

Cliffside Park High School Code of Student Conduct



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Principal

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Mathematics
Science and Technology
Career and Special Education
Physical Education and Performing Arts
Humanities
English Language Arts

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

Attendance Policy

Please be reminded that school attendance is the legal responsibility of every parent and/or guardian.

Period and School Attendance includes excused and unexcused absences.

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.
- It is the student's responsibility to make arrangements with the teacher to make up work that is missed.
- Parents/Guardians can access student attendance using the Parent Portal.
- 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 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 that 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...
- If it is necessary for a student to accompany parents/guardians on a trip or otherwise be away from home for 8 or more days, the student must obtain a "Request for Personal Absence" form from the Guidance Office. This form must be signed by a parent/guardian and by all the student's teachers, and returned to the Guidance office. Students will be required to withdraw from CPHS and re-register upon their return.

Excused Absences - Daily Attendance
Administrative excusal
League/County/State athletic events
School trips/events
Death in immediate family--(5 days) (Parents, guardians, siblings, grandparents)
Other family death--(1 day)
Driver's license test (1)

Home instruction
Military/college visits (11th & 12th grade only--max 3 per year)
Necessary/unavoidable MD visit w/documentation
Religious holiday (As per NJDOE Approved Calendar and documentation)
Standardized testing
Sent home at nurses discretion
Suspension (in school)

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 and removal from school with eight (8) consecutive days of absence, without notification. If a student is removed from school and classified as inactive, then a parent/guardian must re-register the student in order to re-enroll the student in school.

Daily Attendance

8 Absences

Mandatory Parent conference

12 Absences

Student Audits Class pending appeal
 Referral to local and county authorities
 Withholding of school activities
 Participation in Resource Program
 and/or Community Service

18 Absences

Credit Withheld and potential class withdrawn

Period Attendance (Allotted Absences)

Full year course 12 days
 Physical Education 10 Days
 Half year course 8 days
 Quarter year course 5 Days

NOTE: No student may use more than five (5) allotted days in any class during the fourth marking period!

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 does not exceed 18 absences while on academic probation.

Disruptive students will be withdrawn from class.

Cutting and truancy are included in the allotment.

Excessive cutting of class may lead to loss of credit and repeating of the class. Student will not be

allowed to attend Summer School.

Seniors withdrawn from classes after progress reports are completed due to excessive absences will lose the following privileges.

One class withdrawal due to attendance	Loss of Senior Prom
Multiple class withdrawals due to attendance	Loss of Senior Prom and Loss of Participation in Graduation Ceremony

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	08
October	11	06
November	10	04
December	09	02
January	08	01
February	07	08
March	06	06
April	04	04
May	02	02
June	01	01

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 three (3) school days of returning to school for the absence to be considered for the Appeals Process.
- B. An appeal must be made in writing **within three (3) school days** of being withdrawn from a class do to exceed the allotted number of absences. The student is to continue attending class while the appeal is being considered.
- C. An appeal form and directions for filing may be obtained in the Guidance Office.
- D. **All decisions of the appeal committee are final.**

Late to School Policy

A phone call to the 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 at the security desk for a pass before reporting to class.

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 1 point off the students final marking period average. For grading purposes only, the number of late to class accrued by a student will reset at the beginning of each new marking period.
2. After a student is late to class 5 times, students will receive a Saturday detention/am detentions(5x).
3. After a student is late 10 times a parent conference will be held with guidance, teacher and administration.

Note – When a student arrives late to class, the classroom teacher should record the infraction and admit the student to class. If a student arrives after 10 minutes of instruction, the student should be marked absent for that 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.

Incidents and Consequence

	Initial offense	Second/Multiple offense
Electronic device (phone, tablet, etc...) Headphones	Warning	Device confiscated and Saturday detention. Device returned at end of school day/to Parent.
Insubordination	Two day detention (Minimum)	Saturday Detention/School Suspension, Parent Conference
Vulgar Language	Two day detention (Minimum)	Saturday Detention/School Suspension, Parent Conference
Vulgar Language(Malicious)	Saturday Detention	School Suspension, Parent Conference
Vulgar Language directed at school staff	Two day suspension/Parent Conference	School Suspension, Parent Conference
Leaving class without permission	Two day detention (Minimum)	Saturday Detention
Refusing to attend teacher's detention	One day detention (Minimum)	Two day detention/Saturday Detention
Failure to clean cafeteria debris	Lunch detention (5 days)	Lunch Detention (10 days)
Cutting Class	Saturday Detention	In-school Suspension/ 5th cut - loss of credit
Tobacco and Tobacco-like products	In-school suspension, Maximum \$50 fine, and Police notification	In-school suspension, Maximum \$200 fine, and Police notification
Physical Altercation	Out of School Suspension(5 days), Police notification, Parent Conference required	Out of School Suspension(10 days), Police notification, Parent Conference required
Failure to attend detention	Saturday Detention	In-school Suspension/Resource program
Vandalism	Suspension, restitution, Police notification	Suspension, restitution, Police notification, Resource Program
Stealing	Suspension, restitution, Police notification	Suspension, restitution, Police notification, Resource Program
Gambling	Saturday Detention	Suspension
Truancy/Unauthorized	Parent Conference	Parent conference/suspension

leaving of school building	w/Administration/suspension	
Dress Code Violation	Student is marked absent from class	In-school Suspension
Possession, distribution, or under the influence	Out of School Suspension/Board Hearing and Police notification	Out of School Suspension/Board Hearing and Police notification, and/or expulsion
Possession of a weapon	Out of School Suspension/Board Hearing, Police Notification	Out of School Suspension/Board Hearing, Police Notification and/or expulsion
Disrupting the school day	In-school suspension, Parent notification	Saturday Detention, Parent Conference
Violation of ECVR (Electronic Communication and Video Recording)	Saturday Detention, Parent notification	Saturday Detention/Suspension, Parent Conference
Headcovering (Not medical or religious)	Confiscation of head covering; returned at completion of detention	Confiscation of head covering; returned at end of the year.

Use of Electronic Equipment

Students are not permitted to use cellular telephones/watches while instructional time is in session. Cellular telephones must be turned off while the student is in the school building and may only be turned on and used during designated times in designated areas, during lunch and study hall, as determined by the building Principal, or before school has begun, 8:20 am or after school has concluded for the day 2:50pm.

1st offense will result in a Warning.

2nd offense will result in a Saturday detention and the electronic device returned at the end of the school day (3:10PM).

3rd offense will result in a Saturday detention/Suspension and will only be **returned to a parent or guardian AFTER A PARENTAL CONFERENCE WITH THE ADMINISTRATION.**

Students who bring these items to school are solely responsible for their security. The school district is absolutely not responsible if these items are lost, damaged, or stolen, regardless of the circumstances. Students have the use of a school locker for personal use and a gym locker for Physical Education. All personal items should be stored and locked for their security.

Headphones/Earbuds

School policy does not permit students to use headphones/earbuds in the school building at any time. For the students safety it is imperative that they can clearly hear any and all instructions in the case of a crisis management event. If confiscated, headphones/earbuds will need to be picked up by a parent or guardian in the main office.

Student Dress Policy

The purpose of these guidelines is not to take over the parental prerogative for determining appropriate clothing for their children, but to assure a healthy and safe academic atmosphere; to help foster 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 be neat, clean, and reflect an appearance of modesty.

Students not in compliance with the dress code will be issued appropriate clothing for the day. Failure to return school issued clothing will result in a twenty dollar fine being awarded. Students who refuse to wear school issued clothing will be sent home (unexcused) and be permitted to return upon approval of the designated administrator.

Rules regarding the dress code are subject to the interpretation of the administration.

- **Closed toe footwear is required**
- **Shorts and Skirts of mid-thigh or longer are required**

The following are **not** permitted:

- Sleeveless shirts, including, but not limited to spaghetti straps, tube tops, backless tops, tops with plunging necklines, jerseys without an undergarment,
- Exposed underwear
- Clothing with graphics that are obscene or prohibited
- Jewelry and/or accessories that may cause a disruption, distraction, threat or danger
- Gang attire
- Long t-shirts below the knee
- Headwear including, but not limited to hats, bandannas, sweatbands, headbands, sunglasses, hooded sweatshirts
- Open toed shoes of any kind, including, but not limited to beach thongs, slides, shower sandals, clogs, slippers, etc...
- Pajama pants
- Attire sheer, brief, skin tight, low cut, and/or revealing above/below the waist

Plagiarism, Academic Dishonesty, Cheating

In all such cases the guidance counselor and departmental supervisor must be notified.

1st offense, student receives a 0, parents notified

2nd offense, student receives and F for the marking period, Parent Conference

3rd offense, Student receives a withdrawn failure and no credit for the course, Parent Conference

All cases of Plagiarism, Academic Dishonesty and/or Cheating will be documented in a students academic file and be kept from year to year.

Sexual Harassment

Cliffside Park High School will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination.

In all instances of alleged sexual harassment parents will be notified and school district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Chromebook Procedures

Students **must** have previously submitted their signed "Technology Agreement Contract" in order to be issued a Chromebook for use in school and at home.

Damaged Chromebooks

The district has contracted with an insurance provider for loss and/or damage to the devices, there will be a fee and/ or fines associated with any loss and/or repairs as follows: Students/Parents will be charged a non-refundable \$20 shipping and handling fee for damaged Chromebooks that need repair.

Students returning Chromebooks with missing keys, rubber feet or any other minor damages WILL BE fined accordingly.

Stolen Chromebooks

Students/Parents will be charged a non-refundable \$20 handling fee for Chromebooks that are stolen and need to be replaced. In the event a Chrome Book is stolen, please notify your designated vice principal regarding the completion of a police report in order to file a claim.

Loaner Chromebooks

Loaner Chromebooks are available in the Technology Office in the second floor Media Center. Loaners will be issued between 8:00 am and 9:00 am and are to be returned by 3:10 pm.

Loaner Chromebooks are issued on a daily basis and require a cell phone deposit. Cell phones will be returned at the end of the day when the chromebook is returned.

During the repair or replacement process students can request a 'loaner' for a \$10.00 fee. When the "loaner" is returned in good condition, the \$10 will be returned.

Chargers

If a student loses his or her Chromebook charger a replacement can be purchased from a tech vendor such as Amazon. Our tech department will also have chargers available for purchase at a price of \$40.00.

Return of Chromebooks

Students/Parents shall be responsible to reimburse the District the cost of any technology device that is lost (\$225), damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be repaired under the district's insurance policy or cannot be returned to the district in accordance with the terms of this Cliffside Park School District Provided Technology Device Agreement.

Charging during the School Day

There is no charging of Chromebooks during the school day. Chromebooks can be charged in the Media Center, Cafeteria and other designated locations throughout the day.