Cliffside Park High School
Student Code of Conduct

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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 expectations and consequences for parents and students for noncompliance with the attendance policy. Please be reminded that school attendance is the legal responsibility of every parent and/or guardian.

Attendance Expectations

- Students are expected to report to school every day on time.
- Students should only be absent or late if an emergency or unforeseen illness/event prevents them from attending school.
- Students, once in attendance, are expected to remain for the entire school day unless deemed unfit by the school nurse or removed from school for administrative purposes.
- Parents and students are expected to make every attempt to schedule doctor/dentist appointments when school is not in session, i.e., after school, on weekends, or when school is closed.
- In the event that an appointment cannot be scheduled during non-school hours, parents are expected to notify the school of the student's absence and within 48 hours said student provides the school nurse with documentation of the appointment.
- Parents and students are expected to notify the school within 48 hours if the said student is absent because of a medical emergency. Notification should be presented on a doctor's prescription pad with the diagnosis and doctor's orders. Long term medical absences (5 or more consecutive days) will be evaluated by the school nurse. The nurse will then notify the Attendance Officer if the absences are, or are not, to be counted toward the allotted number. In the event that a student suffers from a chronic illness diagnosed by a licensed physician, it is expected that the parents and student will complete an application for a 504 medical accommodation. Applications can be obtained from a guidance counselor.
- 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, or when school is closed, etc.

Attendance Accommodations

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

The Appeal Process

- 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 (2) school days of returning to school for the absence to be considered for the Appeal's Process.
- An appeal form and directions for filing may be obtained in the Attendance Office.
- This appeal must be made in writing **within three (3) school days** of being withdrawn from a class due to exceeding the allotted number of absences.
- **All decisions of the appeal committee are final.**

The following is the absence allotment guide. There are no excused or unexcused days. There are only allotted days. Allotment includes sick and personal days – college visits, placements tests, funeral days, etc.

	Number of total days	Letter Sent			Withdrawal
		Parents will receive notification on the following days in which student is absent			Student will be withdrawn from course
Full year course	16	5	10	14	17
Half Year Course	8	3	6		9
¼ Year Course	4	2			5
Physical Education	12	5	10		13

NOTE: No student may use more than four (4) allotted days in any class during the fourth marking period!

Allotted number: 4 days
Notifications: 2-day letter 4-day letter is a withdrawal from course.

Perfect Attendance Awards

- Students who maintain perfect attendance for each school year will be awarded a *Letter of Perfect Attendance* at the conclusion of that year.
- Students who maintain perfect attendance for the entire four year school term will be awarded a *Medal of Perfect Attendance*.
- Perfect attendance is defined as not having any absences at the time the student is considered for the award. (Only absences due to religious holidays shall not be held against a student's attendance record for denial of such award, as per N.J.S.A. 18A:36-14-16 and N.J.A. C. 6A:32-8.3)(J).

Guidelines for Truancy

For students younger than 16, who fall under the jurisdiction of the Compulsory Education Act, the attendance officer will make referrals 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.

State guidelines also provide for attendance officer referrals to Crisis Intervention Services when the school determines that a student has 8 unexcused absences and removal from school with 10 consecutive days of absence, without parental notification. The School Attendance Officer may be contacted for further details.

*****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	16	8
October	14	6
November	12	4
December	11	2
January	10	1
February	8	8
March	6	6
April	4	4
May	2	2
June	1	1

*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 50% or above (may be waived but only with Administrator approval)
- The student is not allowed any more absences in the marking period they are withdrawn.
- In addition, they are allotted only one absence per marking period for the remainder of the academic year.

	Allotted Absences Exceeded		
	2MP	**3MP**	**4MP**
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 from class.
- Cutting class, truancy, and suspensions are included in the allotment.

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. Students arriving late to school must report to the Attendance Office for a pass before reporting to class.

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

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

Late to Class Policy

Students should make every effort to be in class before the late bell to prevent instructional disruptions and to avoid the following disciplinary actions.

- An Attendance Report will be submitted to the Attendance Office when a student accumulates 3 and 7 lates. Two detentions will be given at 3 lates and 4 detentions at 7 lates, and a letter will be sent to the parent or guardian at 7 lates.
- An Attendance Report will be submitted to the Attendance Office when the student accumulates 10 and 15 lates to class. At this point, one day of Saturday Detention will be served and a conference will be arranged with the parent or guardian.
- An Attendance Report will be submitted to the Attendance Office when the student accumulates 20 lates to class. Two (2) days of Saturday Detention will be served and a conference will be arranged with the parent or guardian.
- The student will be withdrawn from class on the 23rd late. Each suspension will count towards the attendance allotment.

Note – When a student arrives late to class, the classroom teacher will 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 call the Attendance Office prior to their departure. Students must sign out in the Attendance Office before leaving the building. Any student leaving school without permission will be considered truant.

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 1st to October 1st.** 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.
- 1st 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 - 1st offense: Saturday Detention. 2nd & 3rd Offense: In-School-Suspension. 4th 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” – FIRST 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)