



High Bridge Middle School
Student Handbook/Code of Conduct
2019-2020

Dear Middle School Student,

Welcome back to the High Bridge Middle School. The staff and I are very excited for the upcoming 2019-20 year. There are many exciting and special events planned including field trips, assemblies, dances, Wingman events, Kid's Night Outs, Student Leadership activities, and much, much more.

This year students will be entering the building at 8:20, going directly to their lockers and then report to their homeroom which begins at 8:24. There is no supervision outside until 8:15. Students will be allowed to carry a small bag that fits under their seat with them throughout the day to carry their books etc.

Please read through this booklet to familiarize yourself with the routines of the Middle School as well as specific procedures to follow. The purposes of the handbook is to provide guidance and information regarding the routines and procedures of the school. Should you have any questions or concerns I am happy and available to speak with you and explain topics in detail.

On behalf of the teachers and staff I welcome you back to the High Bridge Middle School for the 2019-2020 school year.

Sincerely,

Mr. Richard Kolton
Middle School Principal

HIGH BRIDGE BOARD OF EDUCATION

(908) 638-6552

Cynthia Sharkey, President

Karyn Gove, Vice-President

Michelle Corley

Erin Delgado

James Garner

Robert Imhoff

Mindy Manahan

High Bridge Elementary School

(908)-638-4105

High Bridge Middle School

(908)-638-4101

Gregory A. Hobaugh, Ed.D.-Superintendent/Elementary School Principal

Christopher Jones-Business Administrator

Richard Kolton-Middle School Principal

Lisa M. Fallon-Director of Special Services

Emma Alparone-Elementary Assistant Principal

Katie Franks– Middle School Counselor

Coleen Conroy– Middle School Secretary

Lynn Gresko– Middle School Nurse

Principal	Kolton, Richard	koltonr@hbschools.org
MS Secretary	Conroy, Coleen	conroyc@hbschools.org
Guidance	Franks, Katie	franksk@hbschools.org
5th Grade	Snyder, Caryn	snyderc@hbschools.org
5th Grade	Doerwang, Michael	doerwangm@hbschools.org
Art	Pellegrino, Laura	pellegrinol@hbschools.org
Band/Instrumental Music	Thompson, Jeffrey	thompsonj@hbschools.org
English/Language Arts	Harding, Christina	hardingc@hbschools.org
English/Language Arts	Weber, Danielle	weberd@hbschools.org
ELA/Special Education	Tryon, Sharon	tryons@hbschools.org
ELA/Special Education	Fader, Spencer	faders@hbschools.org
Library	Daley, Fran	daleyf@hbschools.org
Mathematics	Betz, Melissa	betzm@hbschools.org
Mathematics, Enrichment and G&T	Buccine, Jemma	buccinej@hbschools.org
Mathematics/Special Education	Krushinski, Brenda	krushinskib@hbschools.org
Mathematics/Special Education	LaGreca, Judy	lagrecai@hbschools.org
Music/Chorus	Shiffman, Courtney	shiffmanc@hbschools.org
Nurse	Gresko, Lynn	greskol@hbschools.org
Physical Education/Health		
Science	Oakes, Kayla	oakesk@hbschools.org
Social Studies	Tolomeo, Jerry	tolomeoj@hbschools.org
Spanish	La Torre, Carla	latorrec@hbschools.org
Special Education	Fulsek, Kathleen	fulsek@hbschools.org
Special Education	Locorotondo, Nicole	locorotondon@hbschools.org
Special Education	Miller, Heidi	millerh@hbschools.org

Custodial Staff	Katzenberger, Carl Borkowski, Rob
Para-professionals	Joy Cacchiola Meg Powers Rachel Katzenberger RoseMarie Royer

Honor Roll

The purpose of the scholastic awards is to identify and recognize students for meritorious work during each of the trimesters. The High Bridge Middle School has a two-tiered honor roll system.

The distinction of **High Honors** is for students who attain the following grades (or any combination thereof): A+, A, A-

The distinction of **Honors** is for students who attain the following grades (or any combination thereof): A+, A, A- B+, B, B-

For students with an average of A's and B's each marking period, certificates will be awarded to the students and their names submitted to the local newspaper for publication. The members of the school community feel strongly that students should be recognized and valued for academic excellence.

GRADING CRITERIA

A+ 97 - 100	B+ - 87 - 89	C+ 77 - 79	D+ 67 - 69
A 93 - 96	B 83 - 86	C 73 - 76	D 63 - 66
A- 90 - 92	B- 80 - 82	C- 70 - 72	D- 60 - 62
			Below 60 = F

Middle School Homework Guidelines

The faculty of the High Bridge Middle School believes in the educational validity of work assigned to students for completion outside the classroom as a reinforcement and extension of the instructional program of the school. **Homework will make up no more than 25% of the students overall subject grade.**

Parents/guardians are encouraged to check each teacher's webpage for homework and upcoming projects. In status of assignments can always be viewed through the Genesis Home Portal.

The key to an effective homework strategy is **QUALITY OVER QUANTITY**. Homework should be a cooperative effort among parents, students and teachers. Parents can help students by providing an atmosphere conducive to study, showing concern for the importance of homework and reviewing written assignments for quality and neatness.

Beginning this year the High Bridge Middle School staff will be piloting a program to become a "homework free school"

School Visitors

All visitors must report to the school's main office upon entering the building to sign-in and obtain a visitor's badge. The badge must be worn while visitors are in the building. Visitors must sign out prior to leaving the building. Visitors are to enter and exit the building by the front doors.

Change of Address

This year the Genesis Parent Portal will be opened up to allow parents/guardians to make any necessary changes their emergency contact information. Except for students participating in the school choice program, all students must attend school in the district in which they live. Failure to inform the office of an address change may result in payment of tuition fees by the parents/guardians.

Absences

Several Board of Education policies refer to excessive student absence (Policy # 5200) and retention due to lack of regular attendance (Policy # 5410).

The Board of Education has instituted the following procedure for reporting school absence or tardiness:

1. Parents/guardians are required to report the absence or tardiness of their child(ren) by telephoning the High Bridge Middle School at 638-4101, on the morning of the absence/lateness anytime prior to 8:00 am.
2. If there is no answer to a telephone call made to the parent/guardian's home, the designated school employee shall telephone the parent/guardian's place of business, as listed on the Emergency Notification form submitted for the student at the beginning of the school year. If the parent/guardian cannot be reached at his/her place of business, the designated school employee shall call the High Bridge Police Department and report the absent child.

Absence from School for the Observance of Religious Holidays

A student who desires his/her school record to show an excused absence for a religious holiday should, prior to the holiday, bring a note from home indicating that he/she will not be attending school due to the observance of the holiday.

Vacations

Parents should make every effort to **AVOID PLANNING VACATIONS DURING THE SCHOOL YEAR**. If a family trip is taken during the regular school year, the parent/guardian must contact the main office and complete a Vacation Absence Form at least 10 days prior to the trip in order to assist the student prepare for the extended absence.

The student will be responsible to:

- See their teachers to determine make-up work and schedule missed tests
- Hand in any long-term projects due during their vacation prior to leaving.
- Complete the work within the amount of school days they were absent.
- Check the teacher's websites for missed assignments.

Family travel is considered an unexcused absence (N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.).

Dismissal for Illness During the School Day

No student will be permitted to leave school due to illness unless the school nurse has taken necessary steps to contact the parents/guardians and arrange for transportation. Students who are ill or have health-related problems are to seek assistance from the nurse.

Students Leaving the Building During School Hours

Any student leaving the Middle School before the end of the school day **must** be signed out by the parent/guardian or supervising adult.

Students Tardy

Students arriving in homeroom after 8:24 a.m. are considered tardy and must report to the school office for an admittance slip. **A late pass must be obtained before going to the lockers.** Tardiness is recorded whether excused or not.

Tardiness to school or class that is caused by a pupil's illness, a doctor's appointment accompanied by a note, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A pupil, who develops a pattern for excused or unexcused tardiness, his/her parent or legal guardian will be offered counseling with an appropriate staff member to determine the cause of the tardiness. (Policy # 5240 – Tardiness).

Repeated tardiness to class may negatively impact a student's grades. Students are required to be in school for **4 hours** to participate in a co-curricular activity, athletic program or special event.

Early Dismissal

Parents/guardians are requested not to ask that children be excused early except in cases of emergency. In such cases, a note from home requesting an early dismissal is to be presented to the homeroom teacher at the beginning of the school day.

Doctor and dentist appointments should be avoided during school hours. The building administrator may give request a parent conference to discuss if a student is leaving early more than 4 times during a trimester. The written request should contain the following:

1. Reason for early dismissal
2. Time of dismissal
3. Time of return to school, if returning the same day
4. Date and signature of parent/guardian and phone number

Health Program – School Health Services

Mrs. Lynn Gresko is our school nurse. She can be contacted at 638-4101, x 4118. The school nurse is available to counsel students in matters of health during non-academic time. When a student wishes to see the nurse he/she must notify the classroom teacher who will give the student a pass to see the nurse.

ACCIDENTS

In case of an accident, only first aid is administered at the school. The school nurse will alert the parent/guardian as to the care needed, but no diagnosis will be given nor treatment prescribed; treatment is the responsibility of the parents.

Students should report all accidents to the supervising teacher at the time of the incident. The supervising teacher will refer the student to the school nurse as necessary. However, if there is no teacher immediately available, the accident **must** be reported to the nurse or to the general office.

Please do not ask the nurse to check an injury occurring outside of school.

An AED (Automated External Defibrillator) is located in the gym. HBSD maintains the AED's as well as an emergency response plan available on request.

MEDICATIONS

The purpose of giving medication in school is so that the student may remain in school. The medication must be FDA approved accompanied by a doctor's order.

If a student is taking medication, prescribed or over-the-counter, the medication is to be **registered** with the school nurse (Policy # 5330).

ALL PRESCRIBED MEDICATIONS – MUST BE:

1. Prescribed by a physician and FDA approved. No herbals remedies will be administered.
2. Accompanied by a written orders signed by a physician, dentist, D.O., A.P.N. or P.A.
3. Properly labeled with the pharmacy label to include: student's name, doctor's name, name of medication, date prescribed, and dosage. And route of administration.
4. Parent's/guardian's must complete and sign their portion of the medication order giving their permission for the nurse to administer.
5. Medication must be handed directly to the nurse. The main office staff will not accept any medication.
6. Medication not in compliance with school policy **may not** be given

OVER-THE-COUNTER MEDICATIONS

On the **Health Update Form** that is filled out annually by the parent, there is a section that allows the parent to give permission for ibuprofen (Advil*), acetaminophen (Tylenol*), and antacid (Tums*) to be given to the student as deemed necessary by the school nurse. These medications are allowed to be given at the school due to a written order from the school physician. **ANY OTHER OTC MEDICATION requires a note from the student's physician**, and must follow a similar process as if the medication was a prescription medication, to allow the nurse to administer it. See above: 1, 2, 4 and 5. *common trade name

SELF-ADMINISTRATION OF MEDICATION

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Policy 5330. Mrs. Gresko should be contacted for regulations and self-administration forms.

Examples: Asthma, Severe Allergy requiring an Epi Pen, Diabetes, other illness with school physician permission.

IMMUNIZATIONS

Immunizations are required for students as prescribed by N.J. State Law.

Failure to have a student properly immunized may result in exclusion from school.

PHYSICAL EDUCATION

Excuses

Physical Education is an important and required part of the total educational program. State law requires all students to take physical education.

Excuse from physical education is generally based on a medically confirmed need to restrict physical activity. Those students who are excused from physical education with a medical excuse may be assigned to an alternate location and will be excluded from recess and extra curricular activities including sports.

Upon returning to school following absences related to illnesses students are expected and should be prepared to resume the total school program including physical education. A doctor's note is required for PE excuses and/or accommodations stating: reason accommodation requested, start and end date, doctor's signature and office stamp.

Notes for physical education excuses or modifications must be presented handed in at home-

Changing

5th & 6th grade will not change for PE

7th & 8th grade may optionally change for PE.

Those who choose not to change will not go to the locker room.

General School/Classroom Rules

Throughout the school year, we emphasize responsible personal behavior. All students are expected to act in a respectful and courteous manner on a consistent basis whenever they are attending our school, and/or participating in a school-related activity, or under supervision of the school. Each teacher has specific classroom rules/expectations specific to his/her classes posted in their classroom. These rules/expectations are reviewed with students throughout the year.

Students are expected to conduct themselves according to Board of Education Policy #5600, Pupil Discipline.

Cell Phone Use

Students will not use the school phones with out permission by a staff member. **Cell phones use is only allowed in the gym hallway after 3:15 pm.** Cell phones will remain turned off and stored in the students locker during school hours.

Lockers

All students will be issued a hall locker at the start of the school year. The security of items in lockers can only be guaranteed by proper use of the lock. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN FROM LOCKERS.**

With regard to lockers, desks and other school property provided for storage of school supplies, New Jersey law (N.J.S.A. 18A:36 19.2) provides that lockers or other storage facilities may be searched on reasonable suspicion and may be periodically inspected.

This statement is to inform students that such inspections may occur.

The school will provide locks to all students. If a student chooses to bring their own lock, be advised that it may be cut if a search is warranted.

Hallways/Stairwell

Students should be in the halls only at the beginning and close of school and while moving quickly from one class to another unless with teacher permission.

Students will:

1. Students are to walk on the right side of the hall or stairwell.
2. Students are not to run, yell or shove others in the halls or stairwells.
3. Students must have their assignment book with them in the hallway.
4. Go directly to classes between periods and not wait for each other and/or loiter in the hallways.
5. Always maintain safe behavior while moving throughout the building.

Restrooms

1. Students may not use the bathroom during the change of classes.
2. Student need teacher permission to visit the restroom.
3. Proper restroom etiquette is expected.

Lunch Conduct

1. Students will enter the cafeteria in an orderly manner and form a line to the right if they are purchasing lunch or milk. Students not making any lunch purchases proceed to a table. There is no "cutting" or "saving" places. Each student goes to the end of the line.
2. After receiving milk or lunch, students are to go directly to their tables.
3. Students are expected to keep the tables and floor clean. Good table manners are expected at all times.
4. Students will remain in a seat except to throw garbage and recyclables away.
5. Weather permitting, students may participate in a brief period of outdoor activity during the lunch period.
6. If students need to leave the cafeteria, permission must be given by the teacher on duty.
7. All lunches and lunchtime snacks are to be eaten in the lunchroom. **STUDENTS SHALL NOT** take food or drinks onto the playground area.

Dances/Parties

Guidelines for Attending School Dances/Parties

1. Students must be in attendance at school on the day of the dance or party or have express advanced permission from administration.
2. Students must register upon entering the activity.
3. Students attending are expected to adhere to the dress code and all school rules.
4. Display of affection is not permitted.
5. Students will not be admitted to a dance later than one-half hour after it has begun.
6. Once at the dance, students are not to leave until the end unless written permission is given to the chaperone and parents are to come to the door and pick the student up.
7. Students attempting to leave the dance without permission **will not be** readmitted to the dance and their parents will be contacted.
8. Students are responsible for arranging in advance to be picked up promptly at the conclusion of the dance.
9. Students misbehaving will be asked to leave. Parents will be notified and a referral to the principal will follow.

Attendance at the dances is a privilege. Therefore, students who fail to demonstrate a positive school attitude during the school day and/or dances will have the privilege revoked.

Field Trips and Student Activities

A student may take part in a field trip, co-curricular program or after school activity only if the student has a permission slip signed by his/her parent/guardian and **returned by the specified due date.**

These permission slips are to be given to the advisor or supervising teacher of the activity.

The established school rules of conduct apply to all school sponsored before, during and after school activities, field trips and social functions. A field trip is an optional activity that is planned to enhance or expand the educational programs at High Bridge Middle School. The school reserves the right to exclude a student from a field trip if attendance and/or discipline records demonstrate a cause for concern. The Principal shall determine whether or not students may participate.

Personal Appearance/Dress Code

We have found that pride in one's dress also helps demonstrate pride in the way one behaves in school and inspires one to do his/her best performance in all phases of school life. The administration reserves the right to make the final decision regarding appropriate dress in school and at school-sponsored events. Students who are inappropriately dressed will not be allowed to participate in school events. The administration shall follow the following guidelines in determining appropriateness of school dress and prohibit any dress that interferes with the learning process:

1. Clothing that portrays pictures or words that promote sexual activity, drug, alcohol, tobacco products, substance use or inappropriate language/messages shall not be worn.
2. No sharp or pointy (spiked) jewelry.
3. Tops-no spaghetti strap tops (top straps must be at least one inch in width); tops that are "low cut" (3 1/2" from the collar bone) or tops that expose the midriff.
4. Skirts or shorts that are shorter than a student's fist length shall not be worn to school. Ripped jeans may not have the holes higher than the student's fist length. Pants that drag on the ground or that are belted below the waist thereby exposing undergarments shall not be worn to school.
5. Shoes that are unsafe for the school environment such as flip-flops, heels higher than 2 inches.
6. Arm holes should be fitted.
7. Hats are not to be worn inside the building during the school day.
8. Clothing shall be clean and hygienic.
9. Gang clothing or paraphernalia shall not be worn to school. Bandanas can not be worn.
10. Any items or manner of dress not specifically addressed are subject to administrative review and regulation.

**If a student needs to be removed from class the parent/guardian receive a phone call.

Eligibility for Participation in Athletic Programs, Co-Curricular Programs and Special Events

Students who participate in an Athletic Program, Co-Curricular Program or Special Event MUST be in school for 4 hours on the day of the activity or event.

1. Students must complete the necessary permission form by that seasons due date. Participation after the due date must be approved by the Athletic Director.
2. Students must have a valid Sports Physical on file in the Health office or submit one before the seasons due date. If the physical is greater that 60 days old a parent completed Health Update form is required.
3. Student and parent compliance with all components found in Board Regulation 2431.4 Concussion Testing and Return to Play must be completed and on file in the school nurse’s office.
4. If a student receives an “F” on their report card, participation in a sport, event or activity will be reviewed by the administration per district policy and regulations.
5. Band and Chorus are offered as additional curriculum during the school day and are not considered to be co-curricular activities.

Co-Curricular Programs

Activity	Meets	Grade Level
Art Club	Fall/Spring	5-8
Drama Club	January– March	5-8
Homework Club	Fall/Spring	5-8
HBMS – TV	All Year	8
Jazz Band	All Year	5-8
Reading Olympics	Winter	5 & 6
Show Choir	All Year	5-8
Student Leadership	All Year	5-8
Yearbook	Winter/Spring	8
Unified Club	Fall/Spring	5-8

Athletic Programs

Activity	Meets	Grade Level
Cheerleading	Winter Squad	5-8
Interscholastic Sports	Volleyball (girls) – Fall	5-8
	Cross Country (Co-ed) – Fall	5-8
	Basketball (girls/boys) – Winter	5-8
	Baseball –Spring (boys)	5-8
	Softball – Spring (girls)	5-8

Bike Riders

Students must walk their bikes on school grounds. All bikes must be parked and locked in the bike rack area. No skateboards or motorized vehicle (such as mopeds) are permitted on school grounds at any time. The school is not responsible for any damages to the bikes or the theft of any bikes and or related materials such as helmets.

Walkers – Morning/Afternoon Procedures

Students who live to the west and south of Fairview Avenue are to use the “Columbia Trail” as the walkway to school. Students walking from Main Street or beyond are to enter the walkway at Main Street. Students walking north on Mill Street are to make a right turn onto the walkway. Once on the walkway, students are to proceed, carefully crossing the intersections, to the steps and entrance to the school playground. Church and Thomas Streets are not to be used except by those walking students who live on those streets or on streets to the east.

School Materials/Property

Textbooks and other school instructional materials are provided to students for the use during the school year. Students are held responsible for the condition and proper use of all items provided by the school. Classroom teachers shall direct students as to labeling and covering of textbooks.

Liability and Care of Property

It is expected that students will take pride in their school and that they will treat it accordingly. Students should realize that the school building, grounds and other facilities, are provided for their education. Destruction of school property will not be tolerated and monetary reparation will be enforced for damages incurred.

Insurance

Accident insurance is available on a school-time or twenty-four hour basis and may be purchased by parents/guardians through forms sent from the school. Parents/guardians and students should be aware that the school does not insure individual musical instruments, and many insurance companies have some degree of coverage for musical instruments under the standard homeowner policies. (It is suggested that parents/guardians contact their agent for more specifics.)

Assaults of Board of Education Members or Employees

(N.J.S.A. 18A:37-21)

Any pupil who commits an assault not involving a firearm, or other weapon upon a teacher, administrator, board member or other employee of a district board of education must be immediately suspended from school consistent with procedural due process.

Drugs/Alcohol

The Board of Education prohibits the use, possession, and/or distribution of any drugs and the possession and consumption of any alcoholic beverages in a school building, on school grounds, on school transportation or at any school sponsored function.

Any student who sells, possesses, gives, uses or is under the influence of illegal drugs, narcotics, or alcohol shall be (1) subject to appropriate disciplinary action and (2) reported to the appropriate law enforcement agencies for possible legal action. (Reference Board of Education Policy #5530)

Smoking

The Board of Education prohibits smoking of any substance that contains tobacco and includes the use of smokeless tobacco and snuff in a school building, on school grounds, on school transportation or at any school sponsored function.

Any student who uses or is in possession of tobacco or tobacco products including smokeless tobacco and snuff is subject to disciplinary action which may include a fine. (Reference Board of Education Policy #5533)

Weapons

The Board of Education prohibits the possession, use, or exchange of any weapon in any school buildings, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty, as required on school grounds or at school sanctioned events as authorized by school personnel.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses an unauthorized weapon on school premises or school transportation or at a school sponsored event shall be reported to the appropriate **law enforcement agency**. (Reference Board of Education Policy #8467)

N.J.S.A. 18A: 37-14 through 18 N.J.A.C. 6A: 16-7.1 (a) 4 and (c) 7 N.J.A.C. 6A: 16-7.9

Grievance Procedure

A procedure has been established for students or parents on a student's behalf to follow in filing a complaint dealing with an alleged violation, misrepresentation or inequitable applications of the policies and practices of the school district relative to provisions of Federal and State anti-discrimination procedures. Details associated with a student grievance procedure may be found in the Board of Education's Policy Manual.

Child Abuse

The Board of Education is concerned with the physical and mental safety and well-being of the children of this district and, toward ensuring these ends, will cooperate with state government in the early identification and report of cases of child abuse, abandonment, cruelty and neglect, in accordance with law N.J.S.A. 6:3-5. Any student with a concern in this area should seek counsel with any staff member so that help may be provided as needed. (Reference Board of Education Policy #8462)

Students and/or parents needing information about the High Bridge Board of Education Affirmative Action plans for School/Classroom Practices should contact the Middle School Principal/Affirmative Action Officer at 638-4101.

Harassment/Intimidation/Bullying (HIB)

The Board of Education believes that harassing, intimidating and bullying activities of any type are inconsistent to the educational process. All such behaviors at any time on school premises, at any school sponsored function or on any school bus are prohibited. The school's Anti-Bullying Specialist will investigate all complaints related to activities associated with harassment, intimidation and bullying.

Any student who is found to participate in any activities involving harassment, intimidation or bullying will be subject to corrective action to end the behavior which may include but not be limited to counseling, warning, disciplinary action, and/or referral to law enforcement. Reference Board of Education Policy #5512 on the district website www.hbschools.org

Guidelines for Common Infractions and Potential Consequences
See Factors for Determining Consequences and Remedial Measures

Infraction	<i>Consequence—Dependent on severity</i>
Failure to follow general school rules.	<ul style="list-style-type: none"> • First offense –Warning • Second offense-Lunch detention –Parent notified by teacher • Third offense-Double lunch detention—Parent notified by teacher • Fourth offense –Office referral, parent contacted by teacher
Disrespectful behavior towards a student or towards a faculty/ staff member.	<ul style="list-style-type: none"> • After school/office detention 1 – 3 days • Student counseling • Suspension 1 – 2 days • Conference with student, parent/guardian and principal
Profane language directed toward a staff member.	<ul style="list-style-type: none"> • Depending on severity–suspension 1-4 days • Conference with student, parent/guardian, teacher and principal.
Possession of obscene/ indecent material or paraphernalia.	<ul style="list-style-type: none"> • Suspension – 1-2 days • Conference with student, parent/guardian, teacher and principal.
Cheating, plagiarism and/or forgery	<ul style="list-style-type: none"> • Student will receive a zero (0) or F on the • 1-3 days after school/office detention • Parent/guardian notification
Fighting and/or serious physical danger to others. Threats to students or staff.	<ul style="list-style-type: none"> • Depending on severity–suspension 1-5 days • Conference with student, parent/guardian and administration (teacher, if applicable)
Smoking on school property	<ul style="list-style-type: none"> • Suspension – up to 3 days • Conference with student, parent/guardian and administration • May result in a fine-no smoking in a public building
False accusations and reporting	<ul style="list-style-type: none"> • After school/office detention 1-3 • Student counseling • In school suspension 1-2 • Conference with parent/guardian and administration

Tardy	<ul style="list-style-type: none"> • 4 Instances—Lunch detention • 8 Instances– Double Lunch detention • 12 Instances– After school detention
Cutting class or leaving the school building without permission	<ul style="list-style-type: none"> • Cutting class: <ul style="list-style-type: none"> - Up to Three days of after school/office detention - Make up the class after school with the teacher • Leaving the building: <ul style="list-style-type: none"> - Suspension –1-3 day - Conference with student, parent/ guardian and administration • Assignment designed by the administrator regarding dealing with stress and making appropriate choices.
Severe willful defiance/ disobedience/ insubordination toward a staff member	<ul style="list-style-type: none"> • Depending on severity—suspension 1-5 days • Conference with student, parent/guardian, teacher and administration. • Referral to the Guidance Counselor.
Severely endangering the safety of other students (IE: throwing objects)	<ul style="list-style-type: none"> • Depending on severity—suspension 1-5 days • Conference with student, parent/guardian, teacher and administration. • Referral to the Guidance Counselor..
Utilizing electronic devices during the school day. Including cell phones	<ul style="list-style-type: none"> • Confiscation of object by administration • Review of policy and warning • Parent/guardian notification • After school/office detention 1 – 2 days • Object released to parent
Severe violation of bus rules while being transported to and from school, athletic events or field trips	<ul style="list-style-type: none"> • Depending on severity – suspension from bus for up to two weeks • Parent/guardian notification <p>Repeated infractions may result in permanent loss of bus privileges.</p>
Falsifying alarm	<ul style="list-style-type: none"> • 1-3 Day suspension • Possible police notification • Possible fine for parents

Stealing	<ul style="list-style-type: none"> • 1-3 day Suspension, possible Police contact
Inappropriate use of technology	<ul style="list-style-type: none"> • 1-3 day Detention • 1-3 day Suspension • Revoked use of technology privileges • Possible police notification
Vandalism	<ul style="list-style-type: none"> • 1-3 day Detention • 1-3 day Suspension • Possible fine • Possible police notification
Weapons/exploding devices/ causing fires or tampering	<ul style="list-style-type: none"> • 1-5 day Suspension • Possible police notification
Sliding down banister	<ul style="list-style-type: none"> • 1-3 day Detention
Chewing gum	<ul style="list-style-type: none"> • Warning • Lunch detention • Detention
Inappropriate physical contact	<p>Depending on Severity</p> <ul style="list-style-type: none"> • Warning • Lunch detention • Detention • Referral to guidance • Suspension
Extortion/gambling/theft	<ul style="list-style-type: none"> • 1-2 Suspension • Possible police notification • Possible referral to Superintendent and Board of Education

Any incident that is perceived as threatening or disruptive to the school environment, consequences or action will be taken.

Students with disabilities are expected to conduct themselves in the same manner as their non-disabled peers. All students are accountable to the same student code of conduct. However, when disciplining a student with a disability, it must be determined that:

1. The student's behavior is not primarily caused by his/her disability.
2. The principal will contact the CST case manager and the student's parent(/guardians).