



High Bridge Middle School
Student Handbook/Code of Conduct
2023-2024

HIGH BRIDGE BOARD OF EDUCATION

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High Bridge Public School District Pathway to Resolution / Chain of Command

This document is designed to offer you the most effective path to resolving issues you may encounter with your child's education. Please follow these important steps in our staff hierarchy to ensure your concern is handled properly and efficiently.

On matters involving instruction at your child's school:

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving student discipline at your child's school:

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving student social, emotional, behavioral concerns:

1. Guidance Counselor
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving IEP (Individualized Education Program) and Special Education services:

1. Case Manager
2. Director of Special Services
3. Principal
4. Superintendent

On matters involving facilities or buildings and grounds:

1. Principal
2. Superintendent

On matters involving athletics or extra-curricular:

1. Coach/Advisor
2. Athletic Director (Middle School)
3. Principal
4. Superintendent

On matters involving Parent Portal access:

1. Main Office Secretary
2. Teacher
3. Principal
4. Superintendent

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. **Parents/guardians are encouraged to check the Genesis Parent Portal often. Any questions please contact your child's teacher.**

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.

Grading

Each teacher is responsible for the determination of the grade that a pupil receives for participation in the teacher's course of study. **Questions or concerns regarding grading must first be directed to the teacher.**

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.

Parents dropping off items will be met at the front door.

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

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.

After 3 unexcused tardies the parent/guardian will be required to come in for a meeting with administration.

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.

Leaving Early

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. Melissa Volturo R.N., B.S., C.S.N., 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.*

****For COVID-19 related health questions, please refer to the school webpage or contact Mrs. Melissa Volturo the Middle School Nurse.**

ACCIDENTS In case of an accident at school, 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 which occurred outside of school.

MEDICATIONS The purpose of giving medication in school is so that the student may remain in school.. Students who need prescription medication at school, the medication must be:

- FDA approved, no herbals remedies will be administered.
- Prescribed by a physician and FDA approved..
- Accompanied by written orders signed by a physician, dentist, D.O., A.P.N. or P.A. Medication orders available on the nurse's web page.
- Parent's/guardian's must complete and sign their portion of the medication order giving their permission for the nurse to administer
- Properly labeled with the pharmacy label to include: begin and end date, student's name, doctor's name, name of medication, date prescribed, dosage, and route of administration.
- Registered with the school nurse (Policy # 5330).
- Handed directly to the nurse. The main office staff will not accept any medication.

Medication not in compliance with school policy will not be given.

OVER-THE-COUNTER MEDICATIONS that are on hand in the school health office. 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 when the parents sign their permission. 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. **See above.**

SELF-ADMINISTRATION OF MEDICATION

A student 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 N.J.S.A. 18A:40-12.3.. **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, or diabetes with school physician permission.

IMMUNIZATIONS

Immunizations are required for students as prescribed by N.J. State Law. Students new to High Bridge should produce a physical (within the past year) and all immunizations since birth.

Students entering 6th grade must receive the Tdap and meningitis vaccines before the first day of school of grade 6.

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 that the accommodation is requested, start and end date, doctor's signature and office stamp.**

Notes for physical education excuses or modifications must be handed in during home room.

An AED (Automated External Defibrillator) is located in the gym.. HBSD nurses maintain the AEDs as well as an emergency response plan available on request.

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 dismissal.** Cell phones will remain turned off during school hours.

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 not to run, yell or shove others in the halls or stairwells.
2. Students must maintain appropriate social distancing while traveling in the halls.
3. Go directly to classes between periods and not wait for each other and/or loiter in the hallways.
4. 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 will follow the directions of the staff on duty.
2. Weather permitting students will be permitted to eat outside.
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.

Dances/Parties

Guidelines for Attending School Dances/Parties (Upon return to full day schedule)

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 (Upon return to normal 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

In order to thoroughly prepare students for high school we are adapting the Voorhees Dress Code.

All concerns regarding dress code will be handle by the guidance counselor, school nurse and school psychologist.

- Footwear must be worn at all times. (NO BARE FEET)
- Clothing such as shorts, pants or skirts are not permitted to be worn lower than the hip-line.
- Excessively tight shorts and skirts are not acceptable.
- Skirts and shorts that do not reach mid-thigh are not acceptable.
- Shorts that do not reach the fist with arms fully extended at the sides are not acceptable.
- See-through clothing that exposes undergarments is not acceptable.
- Low-riding pants, shorts, or skirts that expose undergarments are not acceptable.
- Tops that:
 - Expose undergarments.
 - Expose midriff.
 - Have plunging necklines.
 - Have back lines lower than the mid shoulder blades.
 - Are marked as undergarments.
- Hats or any item worn on the head will not be permitted in the building. This includes visors, headbands, bandannas, etc.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliations, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages are not permitted.
- Trousers/slacks with studs or gaudy accessories cannot be worn in school. Other items prohibited are wrist/ankle/neckbands with spikes, chains, cleats, or other articles which could cause damage to other students or property.
- Outdoor jackets or coats must be placed in student lockers except when entering or leaving the building and when there is a defect in the heating system.
- Sunglasses/non-prescription sunglasses glazed and tinted glasses are not to be worn in school except as prescribed by the pupil's doctor.

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 School Nurse and 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.

Teacher or Central Detention

- If a student has a detention on the day of game, club meeting or the play, the student cannot participate in the activity that day.
- If a student has a suspension, in or out of school, they may not participate in the activity until the suspension is over and they are cleared by the principal to return to the activity.
- Any student that is constantly misbehaving in class and is reported by the teacher may be suspended or removed from the activity.

Absent from school

- Any student that is absent or sent home sick from school cannot participate in any activity until they return to school.
 - ◇ Some exceptions may apply
 - ◇ Students must be in school for at least 4 hours

In season for Sports or Clubs

- Students whose grade drops below a C- in any class the student must work with their teacher to get extra help in order to continue in their activity.

During Season, Club or Play

- If at the end of a trimester a student receives two F's on their report card they will be ineligible (removed) from their activity and given 3 weeks to bring their grades up in the classes they are failing.
- If there are going to be cuts on a team or the play, it will be up to the coach or advisor whether the student will giving a chance to tryout after the 3 week time period.

Coaches and Advisors may set rules for their activities that the student must follow in addition to the one listed.

Anticipated Co-Curricular Programs

Activity	Meets	Grade Level
Art Club	Spring	5-8
Drama Club	January– March	5-8
Environmental Club	Fall & Spring	5-8
Homework Club	All Year	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
Trep\$	Fall	5-8
Unified Club	Fall/Spring	5-8

Athletic Programs

Sport	Grade Level
Volleyball (girls) – Fall	5-8
Cross Country (Co-ed) – Fall	5-8
Cheerleading– Winter	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 walk along Washington, Mill Street and Main Street are to use the “Columbia Trail” as the walkway to school. Students coming down Fairview should use the side walk in front of the Elementary School and proceed onto Church Street to Thomas Street. Students should be reminded to cross at the crosswalks and where a crossing guard is posted whenever possible.

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

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.

HATE CRIMES AND BIAS-RELATED ACTS (Board of Education Policy 8465)

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor’s office to report or eliminate the commission of hate crimes and bias-related acts.

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

Infraction	<i>Consequence—Dependent on severity</i>
Acts of hate on the basis of a persons race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.	<ul style="list-style-type: none"> • 1-5 Day suspension • Exclusion from co-curricular events • Police notification • Referral to the School Counselor
Filming students without permission and posting on a social media platform	<ul style="list-style-type: none"> • Depending on the severity– After school detention or suspension
Acts of racial or social intolerance	<ul style="list-style-type: none"> • Detention • Suspension • Police notification

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 reduced grade on the assignment • 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

Infraction	<i>Consequence—Dependent on severity</i>
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 others (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"> • 1-3 Day suspension • Possible police notification • Possible fine for parents

Infraction	<i>Consequence—Dependent on severity</i>
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"> • Revoked use of technology privileges • 1-3 day Lunch Detention • 1-3 day Detention • 1-3 day Suspension • 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
Creating or designing inappropriate or offensive drawings/ pictures or designs	<ul style="list-style-type: none"> • Lunch Detention • Detention • Suspension • Loss of Technology Privileges

Threats of Violence

- Referral to the Threat Assessment Team
- Detention
- Suspension
- Psychological Clearance