

Cliffside Park High School Code of Student Conduct

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**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 competing in athletics or after school activities must be present in school for a minimum of four hours. Students who compete and participate in school activities without attending school jeopardizes competition and could result in forfeiture and suspension from activities for two weeks.
- 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 at 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 the 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 10 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.

- **Students are responsible for all work missed**

Excused Absences - Daily Attendance

Administrative excusal

League/County/State athletic events

Driver's license test with documentation

Military/college visits (11th & 12th grade only--max 3 per year)

Necessary/unavoidable MD visit w/documentation and 504

Religious holiday (As per NJDOE Approved Calendar and documentation)

Standardized testing

Sent home at nurses discretion

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

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

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.

Excessive cutting of class may lead to loss of credit and repeating of the class. Students 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 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, Phone call to parent
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**

Device confiscated and Device

**returned at end of school day/to
Parent.**

**Insubordination Parent Phone call Parent Conference and Restorative
activity**

Vulgar Language Parent Phone call Restorative activity, School

**Suspension, Parent
Conference**

**Vulgar
Language(Malicious
)**

**School Suspension, Parent
Conference, restorative
activity**

**hone
restorative Activity**

**School Suspension, Parent
Conference, restorative
activity
School Suspension, Parent
Conference, restorative
activity**

**School Suspension, Parent
Conference, restorative
activity**

**Leaving class
without permission
Parent Conference / Restorative
activity**

**Vulgar Language
directed at school staff
Parent Refusing to attend
call Parent conference/restorative activity teacher's detention
Failure to clean cafeteria debris
N/A N/A**

**Cutting Class Parent phone call/zero for
class**

Suspension/ 5th cut - loss of credit/ Parent conference

**Tobacco, Tobacco-like products including, but not limited to e-cigarettes, vapes in the building or
on school grounds**

**Suspension, maximum \$200 fine, Suspension, maximum \$50
police notification, and Court fine, and police notification
appearance and court appearance**

**Physical Altercation Out of School Suspension(5
days)**

Parent Conference/Restorative activity

Out of School Suspension(10 days), Parent Conference/Restorative activity

**Vandalism Suspension, restitution, Police
notification**

Suspension, restitution, Police notification, Resource Program

**Stealing Suspension, restitution, Police
notification**

Suspension, restitution, Police notification, Resource Program

Gambling Parent notification/Police

Notified

Suspension

Truancy/Unauthorized leaving of school building

Parent Conference

Parent conference/suspension w/Administration/suspension

Dress Code Violation Conference with students and/or parents. Student is marked absent from class

Conference with student/parent. In-school Suspension/Virtual Learning

Possession, distribution, or under the influence of an illegal substance

Out of School

Out of School Suspension/Board Suspension/Board Hearing

Hearing and Police notification, and/or and Police notification

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 Parent notification

Parent Conference / Restorative Practice

Violation of ECVR (Electronic Communication and

Parent notification /

Suspension, Parent Restorative Practice

Conference/Restorative Practice

Video Recording)

Headcovering (Not medical or religious)

Confiscation of head covering; returned at completion of school day

Confiscation of head covering; returned at end of the year.

Confiscation of head covering; returned at end of the year.

Restorative Practice is a proven approach to discipline in schools that favours relationships over retribution, and has been shown to improve behavior and enhance teaching and learning outcomes. Restorative practices include community service, completing online course work, writing reflections or essays, or participating in counseling and mentoring services.

Use of Electronic Equipment and Headphones/Earbuds

The administration recognizes the significance electronic devices play in our daily lives and understands the importance of using additional electronic equipment/headphones during instruction. The use of such devices is permissible when granted permission or encouraged use as an additional instructional tool, i.e. Foreign Language and English acquisition, physical activity such as running or walking, painting, etc...

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

1st offense will result in a warning.

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

3rd offense will result in a 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 not responsible if these items are lost, damaged, or stolen, regardless of the circumstances. Student lockers are not being issued for the 20-21 school year.

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 assessed. 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.

- **Facemasks, keeping both mouth and nose covered while in the building, are required**
- **Failure to wear appropriate PPE (facemask) shall be considered a dress code violation and disciplinary action shall be assigned in accordance with the *Incidents and Consequences of this document***
- **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 ChromeBook 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 in the classrooms during the school day. Chromebooks can be charged in the Media Center, Cafeteria and other designated locations throughout the day.

Student Expectations for Remote Learning Camera must remain on at all times and your microphone must remain on mute until your teacher gives you permission to unmute yourself.

Attempt to find a quiet place in your home that is free of distractions. Try to avoid laying on your bed or couch. Have enough space for necessary items: Chromebook, textbook, notebook, etc.

A phone should not be used as the main device for online meetings. Your phone should be turned off and not present during meetings.

Family members, including parents, guardians, and siblings are not part of your online meetings.

Be on time to all of your virtual classes. If your previous teacher is keeping you into your next period class, politely tell them (verbally or in the chat) that you need to leave for your next class.

Sit up straight and be still during an online meeting.

Do not record meetings or take pictures of peers or classmates. All students must follow technology guidelines at all times.

Give your best effort in online meetings as you would in class. Participation is expected by all students, your grade may be impacted by not participating in remote meetings.