

Cliffside Park High School Code of Student Conduct



Lawrence C. Pinto
Principal

Kenneth Schmitt
Vice Principal: Sophomores and Juniors

John Lombardo
Vice Principal: Freshman and Seniors

Alyce Cusano
Director of Guidance

David Porfido
Athletic Director

Marqueritha Clarke	Mathematics
Charles Danho	Science, Visual Arts and Technology
James Gaffney	Career and Special Education
David Porfido	Physical Education and Performing Arts
Jonathan Janucci	Humanities
Georgette VanVliet	English Language Arts and ELL

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.
- 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**

<u>Excused Absences - Daily Attendance</u>
Administrative excusal
League/County/State athletic events
Driver's license test with documentation (1x)

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 due to exceeding 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. After a student is late to class 5 times, Phone call to parent
2. 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. Students who continuously report late to class may lose privileges and continued lateness will reflect negatively on student records. |

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 devices (phone, tablet, etc...) Headphones	Warning	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)	Parent Phone Call/Restorative Activity	School Suspension, Parent Conference, restorative activity
Vulgar Language directed at school staff	Two day suspension/Parent Conference	School Suspension, Parent Conference, restorative activity
Leaving class without permission	Parent phone call	Parent Conference / Restorative activity
Refusing to attend	Parent phone call (instructor)	Parent conference/restorative activity

teacher's detention		
Failure to clean cafeteria debris	Warning	Loss of privilege
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 \$50 fine, and police notification and court appearance	Suspension, maximum \$200 fine, police notification, 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 w/Administration/suspension	Parent conference/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 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	Parent notification	Parent Conference / Restorative Practice
Violation of ECVR (Electronic Communication and Video Recording)	Parent notification / Restorative Practice	Suspension, Parent Conference/Restorative Practice

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.
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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 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, do-rags, 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 an 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 student's 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 due to School Closure

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.

School issued chromebooks and gmail accounts must be synched for assessments. The school district uses a monitoring software for student activity and students will be marked absent if not logged on and present.