

# Cliffside Park High School Student Code of Conduct



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**Code of Student Conduct**  
**(For District-wide information refer to the District website)**

**Attendance Policy**

The State of New Jersey mandates that every high school adopt a student attendance policy. Cliffside Park High School holds high standards for student attendance and in accordance with N.J.S.A. 18A:38-25 has developed expectations for parents and students, and consequences for noncompliance with the attendance policy.

**Attendance expectations:**

- Students are expected to report to school each day on time.
- Students should only be absent or late from school in the event that an emergency or unforeseen event prevents a student from attending school.
- Students once in attendance to school are expected to remain in school for the entirety of the school day unless otherwise deemed unfit for school by the School Nurse or removed from school for administrative purposes.
- Parents and students are expected to make every attempt to schedule doctor and dentist appointments when school is not in session, i.e...after school, on weekends, during school closings.
- In the event that an appointment cannot be scheduled during non-school hours, it is the expectation of the school that parents notify the school of the child's absence and within **3 school days** student provides the School Nurse with notification of the appointment.
- Parents and students are expected to notify the School Nurse **within 3 school days** if the said student is absent due to a medical emergency. Notification should be presented on a doctor's prescription pad with the **diagnosis** and doctor's orders. Medically excused absences will be determined by the school nurse who will then notify the appropriate administrators and staff members of the excusal. In the event a student suffers from a chronic illness **diagnosed** by a licensed physician, it is expected the parents and students will complete an application for a medical accommodation.
- Parents and students are expected to make every attempt to schedule college visitations when school is not in session, i.e., after school, on weekends, during school closings, etc...

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Below is a summary of our policy. Please be reminded that school attendance is the legal responsibility of every parent and/or guardian. The following is the absence allotment guide. Allotment includes accumulated unexcused absences. All absences are considered unexcused except for the following:

<b>Excused Absences</b>
Administrative excusal
County/state athletic events
Death in immediate family--(5 days) (Parents, guardians, siblings, grandparents)
Driver's license test (1)
Home instruction
Chronic illness documentation and a diagnosis
Military/college visits (11th & 12th grade only--max 3 per year)
Necessary/unavoidable MD visit w/documentation
Other family death--(1 day)
Religious holiday (note from parent or religious institution BEFORE)
Standardized testing
School trips/events
Sent home at nurse's discretion
Suspension (in school)

**I. Full year course**

Allotted number: 12 days

Notifications: 4 day letter; 9 day letter; and 13 day letter/No grade credit for the class

**II. Half year course**

Allotted number: 6 days  
Notification: 4 day letter; 7 day letter/No grade credit for the class

**III. Quarter year course**

Allotted number: 3 days  
Notification: 2 day letter; 4 day letter/No grade credit for the class

**IV. Physical Education**

Allotted number: 9 days  
Notification: 5 day letter; 10 day letter/No grade credit for the class

**NOTE: No student may use more than three (3) allotted days in any class during the fourth marking period!**

Allotted number: 3 days  
Notifications: 2-day letter 4-day letter/No grade credit for the class

State guidelines also provide for referral to Crisis Intervention Services upon the school determination of 8 unexcused absences and removal from school with 10 consecutive days of absence, without notification, of same to the school. The School Attendance Officer may be contacted for further details.

V. Students who enter school during the school year will be allocated absences according to the following chart. (The allotment for students who leave and return to school during the same year is the same as for a student who never left school.)

Entry Month	Full-Year course	Half-year course
September	12	06
October	11	05
November	10	04
December	09	02
January	08	01
February	07	06
March	06	05
April	04	04
May	02	02
June	01	01

A. Students who exceed the allotted number of absences are to remain in class and will be allowed to attend Summer School if the following criteria are met:

- Final class average must be 55% or above (may be waived but only with Administrator approval)
- The student is not allowed any more absences in the Marking Period they are auditing. And then are allotted one absence per Marking Period the remainder of the year.

<u>Allotted Absences Exceeded</u>	<u>2MP</u>	<u>3MP</u>	<u>4MP</u>
MP – 1	1 Ab	1 Ab	1 Ab
MP – 2	n/a	1 Ab	1 Ab
MP – 3	n/a	n/a	1 Ab
MP – 4	n/a	n/a	n/a

- Disruptive students will be withdrawn.

B. Cutting and truancy are included in the allotment

**Perfect Attendance Awards**

A. Students who maintain perfect attendance for each school year will be awarded a letter of perfect attendance at the conclusion of that year.

B. Students who maintain perfect attendance for the entire four year term of school will be awarded a medal of perfect attendance at the graduation awards ceremony senior year.

C. Perfect attendance is defined as not having any unexcused absences at the time the student is considered for the award. **An absence deemed excused after the appeal process will not make a student eligible for either award retroactively.**

**Attendance Accommodations**

- A. The Attendance Accommodation is in place for those students who suffer from a chronic illness, which prevents them from attending school.
- B. **Applications may be obtained from the Nurse's Office. Included in the application are instructions to both parents and attending physicians.**

#### The Appeal Process

- A. A student may appeal an absence(s) if there were extenuating circumstances which caused the student to exceed the allotted number of absences. Documentation must be turned in within two (3) school days of returning to school for the absence to be considered for the Appeals Process.
- B. An appeal form and directions for filing may be obtained in the Attendance Office.
- C. This appeal must be made in writing **within three (3) school days** of being withdrawn from a class do to exceeding the allotted number of absences.
- D. **All decisions of the appeal committee are final.**

#### Late to School Policy

**A phone call to the Attendance Office (201-313-2372) before 9:00 AM is required if a student will be absent or late to school.**

Students arriving late to school **must sign in with a school issued ID** at the security desk for a pass before reporting to class.

#### **I. The late point for Period 1 is 8:20 AM**

- A. A student signing in after 8:20 AM will be given a pass to report to class immediately. Lateness should be noted in teacher's grade book.
- B. Any student signing in after 8:27 AM will be considered absent from Period 1.

#### **II. The late point for Period 2 is 9:03 AM**

- A. A student signing in after 9:03 AM will be given a pass to report to class immediately. Lateness should be noted in teacher's grade book.
- B. Any student signing in after 9:10 AM will be considered absent from Period 2.

**III. Students signing in late without an ID will report to the auditorium for detention. A new ID will be issued and a \$5.00 fine will be charged to students**

#### Late to Class Policy

Students should make every effort to be in class before the late bell. This will prevent a disruption of the lesson and enable the student to avoid the following disciplinary actions.

1. Every late to class will result in the loss of 2 points off the students final marking period average.
2. The amount of lates to class accrued by a student will reset at the beginning of each marking period.
3. Students who accumulate 10 or more lates in a marking period will receive no credit for that marking period

Note – When a student arrives late to class, the classroom teacher should record the infraction and admit the student to class.

#### Leaving School Early

Students who need to be excused early from school **MUST** have a parent or guardian provide the Attendance Office with written documentation prior to their departure. Students must sign out in the Attendance Office before leaving the building. Students will not be permitted to call home from the office. Any student leaving school without permission will be considered truant.

#### Guidelines for Truancy

For students younger than 16, who fall under the jurisdiction of the Compulsory Education Act, referrals can be made to Crisis Intervention when a student has between 5 and 9 unexcused absences. A referral to Crisis Intervention is mandatory when a student exceeds 10 unexcused absences.

#### Consequences for non compliance

Students who fail to meet the expectations of students in the Student Code of Conduct, can result in the administration withholding some, or all, of the following privileges from your child;

- course credit
- attendance at summer school
- attending school trips
- attendance at school sponsored activities
- attendance at athletic events
- attendance at the senior symposium
- attendance at the senior prom
- participation in senior events
- participation in athletic and club activities
- participation in Project Graduation
- participation in the graduation ceremony.

## **Student Dress Policy**

The purpose of these guidelines is not to take away parental prerogative for determining appropriate clothing for their children but to assure a healthy academic atmosphere that fosters the goals and objectives of the educational environment; to prepare students for future work environments; and to promote a sense of self-respect as well as respect for others.

- It is the responsibility of the administration to assure that all attire is neat, clean, and reflects an appearance of modesty.
- Apparel shall not be sheer, brief, low cut or skintight. Any attire that is revealing above or below the waist is considered inappropriate for school.
- Skirts of mid-thigh or longer length are required.
- Tank shirts without an undergarment or cover-up, sleeveless shirts, spaghetti strap tops, tube tops, halter tops, backless tops or tops with plunging necklines are not permitted.
- Pajama pants are not permitted.
- Pants should not hang so low as to expose underwear.
- Sleeveless shirts (i.e., basketball jerseys, tank tops, etc.) are acceptable provided a suitable undergarment or cover-up accompanies the shirt.
- Graphics that are suggestively obscene on any garment are prohibited (alcohol, drugs, weapons, or profanity of any nature).
- Jewelry and/or other accessories that may cause a disruption, distraction, threat or danger are prohibited.

- Gang attire is not permitted. Students are prohibited from wearing any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. Long t-shirts below the knee are prohibited.
- Coats, sunglasses, hats, bandannas, or other headwear are not to be worn in the school building.
- Footwear is required. Beach thongs, flip-flops, clogs, and slippers are not permitted. For safety purposes, a back or strap is required on footwear.
- Students are not permitted to use or openly carry cell phones, portable audio devices, or other electronic devices in the building.
- Shorts or short-like apparel may be worn during warm weather from **May 1<sup>st</sup> to October 1<sup>st</sup>**. Shorts must be neatly hemmed; cutoff or frayed bottoms are not permitted. All attire should be mid-thigh or longer in length. This policy will be relaxed if, in the opinion of the administrators, an unusually warm period of weather occurs before May 1st.
- Students not in compliance with the dress code will be sent home and permitted to return upon approval of the designated school administrator. If a student is unable to change at home or have appropriate clothing brought to school, he or she will remain in the VP's office or be assigned to in-school suspension. Students will be recorded as absent in all classes missed because of the dress code violation.
- Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration.

### **Disciplinary Code**

It is necessary to discipline students for disorderly acts in order to ensure the safety of all students, faculty, and staff. Behavior, which endangers another student or disrupts the educational process, will not be tolerated. Discipline at Cliffside Park High School consists of, but is not limited to, detention, Saturday detention, in-school suspension, out-of-school suspension, parental notification and/or conference, school or community service\*, initiation of legal action (including the involvement of the police department), and expulsion from school.

\*School or community service may include maintenance of school grounds or property or any other supervised activity that enhances the appearance of Cliffside Park High School.

### **Use of Electronic Equipment**

- The use of cell phones and other electronic equipment is prohibited in the school building except during lunch periods. Students using and/or wearing such equipment will have it confiscated.
- 1<sup>st</sup> offense will result in a Saturday detention and the item returned at the end of the school day (3:00PM).
- A second or another offense will result in suspension and the item confiscated and **returned to a parent or guardian AFTER A PARENTAL CONFERENCE WITH THE ADMINISTRATION.**

### **Disciplinary Actions**

The following violations could result in one or more of the disciplinary actions described above:

- INSUBORDINATION
- USE OF VULGAR LANGUAGE
- LEAVING CLASS WITHOUT PERMISSION
- LATE TO CLASS
- REFUSING TO ATTEND TEACHER'S DETENTION
- FAILURE TO CLEAN CAFETERIA DEBRIS

- **CUTTING CLASS:** Students should attend every class on time and for the entire period. Disciplinary Actions per Cutting of each class - 1<sup>st</sup> offense: Saturday Detention. 2<sup>nd</sup> & 3<sup>rd</sup> Offense: In-School-Suspension. 4<sup>th</sup> Offense: Withdrawn from class, given a grade of W, and receive no credit.
- **TOBACCO and TOBACCO-LIKE PRODUCTS:** The use of tobacco and tobacco-like products and the act of vaporizing or “vaping” is prohibited in or on school property. This includes, but is not limited to the use of cigarettes, smoke-less tobacco, electronic or “E-cigarettes”, vaporizers, propylene glycol, or vegetable glycerin oils. Students in violation of this policy will serve one (1) day in-school suspension for each offense. In addition, the administration will file a complaint with the local police department and paraphernalia will be confiscated. Violators will be charged as a disorderly person and subject to a maximum municipal fine of \$200 (N.J.S.A. 2C: 33-13). This will be in addition to the penalties imposed by the school. In all cases, the Cliffside Park Police Department will be notified of underage use or possession of a tobacco product. This policy is in accordance with both state and local ordinances regarding the use of tobacco in a public facility or on its grounds.
  - The following violations will result in suspension from school (in-school or out-of-school):
  - **PHYSICAL ALTERCATION:** In most cases, both parties suspended.
  - **FAILURE TO ATTEND DETENTION.**
  - **VANDALISM:** (including graffiti) could result in both suspension and/or restitution.
  - **STEALING:** could result in both suspension and/or restitution.
  - **GAMBLING:** any form of gambling in or on school grounds.
  - **TRUANCY:** leaving school anytime during the day will result in one-day in-school suspension.
  - **FAILURE TO ADHERE TO DRESS CODE:** not being in compliance with the dress code will result in in-school suspension.
  - **POSSESSION, DISTRIBUTION, and/or BEING UNDER THE INFLUENCE OF A CONTROLLED, DANGEROUS SUBSTANCE** (including alcohol): See separate policy.
  - **POSSESSION OF A WEAPON.**

### **Parking**

Students are not permitted to park on school property. Parking permits are issued to faculty and other staff members. Cars parked on school property without a permit are subject to a summons.

### **Lost and Found**

The Lost and Found is located in the Main Office. In an effort to avoid problems, students are advised to place their name on their possessions. Textbooks should have all information completed on the inside cover. Students should not bring large sums of money to school. Expensive jewelry or articles of clothing (e.g. leather jackets) should not be worn or left in a locker. Cliffside Park High School assumes no responsibility for lost or stolen items.

### **Lockers**

Each student is assigned a locker for his/her personal use. Mr. K. Shelley (his office is in library) responsible for distribution and maintenance of lockers. Students are held liable and accountable for anything found in a locker assigned to them. **Lockers are subject to an administrative search without notification.** Lockers are not to be shared and combination to locks should be kept private.

### **Student ID Policy**

- ALL students are required to carry a school issued ID during school hours. Failure to do so will result in detention. ID cards must also be used to sign in late to school, sign out of school, and to



purchase school lunch. If a student forgets to bring his or her ID card to school, a temporary ID can be obtained from the Main Office. Students without an ID are subject to disciplinary action.

- Student MUST have an ID, a temporary ID, or must finger scan when purchasing breakfast or lunch.
- Students who are repeat offenders will be suspended from school.
- Student ID checks will take place randomly during school hours.
- Students who deface their ID cards will be suspended from school.
- If a student ID card is lost, stolen or damaged, a replacement card must be obtained from the audiovisual office in the library. Temporary ID's are available at the Main Entrance and the Cafeteria, for a fee. Students without money assessed a fine; all records will be held until the fine is paid in full.

## **Lunch**

Cliffside Park High School maintains a closed lunch program. All students are required to eat lunch in the school cafeteria. Both hot and cold lunches are provided daily, or a student is welcome to bring lunch from home. **No take-out orders will be accepted at school or permitted in the cafeteria.** The use of the cafeteria is a privilege extended to each student. Students who fail to follow a directive from staff or faculty or exhibit other inappropriate behavior will lose this privilege. Student use of the cafeteria can be revoked at any time.

## **Substance Abuse Regulations**

Any violation of Board of Education Rules prohibiting the use, possession, and/or distribution of a controlled substance (including alcohol) is a serious offense warranting strict disciplinary action. Repeat violators will be disciplined in a more severe manner. The following definitions will aid in interpreting the disciplinary action taken by the designated administrator:

- UNDER THE INFLUENCE – A student suspected of using a controlled substance, on or off school premises.
- POSSESSION – A student who has a controlled substance on his/her person, in a locker, or anywhere else, on or off school premises.
- POSSESSION WITH INTENT TO DISTRIBUTE – Any student found in possession of a controlled substance, on or off school premises, believed to be involved in the sale and/or distribution of that substance, as determined by a school administrator and/or any law enforcement agency.

In all cases any student suspected of being "Under the Influence", in "Possession" of, or in "Possession with Intent to Distribute" a controlled substance by any member of the faculty, support staff, or any law enforcement agency, will be reported to the school nurse, Student Assistance Counselor and/or designated administrator. A report to the local police department may be initiated by the school administrator and a complaint signed on behalf of the Board of Education. The designated school administrator, in the event of a substance abuse violation, will also initiate the following disciplinary action:

The Parent/Guardian of the student will be notified. The student will be required to immediately undergo a drug screening by a certified physician, or at a certified medical facility, before the student can be readmitted to school. The parent/guardian may go to their personal physician. The cost for this evaluation will be at the parent/guardian's expense. It will not be at the expense of the Board of Education. A conference involving the student, parents, student assistance counselor, and a school administrator will be arranged. Any student requiring treatment at a certified drug and alcohol treatment facility will be required to attend and complete such program. Failure to attend and complete the prescribed program will result in a recommendation for expulsion to the Superintendent of Schools by

the school administrator. Any treatment at a drug and alcohol rehabilitation facility shall not be at the expense of the Board of Education.

- “UNDER THE INFLUENCE” - FIRST OFFENSE - A positive result of the drug screening by a certified physician or certified medical facility, will result in an additional 3 – 5 day out of school suspension. After evaluation the student assistance counselor will recommend an appropriate plan of action for the student.
- “UNDER THE INFLUENCE” – SECOND OFFENSE – A student suspected of a second violation must submit to a drug screening by a certified physician or certified medical facility. A positive result would carry a 10 day out of school suspension in addition to a mandatory treatment program in order to continue in the Cliffside Park School system. Failure to attend and complete the prescribed program will result in a recommendation for expulsion to the Superintendent of Schools by the school administrator.
- “POSSESSION” – FIRST OFFENSE – Once a student has been identified as being in possession of a controlled substance, the disciplinary actions will mirror those of the student considered First Offense “Under the Influence”. In addition a complaint may be filed with the Local Police Department.
- “POSSESSION” – SECOND OFFENSE – A student having been identified as being in possession of a controlled substance a second time, would face the same disciplinary actions as Second Offense "Under the Influence". In addition a complaint will be filed with the Local Police Department. This violation could also lead to expulsion.
- "POSSESSION WITH INTENT TO DISTRIBUTE" – FIRST OFFENSE – A student suspected of sale and/or distribution of a controlled substance will be subject to a drug screening by a certified physician or certified medical facility. A report and corresponding complaint will be filed with the local police department. Suspension from school will be up to ten days pending a Board of Education hearing regarding the status of the student.
- “POSSESSION WITH INTENT TO DISTRIBUTE” – SECOND OFFENSE\_– A repeat violation of this nature will carry an indefinite suspension from school and an appeal to the Superintendent for expulsion. In addition, a report to the local police department will be initiated by the school administrator and a complaint signed on behalf of the Board of Education.

(Cross reference: Cliffside Park Board of Ed Policy Guide #5530 Substance Abuse)