

Haddon Heights Jr./Sr. High School

Student Handbook 2016-2017

HOME OF THE



Serving the Communities of:

Barrington, Haddon Heights, Lawnside and Merchantville

301 Second Avenue

Haddon Heights

New Jersey, NJ 08035

OUR MISSION STATEMENT:

"The Haddon Heights Public Schools, in partnership with our students, families, and communities, will provide diverse, challenging, and enriching learning experiences with the goal of developing excellent scholars, creative, successful individuals, and ethical, responsible citizens who will meet or exceed the New Jersey Core Curriculum Content Standards and Common Core State Standards at all grade levels."

Board of Education

Mrs. Rebecca Kitchmire, President

Mrs. Trish Sheilds, Vice-President

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Mr. Rick Quinn

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Mr. Joseph Betley, Esq. Solicitor

Dr. Robert Stagliano, School Physician

Central Administration

Mr. Michael W. Adams, Superintendent

Mrs. Jocqueline J. Renner, Director of Special Education

Ms. Lisa Owen, Director of Curriculum and Instruction

Mr. Mark Stratton, Business Administrator

High School Administration

Mr. Ronald F. Corn, Principal

Mr. Michael J. Renner, Vice Principal 10th-12th

Mr. Eric Rosen, Vice Principal 7th-9th

Mr. Joseph C. Cramp, Director of Athletics and Activities

High School Department Coordinators

Mr. Dan Fraga, English/Foreign Language

Mr. Robert Lynch, Science

Mr. Al Mailahn, Health & Physical Education/Art/Music

Mr. Matthew Martin, Social Studies

Mr. Scott Ponzetti, Business /Technical Education/Special Education

Mr. Brian Simpson, Mathematics

Haddon Heights District Technology Department

Mr. Christopher Lina, Coordinator

Mr. Dan Errig, Assistant

Mr. Christopher Rossi, Assistant

High School Faculty and Staff

Language Arts	Mathematics	Science	Social Studies
Brian Bocchicchio	Michelle Carter	Kristi Blundetto	Alice Borden
Jeff Bravo	Mark Johnson	Dot Egner	Keith Chambers
Laura Brzyski	Dominick Macaluso	Eboni Goodman	Jennifer Esposito
Dan Fraga	Molly Mahoney	Lauren Kendra	John Harvey
Janel Gehring	Anthony Medio	Robert Lynch	Rick Krause
Henry Kelsey	Brian Simpson	Lauren Maunz	Theresa Marcasciano
Michelle Lubonski	Ruth Tocco	Heather McCracken	Matthew Martin
Danielle Marinella-McGill	Ryan Yaniak	Janet Richards	Jim Smith
Alison Myers		Julia Woods	
Diana Seifritz			

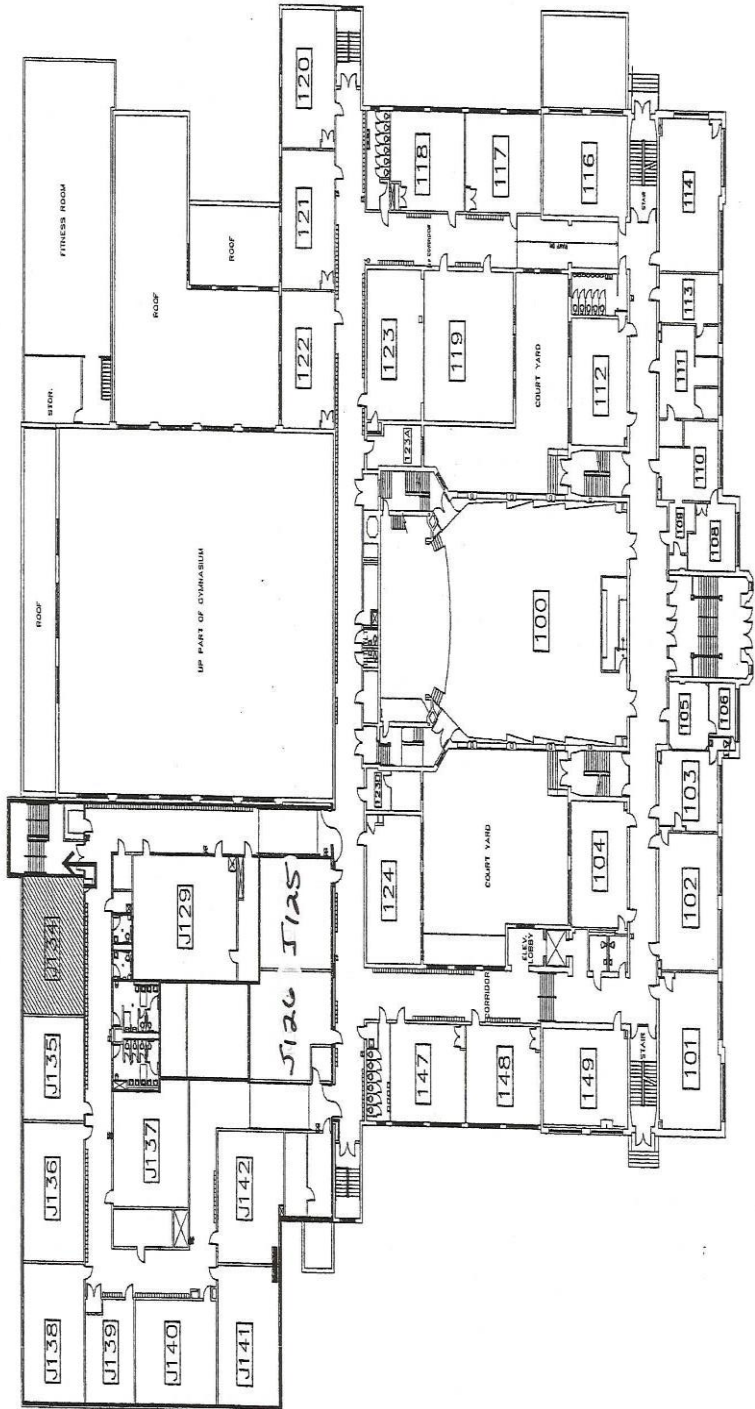
Health & Physical Education	Special Education	Foreign Language	Business
Callie Darroch	Michael Celli	Marisa Mastascusa	Kelly George
Melissa DelCollo	Brian Clark	Neil Ortiz	Timothy Kearns
Michelle Dzurenda	Karen Garofalo	Sara Shumway	Brad Kent
Al Mailahn	Janis Gershowitz	Stephanie Werner	Scott Ponzetti
Cindy Mailahn	Theresa Klawuun	Ebony Wilson	
Joe McGroarty	Beth Kovach		
Eric Newell	Sandra Locke	Music	Technology Education
Kristen Stride	Brian Roney	Christine Walker	Carl Dean
Michael Wasienko	Maureen Rutter	William Schoch	Donald Hinger
	Anna Seganic		
Art			
Anita Mills			
Joe Smargisso			

High School Faculty and Staff

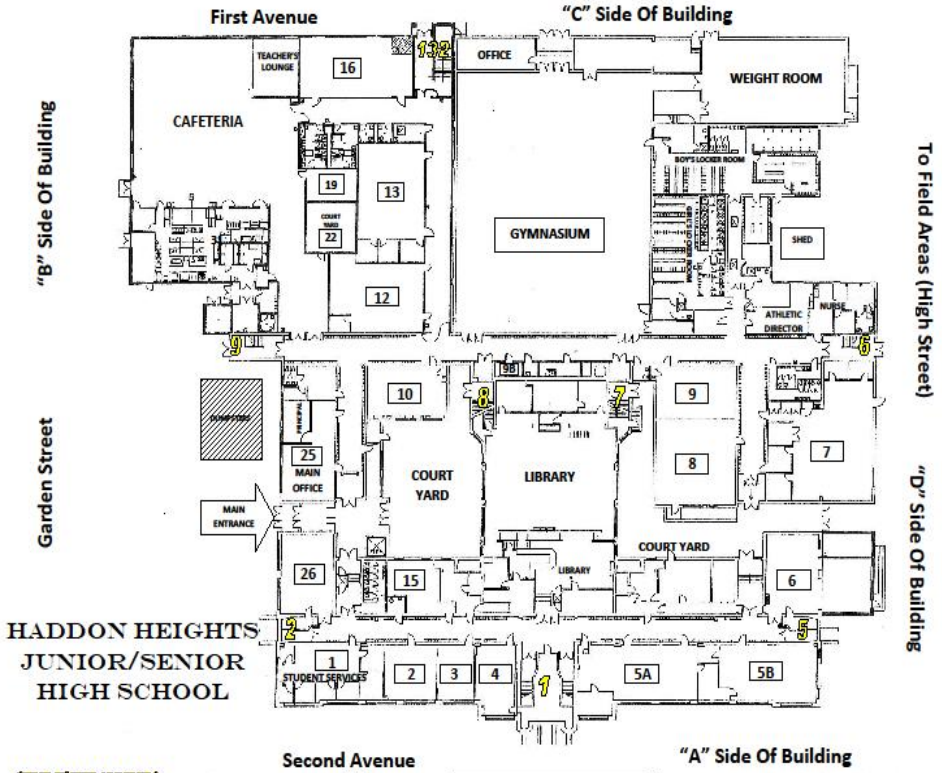
Secretaries	Student Services	Child Study Team	Trainer
Bernadette Bailey	Christine Lodge	Nina Mattie	Tim O'Donnell
Anne Burke	Denise Hoeschele	Cory Mueller	
Lynda Gargano	Frank Weckerly	Kristina Sacco	
Lynn Giorgio	Diane Zelley	Kathy Von Thaden	Nurse
Caleigh Greer			Peggy Iuvara
Carol Pelouze	Security		
Denise Shick	SLEO Officer David Bauman, CPM		
	Rebecca DeLeon		

PHONE DIRECTORY

Superintendent	547-1412
Director of Curriculum and Instruction	547-1412
Business Administrator	547-1412
Principal, Jr. High Principal, Attendance, Nurse	547-1920
Student Services	547-1920
Child Study Team	547-1322
Athletics	547-1920

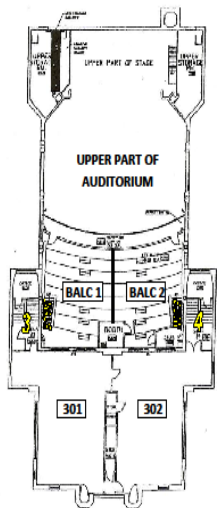


FIRST FLOOR PLAN

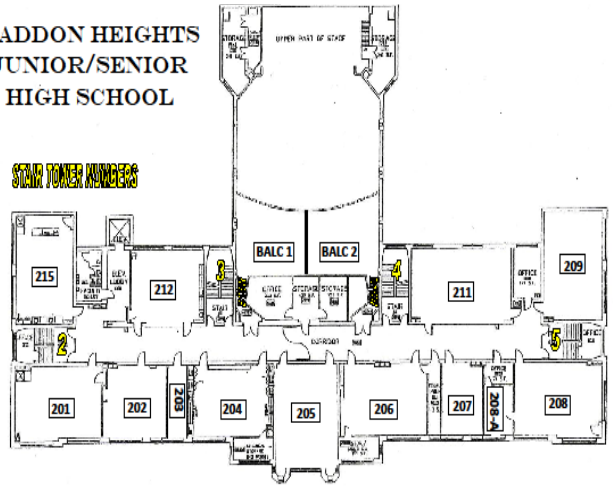


GROUND FLOOR PLAN

January 14, 2012
SLED David E. Beaman, SRO/OSA



THIRD FLOOR PLAN



SECOND FLOOR PLAN

January 14, 2012
SLED David E. Beaman, SRO/OSA

Attendance**A. Definitions**

1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.
2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Excused/Unexcused Absences

1. "Excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education.
2. "Unexcused absence that does not count toward truancy" is a student's absence from school for a full day or a portion of a day for the reasons listed below.
 - Personal illness documented by physician's note:
 - Doctor notes must be submitted within 60 days of lateness or absence. Doctor notes will not be accepted after the sixty-day period has expired. It is the pupil's responsibility to see that notes are obtained and submitted. (Note: Students should check with the attendance office to follow-

up on any notes requested by fax to assure that their physician has sent and the school has received the fax.

- The student's required attendance in court
 - Examination for a driver's license
 - Visit a post-secondary education institution. Student must provide documentation on official institution letterhead including student's name and date of attendance.
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day
 - Family Vacation:
 - Due to the fact that parental vacation times often do not correspond with those of the school district, it is understood that at times there may be a need for some families to remove their child from school for this purpose. With this in mind, families should refrain from removing pupils during the school year, as it may have a damaging effect on their academic progress. However, if pupils and parent(s) or legal guardian(s) follow the proper procedures and complete the proper form for notifying the school of such vacations, up to five consecutive days will be considered as excused and will not count toward the fifteen-day limit. Any days beyond five, but not in excess of ten, must be shown to be of obvious education value for the pupil to be considered excused. This privilege may be used only one time per year, if necessary. Notification of such vacations must occur no less than one week prior to the vacation. Note: A pupil, who at the time of the vacation request has exceeded the attendance regulation, shall not be granted this privilege.
 - An absence for a reason not listed above, but deemed unexcused that does not count toward truancy by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an unexcused absence that does not count toward truancy
3. "Unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed above.
4. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any unexcused absence not counted toward truancy listed above in C.2. shall be an absence counted toward truancy. The school district shall make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts.
5. Students Arriving Late to School (Without Proper Documentation)
- A student who is late to school must report immediately to the attendance office. Any pupil who is late and does not report immediately to the attendance office will be marked tardy to school and will be subject to discipline for failure to report to the office.
 - Students arriving late to school without the proper verification of excused absences as listed above will be assigned an unexcused tardy. Pupils arriving after 9:40 a.m. without proper documentation will be assigned a half-day unexcused absence for that day.
 - For the purpose of the Excessive Absence Policy, every accumulated five latenesses (before 9:40 a.m.) to school will result in one day absence starting with the tenth lateness to school.
 - Without proper verification of an excused absence must arrive by 10:40 a.m. to be eligible to participate in extracurricular activities for the day. Extenuating circumstances will be determined by the administration.
6. Students Leaving School Early for the Day
- Students who leave school before 12:00 noon without the proper verification (parental permission is not proper verification) as listed above will be assigned an unexcused absence for that day. Students who leave school after 12:00 noon

without the proper verification as listed above and accrue a total of four periods missed will be assigned an unexcused absence towards the allowable fifteen-day limit as listed above. For each additional four periods that are missed an additional unexcused absence will be applied towards the fifteen-day limit of the attendance policy.

- Students who leave school early for illness must see the nurse and he/she will contact a parent(s) or legal guardian(s) for permission to leave. Students must return to school with the proper verification or they will be assigned unexcused absences based upon the policy listed above.

7. **Extenuating Circumstances for Extended Illness**

- Extended periods of illness are handled through home instruction. Chronic, legitimate illness, as diagnosed by a physician, will be handled on an individual basis and home instruction is legally provided for these cases.

8. **Attendance for Transfer Students**

- When a student transfers into Haddon Heights School District during the school year, he/she must also present a record of attendance from their previous school for that same school year. All unexcused absences from their previous school will be applied to their attendance at Haddon Heights School District. Any student wishing to be exempt from this policy because of extenuating circumstances must present their request to the administration and attend an attendance hearing. Due to the differences of attendance policies between schools, the administration upon consultation with the parent(s) or legal guardian(s) will decide the number of absences that will be unexcused as defined by the Haddon Heights High School Attendance Policy.

D. **Notice to School of a Student's Absence**

1. The parent or adult student is requested to call the school office before the start of the student's school day.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. **Readmission to School After an Absence**

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a non-communicable illness for a period of more than 5 school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. **Instruction**

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of two school days duration (with 48 hours' notice). The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work. Minimally, students will receive one day to make up work for every day absent.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except excused absences or absence for a suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent 31 or more school days, whatever the reason for the absence, except that excused absences and absences due to student's suspension will not count toward the total.
3. When a High School student reaches fifteen unexcused absences, he/she will automatically be placed on no-credit status, and a certified letter will be sent home. To be removed from non-credit status, the student must attend one Saturday Reinstatement Session (SRS) for each day they are over the prescribed limit. If the student has not attended the required number of SRS's by the end of the school year, credit will be lost. To reinstate credit, the student must attend one Summer School Reinstatement Session (SSRS) for each day they are over the prescribed limit. If the student has not attended the required number of SSRS's by August 15 of the school year, the student will lose all credit and be retained. Sessions need to be scheduled in advance based on school availability. Sessions will run from 8:00 am to 12:00 pm.

At this point, the parent(s) will decide whether or not to appeal the no-credit status to the Principal.

Students are limited to a total of 33 absences in a school year with the exception of homebound instruction approved by district physician, hospitalization when supplemental educational services are provided, death of a family member supported by a written letter from a legal care giver upon the student's return to school, and out of school suspension. Students with more than 33 total absences will be retained. In order to reinstate credit, students with more than 33 total absences may participate in Summer School Reinstatement Sessions. SSRS's will be held after the school year ends. To reinstate credit, the student must attend one Summer School Reinstatement Session (SSRS) for each day they are over the prescribed limit. If the student has not attended the required number of SSRS's by August 15 of the school year, the student will lose all credit and be retained. Sessions need to be scheduled in advance based on school availability. Sessions will run from 8:00 am to 12:00 pm.

4. **Saturday & Summer Reinstatement Program – High School Only**
 - Parent(s) students will be warned, via written communication and parental conference, as to individual attendance status prior to being placed on non-credit status. Non-credit status will be removed upon successfully completing the Saturday & Summer Reinstatement Program, which will require attending one SRP session for each unexcused absence over the limit. Students will not be excused from SRP except for verifiable personal illness or serious family emergencies. No early releases will be allowed without prior permission. Seniors will also have their diploma, transcript, and graduation ceremony privileges withheld until the obligation is completed.
 - Upon notification of a pupil being placed on non-credit status or credit loss, the parent(s) has the right to appeal this decision within five days of receipt of the notification. An appeal must be filed within five school days of receiving the notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
 - Note: The Saturday & Summer Credit Reinstatement Program is a four hour program from 8:00 a.m. until 12:00 noon, to be utilized for credit reinstatement resulting from excessive absenteeism and/or lateness. Students assigned Saturday Credit Reinstatement for attendance purposes may be given, by the Saturday monitor, make-up work or tests that they have missed during school. If the pupil chooses not to do the work, he/she will be given a zero for those assignments.

- Pupils who owe more than two Saturdays at any time during the school year will be exempt from any extracurricular activity until they have reduced the number of Saturdays assigned to two.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - i. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - ii. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - iii. Consider an alternate educational placement;
 - iv. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - v. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - vi. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - vii. Engage the student's family.
 - viii. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:
 - When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - i. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - ii. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - i. The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. **Discipline**

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. **Recording Attendance**

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence, unexcused absence that counts toward truancy, and unexcused absence that does not count toward truancy for each student.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. **Appeal**

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for

the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

- The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
- If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. **Attendance Records**

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

STUDENT CODE OF CONDUCT

Junior/Senior High School

I. **DISCIPLINE PHILOSOPHY**

Good citizens do not obey laws solely because of the consequences; they obey them mostly because, based on self-evaluation, this is the sensible thing to do.

As professionals, it is our responsibility to understand student rationale for negative behavior. A key element for creating a Quality School is a shift from a traditional philosophy based on punishment and consequences for breaking rules. A Quality School moves toward creating a discipline program based on self-evaluation, learning to make appropriate choices, and creating classroom agreements with consequences of which students are well aware and have helped to create.

Ultimately, our goal should be to help students move toward self-discipline and away from external control (teacher-imposed and administrator-imposed methods). These simple but broad rules will help students and staff to achieve these goals:

1. We will respect and be considerate of the rights and responsibilities of others, and ourselves.
2. We will respect and be considerate of our property and the property of others.
3. We will follow our class schedule and be on time.
4. We will follow the rules of specific areas, such as the library, gym, cafeteria, and labs.
5. Students need permission to be in the hall during class.

The behaviors demonstrated by the student body can be described on a continuum. At one end of the continuum, the behavior of the successful students (who feel good about themselves, school, their abilities, activities, etc.) reflects responsibility, concern for others and enthusiasm for learning. At the other end of the continuum, the behavior of the unmotivated students (who feel powerless, unsuccessful, insecure, etc.) reflects irresponsibility, disrespect, and disinterest. The behavior of the large group of students in the middle of the continuum demonstrates inconsistent motivation and varying degrees of enthusiasm for learning. All the students are influenced by the methods used by the teacher/school to address any misconduct. Developing a relationship and attempting to understand the reasons for the misconduct provides for greater opportunity for students to make constructive choices.

By treating all students in a professional manner, by modeling expected behavior, and by avoiding power struggles, the teacher/school increases the possibility of students accepting responsibility for their actions and learning more appropriate ways to respond to troublesome situations.

By adopting this philosophy, we, the teachers and administration, validate the perspective of the students who overall enjoy school and are motivated to succeed. We move the large middle group of students in a positive

direction and we render “false” the assumptions that the small disinterested group of students brings to school by valuing them for who they are, not their lack of performance. This makes them accountable for their choices and removes their ability to “blame the system.”

The philosophical cornerstones of our school should be:

1. All students must be treated fairly.
2. Discipline does not mean punishment. Discipline implies mentoring students to make constructive and appropriate choices.
3. Relationship-building in which teachers attempt to understand why the student is behaving as they are.
4. The teacher’s self-discipline is the key to modeling the behavior you want in students.
5. Sarcasm, put-downs, yelling, name-calling is toxic to the relationship/connections building process.
6. All students are capable of controlling their own behavior. Teach them to control the triggers.
7. Responsibility and respect are the cornerstones upon which students’ success and achievement are built.
8. Due to the safety and security context in which schools exist, specific behaviors/actions must bypass the administrative detention phase and warrant immediate response/consequences.

II. Disciplinary Procedures

It should be recognized that discipline can only be effective if administered fairly and equally regardless of whether in the classroom or the office. It is a fact of life that all students are individuals and all cases must be handled as individual cases. However, whether the discipline is handled at home, at school, or in the courts, there must exist the understanding that discipline is not meted out to an individual just to affect discipline. Parents and students must try to see both sides of every case, no matter how difficult it may be when they are the ones affected.

1. Disciplinary Actions

Teacher Detention: Assigned by teacher and length of time is determined by the teacher

Administrative Detention: Forty-two minute after school detention assigned by administration

Internal Suspension: Student will be assigned to the Internal Suspension room which will be supervised by certified teachers. Students will be expected to complete schoolwork. Administrator will determine length of time in ISS.

Saturday Detention: Detention served on Saturday from 8:00am – 12:00pm. Students are required to be on time, bring work, and complete work during that time.

External Suspension: Students under suspension or expulsion are not permitted to:

- i. Be in the vicinity of the school at any time during the term of this action.
- ii. Participate in any school activity during the term of this action.

Failure to abide by the above can result in further disciplinary action. When a student reaches external suspension as a result of disciplinary action, he/she may be required to attend up to 4 group-counseling sessions (after school hours).

Ineligibility for extra-curricular activities (student may not be permitted to attend any non-academic functions, school functions, and/or extra-curricular activities before, during, and after school hours. Disciplinary action can result in students not being eligible to participate in any extra-curricular activities until detentions or suspensions are served and until the parent conference is attended.

2. Consequences

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Assault on another person	<ul style="list-style-type: none"> - External suspension -Parent conference -Police notification -Possible charges filed with police -Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - External Suspension - Possible expulsion hearing - Police notification and charges filed - Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - External Suspension - Possible expulsion hearing - Police notification and charges filed - Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - External Suspension - Possible expulsion hearing - Police notification and charges filed - Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)

Cafeteria Misconduct	- Administrative Detention/s - Parent notification	- Saturday Detention - Parent -notification	- 3 days internal suspension - Parent notification	- 3 – 5 days external suspension - Parent conference notification
Cheating/Plagiarism and/or participation in situations where cheating or plagiarism has occurred	- Zero for work assigned - Parent notification	- Zero for work assigned - Parent conference - 1 day internal suspension	- Zero for work assigned - Parent conference - 1 - 3 days internal suspension	- Zero for work assigned - Parent conference - 3 - 5 days internal suspension
Chromebook left at home	- 1 week loss of home privileges -Parent contact	-2 administrative detentions -1 week loss of home privileges -Parent contact	-Saturday detention -Parent conference with AP -Possible loss of home privileges for period of time (TBD by administration)	-2 days internal suspension -Parent conference with principal or designee -Possible loss of home privileges for period of time (TBD by administration)
Cutting Administrative Detention	- 2 administrative detentions - Parent notification - Ineligibility for extra-curricular activities until served	- 1 day internal suspension - Parent conference - Ineligibility for extra-curricular activities until served	- 1 Saturday detention - Parent conference - Ineligibility for extra-curricular activities until served	- 3 days internal suspension - Parent conference with principal - Ineligibility for extra-curricular activities until served
Cutting Class	- 2 administrative detentions - Parent notification - Failure for work missed - Ineligibility for extra-curricular activities until admin detentions served	- 1 day internal suspension - Parent conference with admin. designee - Failure for work missed - Ineligibility for extra-curricular activities for 2 days	- 1 Saturday detention - Parent conference with Asst. Principal - Failure for work missed - Ineligibility for extra-curricular activities for 3 days	- 3 days internal suspension - Parent conference with principal - Failure for work missed - Ineligibility for extra-curricular activities for 5 days
Cutting Homeroom (failure to sign-in to attendance office)	- 1 Administrative Detention - Parent notification	- 2 Administrative Detentions - Parent Notification	- 1 Day Internal Suspension - Parent Notification	- 3 Days Internal Suspension - Parent Conference
Cutting Teacher Detention	- Teacher reassigns 2 detentions	- 1 administrative detention - Parent notification	- 3 administrative detentions - Parent notification	- 5 administrative detentions - Parent notification
Cutting or Lateness to Saturday Detention	- 2 Saturday detentions - Parent -notification	- 2 days internal -suspension - Parent -notification	- 3 days internal -suspension - Parent conference with assistant principal	- 5 days internal suspension - Parent conference with principal
Demonstration	- 3 – 5 days external suspension - Parent conference	- 5 – 10 days external suspension - Parent conference with principal or designee	- 10 days external suspension -Referral to superintendent and possible BOE expulsion hearing	- 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing
Disruptive Behavior	- Teacher detention - Parent contact by teacher	- Administrative detention - Parent notification	- Saturday detention - Parent -notification	- 3 days internal suspension - Parent conference
Disruption of School Program	- 5 – 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing	- 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing	- 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing	- 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing
Dress Code Violation	- 1 administrative warning - Change of clothes (ISS if not available) - Parent notification	- 1 administrative detention - Change of clothes (ISS if not available) - Parent notification	- 3 administrative detentions - Change of clothes (ISS if not available) - Parent notification	- Internal suspension - Change of clothes (ISS if not available) - Parent conference
Electronic Devices--Use of devices during the school day	- Teacher detention - Confiscation of item to be returned to student at end of school day - Parent contact by teacher	- 2 administrative detentions - Confiscation of item to be returned to -student at end of school day - Parent notification	- 3 administrative detentions - Confiscation of item to be returned to parent - Parent conference with assistant principal	- Internal suspension - Confiscation of item to be returned to parent - Parent conference with principal
Failure to follow Administrative Direction	- 1 – 5 days internal /external suspension - Parent Conference	- 3 – 5 days external suspension - Parent conference with principal	- 5 – 10 days external suspension - Parent conference with assistant principal	- 10 days external suspension - Referral to superintendent and possible BOE hearing
Failure to follow software file management instructions	- 2 Administrative detentions -Parent contact	-Saturday detention -Parent contact	-1 day internal suspension -Parent conference	-3 days internal suspension -Parent conference
Failure to attend administrative assigned group counseling sessions	- Assigned additional session and 1 Saturday detention for each session missed	- Assigned additional session and 1 Saturday detention for each session missed	- Assigned additional session and 1 Saturday detention for each session missed	- Assigned additional session and 1 Saturday detention for each session missed
Failure to follow class schedule	- 1 Administrative Detention - Parent notification	- 2 Administrative Detentions - Parent Notification	- 1 Day Internal Suspension - Parent Notification	- 3 Days Internal Suspension - Parent Conference
Failure to return Student Emergency Information Form and SchoolMessenger Form by September 16 th of each school year	- Administrative warning SchoolMessenger notification to parents	- Administrative Detention SchoolMessenger notification To parents	- Saturday Detention - Parent conference	- Prohibited from participation in any extra-curricular activity - Parent conference with Principal
False Alarms and/or bomb scare-involvement in generation of false alarms or bomb scare	- External suspension - Parent conference - Police notification - Charges filed with municipal authorities - Referral to superintendent and BOE expulsion hearing	- External suspension - Parent conference - Police notification - Charges filed with municipal authorities - Referral to superintendent and BOE expulsion hearing	- External suspension - Parent conference - Police notification - Charges filed with municipal authorities - Referral to superintendent and BOE expulsion hearing	- External suspension - Parent conference - Police notification - Charges filed with municipal authorities - Referral to superintendent and BOE expulsion hearing

Fighting	<ul style="list-style-type: none"> - 3 – 5 days external suspension - Parent conference - Possible charges filed with authorities - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Parent conference - Possible charges filed with authorities - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE for possible expulsion - Possible charges filed with authorities - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE for possible expulsion - Possible charges filed with authorities - Up to 4 group counseling sessions (after school hours)
Fireworks-possession or use of fireworks and/or chemical devices (including "stink" bombs" or similar devices)	<ul style="list-style-type: none"> - External suspension - Parent conference with principal - Police notification - Possible Board hearing 	<ul style="list-style-type: none"> - External suspension - Parent conference with principal - Police notification - Possible Board hearing 	<ul style="list-style-type: none"> - External suspension - Parent conference with principal - Police notification - Possible Board hearing 	<ul style="list-style-type: none"> - External suspension - Parent conference with principal - Police notification - Possible Board hearing
Forgery/Altering School Documents	<ul style="list-style-type: none"> - 1 – 3 days internal/external suspension - Parent conference 	<ul style="list-style-type: none"> - 3 – 5 days external suspension - Parent conference 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and possible BOE expulsion hearing
Gambling or exchange of money or property resulting from game of chance or risk	<ul style="list-style-type: none"> - 1 – 3 days internal suspension - Parent conference 	<ul style="list-style-type: none"> - 3 – 5 days internal suspension - Parent conference 	<ul style="list-style-type: none"> - 3 – 5 days external suspension - Parent conference with assistant principal 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference with principal
Gang Activity-any action taken by a group of two or more persons joined together for destructive or violent purposes	<ul style="list-style-type: none"> - External suspension as determined by administrator - Referral to superintendent for possible Board hearing for expulsion - Police notification 	<ul style="list-style-type: none"> - External suspension as determined by administrator - Referral to superintendent for possible Board hearing for expulsion - Police notification 	<ul style="list-style-type: none"> - External suspension as determined by administrator - Referral to superintendent for possible Board hearing for expulsion - Police notification 	<ul style="list-style-type: none"> - External suspension as determined by administrator - Referral to superintendent for possible Board hearing for expulsion - Police notification
Dating Violence at School	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, class or administrative detention, In-school suspension, external suspension, reports to law enforcement, expulsion, Saturday detention - Possible parent conference - Possible pupil counseling and or peer support group - Possible corrective instruction or other relevant learning or service experience - Possible supportive pupil intervention - Possible behavior management plan - Possible alternative placement 	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, class or administrative detention, In-school suspension, external suspension, reports to law enforcement, expulsion, Saturday detention - Possible parent conference - Possible pupil counseling and or peer support group - Possible corrective instruction or other relevant learning or service experience - Possible supportive pupil intervention - Possible behavior management plan - Possible alternative placement 	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, class or administrative detention, In-school suspension, external suspension, reports to law enforcement, expulsion, Saturday detention - Possible parent conference - Possible pupil counseling and or peer support group - Possible corrective instruction or other relevant learning or service experience - Possible supportive pupil intervention - Possible behavior management plan - Possible alternative placement 	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, class or administrative detention, In-school suspension, external suspension, reports to law enforcement, expulsion, Saturday detention - Possible parent conference - Possible pupil counseling and or peer support group - Possible corrective instruction or other relevant learning or service experience - Possible supportive pupil intervention - Possible behavior management plan - Possible alternative placement
Harassment, Intimidation, and Bullying (for full definition see #7 under discipline categories)	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing 	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing 	<ul style="list-style-type: none"> - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - Mandatory BOE hearing - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)

Continued	- Up to 4 group counseling sessions (after school hours)	- Up to 4 group counseling sessions (after school hours)		
Hazing	- Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	- Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	- Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	- Mandatory BOE hearing - Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)
Horseplay	- 1 – 3 administrative detentions - Parent notification	- 1 Saturday Detention - Parent notification	- 1 – 3 days of internal suspension - Parent conference	- 3 – 5 days of internal/external suspension - Parent conference with principal
Inciting others to fight	- 1 – 3 days external suspension - Parent notification	-3 - 5 days external suspension - Parent notification	- 5 – 10 days external suspension - Parent conference	- 10 days external suspension - Parent conference
Inappropriate Physical Contact (Based on the level of severity determined by administration)	- 1 – 3 days internal suspension - Parent notification	- 3 - 5 days internal or external suspension - Parent conference	- 5 – 10 days external suspension - Parent conference	- 10 days external suspension - Parent conference with principal
Inappropriate Comments	- 1 – 2 administrative detentions - Parent contact	- 2 – 5 administrative detentions - Parent contact	- 1 – 5 days internal or external suspension - Parent conference	- 5 - 10 days internal or external suspension - Parent conference with principal
Insubordination--failure to respond to direction of faculty or staff member	- 1 – 3 days internal or external suspension - Parent -notification	- 3 – 5 days internal or external suspension - Parent conference	- 5 – 10 days internal or external suspension - Parent conference with principal or designee - Possible removal from class upon recommendation of the principal	- 10 days internal or external suspension - Parent conference with principal - Possible removal from class upon recommendation of the principal
Insubordination (Gross)	- 1- 3 days external Suspension - Parent conference	- 3 – 5 days external suspension - Parent conference - Up to 4 group counseling sessions (after school hours)	- 5 – 10 days external suspension - Parent conference with principal or designee - Up to 4 group counseling sessions (after school hours)	- 10 days external suspension - Parent conference with principal - Up to 4 group counseling sessions (after school hours)
Lateness to Class	3 rd Lateness - Teacher Detention - Parent notification	6 th Lateness - 2 administrative detentions - Parent notification	7 th Lateness - 1 Saturday detention - Parent conference	Lateness to Class Beyond 7 th Every late to class beyond 7 th will result in Saturday detention
Lateness to School	3 rd Lateness - 1 administrative detention - Parent notification	6 th Lateness - 2 administrative detentions - Parent notification	9 th Lateness - 1 Saturday detention - Parent -notification	12 th Lateness - 1 Saturday detentions - Parent conference
Leaving building without permission	- Saturday Detention - Parent Notification	- 1 – 3 days internal or external suspension - Parent conference - Ineligibility for extra-curricular activities until conference	- 3 – 5 days internal or external suspension - Parent conference with assistant principal - Ineligibility for extra-curricular activities until conference	- 5 – 10 days external suspension - Parent conference with principal - Ineligibility for extra-curricular activities until conference
Leaving class without permission	- 2 administrative detentions - Parent notification - Failure for work missed - Ineligibility for extra-	- 1 day internal suspension - Parent conference - Failure for work missed - Ineligibility for extra-	- 1 Saturday detention - Parent conference with assistant principal - Failure for work missed	- 3 days internal suspension - Parent conference with principal - Failure for work missed - Ineligibility for extra-curricular

Continued	curricular activities until admin detentions served	curricular activities for 2 days	- Ineligibility for extra-curricular activities for 3 days	activities for 5 days
Lewd Behavior/Conduct (Based on the level of severity determined by administration)	Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)	- Mandatory BOE hearing Consequences could include but are not limited to one or more of the following: admonishment, temporary removal from classroom, deprivation of privileges, teacher or administrative detention, internal or external suspension, Saturday detention, after school programs, change of schedule, ineligibility for extracurricular activities, and/or bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds - Possible parent conference - Possible police notification - Possible charges filed with police - Possible Referral to superintendent for possible hearing with BOE for expulsion hearing - Up to 4 group counseling sessions (after school hours)
Loitering/Wandering hallways	-Administrative warning -Parent notification	-3 administrative detentions -Parent notification	-Pass Restriction (purple pass) -Parent conference with assistant principal	-Pass restriction w/ escort -Parent conference with principal or designee
Lying/Filing False Reports to Administrator	- Administrative detention - Parent notification	- Saturday detention - Parent conference	- Internal or external suspension - Parent conference with assistant principal	- Internal or external suspension - Parent conference
Possession of drug paraphernalia not containing any Controlled Dangerous Substance (CDS)	- 3 days external suspension - Parent conference - Referral to SAC	- 5 days external suspension - Parent conference with principal - Referral to SAC	- External suspension pending a BOE hearing	- External suspension pending a BOE hearing
Possession of drug paraphernalia not containing any Controlled Dangerous Substance (CDS)	-3 days external suspension - Parent conference - Referral to SAC	- 5 days external suspension - Parent conference with principal - Referral to SAC	- External suspension pending a BOE hearing	- External suspension pending a BOE hearing
Possession of any Controlled Dangerous Substance, or Possession of drug paraphernalia containing trace elements of CDS, or Under influence of CDS	- 10 days external suspension - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken	- External suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken	- External suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken	- External suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken
Distribution, Transferring, or Selling Controlled Dangerous Substance, or Possession of an amount of CDS large enough to indicate possible intent to distribute, transfer, or sell, or proof of intent to distribute, transfer, or sell	- 10 days external suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment	- 10 days external suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment	- 10 days external suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required	- 10 days external suspension pending a BOE hearing - Parent notification - Medical examination and drug screen taken immediately and within 24 hours a doctor's note may be required to re-enter school - Enrollment in treatment program may be required before re-admittance to school

Continued	<ul style="list-style-type: none"> program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken 	<ul style="list-style-type: none"> program may be required before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken 	<ul style="list-style-type: none"> before re-admittance to school - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken 	<ul style="list-style-type: none"> - Random drug testing may be required at parent/guardian expense - Police notification - Appropriate legal action taken
Charge with violation of the drug abuse law committed off school property	<ul style="list-style-type: none"> - 10 days external suspension - Parent notification - Possible BOE expulsion hearing - School will additionally take whatever action believed necessary to protect the rights and well-being of student body 	<ul style="list-style-type: none"> - 10 days external suspension - Parent notification - Possible BOE expulsion hearing - School will additionally take whatever action believed necessary to protect the rights and well-being of student body 	<ul style="list-style-type: none"> - 10 days external suspension - Parent notification - Possible BOE expulsion hearing - School will additionally take whatever action believed necessary to protect the rights and well-being of student body 	<ul style="list-style-type: none"> - 10 days external suspension - Parent notification - Possible BOE expulsion hearing - School will additionally take whatever action believed necessary to protect the rights and well-being of student body
Possession of alcohol or consumption of alcohol in any amount or under the influence of alcohol.	<ul style="list-style-type: none"> - 10 day external suspension - Parent conference -Possible medical examination and/or drug screen immediately may be required - Referral to SAC 	<ul style="list-style-type: none"> - 10 day external suspension - Parent conference - Possible medical examination and/or drug screen immediately may be required - Referral to SAC - Referral to superintendent for possible BOE hearing 	<ul style="list-style-type: none"> - 10 day external suspension - Parent conference - Possible medical examination and/or drug screen immediately may be required - Referral to SAC - Referral to superintendent for possible BOE hearing 	<ul style="list-style-type: none"> - 10 day external suspension - Parent conference - Possible medical examination and/or drug screen immediately may be required - Referral to SAC - Referral to superintendent for possible BOE hearing
Providing for consumption by other pupils	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference - Referral to SAC 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference - Referral to SAC -Referral to superintendent for possible BOE hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference - Referral to SAC -Referral to superintendent for possible BOE hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference - Referral to SAC - Referral to superintendent for possible BOE hearing
Providing access to building other than main office	-2 administrative detentions	Saturday detention	- 1 day internal suspension Parent conference with assistant principal	- 1-3 internal suspension -Parent conference with principal or designee
Profanity Usage	- 1 – 2 administrative detentions - Parent notification	- 2 – 5 administrative detentions - Parent notification	- 1 – 5 days internal or external suspension - Parent conference	- 5 – 10 days internal or external suspension - Parent conference with principal
Profanity toward staff members/adults	- 3 – 5 days external suspension - Parent conference - Up to 4 group counseling sessions (after school hours)	- 5 – 10 days external suspension - Parent conference with principal or designee - Up to 4 group counseling sessions (after school hours)	- 10 days external suspension - Referral to superintendent and possible BOE hearing - Up to 4 group counseling sessions (after school hours)	- 10 days external suspension - Referral to superintendent and possible BOE hearing - Up to 4 group counseling sessions (after school hours)
Public Displays of Affection	- Administrative detention - Parent notification	- 2 Administrative detentions - Parent notification	- 5 administrative detentions - Parent notification	- Internal suspension - Parent conference
Refusal to Leave Classroom (Removal requires administrator or school security)	- 1 – 3 days internal/ external suspension - Parent conference	- 3 - 5 days external suspension - Parent conference with principal or designee	- Removal from school and 5 - 10 days external suspension - Parent conference with principal	- Removal from school and 10 days external suspension - Parent conference with principal
Removal from Administrative Detention	-Saturday detention	-1 day internal suspension	-1-3 days internal suspension	-3-5 days external suspension
Removal from Saturday detention	-2 Saturday detentions	-2 days internal suspension	-3-5 days internal suspension	-3-5 days external suspension
Repeated failure to follow Chromebook security protocols in user agreement/Loaning of Chromebook	-2 Administrative Detentions -1 week loss of home privileges -Parent contact	-Saturday detention -1 week loss of home privileges -Parent contact	-1 day internal suspension -Parent conference with AP -Loss of home privileges (time up to discretion of administration)	-3 days internal suspension -Parent conference with principal or designee -Loss of home privileges (time up to discretion of administration)
Safety hazard-creation of a situation that could lead to injury of self or others	- 3 days internal or external suspension - Parent conference	- 5 days external suspension - Parent conference	- 5 – 10 days external suspension - Parent conference with principal	- 10 days external suspension - Parent conference with principal - Referral to superintendent for possible hearing with BOE for possible expulsion

Smoking-use of tobacco product	<ul style="list-style-type: none"> - 1 – 3 days external suspension - Filing charges with municipal court - Parent notification - \$50 fine - Referral to SAC 	<ul style="list-style-type: none"> - 3 – 5 days external suspension - Filing charges with municipal court - Parent notification - \$100 fine - Referral to SAC 	<ul style="list-style-type: none"> - 5- 10 days external suspension - Filing charges with municipal court - Parent notification - \$150 fine - Referral to SAC 	<ul style="list-style-type: none"> - 10 days external suspension - Parent notification - Filing charges with municipal court - Each additional offense requires an-addition of \$25 to previous fine amount - Possible Board hearing - Referral to SAC
Smoking situation-Being present in a location when smoking is taking place and/or possession of smoking/tobacco products	<ul style="list-style-type: none"> - 1 – 3 days internal suspension - Confiscation of materials - Parent notification - Referral to SAC 	<ul style="list-style-type: none"> - 3 – 5 days external suspension - Parent conference - Confiscation of materials - Referral to SAC 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Parent conference - Confiscation of materials - Referral to SAC 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference - Confiscation of materials - Referral to SAC
Terroristic Threats	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Parent conference with principal or designee 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent - Possible expulsion hearing - Police notification and charges filed 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent - Possible expulsion hearing - Police notification and charges filed 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent - Possible expulsion hearing - Police notification and charges filed
Threats to Faculty & Staff	<ul style="list-style-type: none"> - 5 -10 days external suspension - Parent conference including student's teachers before re-admittance - Police notification - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE for possible expulsion hearing - Police notification - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE for possible expulsion hearing - Police notification - Up to 4 group counseling sessions (after school hours) 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE for possible expulsion hearing - Police notification - Up to 4 group counseling sessions (after school hours)
Threat to student	<ul style="list-style-type: none"> - 1 – 5 days internal suspension - Parent -notification 	<ul style="list-style-type: none"> - 3- 10 days internal or external suspension - Parent conference 	<ul style="list-style-type: none"> - 10 days external suspension - Parent conference with principal or referral to superintendent 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent
Throwing food/trash/objects in cafeteria	<ul style="list-style-type: none"> - 1 – 3 days internal or external suspension - Parent -notification 	<ul style="list-style-type: none"> - 3- 5 days internal suspension - Parent -notification 	<ul style="list-style-type: none"> - 1 – 3 days external suspension - Parent -conference 	<ul style="list-style-type: none"> - 5 - 10 days external suspension - Parent -conference with principal
Participating or engaging in throwing food/trash/objects in cafeteria, which attempts to injure, cause harm, or cause a food fight	<ul style="list-style-type: none"> - 1 – 3 days external suspension - Parent -conference 	<ul style="list-style-type: none"> - 5 - 10 days external suspension - Parent -conference with principal 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and possible BOE hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and BOE hearing
Trespassing- On School Property	<ul style="list-style-type: none"> - 1 – 3 days Administrative Detentions - Parent contact 	<ul style="list-style-type: none"> - 3 - 5 Administrative Detentions - Parent -contact 	<ul style="list-style-type: none"> - 1 Saturday Detention - Parent -conference 	<ul style="list-style-type: none"> - 1 – 3 days internal suspension - Parent -conference with principal
Trespassing – In the building/on the roof of the building	<ul style="list-style-type: none"> - 1 – 3 days external suspension - Parent –conference 	<ul style="list-style-type: none"> - 5 - 10 days external suspension - Parent –conference with principal 	<ul style="list-style-type: none"> -10 days external suspension - Referral to superintendent and possible BOE hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and possible BOE hearing
Tuancy-cutting more than one class in a single day	<ul style="list-style-type: none"> - 1 Saturday detention - Parent conference 	<ul style="list-style-type: none"> - 3 days -internal suspension - Parent conference 	<ul style="list-style-type: none"> - 3 - 5 days -internal suspension - Parent conference 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Possible withdrawal from class with no credit status - Parent conference
Unauthorized Videotaping/Cell Phone/Inappropriate Use of Social Media	<ul style="list-style-type: none"> - 1 – 5 days internal or external suspension - Parent conference 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Parent conference with principal 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent
Unauthorized Occupancy	<ul style="list-style-type: none"> - 1 – 3 days external suspension - Parent conference 	<ul style="list-style-type: none"> - 5 – 10 days external suspension - Parent conference with principal 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and possible BOE hearing 	<ul style="list-style-type: none"> - 10 days external suspension - Referral to superintendent and possible BOE hearing
Damage to School Property or attempting to cause damage to personal and/or school property/Vandalism/Theft/ Assisting theft/or in possession of stolen property	<ul style="list-style-type: none"> - External suspension - Parent conference - Restitution - Possible referral to police 	<ul style="list-style-type: none"> - External suspension - Parent conference with principal - Restitution - Referral to police 	<ul style="list-style-type: none"> - External suspension - Referral to superintendent and possible BOE expulsion hearing - Restitution - Referral to police 	<ul style="list-style-type: none"> - External suspension - Referral to superintendent and possible BOE expulsion hearing - Restitution - Referral to police
Violating Terms of External Suspension	<ul style="list-style-type: none"> - Additional external suspension as determined by administrator - Parent conference with principal or designee - Possible Ineligibility for extra-curricular activities 	<ul style="list-style-type: none"> - Additional external suspension - Parent conference with principal or designee - Ineligibility for extra-curricular activities 	<ul style="list-style-type: none"> - Additional external suspension - Parent conference with principal or designee - Ineligibility for extra-curricular activities 	<ul style="list-style-type: none"> - Additional external suspension - Parent conference with principal - Ineligibility for extra-curricular activities
Violating Terms of Internal Suspension	<ul style="list-style-type: none"> - 1 – 3 days external suspension 	<ul style="list-style-type: none"> - 3 - 5 days external suspension 	<ul style="list-style-type: none"> - 5 - 10 days external suspension 	<ul style="list-style-type: none"> - 10 days external suspension - Serve internal suspension days

Continued	- Serve internal suspension days upon return from external - Parent conference	- Serve internal suspension days upon return from external - Parent conference with principal or designee	- Serve internal suspension days upon return from external - Parent conference with principal or designee	upon return from external - Parent conference with principal
Violation of Technology Contract	- Consequences can include the following--administrative detentions, Saturday detention, internal suspension, external suspension - Loss of technology use up to 90 days - Parent notification	- Consequences can include the following--administrative detentions, Saturday detention, internal suspension, external suspension - Loss of technology use 60 – 90 days - Parent notification	- Consequences can include the following--administrative detentions, Saturday detention, internal suspension, external suspension - Loss of technology use 90 – 120 days - Parent notification	- Internal or external suspension until parent conference - Loss of technology use 180 days
Violation of State wide assessments; i.e., Security breaches or purposely cause testing irregularity	- Internal/External Suspension -Voiced Test -Parent Notification	-External Suspension -Voiced Test -Parent Conference with assistant principal	-4 Days External Suspension -Voiced Test parent Conference with principal or designee	-5 Days External Suspension -Voiced Test -Parent conference with Principal
Weapons-possession of a weapon or look-alike weapon including water guns	- 10 days external suspension - Parent conference - Police notification and charges filed - Referral to superintendent for possible BOE hearing for expulsion	- 10 days external suspension - Parent conference - Police notification and charges filed - Referral to superintendent for possible BOE hearing for expulsion	- 10 days external suspension - Parent conference - Police notification and charges filed - Referral to superintendent for possible BOE hearing for expulsion	- 10 days external suspension - Parent conference - Police notification and charges filed - Referral to superintendent for possible BOE hearing for expulsion
Weapons-use of any instrument as a weapon to cause bodily harm or threaten any individual	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed
Weapons-convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm (on or off school property)	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	-10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed	- 10 days external suspension pending BOE hearing for expulsion - Police notification and charges filed
Senior Trip Offenses (include but not limited to under the influence, possession, distribution; and/or use of alcohol or drugs; shoplifting; or any activity that can be considered a criminal offense)	- 10 days external suspension - Loss of all school activities for remainder of the school year including but not limited to Prom and Graduation. - Students will be immediately sent home - All fees are the responsibility of parent/guardian and no costs will be incurred by the district			

III. Discipline Categories

General misconduct and rule infractions are to be handled according to board of education policy and procedure. Infractions of a more serious nature will warrant a more serious response due to the nature of the action as listed below and as follows:

1. Harassment, Intimidation, and Bullying

This Policy 5512 and Regulation 5512 applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

See Board of Education approved policy 5512 and regulation 5512 on School and District Website. Please note, the policy and regulation was also distributed to students.

District Anti-Bullying Coordinator
Joseph Cramp
856-547-1920
301 Second Avenue
Haddon Heights, NJ 08035
crampj@hhsd.k12.nj.us

Glenview Elementary School Anti-Bullying Specialist
Matthew Baals
856-547-7647
1700 Sycamore Street
Haddon Heights, NJ 08035
Baalsm@hhsd.k12.nj.us

Seventh Avenue Elementary School Anti-Bullying Specialist
Kathrine Fitzgibbon
856-547-0610
316 Seventh Avenue
Haddon Heights, NJ 08035
fitzgibk@hhsd.k12.nj.us

Jr./Sr. High School Anti-Bullying Specialist
Christine Lodge
856-547-1920
301 Second Avenue
Haddon Heights, NJ 08035
lodgec@hhsd.k12.nj.us

Atlantic Avenue Elementary School Anti-Bullying Specialist
Jennifer Ellis
856-547-0630
21 E. Atlantic Avenue
Haddon Heights, NJ 08035
ellisj@hhsd.k12.nj.us

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- A. Is reasonably perceived as being motivated by either 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
- B. By any other distinguishing characteristic; and that
- C. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- D. A reasonable person should know, under the circumstances, that the act(s) 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/her person or damage to his/her property; or
- E. Has the effect of insulting or demeaning any student or group of students; or
- F. 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.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
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;
10. Academic performance; and
11. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
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 a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures are designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to the following:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom (teacher) or administrative detention;
5. Referral to disciplinarian (administrator);
6. In-school suspension during the school week or the weekend;
7. After school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action; or
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures – Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a student behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Student counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Student treatment; or
14. Student 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 revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in student routes or patterns traveling to and from school;
9. Supervision of student before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a student behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

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 of a student. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

2. Assault/Battery Toward Another Person

For the purpose of this code, assault/battery will be defined as a violent or sudden attack upon a student or staff member with the intent to injure, threaten, and/or intimidate

3. Cutting Teacher Detention

As part of the normal discipline process, teachers may assign a teacher detention. The teacher shall determine the length of time. Minimally, teachers will give students 24-hour notice to arrange transportation. The school does not supply transportation.

4. Demonstration

Any student who encourages and/or participates in any unauthorized demonstration, which leads to a student walkout, shall be considered to be espousing continued and willful disruption, disobedience, and defiance, as well as truancy. Participants shall be in violation of 18A:37-2.

5. Alcohol/Drugs See Board of Education approved policy 5530 and regulation 5530 on the district website for specific details.

6. Cell Phones and Electronic Devices

The school district extends to students the privilege to possess, display, and use electronic devices at certain times throughout the school day. If students bring these items to school, the school is not responsible for the loss, destruction, or theft of these items. Students are permitted to use electronic devices in lunch, study hall, and in the hallways. Students must follow specific rules established by administration when using devices and are subject to disciplinary consequences listed in the Student Code of Conduct.

In certain circumstances, students may be authorized to use electronic devices for educational purposes. These circumstances will be based on individual teacher discretion and limited to the specific location where the instruction is taking place. The use of those devices is limited to only those uses identified by that teacher. Any other use will be considered a violation of the cell phone and electronic device policy.

7. Fighting

Fighting will not be tolerated. Both individuals will obtain the same consequence unless provocation is directly evidenced or unless it is the second offense for one of the individuals. Students who feel they are being provoked into such a situation must realize the consequences unless they have previously notified proper authorities of impending danger and even then, their actions will be evaluated.

8. Lewd Behavior/Conduct:

The administration will assess any lewd conduct/behavior, and determine if the case should be turned over to the district Affirmative Action Officer, Ms. Lisa Owen. If lewd behavior has been confirmed, the consequences can range from a variety of discipline measures, including but not limited to, police charges and notification to the prosecutor.

9. Hazing

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, students and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the student(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents need to be reported to administration.

10. Insubordination/Gross Insubordination

Insubordination will be defined as a student's failure to follow instructions after several requests and having to be instructed to proceed to the attendance office. Insubordination will follow the normal phases of the discipline policy.

Gross insubordination for the purposes of this policy will be defined as a student's failure to leave a classroom, the library, an office, etc. when instructed by a staff member to do so to the point of having to call for assistance. Failure to follow directions given by a staff member when the student's or other students' safety or well-being are threatened will also be considered gross insubordination.

11. Failure to Return Student Emergency Information/School Messenger

Any student who does not return the Student Emergency Information and School Messenger Form by September 15 of each school year will be subject to above consequences.

12. Threats to Teachers and Staff

Any student, who verbally threatens bodily harm, intimidates via body position or threatens property damage to a teacher or staff member is committing an unlawful act. Violence of this type will not be tolerated and students will summarily be subjected to significant consequences.

13. Unauthorized Occupancy

Any student who chooses to participate in any unauthorized occupancy of any part of any building owned by any school district, and fails to leave after having been directed to do so by the principal or other person in charge shall be in violation of N.J. Statute 18A:37-2.

14. Unauthorized Videotaping/Inappropriate Use of Social Media

Any student who videotapes another individual without their knowledge or consent will be suspended. This also applies to the inappropriate use of social media, which includes but is not limited to, pictures, video, and text.

15. Private Property Damage

Any student who causes malicious and intentional property damage, or is found in unauthorized areas or commits acts of a serious and/or illegal nature while on any school sponsored trip will be suspended and may be denied the privilege of participating in all remaining student activities. Students may also be required to make restitution for any damaged property.

16. Damage to School Property

Any student who causes malicious and intentional property damage to school property will be suspended and/or may also be required to make restitution for any damaged property.

17. Violating Terms of External Suspension

According to the terms of suspensions, students are not permitted to be on school grounds or attend/participate in any school functions during the length of the suspension. This includes school activities or athletic events on or off school grounds. The term of the suspension is defined as - from the start of the suspension as determined by administration until the day of the student's return.

Any student in violation of the terms of suspension will have additional days added to the suspension and/or further discipline as determined by administration. The number of days will be determined by administration, but will take into account the severity and number of days in violation.

18. Failure to attend sessions

Students who fail to attend support group sessions will be assigned, in addition to that support session, a Saturday Detention day for each session missed. If a student has a conflict with the scheduled time of the group support session, they are to contact the student assistance coordinator to reschedule no later than the day of the scheduled appointment. Students must provide proper documentation to reschedule a session.

19. Attendance/Dress Code

Attendance and dress policies are explained in the School Calendar. The School Calendar is mailed to all parents/guardians prior to the start of each school year.

20. Trespassing-On School Property

Students that enter school property without permission at any time during the school year, including seasonal breaks would be trespassing.

21. Trespassing – In the building/On top of the building

Students that enter the building or the roof of the building without permission at any time during the school year, including seasonal breaks would be trespassing.

22. Violation of State Testing Policy/Security Breach

Security breaches are defined by the state testing policy, and consequences are mentioned above.

IV. Sexual Harassment

See Board of Education approved policy 5751 and regulation 5751 on sexual harassment.

Sexual harassment of students by school employees, other students, or third parties will not be tolerated. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female students are protected from sexual harassment engaged in by school district employees, other students, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the student being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any student, regardless of the student's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

V. Three Strike Rule

The Haddon Heights School District has an obligation to provide a safe and orderly environment for the students who attend our schools. We recognize that appropriate personal behavior, respect for individuals and property, and integrity are essential characteristics in the development of a strong and effective community of socially conscious citizens.

Students who are referred to the Administration as part of the discipline program or are suspended three times during the school year, which includes general suspensions, students suspended as part of the discipline program, and/or students who are suspended for failure to attend Saturday Detention will be excluded from participating in, but not limited to the following extracurricular activities:

Cottillion	Other School Dances	Senior Trip
Coffee Houses	Lip Sync	Mr. 3HS
Clash of the Classes	Battle of the Bands	Prom
Homecoming Contest		

Students who are referred to Administration as part of the discipline program or are suspended three times during the school year may be excluded from participating in or removed from the following, but not limited to the following extracurricular activities

Athletics	Newspaper/Mock	Trial
A.V.A.	Yearbook	Office Monitors
Clubs or Organizations	Freshmen Mentoring	Peer Counseling
Debate Team	Spring Concert	Student Government
Knowledge Bowl	National Honor Society	Graduation
Cheerleading	School Plays	Marching Band
Stage Crew	Jazz Band	

H. 2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds

that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

- a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
- b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
- c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

CHROMEBOOK 1 TO 1 INITIATIVE

The Haddon Heights School District is preparing students to meet the challenges of a dynamic global society in which they participate, contribute, and achieve their educational and personal goals. We wish to allow for flexibly advancing the learning of all students toward attainment of college and career-readiness standards. The Haddon Heights School District provides students and teachers with the technology tools and skills necessary for student-directed learning. The Haddon Heights Board of Education recognizes the use of technology in the educational process as an essential part of the learning experience. Through purposeful use of Internet-enabled technology at school and away from school, students, teachers, and staff are able to access current information, laws, news, and a variety of other valuable resources from sources around the world.

Every student in the district in grades K-12 will have access to Chromebooks throughout the school day. For specific policies and guidelines please refer to the following board approved Policies and Regulations:

- Policy & Regulation 2361 Acceptable Use of Computer Network
- Policy 7523 School District Provided Technology Devices to Students