

NEW BRUNSWICK HIGH SCHOOL



STUDENT AND PARENT HANDBOOK 2014 - 2015

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE: _____

STUDENT #: _____

RULES AND REGULATIONS

This student handbook contains procedures as well as rules and consequences for behavior. The honor code articulates a philosophy concerning what members of the New Brunswick High School community should expect from each other in the performance of their responsibilities.

NBHS HONOR CODE

Character is defined as the sum of those qualities of moral excellence that encourages right and proper actions. It encourages students to live honorably so that they may graduate with the standards and integrity essential to serve as productive citizens.

Respect – Integrity - Achievement

CODE OF CONDUCT

The students of New Brunswick High School have adopted the following as the formal code of conduct:

1. Treat faculty and students with respect. This includes **all** staff members.
2. Accept and obey regulations. If regulations are undesirable, changes are to be made through mature discussions.
3. Respect public and personal property.
4. Demonstrate mature behavior at school functions.
5. Demonstrate good sportsmanship at all times.

STUDENT ACADEMIC INTEGRITY

The highest standards of honesty and integrity must apply to all students' actions at NBHS. Any act of dishonesty reflects upon both the student and the school. Lying, stealing, forgery, and false testimony are serious infractions. Among the most serious academic offenses are copying, cheating, and plagiarism. Cheating includes possessing any unauthorized item which might give a student an advantage. It would include any item brought into a test site or classroom by a student, regardless of the student's intentions. It is the **student's responsibility** to ensure that this policy has not been violated. Teachers have been directed to confiscate any materials involved and refer the incident to the appropriate administrator. **All parties involved** will receive a zero on the assignment, in addition to the appropriate discipline. The student may be subject to exclusion from the National Honor Society; other academic awards or honors may also be affected. **Whether the student is the person who gives, receives, or has the knowledge of the information, the student is guilty of a dishonest act and has put both his/her reputation and academic standing in jeopardy.**

Master Schedule

New Brunswick High School will utilize an A/B Schedule for the 2012 – 2013 school year. Students will be assigned four classes on an "A" day and four classes on a "B" day. Full year (5 credit classes) will meet every other day for the entire school year. Semester (2.5 credit classes) will meet every other day for a semester. 10 Credit courses will run every day for 80 minutes for the entire year.

VISITORS

All visitors must report to the Security Desk to sign in and receive a visitor's pass, which must be worn at all times while in the building. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken. Students are not permitted to bring friends or relatives to school. Former students are not permitted to visit without prior approval from the Principal.

Procedures for Parents/Visitors When Entering New Brunswick High School

1. All parents/visitors must sign in with security personnel upon entering the school premises.
2. After signing in, security personnel will call the appropriate office and inform them of their visitors. A designee in the office must be reached before the visitor can proceed to their designation.
3. Identification may be required by security personnel before a parent/visitor proceeds further.
4. Every effort will be made by the administration to accommodate parents in a timely manner.

GUIDANCE APPOINTMENTS

Appointments to see counselors may be made by students before school, during lunch or after school. Guidance counselors will issue passes to students for their scheduled appointments. If the pass is for a class period, the student is to present the pass to his/her teacher at the beginning of the period and THEN REPORT TO THE GUIDANCE OFFICE.

CHANGE OF ADDRESS AND/OR PHONE NUMBERS

Changes in address and/or phone number must be reported to the Guidance Office immediately. Two proofs of address must be provided to change an address. A copy of a phone bill is necessary to change a phone number.

STUDENT IDENTIFICATION CARDS

In the interest of safety and security, **all students must be in possession and wear a valid, current school year ID card** immediately upon entering the building and while on school property. Students must also have their ID cards on their person when attending school-related activities.

Uses for the ID card:

- Identification inside and outside of school
- Homeroom Attendance/signing in late to school
- Admission to school dances and other activities
- Checking out items from the library
- Gaining entrance to SAT and achievement tests
- Using school buses
- Admission to Administrative and Saturday Detentions
- Admission to the Nurse's office and MRC
- Swipe card may be needed for the purchase of lunch.

Students will be issued identification cards in the beginning of the school year. Identification cards must be worn at all times during school hours. Students are responsible for cards; replacements will cost \$3.00.

***Refusal to provide and wear a student ID will be considered Insubordination.**

SCHOOL LOCKERS

Each student is assigned one locker. Any problem with or damage to the locker should be reported to Guidance or the Computer Center. The school assumes no responsibility for items left in lockers. Each student should:

- Keep the locker neat and clean.
- Never give the combination to anyone.
- Never use anyone else's locker.
- Only use the gym locker during PE class.

Be advised that lockers are the property of the Board of Education and that authorized school personnel may open, examine, or restrict the use of any locker at any time.

UNIFORM POLICY

The Board of Education has recently approved the implementation of school uniforms for the students in the New Brunswick Schools beginning September, 2010. The Board of Education believes that a school uniform dress code is a positive and cost-effective way to create a more unified, positive, and safe school climate focused more strongly on the learning process. Research has demonstrated that school uniforms increase school safety by minimizing disruptive behavior, decreasing violence, helping prevent gang activity, instilling and improving discipline, and helping maintain the focus on learning. It is expected that a school uniform dress code will promote respect for teachers, build school spirit, decrease unhealthy competition involving fashion trends and dress, ease the strain on parental clothing budgets, and allow for easy identification of intruders on campus.

For all these reasons, the New Brunswick Board of Education is implementing a school uniform dress code in all schools in grades kindergarten through twelve.

Therefore, all students are expected to comply with this new uniform dress code policy. Please be informed that failure to do so may result in disciplinary action.

The following is the uniform dress code that will be mandatory for the 2014/2015 school year

Item	Color	Style	Not Allowed
Pants	Navy, Tan, Black	Relaxed fit Khaki style pants, Cargo Pants, Slacks, Trousers, CapriPants, below the knee shorts	Jeans of any color, pants worn below the hips, overalls, Spandex stretch pants in any color, short-shorts, no sweatpants in any color
Skirts	Navy, Tan, Black	Kilt or Kick Pleated (no more than 3 inches above the knee)	Tight fitting skirts, mini skirts, jean skirts
Skorts	Navy, Tan, Black	Kick Pleated (solid colors only)	Any other skorts
Shorts	Navy, Tan, Black	Relaxed fit Khaki style shorts, Cargo shorts, Capri shorts below knee, below the knee shorts	short-shorts, above the knee
Shirts	Golf or Polo shirts with collar in the following colors: Khaki, White, Black, Light Blue, Navy Blue, Yellow or with school logo	Long or Short Sleeves	Shirts worn completely open, over-sized shirts, dark or bright or lettered t-shirts or tank tops, alone or as a replacement for uniform shirts
Tights	White, Navy or Black	Solid Colors Only	Leggings, fishnet, no design of any kind will be permitted.
Sweatshirts/Fleece	Tan, White, Black, Light Blue, Navy Blue, Light Blue or Yellow	School Logo or Solid Color	No other sweatshirts or fleece
<p>Outerwear is not allowed in class. Other clothing or items not permitted include head coverings, hats, handkerchiefs, wave caps, bandanas, and attire per Board of Education Policy #5511.</p>			

DRESS CODE CONTINUED

Inappropriate attire includes the following, but is not limited to:

- Any shirt or top that exposes any part of the bellybutton, stomach, chest, or breasts
- Skin tight fitting clothes
- Dresses or skirts more than six (6) inches above the knees
- Open toe shoes in restricted areas
- Pants worn below the waistline (no sagging)
- Exposed underwear
- Headwear including curlers, stocking caps, scarves, wave caps, hats, picks, combs, etc.
- Head coverings (for either male or female students) must be removed prior to entering the building and may not be carried or visible during the school day
- Coats
- Slippers and/or pajamas
- T-shirts with any other items deemed inappropriate by school administration.
- Revealing clothing is not permitted. This includes strapless shirts and dresses, tube tops and dresses, halter-tops and dresses, off the shoulder tops and dresses, tops that expose the stomach, and excessively short shorts and skirts
- Clothing and/or accessories may not be worn if they have indecent or offensive messages including alcohol/drug/tobacco advertisements or inappropriate slogans, pictures, etc.
- Clothing or jewelry that could cause damage to any student or school property may not be worn (e.g. spiked bracelets, choker chains, bullet belts, etc.)
- Coats are not to be worn or carried in the building once the school day has begun and must be stored in the students' lockers
- Any clothing apparel or accessory which indicates the membership in or affiliation with any group associated with criminal activity is strictly prohibited (NJSA 18A: 11-9)

The dress code shall serve as a minimum code. The building Principal may institute school rules and regulations, which he/she deems necessary and/or appropriate.

REQUIREMENTS FOR GRADUATION

In order to graduate from New Brunswick High School, the following requirements must be fulfilled.

1. Successful completion of the New Jersey High School Proficiency Assessment (HSPA) or the Alternative High School Assessment (AHSA).
2. Successful completion of a minimum of 130 credits.
3. Successful completion of core requirements. (see below)
4. Adherence to school attendance requirements.

GRADUATION REQUIREMENTS

To be eligible for graduation, every New Brunswick High School student must successfully complete the following course credit requirements:

COURSES	Years	Credits
English/ ESL	4	
Mathematics	3	
Physical Education /Health	4-1 year for every year enrolled in NBHS	
Science	3	
Social Studies (2 US History and 1 WH)	3	
Visual and Performing Arts		5
21 ST Century Life & Careers		5
World Language	1	
½ year of Financial Literacy (beginning with 1 st time 9 th Grade students in 2009-2010)		2.5
ADDITIONAL ELECTIVES/COURSES		27.5
<i>Total Credits</i>		<i>Total 130</i>

Career Infusion: Integrated in Guidance and classroom activities.

TOTAL CREDITS REQUIRED FOR GRADUATION 130 GRADING SYSTEM

The following grading system will be used to report the level of achievement of each student's work at New Brunswick High School.

A+ = 97 – 100	C+ = 77 - 79
A = 93 – 96	C = 73 – 76
A - = 90 - 92	C - = 70 - 72
B+ = 87 – 89	D = 65- 69
B = 83 - 86	F = 64 and below
B - = 80 – 82	

A student will not be awarded a grade less than a 50% for marking periods 1 and 2 of a full year course. In a semester course, a student will not be awarded a grade less than a 50% for the first marking period only. In both semester and full year courses, all other grades will be the actual grade earned by the student.

Inc - Incomplete	FM - Final Missed
WF - Withdrawn Fail	P-Pass
WP - Withdrawn Pass	NC – No Credit
M - Medically Excused (Physical Education)	W - Withdraw

GRADE POINT AVERAGE (GPA)

The GPA is computed by multiplying the numerical grade and level equivalent (Regular/Honors/AP) times the credits attempted and then dividing by the amount of credits. All graded subjects are counted in the averaging process.

	REGULAR	HONORS	AP
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D	1.0	1.0	1.0
F	0.0	0.0	0.0

INCOMPLETE GRADE

Incomplete work must be completed within two weeks of its assignment (or after the end of the marking period, whichever comes first). Incomplete grades are granted for documented extended illness and home instruction. Administrative approval is required for any other consideration. Failure to complete the work within the specified time will result in a failing grade. At the end of the year, outstanding incompletes will convert to failures unless administration grants an extension.

GRADING CALCULATIONS

Students' final grades will be calculated utilizing the following calculation for full-year courses:

- Each quarter will equal 20%
- The midterm will equal 8%
- Final exams will equal 12%

ATTENDANCE PROCEDURES

Students are expected to be in school on a daily basis. Students may miss school only with a valid excuse. In NJSA 18:38:26 **Legal absence** from school is defined as: student illness with a doctor's note; death in the family (three days); religious holy days; verified driver's license test appointments; documented college visitations (5 days total); verified medical or dental appointments, and court appearances with proper documentation. Doctor's notes will only be accepted up to **one week** from the date of the absence and must be on the doctor's stationery. Letters may be sent via fax to the Attendance Office at (732) 214-1215. Vacations and family travel are not excused absences.

When a student is absent, parents/guardians must call the school at (732) 745-5300 ext. 3000 and state the reason for the absence. If not contacted by the parent/guardian, the school will call to establish whether or not the student is truant. **It should be understood, however, that unless the excuse falls in a category referenced above, the absence will still be recorded as an unexcused absence.**

Students who are absent from school are not permitted to participate in any school-sponsored sport/activity on that date, unless they have a verified excuse in accordance with the published attendance policy as stated. Students who are absent from school and are found on school grounds are subject to disciplinary action. To be eligible to participate in a school-sponsored sport/activity, students must be in attendance for a minimum of four hours.

TARDINESS

- Students coming in after 7:56 AM must sign in at the attendance table prior to reporting to their Block 1 class. Students arriving after 7:56 AM will receive a pass to class.
- After 9:00 AM, all late students must be accompanied with a parent/guardian to sign in to school at the Attendance office. If a parent/guardian doesn't accompany the student to school, the student will receive a Present-Loss credit day.
- Students who come late after 8:36 will not receive credit for Block # 1 – 2 for that day.
- Students that don't come to school until after 9:46 AM will lose credit for the day.
- When students are late because of a medical or dental appointment or a driver's test they **MUST SUBMIT VERIFICATION WHEN SIGNING IN.** If verification is not submitted when signing in, the student will be considered unexcused late to school.
- Excessive lates to school may result in disciplinary action
- Excessive lates to school may result in loss of credit.
- Students are considered late to class when they arrive after the bell without a pass from a staff member. Refer to infractions chart for minimum penalty.
- **School tardiness and/or class tardiness is cumulative and will not be cleared at the end of the semester.**

EXCESSIVE ABSENCES:

- a) Excessive unexcused absence from class(es) may result in **NO CREDIT** for the course(s).
- b) Students will lose credits for courses in accordance with Board Policy, if the unexcused absences exceed:

18 DAYS FOR A 5.0 CREDIT CLASS

9 DAYS IN A 2.5 CREDIT SEMESTER COURSE

- c) When the number of absences results in loss of credits, an appeal may be filed with the Principal or his/her designee.
- d) Those students who lose credits due to excessive absences must remain in the scheduled class (es) for the remainder of the course.

CUT POLICY

A cut is defined as missing a class, or portion of a class (10 minutes unexcused late), without the permission of the teacher of that class. Teachers **MUST** contact the parent/guardian. **Work missed may not be made up and a zero for the daily grade will be given.**

A 4th cut in a marking period will result in an automatic failure for that marking period. Students will receive an "F" for the marking period grade. The student will be able start fresh for the next marking period.

TRUANCY

NJ state law governs truancy. A student is considered truant if the student is absent from school without the knowledge and consent of his/her parent/guardian. A student who is under 16 years of age may have a complaint filed against him/her in the municipal court. The student and the parent may have to appear before the court and may be fined up to \$100/day for each day of the truancy. Students will be dropped from the rolls upon 10 or more consecutive unexcused absences.

Any student who is found to be truant shall receive a "ZERO" for all of his/her classes and any missed work may not be made up. Appropriate discipline will be assigned.

EARLY DISMISSAL

In order to be dismissed early, a written request from the parent/guardian must be presented to the attendance personnel prior to the start of the school day. The request must contain: (1) student's full name, (2) time for dismissal, (3) reason for the dismissal and (4) the name of the adult who will be signing the student out. This request must be signed by the parent/guardian with a phone number for confirmation. A student who is being dismissed early in order to go to a doctor will be required to return with an appointment verification letter signed by the doctor with the date and time.

Students with an early dismissal must present their authorization from the Attendance Office to their classroom teachers. They will report to the Attendance Office at the time of the dismissal. Parents/guardians must sign the students out in the Attendance Office. **An early dismissal means missed instructional time. Students must be in attendance for a minimum of four hours to be considered present and eligible to participate in after school athletics or activities.**

DRIVER'S TESTS

Students must:

1. Inform the school in writing at least 24 hours prior to the appointment that they will be missing school for this purpose.
2. Provide proof, on the day of their return that the test was taken on the date of the absence or early dismissal.

The driver's test is considered an excused absence in accordance with the school's attendance policy. **(Absences will not be excused for the purpose of securing a driver's permit or for taking driving lessons.)**

COLLEGE VISITATIONS

Students are required to bring a letter on college stationery confirming their college visitations. Up to five approved college visitations shall be considered excused absences in accordance with the school attendance policy.

DISCIPLINARY PROCEDURES

COURT ACTION – ATTENDANCE

Students 16 years and under are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use a narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey statutes.

TEACHER ASSIGNED DETENTIONS

ANY TEACHER may assign detention to ANY STUDENT for the purpose of correcting a problem. Teachers will use teacher assigned detentions as a first step in addressing discipline problems, rather than referring a student immediately to an administrator. Teachers will call home before assigning detention.

When a teacher assigns a detention, the student will report to the location designated on the date assigned. If the student fails to report to the assigned detention he/she will be required to meet with an administrator and will receive an Administrative Detention.

GUIDANCE CONTACT/TEACHER REFERRAL (GCTR)

Teachers will remain in constant contact and communication with the guidance counselor. Guidance counselors will be responsible for calling the home to counsel parents and students on appropriate behavior techniques.

HOME FOR PARENT (HFP)

When students are assigned Home for Parent (HFP), the administration needs to communicate with the parent/guardian. When a student is placed on HFP, the student must come to school with a parent/guardian the following day. The parent/guardian will meet with the administrator

during the course of the day between the hours of 8:30 AM- 3:00 PM. Once a student is placed on HFP, the student is not to enter the building or be on school grounds for any reason until parent meeting. Failure to comply with these regulations will result in the issuance of a trespassing charge and/or further suspension days. Each day the student doesn't return with a parent/guardian is counted as an unexcused day.

ADMINISTRATIVE DETENTION (AD)

When students are assigned after school Administrative Detention, they must report to the detention room no later than 2:30 p.m. on the day assigned. Detention will be dismissed at 3:30 p.m. Failure to report to an Administrative Detention will result in one Saturday Detention.

When students are assigned an Administrative Detention, it is their responsibility to provide transportation. A 3:30 p.m. late bus is provided on Tuesday, Wednesday, Thursday and Friday. If students work after school, it is their responsibility to notify their employers that they will be late. Work is not an acceptable reason for failing to report to an assigned detention. If students are **ABSENT** on the day they have detention, that detention will be rescheduled.

DETENTION RULES

- All students must be in the room and seated on time for attendance.
- Students will remain quiet, will not talk or attempt to communicate with others, and will do school related work or read material approved by the proctor. **Electronic devices are prohibited.**
- Students are not permitted to bring food or drinks into the detention room.
- Any student dismissed from the room for disciplinary reasons will be referred to the grade level vice principal.

IN-SCHOOL SUSPENSION (ISS)

Certain infractions of the discipline rules and regulations result in In-School Suspension (ISS). Students assigned In-School Suspension must report to a specified area on the day they are assigned. They will be there for the entire day and are expected to complete their assignments. A zero will be given for that day's class work if it is not completed. Parents/Guardians are telephoned and sent a letter informing them that In-School Suspension has been assigned; in some instances, a parent/guardian conference is requested.

OUT OF SCHOOL SUSPENSION (OSS)

A parent conference must be held before a student may be readmitted to school. Additional suspensions may result in a meeting with the Principal and the possibility of referral to the Board of Education for an expulsion hearing. Any violation of school rules that is also in violation of the law shall be referred to the police for prosecution. Students may not attend or participate in any school-related activity while suspended, nor are they permitted on school property. If the Out-of-School Suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

INFRACTIONS

LEGEND TO DISCIPLINARY GUIDELINES

Administrative Detention	AD
In-School Suspension	ISS
Out-of-School Suspension	OSS
Possible Expulsion Hearing before Board of Education	EXP/P
Expulsion Hearing before Board of Education	EXP/H
Home for Parent	HFP
Guidance Contact/Teacher Referral	GCTR
Loss of Privileges	LP
Student Assistance Counselor Referral/Recommendation	SACR/R

PLEASE NOTE: After the end of the school day, students may only remain in the building under the direct supervision of a staff member. Other students will be considered trespassing and will receive the appropriate discipline.

<u>Infraction</u>	<u>Minimum Penalty</u>		
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
1. Assault	5 days OSS; HFP; XP/H Police notification	10 days OSS pending EXP/H; HFP Police notification	10 days OSS pending EXP/H Police notification
2. Possession and/or use of a weapon	10 days OSS; EXP/H	OSS pending EXP/H	OSS pending EXP/H
3. False Alarm and Bomb Threats (police notification)	10 days OSS Police notification	OSS pending EXP/H Police notification	OSS pending EXP/H Police notification
4. Possession/Use of Fireworks	3-5 days OSS and EXP/P	5 days OSS and EXP/P	7 days OSS pending EXP/H
5. Fighting / Physical Altercation	3 days OSS Police notification	5 days OSS Police notification	10 days OSS EXP/P Police notification
6. Threatening a staff member (statement, gesture, or action)	5 – 10 days OSS and EXP/P Police notification	10 days OSS; EXP/H Police notification	OSS pending EXP/H Police notification
7. Threatening a student (statement, gesture, or action)	3 – 5 days OSS and EXP/P	5 -10 days OSS and EXP/H	OSS pending and EXP/H
8. Under the influence of alcohol and/or controlled dangerous substance	3 days OSS/SACR	5 days OSS; EXP/P and SACR/R	10 OSS pending EXP/H and SACR/R
9. Possession of alcohol and/or controlled dangerous substance or drug-related paraphernalia	10 days OSS/EXP/P and SACR	10 days OSS; EXP/P and SACR	OSS pending EXP/H and SACR
10. Insubordination	1 day AD	1 ISS day/ HFP	1 day OSS
11. unacceptable/inappropriate behavior	1 day AD	1 ISS day /HFP	2 days ISS
12. Open Defiance	1 day ISS	2 days ISS	1 day OSS
13. Serious disruptive/ inappropriate behavior	1 day ISS/HFP	1 day OSS	2-3 days OSS

14. Use of inappropriate language or obscene gesture to a staff member.	1 day AD/HFP	1 day ISS	1 day OSS
15. Use of vulgar language or obscene gestures to a staff member	2 days OSS	3 days OSS	5 days OSS
16. Use of vulgar language or obscene gestures	1 day AD/HFP	1 day ISS	2 days ISS
17. Harassment/Bullying	Will be determined according to the seriousness of the offense. May include EXP/H		
18. Leaving class without permission- ** Teacher to count this as a cut	1 day AD/HFP	1 day ISS	2 days ISS
19a. misuse of equipment	2 days AD/HFP	2 days OSS	3 days OSS
19b. Vandalism/graffiti/ (restitution)	2 days AD/HFP	2 days OSS	3 days OSS
20. Truancy	1 day ISS	3 days ISS	5 days OSS
21. Leaving the building without permission	1 day ISS	2 days ISS	2 days OSS
22. Leaving school grounds	2 days ISS	3 days OSS	5 days OSS
23. Class Cutting	Teacher MUST call home	GCTR	HFP & ISS
24. Being in an unauthorized area	1 day ISS	2 days ISS	1 day OSS
25. Misuse of hall pass	1 day AD/HFP	2 days AD	3 days ISS
26. Loitering	Warning	2 days AD	1 day ISS
27. Trespassing (police notification)	2 days OSS	3 days OSS	5 days OSS
28. Forgery/altering document/ providing false ID	1 day OSS	2 days OSS	3 days OSS
29. Theft/Possession of stolen property (police notification and restitution)	2 days OSS	3 days OSS	5 days OSS
30. Cheating/Plagiarism	2 days ISS, Student receives an "F" in the assignment	3 days ISS, Student receive an "F" in the assignment	5 days OSS, Student receive an "F" in the assignment
31. Tardies to class	4 – 1 day AD/HFP	8 – 1 day ISS	12 – 1 day OSS
32. Tardies to school	10 – 1 ISS; HFP	15 – 1 OSS day	20 – 2 OSS days
33. Failure to sign in/sign out and attend class(es)	1 day ISS (class cuts)	2 days OSS (class cuts)	3 days OSS (class cuts)
34. Failure to attend teacher detention	1 day AD/HFP	2 day AD	1 day ISS

35. Cutting Administrative Detention	2 day AD	1 day ISS	1 day OSS
36. Removal from ISS	1 day OSS	2 days OSS	3 days OSS
37. Smoking	1 day ISS & SACR/R	2 days ISS & SACR/R	3 days OSS & SACR/R
38. Possession of tobacco products, matches and lighters (referral to SACR)	1 day OSS	2 days OSS	3 days OSS
39. Gambling/Games of Chance	1 day ISS	1 days OSS	3 days OSS
40. Use and/or possession of an Electronic Device	Confiscate and Return at the end of Day	Confiscation of device and AD, parent/guardian must pick up item	Confiscation of device and 2 Day OSS, parent/guardian must retrieve
41. Inappropriate/dangerous use of vehicle on school grounds	1 day OSS; 1 week LP	2 days OSS; 2 weeks LP	3 days OSS; Permanent LP
42. Inappropriate behavior on a school bus. (AM/PM Transportation)	LP – 2 weeks	LP – 4 weeks; 1 Day OSS	Loss of Privileges for the remainder of school year
43. Failure to comply with the dress code	Warning and Call Home	1 day AD	1 day ISS/ OSS/ HFP
44. Violation of building rules or policies not specifically mentioned	Will be determined according to the seriousness of the offense.		

All of the above are to be considered guidelines and may be modified depending on specific circumstances.

Law enforcement officials will be notified at the discretion of the administration.

Obviously, all possible inappropriate behaviors cannot be listed. Repeated serious behavioral offenses will result in more severe punishments or penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis.

PROHIBITED ITEMS

The following items are prohibited during the school day:

- All electronic devices
- Coats
- Laser Pointers
- Video Games
- Playing Cards. Dice
- Sunglasses
- Tobacco Products
- Water Guns
- Skateboards
- Head Covering (male and female)
- Hats, Visors, Headbands, Wave caps, etc.

CELL PHONE POLICY

Students may use cell phones after school. Cell phones must be turned off at all other times. In the event that a student needs to make an emergency call he/she should be referred an Administrative Office. Confiscated cell phones must be returned to a parent or guardian after the second offense. **The school assumes no responsibility for lost or stolen items.**

ELECTRONIC DEVICES

Electronic devices (radios, stereos, CD players, iPods, headband stereos, walkmen, MP3 players, mini TV's, camcorders, DVD players, cameras, etc.) must be stowed away in a student's backpack, locker, or purse during the school day. **The school assumes no responsibility for lost or stolen items.**