R 5600.1 PUPIL DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

Effective citizenship requires a spirit which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each pupil understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the pupil find better ways to reach goals, while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all pupils. Disruption and interference with the education of others, a lack of respect for the rights or properties of others, and an inability to do as directed are examples of behavior necessitating action. Therefore:

The community, which includes the Clearview Regional High School District, adheres to the following four basic standards for pupil behavior.

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;

2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;

3. Promote achievement of high academic standards;

4. Prevent the occurrence of problem behaviors;

5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and

6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

2. In addition, pupils shall not:

   a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;

   b. Create disorder or disruptions on school premises;

   c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;

   d. Steal, damage, or deface the property of other pupils, staff members, or the district;

   e. Engage in the sexual and/or other harassment of pupils or staff members;

   f. Violate codes of conduct adopted for organizations of pupils;

   g. Possess or use weapons or any implement intended to harm others;

   h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;

   i. Convey information about other pupils or staff members known to be false;

   j. Act so recklessly as to endanger the safety of others;

   k. Procure the property of others by threat or intimidation;

   l. Enter school premises or any specific portion of the premises without permission and without authority;

m. Vandalize school property, real or personal;

n. Create litter on school property;

o. Be truant from school or class;

p. Cheat or otherwise engage in academic dishonesty;

q. Persistently refuse to complete homework and other assignments;

r. Engage in illegal gambling;

s. Smoke on school property;

t. Falsify an excuse or any school document;

u. Set fire to or cause a fire in any way on school premises;

v. Possess or explode a firecracker or other explosive device on school premises;

w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;

x. Possess, use, or distribute a substance in violation of Policy No. 5530;

y. Join a secret society prohibited by law;

z. Commit an act of harassment, intimidation, or bullying; or

aa. Engage in any other activity expressly prohibited by a school staff member in authority.

C. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil 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 pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

(1) Admonishment;

(2) Temporary removal from the classroom;

(3) Deprivation of privileges;

(4) Classroom or administrative detention;

(5) Referral to disciplinarian;

(6) In-school suspension during the school week or the weekend;

(7) After-school programs;

(8) Out-of-school suspension (short-term or long-term);

(9) Reports to law enforcement or other legal action;

(10) Expulsion; and

(11) Participating in school district-sponsored programs.

2. Remedial Measures

Remedial measures shall be 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.

It should be noted that pupils at Clearview Regional High School District are guaranteed the basic rights of all pupils under the Constitution of the United States and the State of New Jersey. These rights are balances against individual pupil responsibility. The safety of the student body, teachers, and the total school community will be protected at all times.

Example:
Pupil Rights
Pupils have the right to be treated with respect.
Pupil Responsibility
Pupils have the responsibility and are expected to treat peers and teachers with respect.
Pupils have the responsibility to respect school property, and the property of others, while behaving in a manner which guarantees a safe and orderly school environment.

D. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

a. Consequences may include, but are not limited to, the following:

(1) Admonishment;

(2) Temporary removal from the classroom;

(3) Classroom or administrative detention;

(4) In-school suspension;

(5) Out-of-school suspension;

(6) Reports to law enforcement; and/or

(7) Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

(1) Parent conferences;

(2) Pupil counseling (all pupils involved in the act or incident);

(3) Peer support group;

(4) Corrective instruction or other relevant learning or service experiences;

(5) Supportive pupil intervention (Intervention and Referral Services - I&RS);

(6) Behavioral management plan; and/or

(7) Alternative placements.

Discipline Guidelines

Discipline problems will be treated with positive methods before more punitive measures are found necessary. It is intended that consequences, when assigned, will encourage improved student behavior.

In areas not specifically covered by the discipline policy, punishment will be administered at the discretion of the administration. Administrators may change a consequence at their discretion based upon the circumstances of the infraction.

The administration shall keep a file on a student who has violated the rules. It shall be the responsibility of the administration to see that, for each subsequent infraction, a

concise account and record shall be communicated to the home in order to keep the parent informed of any change in the student's status.

Once a student accumulates 3 days of suspension, Seniors will not be eligible to participate in the Senior Trip. All students, after accumulating 3 days of suspension will require a conference with the building principal to determine eligibility for school functions (including all dances/proms, Mr. Clearview, etc.) for the balance of the school year. After accumulating 6 days of suspension, all students will be ineligible to participate in any school functions for the remainder of the school year.

Students who are suspended (out-of-school) are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. Eligibility for attendance or participation will be restored when the student is readmitted to school or regular classes. Example: a student is suspended at the close of school on Thursday for one (1) day. That student is then immediately prohibited from attending all school activities until reinstated to school on Monday.

If the number of times a student commits an offense is greater than the number listed on the Code, suspensions will progressively increase based on the occurrences.

Senior Trip

- Based on the nature of the senior trip and the freedom that is afforded students on this trip, it is expected that all students attending the trip will be in good standing with regards to discipline and attendance. Any student who accumulates 3 days of suspension or 18 attendance points (or more) prior to the senior trip will not be permitted to attend the Senior Trip.
- Additionally, if there are any violations of the code of conduct while on the Senior Trip, the student will be sent home with a chaperone The student will also lose the opportunity to participate in all extra-curricular activities immediately at a cost to be paid for by the parent of the student. for the remainder of the school year including prom and all other school functions, including graduation.

Note: Student conduct that occurs outside the school may result in consequences if it causes any interference or disturbance to the daily function and/or operation of a school day.

A. ATTEND SCHOOL AND ALL CLASSES REGULARLY (ATT)

1. Truancy

2. Leaving School Grounds without permission (Students may be subjected to re-entry search)
3. Cutting class or detention (Unexcused lateness or more than five minutes will be considered as cutting)
   a. 1st Offense - Detention (II) 2:30 - 5:30
   b. 2nd Offense - Detention (III) 2 Days - 2:30 - 5:30
   c. 3rd Offense - 1 Day OSS, Parent Conference with an administer
   d. 4th Offense – Progressive Discipline
4. Late to Class

   a. 1st & 2nd Offense: Teach warning
   b. 3rd - 5th Offense: Teacher assigned detention 2:30 - 3:30
   c. 6th - 9th Offense: Referral to Asst. Principal Detention (II), 2:30-5:30
   d. 10th-14th Offense: Referral to Asst. Principal, Parent conference, Detention (III), 2 day 2:30-5:30
   e. 15th + Offense: Referral to Asst. Principal, 1 Day OSS, Parent Conference

Note: Lateness to class is cumulative on an annual basis

B. <u>MAKE A CONCERTED EFFORT TO LEARN INFORMATION PRESENTED AND COMPLETE ALL LEARNING ASSIGNMENTS</u>

Intellectual integrity is at the heart of any academic endeavor. Students are expected to be honest in all academic work.

Academic Integrity & Plagiarism

All Clearview Regional High School programs require high standards of academic integrity. All forms of dishonesty whether by act or omission, including, but not limited to, cheating, plagiarism and knowingly furnishing false information to the school district are prohibited.

Students at CRHS are explicitly taught how to integrate secondary source material into original works. CRHS currently relies upon the conventions of the Modern Language Association whose approach requires students to parenthetically document resources. This approach is supported by the Media Center and in all disciplines. Some teachers also expose students to the conventions of the American Psychological Association (APA) or the newer Chicago format, usually expected in higher education.

Students who plagiarize an original compositions (research paper, literary analysis, science lab, news journalism, and other compositions) will receive consequences as outlined below for the offense(s). Teachers may use their discretion to determine if a secondary assignment will be provided.

Cheating can also take the following forms: cheat-sheets, crib-sheets, answers written on pencils, hats, notebooks, appendages (arms, legs, hands), calculators, or when students rely upon the utilization of cell phones, text-messaging or listening devices (MP3 players, iPods, laptops) to copy and transfer information while completing an assessment is not ethical. Likewise, the sharing of answers during assessment periods via whispering, talking, or due to placement on the desk, constitutes a violation of the ethical code of conduct, as does the sharing and subsequent copying of homework assignments.

Disciplinary consequences will be assigned at the discretion of the administration based on severity.

Teachers are not required to provide make-up work when students are caught cheating; teachers may provide a secondary assessment.

Resource Webliography: Parents, Guardians and Students should access the following scholarly websites for review
MLA

http://owl.english.purdue.edu/owl/resource/557/01/

Comprehensive guide from Purdue University on using MLA guidelines in research papers, and citing all sources from a single book to government documents.

http://www.mla.org/

The Modern Language Association is the official guide to non-fiction writing. The site includes a guide to MLA style.

APA

http://www.uwsp.edu/psych/apa4b.htm

A Hypertext Writing Guide. Provides a summary of how to write scientific papers using the format of the American Psychological Association.

http://www.dianahacker.com/resdoc/

The information on this site is also available in a print booklet, *Research and Documentation in the Electronic Age*, Fourth Edition, by Diana Hacker.

C. DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS

Student Misconduct: includes but not limited to the following infractions:
(Administrative discretion will be applied in determining the severity of the infraction and consequences)
(GMS)

a. 1st Offense – Detention (I) 2:30 – 3:30
b. 2nd Offense – Detention (II) 2:30 – 5:30
c. 3rd Offense – Detention (III) 2 days 2:30 – 5:30
d. 4th Offense – 1 Day OSS, Parent Conference with Principal
e. 5th Offense – Progressive Discipline

1. Defiant, disrespectful, insubordinate, or irrational behavior in or outside the classroom (Administrative interpretation may be exercised)

2. Misuse of Hall Pass (also to include altering of pass: Administrative interpretation may be exercised).

3. No eating or drinking in classroom or hallways (except when permitted by administration)

4. Throwing food or objects (Administrative interpretation may be exercised)

5. Inappropriate attire - dress code violation.
   a. *Students failing to abide by the dress code will be required to change into appropriate attire or sent home. Work missed from class will be student's responsibility.

6. Inappropriate, Obscene or Vulgar Language or Possession of Obscene Material.

7. Lewd/Overt/Unusual Outward Physical Display of Affection or Irregular Behavior Toward or With Another Student (Administrative Interpretation)

8. Use of Electronic Devices:

Clearview Regional High School is concerned about academic achievement as well as student safety. Electronic devices can detract or enhance the learning environment; therefore, it is at the discretion of the classroom teacher to determine use in the academic setting. The school administration allows the following: cell phone and IPD use in the cafeterias during lunch periods as well as before and after school; however, only earbuds may be utilized and large headphones such as Beats are strictly prohibited. IPOD's are permitted between classes, with one earbud in and cell phone (texting) use is strictly prohibited.

9. Smoking or Chewing Tobacco on School Premises, or During Any School Activity, Lighting Matches/Lighters, Possession of Cigarettes, Cigars, Pipes, Chewing Tobacco During Any School Activity, Students Guarding or Warning Smokers of Teacher's Approach

   a. 1st Offense: 1 day OSS pending conference with Administrator
   b. 2nd Offense: 2 day OSS pending conference with administrator
   c. 3rd Offense: Progressive Discipline

10. Gambling/Selling Goods (food/beverages, cigarettes, etc.)

   a. 1st Offense: 1 Day OSS, Parent Notification, Parent Conf. w/Building Principal, Possible Police Notification
   b. 2nd Offense: OSS pending Hearing w/the Superintendent, Possible Police Notification

11. Driving Carelessly/Reckless Endangerment with a Vehicle/Driving Behind the High School/Driving-Parking Without Privileges

   a. Administrative interpretation will be applied. Possible OSS or loss of driving privileges.

12. Possession of Fireworks, Poppers/Caps, Stink Bombs

   a. 1st Offense: 1-5 Days OSS pending a Hearing with the Superintendent of Schools, Police Notification
   b. 2nd Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Complaint signed w/the Municipal Court

13. Possession of Setting Off Fireworks/Bombs/Explosives

a. 1st Offense: Minimum 10 days OSS pending Hearing w/the Superintendent of Schools or BOE, Complaint signed w/the Municipal Court

14. Possession or Use of Alcohol, Controlled Dangerous Substance or Prescribed Medication within the Drug Free School Zone During Any School Activity, or While Participating or Attending any School Sponsored Activity (consequences are cumulative for 9th - 12 grades)

- Possession or Use of Drug Paraphernalia or "Look-A-Likes" within the Drug Free School Zone During Any School Activity; or While Participating or Attending Any School Sponsored Activity (consequences are cumulative for 9th - 12th grades)
- Refusal to submit to drug screening (consequences are cumulative for 9th - 12th grades)
- Sale/Exchange (consequences are cumulative for 9th -12th grades and students will be suspended pending a hearing with the Superintendent to determine educational placement in addition to being subject to random drug screenings for the remainder of high school career.)
- Possession of Urine

a. 1st Offense: Minimum 5 days OSS pending Hearing w/the Principal
b. 2nd Offense: Minimum 10 days OSS pending Hearing w/the Superintendent of Schools, Subcommittee of the Board or BOE for possible expulsion, Parent Notification, Police Notification/Complaint Signed, Counseling w/Student Assistance Coordinator (parent & student), Possible Child Study Team Referral. (May result in exclusion from all extra-curricular activities if an when re-instated to school for the remainder of the year).
c. 3rd Offense: Expulsion hearing w/Superintendent of Schools and BOE sub-committee

15. Extortion, Taking Money or Valuables from Individual Through Threats (Administrative discretion will be applied in determining the severity of the infraction and consequences)

a. 1st Offense: 2 Days OSS, Parent Conf., Counseling Restitution, if applicable a referral will be made to the anti-bullying specialist.

b. 2nd Offense: OSS Parent Conf. w/Building Principal, Principal's Probation, Restitution, Possible Child Study Team Referral, Police Notification
c. 3rd Offense: OSS pending Hearing w/Superintendent of Schools

16. Verbal threats, profanity, verbal assault directed to students or staff members (Administration Interpretation May be Exercised)

a. 1st Offense: 2 days OSS, Principal's Probation
b. 2nd Offense: 3 OSS Parent Conference with Building Principal, Counseling, Possible Child Study Team Referral
c. 3rd Offense: Minimum 4 Days OSS pending Hearing w/the Superintendent of Schools

17. Violent Act/Injuring a Staff member, Student or their Property as a Result of a Rules Infraction (Administration Interpretation May be Exercised)

a. 1st Offense: OSS, Principal's Probation, Parent Conf., Possible Complaint Signed w/Municipal Court
b. 2nd Offense: OSS pending Hearing w/the Superintendent of Schools

18. Fighting - High School (Administrative interpretation will be exercised in determining each individual's level of aggression and responsibility in the altercation) (Consequences are cumulative for 9th - 12th grades)

a. 1st Offense: 5 Days OSS, Possible Police Notification, Mandatory Parent Conf.
b. 2nd Offense: 10 Days OSS, Parent Conf., Principal's Prob., Counseling, Police Notif.
c. 3rd Offense: OSS, pending Hearing w/Superintendent of Schools

19. Instigating, Initiative or Pre-Arranging Fights

a. 1st Offense: 1-3 days OSS, Parent Conf., Principal's Probation, Counseling
b. 2nd Offense: OSS Pending Hearing w/Superintendent of Schools

20. Pre-Meditated Assault/Battery or Any Conduct Dangerous to the Physical Well-Being of Others (Administrative interpretation may be exercised), (Consequences are cumulative for 9th-12th grades) (Includes food fights)

a. 1st Offense: Minimum 10 days OSS depending on severity, Parent Conference, Counseling, Possible Police Notif., Principal's Probation, Possible Child Study Team Referral
b. 2nd Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Police Notification

21. Possession of Weapons (Administrative interpretation may be exercised), (Consequences are cumulative for 9th - 12 grades)

a. 1st Offense: Minimum 10 days OSS pending hearing w/the Superintendent of Schools or BOE, Police Notification
b. 2nd Offense: Expulsion hearing w/the Superintendent of Schools and BOE

22. Unwarranted/Inappropriate use of Cameras/Videos (Audio and visual cell phones included) (Consequences will rest at the discretion of Administration)

23. Disruption of School Environment/Operation (Administrative discretion based on severity)

D. DEMONSTRATE CARE AND RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF ALL OTHERS

1. Defacing, destroying, stealing school property and the property of others (Administrative interpretation)

Disciplinary consequences will be assigned based on severity.

2A. Pulling Fire Alarm/Setting Fires/Causing False Public Alarm

a. 1st Offense: Minimum of 10 days OSS pending hearing w/the Superintendent of Schools or BOE, Police Notification

3. Misuse of School Computer/Technology Equipment (Administrative discretion will be used based on severity)

a. 1st Offense: Detention (III), Parent Conf., Restitution, Possible Loss of Privilege
b. 2nd Offense: 1 Day OSS, Parent Conf., Restitution, Principal's Probation, Possible Loss of Privilege

c. 3rd Offense: OSS pending Hearing w/Superintendent of Schools, Possible Loss of Privilege

4. Harassment (Sexual, Racial, Ethnic, etc.) - Unwanted, uninvited, unwelcome behavior directed at a person, causing a person to feel uncomfortable, please see district HIB Policy located on Clearview website (consequences are cumulative for 9th - 12th grades)

a. 1st Offense: 1-5 days OSS based on severity, Parent Conf. w/Building Principal, Conf. with HIB Specialist, Possible Police Notif.
b. 2nd Offense: OSS pending Hearing w/the Superintendent of Schools or BOE

4.5 Inappropriate Sexual Contact – Unwanted, uninvited, unwelcomed contact (Including touching, grabbing, 'de-pantsing')
a. 1st Offense: 1-5 days OSS based on severity, Parent Conf. w/Building Principal, Conf. w/Affirmative Action Officer, Possible Police Notification, Mediation meeting (if applicable)
b. 2nd Offense: OSS pending Hearing w/Superintendent of Schools or Board of Education (full Board or sub-committee).

5. Sexual Assault - A violent sexual attack that may include attempts to inflict offenses, physical contact or bodily harm on a person (consequences are cumulative for 9th - 12th grades)

a. 1st Offense: Up to 10 Days OSS, Hearing w/Superintendent of Schools, Police Notif., Conf. w/Affirmative Action Officer
b. 2nd Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Police Notif.

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