters. The semester absence procedures are as follows:

Four (4) days absent from a class - Parent notified by letter, and/or conference with student and counselor.

More than six (6) days absent from a class- Notification of “Loss of Credit” For that class. Also involved in this policy is an appeal procedure which would consider any unique situation and/or verifiable long-term illness. Excessive late arrivals or early dismissals will result in the loss of student’s driving privilege in addition to other disciplinary action. Seniors who violate the attendance policy will not be permitted to participate in commencement.

LEGAL BASIS FOR DISCIPLINE

The following passages are cited to support the Cumberland Regional High School disciplinary policy.

New Jersey Statutes Annotated, Title 18A:37-1:

“Pupils in the public schools shall comply with the rules established in pursuance of law for the governments of such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them.”

New Jersey Statutes Annotated, Title 18A:37-2:

“Any pupil who is guilty of continued and willful disobedience, or of open defiance of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.”

Cumberland Regional Board of Education Policy #5500:

“The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates’ learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the school and the value of their education.”

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process. Parent(s) or legal guardian(s) can help children learn by requiring that children obey all school rules and by accepting responsibility for a child’s improper conduct.

DUE PROCESS

The courts have established that a student does not leave his/her civil rights at the school door. Although the primary thrust of the court decisions has been in suspensions, the same principles apply to all discipline cases. They are as follows:

1. All reported violations must be in writing or in electronic form. An administrator, although proceeding in good faith, frequently must act on the reports and advice of others, and the controlling facts and nature of the conduct under challenge are often disputed. By reducing the charge to writing, we eliminate a great deal of emotion or anger toward the accused.
2. Students shall have the opportunity to characterize their conduct and put it in what they deem to proper context. They shall have the opportunity to do so either orally or in writing. If the offense is observed by a school administrator, the student will still have the opportunity for the informal “give and take” with the administrator prior to any action.
3. Following the informal hearing, students shall be advised of the charges against them. In the case of suspension, the charges will be in writing, shall be in accord with the causes for suspension or expulsion of pupils as stated in N.J.S.A. 18A:37-2, and, in the event the students are under 18 years of age, their parents shall be notified.
4. Only the principal can suspend.
5. In the case of an out-of-school suspension, students will be required to have parent conference before returning. The purpose of this conference is as follows:
 - a. To review what is occurring in the students’ classes in terms of behavior, attendance, academic achievement, and their attitude towards learning.
 - b. To review and discuss any problems or problems that may stand between the students and success.
 - c. To seek assurance that further offenses will not be committed by the students.
 - d. To discuss possible solutions to problems.
6. Please note the law does not require administration to contact or have a parent spoken to when investigating and, if necessary, disciplining a student.
7. The school will be consistent with the provisions of corporal punishment of pupils pursuant to N.J.S.A. 18A:6-1.

DISCIPLINE PROCEDURES

ASSIGNMENT OF DISCIPLINE

THE DISCIPLINARY ACTIONS FOR EACH INFRACTION ARE LISTED IN LEVELS. WHILE IT MAY APPEAR THAT EACH LEVEL CORRESPONDS TO EACH TIME THAT THE INFRACTION IS COMMITTED, THIS IS NOT STRICTLY THE CASE. GIVEN THE PARTICULARS OF A SPECIFIC INCIDENT, THE ADMINISTRATOR HANDLING THE REFERRAL HAS THE OPTION OF ASSIGNING ANY OF THE DISCIPLINE OPTIONS EMPLOYED BY THE DISTRICT. THIS FLEXIBILITY IS NECESSARY IN ORDER TO ALLOW THE ADMINISTRATOR TO EXERCISE JUDGMENT WHEN DECIDING ON THE APPROPRIATE WAY TO ASSIGN DISCIPLINE AND/OR HANDLE THE INCIDENT.

*****Please note a student who is suspended or is caught cheating will forfeit his/her honor society memberships, Peer Leadership, Senior Mentor, or his/her achievement letter and pin. This means he/she will not have special recognition, including cords and hoods, at graduation. It will also prevent any student who is not a member of an honor society from being part of one.**

**** Please note any child who is placed in the Cumberland Day Program is excluded from any extra-curricular activities as deemed appropriate by administration.**

Parent/Guardian will be notified by letter of student conduct issues. Parent/Guardian can also access student discipline referrals from Genesis Parent Portal.

Subsequent levels not listed for each conduct referral will be addressed by the Assistant Principal on an individual basis.

If a student refuses to serve his/her assigned disciplinary consequence, the student will be deemed insubordinate and will serve additional, more severe consequences (e.g., out-of-school suspension) and still will be required to serve the original consequence.

BLOCK DETENTION, REFOCUS SESSION, and IN-SCHOOL SUSPENSION

Block Detention, Refocus Session, and In-School Suspension are serious disciplinary situations and will be handled as such. It is important that all rules and regulations be followed.

Rules and Regulations

1. Student will report to the BD/RS/ISS room prior to the beginning of the block that he/she has been assigned by his/her Assistant Principal. If a student arrives after the late bell or leaves before the end of his/her consequence he/she may receive additional consequences.
2. Student must bring his/her textbooks, paper, pencils, etc.
3. Cellphones/electronic devices are not permitted to be used in the room
4. Students' classroom teachers will send assignments for them. Students are required to do all work sent by teachers. Work not completed may receive a zero.
5. When students return to class, it is their responsibility to ask for additional work or an explanation of that day's lesson.
6. Talking, inappropriate noises, or any disruptive behavior is not permitted.
7. Students are not permitted to sleep, **lay their heads down on the desks**, or get out of their seats without permission.
8. Students may only use the lavatory in the BD/RS/ISS room. There will not be lavatory breaks outside of the BD/RS/ISS classroom. Students will be required to sign in and out each time they use the restroom.
9. If a student is absent on the day of his/her assigned BD/RS/ISS, he/she must make up that day the next scheduled day.
10. Failure to follow these rules or any instructions of the Monitor will result in further disciplinary action. All school rules are always to be followed.

OUT OF SCHOOL SUSPENSION

Refer to section on "Due Process" regarding suspension procedures. In addition, the following guidelines should be noted:

1. Students are to be informed of their responsibility in making up work missed during the suspension.
2. Attendance should be marked in Genesis by the Assistant Principal's office to show suspension, and attendance should be checked daily to be sure the suspended student is not in school.
3. Every effort is to be made to telephone parents the same day the offense occurs.
4. If students are 18 years of age or older, the letter and charges may be formally presented to them.

Suspension from regular school activities is a serious matter and is handled as such. A student found guilty of an offense warranting a suspension may be suspended for one (1) or more days and will be given notice of the charges against them, and “Due Process” will take place.

Short-Term Suspensions

“Short-term suspensions” are for a term of nine (9) or fewer school days. Any student suspended for five (5) days or more shall be provided with home instruction on the fifth day and until the student is permitted to return to school.

In the event of a short-term suspension, an informal “conference” must be conducted, and the student’s parent(s) or guardian(s) must be provided oral or written notice of the charges. Oral or written notification to the parent(s) or legal guardian(s) of a removal prior to the end of the school day shall include an explanation of:

1. The specific charges.
2. The facts on which the charges are based.
3. The provision(s) of the Code of Conduct the student is accused of violating.
4. The student’s due process rights pursuant to N.J.A.C. 6A:16-7.2 - 6A: 16-7.4 and, if applicable, N.J.A.C. 6A:16-7.5 (Conduct Away from School Grounds).
5. The terms and conditions of the suspension.

Long-Term Suspensions

A long-term suspension consists of 10 or more days. If a student is suspended for 10 or more days, a mandatory conference with the Superintendent must occur within the first few days. In each instance of a long-term suspension, the building Principal or his designee shall:

1. Hold an informal hearing prior to the student’s removal from school and immediately notify the student’s parent(s) or legal guardian(s) of the suspension.
2. Ensure appropriate supervision of the student while waiting for the student’s parent(s) or legal guardian(s) to remove the student from school during the school day.
3. Ensure that the Superintendent meets with the student and his/her parents within a reasonable time frame from the initiation of the long-term suspension.
4. Within two (2) school days of the initiation of the long-term suspension, a letter will be sent to the parent(s) or legal guardian(s) with written notification containing:
 - a. An explanation of the specific charges and the facts on which they are based.
 - b. The student’s due process rights pursuant to N.J.A.C. 6A:16-7.3 (Long-Term Suspensions) and, if applicable, N.J.A.C. 6A:16-7.4 (Expulsions), and/or N.J.A.C. 6A:16- 7.5 (Conduct Away from School Grounds);
 - c. Information regarding legal resources available in the community and the student’s right to secure legal representation; and
 - d. The District’s right to expel the student in the event of further engagement by the student in conduct warranting expulsion, along with a request for parental acknowledgement of same.

DISCIPLINE POINT SYSTEM

A point system will be used to determine each student’s ability to participate in extracurricular

activities. Student Athletes must adhere to the Athletic Code of Conduct. The Athletic Code of Conduct is only in effect for in-season athletes. Any student accruing 30 or more points will be ineligible for all extracurricular activities. Athletes are also responsible to follow the Athletic Code of Conduct. Points will be assigned by administration based on the seriousness of the infraction. Points will be reset at the beginning of each marking period.

Any student who accumulates 40 or more points, including students participating in athletics, during any marking period will be recommended to be placed in the Cumberland Day Program (CDP). This decision will be made after meeting with the principal or his designee. Students have a chance to return to the regular day program after they have completed at least one (1) full marking period as per the CDP behavior modification contract. It should be noted that a student does not need to accumulate 40 points to be placed in the CDP. Students can be placed in the CDP depending on the severity of individual incident(s) that occur, even before the accumulation of 40 points.

Once a student receives 40 points or more the student will be Suspended Out of School for two (2) – three (3) days, followed by a mandatory disciplinary conference with the building principal to discuss a possible change in placement.

*Senior students may be ineligible to participate in the Graduation Ceremony if any of the following occur:

- 3 Out of School Suspensions during their senior year
- Accrue 40 or more points during MP4
- Enrolled in CDP during MP4

GUIDELINES FOR CLASSIFIED STUDENTS

A classified student may be suspended for just cause for a shorter duration as outlined in the District Suspension Policy. The administration at Cumberland Regional High School is sympathetic to problems arising in cases involving classified students; therefore, several alternatives other than suspension can be implemented successfully. These include:

1. Ongoing counseling by the Assistant Principal.
2. Use of the CST members in a counseling rapport-building process.
3. Joint conferences involving the Assistant Principal, student, and personnel directly involved with the student, e.g., teacher of the class where the behavior was not acceptable.
4. Assistant Principals will review the need for minor class program modifications.
5. Initiation of a behavior modification program.
6. Initiation and utilization of a student contract.
7. Request CST review of the student's program when there is evidence of chronic misbehavior and lack of adjustment to his/her current program.
8. Suggesting to teachers to try one of the following:
 - a. Have student call parent from the CST office.
 - b. Try another activity; or
 - c. Engaging a student peer to address the difficulty and to provide for the benefit and wellbeing of the student.

Key Policies

1. Classified students are not excused from adherence to the rules, regulations, and policies regarding behavior and attendance at Cumberland Regional High School unless specifically waived in their IEP's.
2. Classified students who are suspended are responsible for completing class assignments.
3. Assistant Principals will request, in writing, a formal Child Study Team review of placement and programs in those cases where a student demonstrates a behavioral and/or academic breakdown and is not showing progress in his/her current program.

COLT CONNECTION SCHOOL-BASED YOUTH SERVICE PROGRAM (SBYSP)

The School Based Youth Services Program (SBYSP) initiative was started throughout the State of New Jersey in 1987 to help young people navigate their adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. Adolescents have numerous concerns and problems. Since a substantial number of teenagers have multiple problems that call for several different services, SBYSP provides an array of employment, health, and social services. Services are available to all youth and recreation is provided. In addition to the following core services, each site develops services which respond to local needs, such as on-site childcare, so that teen parents can stay in school.

The major services are:

1. Mental health and family services
2. Healthy youth development
3. Access to primary and preventative health services
4. Substance abuse counseling
5. Employment services
6. Pregnancy prevention programs
7. Learning support services
8. Family involvement
9. Referrals to community-based services
10. Recreation

CONCEPTUALIZING A SOLUTION

The maintenance of acceptable standards of student behavior is the responsibility of each professional staff member at Cumberland Regional High School. It is our mandate to direct attention to students who deviate from behavior norms. In many instances, this attention is in the form of a verbal request directed to an individual student which results in an immediate appropriate action. Other situations may warrant a formal written or electronic referral to the appropriate Assistant Principal or Guidance Counselor.

It is anticipated that the Cumberland Regional professional staff will resolve many problems at the informal level. Some behavior will warrant referral to the School Counseling staff. Some problems may require administrative attention. These include: 1) attendance-related problems, 2) recurring behavior problems, and 3) special problems such as use of Controlled Dangerous Substance, violent behaviors, and various forms of harassment.

STUDENT GRIEVANCE PROCEDURE

General

Whenever students have a concern, they should first attempt to resolve the issue with that staff member. If unsuccessful, the students should contact their Assistant Principal or school counselor. The matter will be investigated to determine if the matter is behavioral or academic. If necessary, the matter will be referred to the appropriate administrator. Intervention at this level can take the form of a meeting between student and staff member moderated by the appropriate third party, or a similar meeting that includes a parent/guardian.

Should satisfaction not be gained at this level, the parent/guardian may request to have the matter heard first by the Principal and then, if necessary, by the Superintendent. Continued dissatisfaction with the disposition of the grievance results in a hearing before the School Board.

APPEAL OF AN ADMINISTRATIVE DECISION

Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Lesser consequences are not considered appealable, in that they do not deprive a student of his/her regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent administration, as needed.

An appeal may be considered if the specific nature of the incident and facts support an appeal.

Based on the merits of the written report filed by the complainant, the appeal may be heard or denied. Denials will be in writing with specific reasons for the decision.

Hearing of Appeals – Procedure

1. A request for appeal must be expressed in writing or by phone call from the parent or guardian of the student or the student themselves if 18.
2. An appeal must be filed in the Principal's office by the third school day after the day of the incident and due process conference.
3. Short-term suspensions will be held while the appeal process is in progress.
4. Clear and concise reasons must be expressed in the meeting as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions, or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. Every effort will be made by both parties to meet within three (3) school days after receipt of the appeal.
6. The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request that additional information can be added to the statement.

Disposition of an Appeal

The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision and call the parent within two (2) days.

Appeals Beyond the Principal's Level

The procedure will remain the same as above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level with a review of facts and further investigation if necessary. A formal appeal conference may or may not take place.

The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing to better determine the facts of the case.

An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Board Secretary.

The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

DISCIPLINARY OFFENSES

Please note for offenses involving consequences that require a removal from class a letter will be mailed to the parent/guardian after the child has been seen by the assistant principal. All letters are available to be viewed in the Genesis Parent Portal.

STUDENT CHEATING

| | | |
|-----------------|--|--|
| <i>Cheating</i> | Claiming credit for work that is not the product of one’s own effort; providing unwarranted access to material or information so that credit may be dishonestly claimed by others; or knowledge and toleration of either of the foregoing. | For All Levels – <ul style="list-style-type: none"> • A discipline referral will be issued, and it will be recorded that the student cheated and received a zero (0). • Possible conference with the guidance counselor. • Parent/Guardian is to be called or receive written communication by the teacher. • Loss of Honors membership or future membership will result with the first occurrence. • Cheating more than once requires a conference with the Assistant Principal. |
|-----------------|--|--|

ATTENDANCE-RELATED PROBLEMS

The strategy for the resolution of a continuing individual attendance problem will be a multi-step approach. An attendance problem will be identified as: 1) chronic tardiness, 2) unexcused or unauthorized class absences (class cuts), 3) truancy, or 4) leaving the school grounds without permission.

TARDIES PER SEMESTER

| Number of Tardies School/Class | Infraction |
|---------------------------------------|-----------------------------------|
| 9 | Warning |
| 12 | One (1) Alternative Assignment |
| 15 | One (1) Restorative Assignment |
| 18+ | Discretion of Assistant Principal |

ATTENDANCE RELATED INFRACTION

| Infraction | Definition | Level 1 | Level 2 | Level 3 |
|--|--|--------------------------------------|--|---|
| <i>Leaving Class Without Permission</i> | Leaving class without staff member approval. | One (1) Alternative Assignment | One (1) day of Restorative Assignment | One (1) day of Block Detention |
| <i>Cutting Colt Tutoring</i> | Never reporting to Colt Tutoring. | One (1) Alternative Assignment | One (1) Restorative Assignment | One (1) day of Block Detention |
| <i>Cutting SERA</i> | Never reporting to SERA. | One (1) day of Refocus Session | Two (2) days of Refocus Session | Three (3) days of Refocus Session |
| <i>Cutting Class</i> | Never reporting to class. | Two (2) days of Refocus Session | Three (3) days of Refocus Session | One (1) day of In School Suspension |
| <i>Being in Unauthorized Area</i> | Being in any area in which you do not have permission to be. | One (1) Alternative Assignment | One (1) Restorative Assignment | One (1) or more days of Block Detention |
| <i>Leaving the School Grounds Without Permission</i> | | Two days (2) of In School Suspension | Three days (3) of In School Suspension | |
| <i>Leaving School Grounds with Permission without signing out in the Main Office</i> | | Warning | One (1) Alternative Assignment | |

BEHAVIOR PROBLEMS

Behavior problems include but are not limited to: 1) defiance, insolence, and insubordination; 2) destruction of school property; 3) forgery; 4) cheating; 5) leaving class without authorization; and 6) dress and grooming.

| Infraction | Definition | Level 1 | Level 2 | Level 3 | Level 4 |
|---|--|---|--|--|---|
| <i>Disruptive/ Inappropriate Behavior</i> | Behavior that disrupts the learning environment. | One (1) Alternative Assignment | One (1) Restorative Assignment | One (1) or more days of Block Detentions | One (1) or more days of Refocus Sessions |
| Major Disruptive Behavior | Elevated behavior that majorly disrupts the learning environment and leads to the student being removed. | For All Levels – Students may receive consequences ranging from a warning to an OSS depending on the severity of the offense. | | | |
| <i>Insubordination</i> | Not following classroom rules, reasonable requests, and /or being defiant. | One (1) or more days of Restorative Assignment | One (1) or more days of Block Detentions | One (1) or more days of Refocus Sessions | One (1) or more days of In School Suspensions |
| <i>Disrespectful to Staff</i> | Displaying inappropriate/ demeaning behavior towards a staff member. | One (1) day of Block Detentions | One (1) or more days of Block Detentions | One (1) or more days of Refocus Session | One (1) or more days of In School Suspension |
| <i>Disrespectful to Student</i> | Displaying inappropriate/ demeaning behavior towards a student. | One (1) or more days of Restorative Assignment | One (1) or more days of Block Detentions | One (1) or more days of Refocus Sessions | One (1) or more days of In School Suspensions |
| <i>Inappropriate Comment</i> | Inappropriate written or verbal comments. | One (1) or more days of Restorative Assignment | One (1) or more days of Block Detentions | One (1) or more days of Refocus Sessions | One (1) or more days of In School Suspensions |
| <i>Inappropriate Behavior on a Field Trip</i> | Not following school rules, reasonable requests, and/or expressing inappropriate behavior. | For All Levels – Students may receive consequences ranging from a warning to an OSS depending on the severity of the offense. | | | |
| <i>Misuse of Pass</i> | Failure to report to the assigned location within the 5 min designated time period. | Warning | One (1) Alternative Assignment | One (1) or more days of Restorative Assignment | One (1) or more days of Block Detentions |

| Infraction | Definition | Level 1 | Level 2 | Level 3 | Level 4 |
|--|---|---|--|---|--|
| <i>Racial Comment/Verbal Abuse</i> | Racially inappropriate expressed behavior. | One (1) or more days of Refocus Sessions | One (1) or more days of In School Suspension | | |
| <i>Safety Violation</i> | Behavior that involves an unsafe situation. | For All Levels – Students may receive consequences ranging from a warning to an OSS depending on the severity of the offense. | | | |
| <i>Inappropriate Display of Affection</i> | Except for holding hands, any physical display of affection. | One (1) Warning | One (1) Alternative Assignment | One (1) or more days of Restorative Assignments | One (1) or more days of Block Detentions |
| <i>Late/Left Early from RA/BD/RS/ISS</i> | Not fulfilling the entire time assigned. | One (1) day of Block Detention | | | |
| <i>Violation of RA/BD/RS/ISS Rules</i> | Not following the BD/RS/ISS rules. | One (1) day of Block Detentions | One (1) day of Block Detentions | One (1) day of Out of School Suspension | Violations reset after each Out of School Suspension |
| <i>Destruction of School Property</i> | Causing damage or defacing school property. | For All Levels – Students may receive consequences ranging from a warning to an OSS depending on the severity of the offense. Student may be responsible for restitution. | | | |
| <i>Use of Profanity</i> | The act of using profanity. | One (1) Alternative Assignment | One (1) day of Block Detention | One (1) day of Refocus Session | One (1) day of In School Suspension |
| <i>Use of Profanity Towards a Staff Member</i> | The act of using profanity towards a staff member. | For All Levels – Students may receive One (1) or more days of Out of School Suspension depending on the severity of the offense. | | | |
| <i>Eating/Drinking in the Hallways/Classroom</i> | Any food/drink must be consumed by 7:45 or during lunch. Only a clear container of water is allowed throughout the day. | Warning | One (1) Alternative Assignment | One (1) day of Restorative Assignment | One (1) day of Block Detention |
| <i>Violation of Authorized User Policy</i> | Violation of the technology agreement. | For All Levels – Students may receive consequences ranging from a warning to loss of technology privileges depending on the severity of the offense. | | | |
| <i>Inappropriate Use of Electronic Device</i> | Violation of classroom procedures regarding technology. | Warning | One (1) Alternative Assignment | One (1) day of Restorative Assignment | One (1) day of Block Detention |

| Infraction | Definition | Level 1 | Level 2 | Level 3 | Level 4 |
|--|---|--|---|----------------|----------------|
| <i>Recording and/or Posting Inappropriate Pictures or Videos</i> | Inappropriate pictures/recordings of including but not limited to fights, altercations, staff or student images or videos. | Inappropriate pictures or recordings of incidents results in One (1) or more days of In school Suspension | Inappropriate pictures or recordings that are posted online or shared results in One (1) or more days of Out of School Suspension | | |
| <i>Bus Disturbance</i> | The bus and the bus stops are considered extensions of school grounds. All school regulations are always enforced Students are expected to exhibit appropriate behavior and follow directives from the bus driver. | For All Levels – Discipline assigned by Assistant Principal based on incident which may include any discipline assigned in guide and/or bus suspension. | | | |

SPECIAL AREAS

Goss vs. Lopez case law as well as the Memorandum of Agreement and Board Policy 5600 gives school personnel and police permission to speak with students without parental permission.

Certain problem areas are identified as “Special Problems” because they are, by their very nature, more serious and will usually result in substantial corrective actions on the first offense. Problem situations in this category include, but are not limited to, the following:

1. Possession of unauthorized items.
2. Use, possession, distribution, or being under the influence of drugs, alcohol, vaporizers, or tobacco.
3. Stealing/extortion.
4. Acts of violence: assault, assault and battery, fighting etc.
5. Harassment/intimidation/bullying.
6. Threats.
7. Possession of a weapon.
8. Verbal aggression/incitement.

The absence of other problem areas from this list does not imply that other problems are not considered serious or that other problems will not result in a substantial corrective action on the first offense.

| Infraction | Definition | Levels |
|---|---|---|
| <i>Possession of Unauthorized Items</i> | Students who use or are in possession of unauthorized items such as: matches, lighters, shock devices, gambling items | For All Levels – Disciplinary action will be based on the seriousness of the item. |

| Infraction | Definition | Levels | |
|------------------------|--|--|---|
| | and any instruments used for writing or etching of graffiti, stink bombs, toys that are realistic simulations of guns and knives, fireworks, air horns, or any other disruptive device. will be subject to strict disciplinary consequences. | Possible BOE hearing or Superintendent hearing. In addition to school discipline, relevant sections of the New Jersey Penal Code will be invoked, and charges may be filed with the State Police as deemed appropriate. | |
| <i>Theft/Extortion</i> | Theft: Taking another person's property without permission or legal right and without intending to return it. Extortion: The practice of obtaining something, especially money, through force or threats. | For All Levels – Appropriate discipline assigned by Assistant Principal dependent on the severity of the infraction as well as the value of the item(s). Restitution may be required. Fine is placed in Genesis. Charges may be filed. | |
| <i>Theft <\$10</i> | Theft: Taking another person's property without permission or legal right and without intending to return it. | One (1) day of In School Suspension & possible restitution | Two (2) days of In School Suspension & possible restitution |

ACTS OF VIOLENCE

We have a major responsibility to do everything within our ability to prevent and, when necessary, to control physical violence within our school. This problem is now more critical than ever. This is evidenced by the fact that violence has increased over recent years.

It is important that self-defense not be confused with violence because it is our belief that one can defend him/herself without being violent.

When an offense is of such a violent nature that parents need to be contacted, every effort will be made to contact them in a timely manner. Any incident involving violence shall be thoroughly investigated by the Assistant Principals. After an incident's severity has been judged the guidelines for that offense shall be placed into one of the following categories.

| Infraction | Definition | Levels |
|---------------------------------------|--|--|
| <i>Verbal Aggression/Incitement</i> | <p>Verbal Aggression: Threat of using physical force, making disrespectful and/or profanity-laced comments directed to another student about his/her character, physical appearance, or self-concept; insults; teasing; mockery; or any other comment meant to degrade.</p> <p>Incitement: Behavior by one student that instigates an altercation between two or more students.</p> | According to how serious the infraction is, consequences could range from mediation to OSS. |
| <i>Inappropriate Physical Contact</i> | This could be a shove, push, hair-pulling, etc. | Students shall be given one (1) or more days of RS or one (1) or more days of ISS depending on the severity of the incident. |
| <i>Fighting/Assault</i> | <p>A fight is defined as a “Mutual engagement in a physical confrontation that may result in bodily injury to either party. Each participant must be classified as an offender.”</p> <p>An assault is defined as a person who attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another.</p> | <p>First Level: Parents are to be telephoned. Students shall be suspended for nine (9) days out of school. Parents shall be required to have a conference prior to the student returning to school. Charges may be filed.</p> <p>ATTENTION: If a student is involved in another fight or assault within two (2) consecutive years after the first incident, the consequence will result in a 12-day out-of-school suspension. Students and their parent will also be required to meet with the building Principal or his designee.</p> |
| <i>Assault Upon a Staff Member</i> | Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1b (5) (c), upon a teacher, administrator, Board member, or other employee of a Board of Education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion | <p>NJ State Police contacted.</p> <p>Possible charges filed.</p> <p>Students shall be suspended from school pending a BOE hearing or Superintendent hearing where consequences will be determined.</p> <p>Student is placed on Home Instruction pending that hearing.</p> |

| Infraction | Definition | Levels |
|--|---|--|
| | proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended. | Possible change of educational placement. |
| <i>Criminal Threat</i> | Expressing, either physically or verbally, the intent to commit one of the following violent criminal offenses: homicide, aggravated assault, sexual assault, kidnapping, or arson. The threat must be made for placing another in imminent fear of one of these violent acts, under circumstances that would reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out. | Discipline to be determined by Assistant Principal in consultation with the Principal and/or Superintendent based on the severity of the incident. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact. |
| <i>Simple Threat</i> | Attempting by physical menace (e.g., verbal threats) to put another in fear of bodily injury, with knowledge by the offender that the threat could make the victim fearful. | Two (2) to four (4) days of OSS. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact. |
| <i>Indecent Exposure/Sexually Inappropriate</i> | The inappropriate exposure of oneself or another student. Touching of intimate body parts such as genitalia, groin, breast, buttocks, or mouth, or any clothing covering them, with or without consent; the removal of another person's clothes; touching a person with one's own intimate body parts. | Discipline to be determined by Assistant Principal in consultation with the Principal and/or Superintendent based on the severity of the incident. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact. |
| <i>Harassment/Intimidation/ (Cyber) Bullying/Sexual Harassment (HIB)</i> | HIB means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 by any other distinguishing characteristic, that takes place on | Refer to the HIB process on the CRHS website and in the student handbook. If determined to be an HIB, the Superintendent will determine consequences and/or remedial actions. It should be noted that an HIB investigation does not prevent an action from being addressed by the assistant principal under the code of conduct. |

| Infraction | Definition | Levels |
|---|---|--|
| | <p>school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <p>A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</p> | |
| <p><i>Possession or Use of Weapon</i></p> | <p>The possession or use of any kind of weapon (knife, gun, chain, metal knuckles, pepper spray) or any other items deemed by the Administration to be a weapon will be taken very seriously.</p> | <p>Possible NJ State Police contact.</p> <p>Students shall be removed from school pending a BOE hearing or Superintendent hearing where consequences will be determined.</p> <p>Student is placed on Home Instruction pending that hearing.</p> <p>Possible change of educational placement.</p> <p>Any student convicted of a firearm offense will be held to Federal and State statutes governing schools.</p> |

STUDENT SEARCHES

New Jersey vs. TLO case law gives schools permission to use reasonable suspicion to search. This is not the same as probable cause followed by police.

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of weapons, drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco. Vape detectors used in bathrooms may result in a student search.

When there is reasonable suspicion to search, the following steps will take place:

1. Lockers may be searched at any time, as they are school property.
2. Drug dogs may be brought in at any time during the school year.
3. Search of a student and his/her belongings i.e. book bag and/or jacket and/or vehicles.

ALCOHOL, TOBACCO, OR OTHER DRUG (ATOD)

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession of/and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers. Violations of these restrictions will result in disciplinary action.

Under current N.J.S.I.A.A. policy, student athletes who participate at the State level in any sport will be subject to random anabolic steroid testing. This testing is State-directed and handled through the Athletic Department. Violation of these restrictions will result in disciplinary action.

For this policy, “drugs” shall mean:

1. All controlled substances including those so designated and prohibited in New Jersey Statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes.
2. All vaporizers.
3. All alcoholic beverages.
4. All anabolic steroids.
5. All drug paraphernalia.
6. All “over-the-counter” medication.

All medication taken during the school day must be under the direction of the school nurse (in the school nurses’ office). Medication should not be in the students’ possession, unless directed through the nurse. A form must be filled out by a doctor and given to the nurses for medication to be administered during school.

Student-athletes will also be held to the provisions of the athletic contract.

Required medical examination including urine screening and/or blood test to determine presence of alcohol and other drugs, when observation of student behavioral indicators suggests the possibility of intoxication.

CRHS graduated discipline policy applies for the following ATOD infractions and is all-encompassing and in effect throughout the student’s four-year high school career. This ATOD policy applies to any school-sponsored functions taking place on or off campus.

| Infraction | Definition | Level 1 | Level 2 |
|--|--|---|--|
| <i>Possession of Over-the Counter Medication</i> | <p>Possession/or misuse/or abuse of over-the counter medication/stimulant/depressant.</p> <p>Administrator will verify with nurse that the medication is over-the-counter.</p> | <p>Parents/Guardians notified. One (1) day ISS.</p> <p>Possible referral to ATOD team for treatment, after-care, and re-entry plan.</p> | <p>Parents/Guardians notified. One (1) Days Out-of-School Suspension.</p> <p>Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> <p>Possible conference review with the Principal and/or Superintendent.</p> <p>Subsequent referrals will be addressed by the Assistant Principal on an individual basis.</p> |
| <i>Possession of Prescription Medication of a non-expired non-controlled substance</i> | <p>Possession of a drug not containing any controlled dangerous substance otherwise identified in N.J.A.C.6:29-6.3(a). 629-6.6 (a)</p> | <p>Parents/Guardians notified. One (1) day ISS.</p> <p>Possible referral to ATOD team for treatment, after-care, and re-entry plan.</p> | <p>Parents/Guardians notified. One (1) Days Out-of-School Suspension.</p> <p>Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> <p>Possible conference review with the Principal and/or Superintendent.</p> <p>Subsequent referrals will be addressed by the Assistant Principal on an individual basis.</p> |
| <i>Possession of Alcohol, Illegal Drugs, or Prescription</i> | <p>Possession of drug paraphernalia</p> | <p>Police informed as required and</p> | <p>Parents/guardians notified.</p> |

| Infraction | Definition | Level 1 | Level 2 |
|--|---|--|--|
| <p><i>Medication of a Controlled Substance</i></p> | <p>containing any controlled dangerous substance otherwise identified in N.J.A.C.6:29-6.3(a). 629-6.6 (a)</p> <p>Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6:29-6.3 (a).</p> | <p>appropriate action taken, unless in the case of a prescription drug, in which case the parent/guardian provides proof that medication is prescribed to student and is not outdated.</p> <p>Parents/guardians notified.</p> <p>Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use.</p> <p>The school breathalyzer may be used for suspected use of alcohol before outside medical examination, unless the State Police arrest the student.</p> <p>Nine (9) day Out of School Suspension,</p> <p>Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan,</p> <p>A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance.</p> | <p>Police informed as required and appropriate action taken unless in the case of a prescription drug, the parent/guardian provides proof that medication is prescribed to student and is not outdated.</p> <p>Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use.</p> <p>The school breathalyzer may be used for suspected use of alcohol before outside medical examination, unless the State Police arrest the student.</p> <p>12-day Out-of-School Suspension.</p> <p>Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> <p>A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance.</p> |

| Infraction | Definition | Level 1 | Level 2 |
|---|---|--|---|
| | | | <p>Conference review with the Principal and/or Superintendent.</p> <p>Possible placement into the alternatives settings.</p> |
| <p><i>Under the Influence of Alcohol or Illegal Drugs</i></p> | <p>Under the influence of alcohol, drugs, steroids, or substance identified in NJ.A.C. 6:29-6.3(a). This is identified as a positive test result or refusal to be tested.</p> | <p>Parents/guardians notified.</p> <p>Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use.</p> <p>The school breathalyzer may be used for suspected use of alcohol before outside medical examination.</p> <p>Student then returns to school pending results of the test.</p> <p>If test is positive: Nine (9) day Out-of-School Suspension. Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> <p>A medical statement substantiating the student's state of well-being to return to school is required before re-entry.</p> | <p>Parents/guardians notified.</p> <p>Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use.</p> <p>The school breathalyzer may be used for suspected use of alcohol before outside medical examination.</p> <p>Student then returns to school, pending results of the test. If test is positive: 12-day OSS plus all the above. Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> <p>A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry.</p> <p>Conference review with the Principal</p> |

| Infraction | Definition | Level 1 | Level 2 |
|---|--|---------|--|
| | | | <p>and/or Superintendent.</p> <p>Possible placement into the alternative settings.</p> |
| <p><i>Distribution/Intent to Distribute, Transferring, or Selling Drugs</i></p> | <p>Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer or sell.</p> | | <p>Police informed as required and appropriate action taken.</p> <p>Parents/guardians notified.</p> <p>Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use.</p> <p>The school breathalyzer may be used for suspected use of alcohol before outside medical examination, unless the State Police arrest the student.</p> <p>12-day Out-of-School Suspension and then continued home instruction pending a BOE expulsion hearing.</p> <p>Possible change of educational setting.</p> <p>Possible referral to ATOD/SAC team for treatment, after-care, and re-entry plan.</p> |

| Infraction | Definition | Level 1 | Level 2 |
|---|--|---|--|
| | | | If a decision is reached to allow the student back in school a medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance. |
| <i>Conviction for violation of the drug abuse policy off school property.</i> | Under the signed Memorandum of Agreement between the District and the NJ State Police and the Prosecutor's Office, schools will be notified of an incident that may influence the safe and orderly operation of the school. | | Parent/guardian notified. The school will take whatever action it believes is necessary to protect the rights and wellbeing of the entire school body. |
| <i>Possession of Tobacco/Cigarettes/Vaporizer</i> | Students are not permitted to smoke at any time in the school on its grounds, or on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes/vaporizers or other smoking materials such as tobacco, pipes, or cigarette rolling papers. Possession of tobacco, the exhaling of smoke, or having any of the items described above in one's mouth shall be considered smoking. The possession of an | Two (2) days of ISS. Parent/guardian will be notified by phone. Possible referral to ATOD/SAC for assistance in quitting. Possible filing of complaint with Upper Deerfield Municipal Court. | Three (3) days of ISS. A parent/guardian conference required. Possible filing of complaint with Upper Deerfield Municipal Court and required pursuit of additional fines, pursuant to N.J.S.A. 26:3d-20. |

| Infraction | Definition | Level 1 | Level 2 |
|------------|--|---------|---------|
| | unauthorized item holds the same penalty as smoking. | | |

VIOLATION OF POLICY/PROCEDURES/RE-ENTRY CONTRACT

Students in Violation of Board Policy 5530 - Any student who fails to comply with ATOD procedures/policy/re-entry contract will be subject to further administrative disciplinary consequences.

NOTE: Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. Non-compliance would be considered the same as a positive test.

DRIVING TO SCHOOL

STUDENT PARKING LOT RULES and REGULATIONS

Students' cooperation is required to ensure the safety of your car and the safety of those parking on school property. Students are reminded that parking on school property is a privilege, not a right and therefore, may be revoked. All student drivers must register their vehicles by applying for a driving permit. Below is a copy of the rules and regulations you must agree to purchase your parking permit. If you do not follow the below rules and regulations, you will be disciplined at the discretion of the Assistant Principal, which could result in loss of driving privileges. Repeat offenders may be towed at owners' expense. **Any questions should be directed to Mrs. Landwher's office, 856-451-9400, ext. 257.**

The completed application along with your driver's license and cash (\$20.00 for Juniors – good for two years or \$10.00 for seniors – good for one year) should be turned in to D House Office.

Only students 17 years old or older and in Grades 11 and 12 with approved CRHS parking permits will be allowed to park in the student parking lot.

1. The motor vehicle must be registered, and the student must show, on request, proof of motor vehicle insurance, a valid New Jersey driver's license, (Agriculture license (Farmer's License) are not acceptable**) and a valid motor vehicle registration certificate.
2. **THE PARKING PERMIT STICKER MUST BE ADHERED TO THE BACK OF THE REARVIEW MIRROR.** If the parking sticker is lost, a new one must be purchased. The replacement cost for a lost sticker is \$10.00.
3. Passengers – If you are driving another student to school with you, please be sure to complete the appropriate portion of the application.
4. Motor vehicles are not to be used nor are students to be in them during the school day except in case of an emergency or early release permission. **STUDENTS WHO HAVE AN APPROVED EARLY RELEASE MUST LEAVE THE STUDENT PARKING LOT PROMPTLY OR FORFEIT THEIR EARLY RELEASE PERMISSION.**
5. Students must park in their assigned spot in the student parking lot, which is located in back of the building. **IF SOMEONE IS PARKED IN YOUR ASSIGNED SPOT**, complete the Parking Violation Notification Form (hot pink) and submit it to Security.
6. Students must follow ALL traffic patterns and obey ALL signs.

7. For the safety of all students, a 10 mph speed limit will be strictly enforced on campus. Reckless/careless driving (i.e. burnouts, donuts, cutting across the lot/through other spots, passing while entering/exiting) will result in loss of parking privileges at the school (no warning will be issued.)
8. Students park their motor vehicles in the student parking lot at their own risk. The school assumes no responsibility for the motor vehicle or its contents.

GRADUATED DRIVERS LICENSE (GDL)

Students driving under a probationary license must:

- Display a reflectorized decal on each license plate (front/back); decals available at motor vehicle agencies, \$4 per pair.
- No driving after 11:01 p.m. and before 5:00 a.m.
- There are no time limits for basic driver's license holders 18+.
- Permit and probationary drivers under 21 may drive outside the prescribed hours for employment or religious reasons.
- Drivers must carry legible documentation on letterhead signed by the employer, organization or religious institution stating the reasons for this request. It must include the title, address and telephone number of designated official.
- Parent(s), guardian(s) or dependent(s) are allowed as passengers. A dependent can be the driver's child, not brother or sister.
- Only one additional passenger is allowed unless accompanied by a parent or guardian.
- You cannot use cell phones, handheld video games or any other interactive, wireless device, whether it is “hands-free” or not.
- Seat belts must always be worn.

**An agricultural license (Class G) allows individuals between 16 and 17 years old to operate only those vehicles registered for farm use when the driver and vehicle are actively engaged in farming-related activities. A basic driver license (Class D) can also be used to operate farming vehicles.

| Driving Policy Violation | Level 1 | Level 2 | Level 3 |
|---|--|---|---|
| <i>Driving without a permit, while eligible</i> | Warning and no driving until application is handed in and permit received. | One (1) day BD and no driving until application is handed in and permit received. | One (1) day of RS. |
| <i>Driving while ineligible</i> | Warning. | One (1) day of RS. | One (1) day of ISS. Possible loss of driving privileges for a semester. |
| | For All Levels – Discipline assigned by Assistant Principal based on incident which may include any discipline assigned. | | |

DRESS AND GROOMING

The purpose of these guidelines is to provide a school-wide environment conducive to the education process. No student should dress in a way that would distract from the educational purpose of the school district. Regardless of style, clothing is expected to meet a general standard of modesty, and the

administration has discretion to determine whether clothing is acceptable for an educational environment.

FOOTWEAR

Footwear **MUST** be worn, and it must be adequately attached. Slippers, cleated shoes inside, or unsafe footwear are not permitted.

OUTER-WEAR/ACCESSORIES

No sunglasses, gloves, blankets, bandanas, or hats allowed.

CLOTHING

Length of skirts and/or shorts will not be less than the tip of the pupil’s longest fingertip when standing straight with both arms extended downward. Any “cut-outs” in pants, shorts, and/or a dress/skirt that are above fingertip length (when standing) and expose skin are not allowed. All pants should be worn around the waist and not sagging or below a student’s natural hip; no pajama pants are permitted. Shirts must not be strapless, sleeveless, see-through, or expose midriffs, torsos, or undergarments. Garments designed to be worn as underwear may not be worn as outerwear, including under-shirts. Clothing, apparel, and/or accessories which may indicate affiliation with any gang associated with criminal activity; bearing references to alcohol, controlled dangerous substances, or tobacco; containing profanity or sexual references or innuendoes; alluding to racial or ethnic violence; or likely to create a substantial disruption to the school environment is prohibited.

Exception: Requirements in special areas such as science and physical education take precedence over this dress code.

| Infraction | Level 1 | Level 2 | Level 3 |
|--------------------------------|--------------------------------|----------------|----------------------------|
| <i>Violation of dress code</i> | One (1) alternative assignment | One (1) BD | TBD by Assistant Principal |

MISCELLANEOUS PROBLEMS

Problems which arise that are not specifically listed elsewhere will be handled by the Assistant Principal in a manner consistent with the code of conduct. An ongoing articulation shall be maintained between the Assistant Principals and the Principal.

In addition, the administration retains the prerogative to use any of the numerous assets at its disposal whenever it deems necessary. These include, but are not limited to, SAC, I & RS, School Counseling office, nurses' office, Child Study Team, Municipal Court, State Police, and Local, State and Federal Agencies.

INVOLVEMENT OF LAW ENFORCEMENT

For students who are involved in the intervention and evaluation process or who have been referred for treatment services, there shall be no involvement of law enforcement authorities unless the student has violated the law or the discipline code of the school regarding knowing possession or consumption; or being under the influence of; or selling, distributing, or purchasing alcohol or controlled dangerous substances while on school premises and/or participating in school activities.

If a student has violated the law or school discipline code regarding alcohol or controlled dangerous substances, the principal or his/her designee shall notify the local law enforcement officials. The principal or his/her designee shall also notify the parent/guardian, and the Superintendent shall inform the Board of Education no later than the next regularly scheduled meeting of the Board.

Any staff member who reports a pupil to the principal or his/her designee in compliance with the provision of this subsection shall not be liable in civil damages because of making such a report as specified by N.J.S.A. 2A:62A-4.

STUDENT SAFETY DATA SYSTEM (SSDS)

The New Jersey State Department of Education requires each school district to report each incident of vandalism, violence, HIB, and substance abuse during the school year.

The SSDS collects information only about those incidents that fall under the categories defined in the SSDS Incident Definitions.

To Be Reported:

- An incident must take place on school grounds, at a school sponsored event, or on a school bus
- The student behavior must meet one of the SSDS definitions of reportable incidents i.e., fighting
- The offender must have been cognitively & developmentally mature enough to understand the potential consequences of his or her actions

ATHLETIC CODE OF CONDUCT

Any student that has the potential to earn a Varsity letter must adhere to the Athletic Code of Conduct (e.g., band, cheerleading, football, etc.).

Each disciplinary action is based off each referral per season, NOT the number of days assigned to that referral, e.g., fight for nine-day OSS is a 1st offense OSS. If multiple actions are assigned to the referral, the highest-level trumps all. Tardies are not held against the student athletes as referrals for the Athletic Code of Conduct.

Referrals involving the following:

Block Detention (BD)

1st Offense: Conference with the Head Coach and discipline at the Head Coach's discretion. The Head Coach will notify the Athletic Supervisor about the conference and discipline decided.

2nd Offense: Sit $\frac{1}{4}$ - 1 match/meet/game and notification to the Athletic Supervisor

3rd Offense: Sit $\frac{1}{2}$ - 1 match/meet/game and notification to the Athletic Supervisor

4th Offense: Dismissal from the team for the current season with a parent conference with the Head Coach and notification to the Athletic Supervisor

Refocus Session (RS) / In School Suspension (ISS)

1st Offense: Sit $\frac{1}{2}$ - 1 match/meet/game and notification to the Athletic Supervisor

2nd Offense: Sit 1-2 matches/meets/games and notification to the Athletic Supervisor

3rd Offense: Dismissal from the team for the current season with a parent conference with the Head Coach and notification to the Athletic Supervisor

Out-of-School Suspension (OSS)

Students may not participate or attend practice, games/matches/meets, or sporting events while serving an Out-of-School Suspension. If a weekend falls in-between suspension days, the student is considered still serving an out-of-school suspension over the weekend; therefore, the student cannot participate or attend practice, games/matches/meets, or sporting events held that weekend. Students may try out for a team when suspended.

1st Offense: Conference with the Athletic Supervisor and the Head Coach to determine dismissal from the team and discipline at the Head Coach's discretion.

2nd Offense: Dismissal from the team for the current season with a parent conference with the Head Coach and notification to the Athletic Supervisor.

FREQUENTLY ASKED QUESTIONS

Q Why can we not wear hats, hoods, or sunglasses?

A Hats, hoods, and sunglasses make it hard to identify students for security purposes.

Q Why can we not have blankets?

A Climate is controlled now with the revamped HVAC system, and blankets are not a necessity.

Q Why can we only have one ear bud in at a time?

A Students need to be able to hear if staff address them as well as security announcements over the PA system.

Q What open containers are we permitted to carry around school?

A The only acceptable containers are clear water bottles because we want to allow students to continue to hydrate themselves throughout the day. Other beverages are not permitted (other than during breakfast and lunch). We are now one-to-one in the classroom with electronics, so water bottles need to be sealed and off the desks. This year is a trial run with only water to see if students are mature enough to handle this responsibility.

Q Why do we have to follow a dress code, e.g., specific length of shorts and no tank tops?

A We are preparing students for adulthood, and dress codes are a part of the workplace.