

Continued disciplinary infractions will result in in-school suspension (ACE) and a hearing with the Superintendent. An accumulation of 10 disciplinary referrals will result in an automatic day of ACE. At 10 referrals there will be a conference with the Principal, Vice Principal, parent/guardian and student. Five additional referrals will result in a hearing with the Superintendent.

AFTER SCHOOL SUPERVISION

Students who remain in the school building or on school grounds after dismissal must be supervised by a faculty member. Only students for approved extra-curricular activities, extra help sessions or detention will be permitted to use the activity or late buses. Students must sign up for the late bus in the cafeteria during unit lunch. All students dismissed from those activities must report to the cafeteria to await bus arrival. Students found loitering in the building unsupervised are subject to disciplinary procedures.

ANNOUNCEMENTS

Announcements of interest to students and faculty will be made on Monday, Wednesday, and Friday via Marauder Madness. All announcements for the show must be e-mailed to mmadness12@gmail.com no later than 7 A.M. the morning before the announcement is to be aired.

Any poster, announcement, bulletin, etc. to be displayed on school property must first be approved by the Administration.

BUS REGULATIONS

When a student rides the bus, he/she should realize that this is a privilege. The privilege imposes certain responsibilities on the part of the student. The following rules are devised for the safety of all who ride the bus:

- There will be NO SMOKING (this includes possession) OR DRINKING OR EATING on school buses.
- Students will conduct themselves in an orderly manner. Courtesy to others and respect for the law and property are expected.
- Students will keep arms and legs inside the bus windows.
- The bus driver has designated stops. Students should NOT ask the driver to make any special stops.
- Distracting the driver endangers the lives of all the students on the bus. There will be no shouting, singing, or loud noise.
- Students are under the authority of the school while riding a school bus.
- STUDENTS ARE TO RIDE ONLY THE BUS TO WHICH THEY ARE ASSIGNED. Students are not permitted to take a different bus because it goes by a friend's house, their employer, shopping center, etc. Consideration for a change of bus route will only be

given for reason of medical incapacitation or physical change of residence. Riding a different bus to work on a school project with another student requires documentation from the teacher.

- Disregarding any of the above rules could result in the suspension of the student's bus privileges.

DRESS CODE

Students are expected to dress in a manner consistent in showing responsibility, pride, awareness that school is place of business, as well as a positive regard for discipline and authority. Students are expected to be neat and clean in appearance. If, in the opinion of the Administration, a student's attire is such that it disrupts the educational process, distracts from the orderly running of school activities or constitutes a threat to the health and/or safety of students, the Administration will request the student's parent bring appropriate attire to school or may send the student home. Repeated violations of the dress code (see below) will result in disciplinary action.

- Students may not wear or display headgear in the building at any time, or outside during fire drills. "Headgear" is defined as **hoods, scarves, bandanas, headbands, do rags, hats, baseball caps** and **skullcaps**. **Exceptions include:** students may wear headgear for religious or medical reasons as approved and communicated by the high school administration and noted in the student's agenda. In certain areas, such as Foods and Shops, students may wear headgear for cleanliness or safety reasons only. Sunglasses are never permitted inside.
- Gang related clothing, symbols, and colors are not permitted. (Consistent with New Jersey Statute 2C:44-3 (h) " a criminal street gang is defined as three or more persons who have in common a group name or identifying symbol, tattoo, or other physical marking, style of dress or use of hand signs or other indicia of association or common leadership, AND individually or in combination with other members of a criminal street gang, while engaging in gang related activity, have committed, conspired or attempted to commit, within the preceding three years, two or more offenses of robbery, carjacking aggravated assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, among other crimes."
- Clothing must be clean, not torn, and free of suggestive, vulgar, profane, violent, demeaning or inappropriate symbols, including, but not limited to, drug or alcohol related symbols or phrases with double meanings.
- Key chains can be no more than six (6) inches long. Chain type necklaces and bracelets must have links that are less than one (1) inch thick. Spiked jewelry is not permitted
- Clothes may not be backless or strapless nor expose any part of the midriff or back. Shoulders must be covered.
- Clothing may not have low necklines nor may athletic jerseys have sleeve openings with large armholes. Tank tops, or spaghetti straps less than one (1) inch wide are not permitted. All undergarments must be completely covered. Pants must be worn at the waist.

- Appropriate footwear must be worn at all times. Shoes designed primarily as beach and/or shower wear and shoes without backs are not considered appropriate.
 - While the administration is sensitive to the styles and trends of today's footwear, flip/flops and shower shoes not only pose a safety problem, but also are not in good taste in a school setting.
- Shorts, shirts, skirts and dresses are to be of an appropriate length, appreciably longer than fingertip length when one is standing with his/her arms relaxed at his/her side. Clothes must always be appropriate for the educational setting.
- All overcoats, such as raincoats, winter parkas, etc. must be removed and placed in lockers upon arrival to school.
- Sleepwear/underwear (i.e. pajamas, lingerie, boxers) are not permitted as outerwear. This includes flannel pants.
- If any adult considers a student's clothing offensive, the student will be referred to an administrator and asked to change.
- Backpacks/messenger bags must be stored in students' lockers and not carried during the scheduled class day (7:17 – 2:20). Purses cannot be of a size that allows for book storage.

DRIVING AND PARKING PRIVILEGES

Seniors who wish to drive to school are assigned a parking spot based on a lottery. Seniors are eligible to enter into the lottery if they already have their Driver's License or targeted license date is no later than December 1 of their Senior Year. Students receiving their license after December 1 of their Senior Year may request to be placed on a waiting list.

Any student who accumulates ten lates to school, ten referrals or is requested to meet with the superintendent in any academic year, will be ineligible for the parking lottery for on-campus parking during their senior year.

The following rules apply:

- Vehicles must be registered in the name of student or family member. Student cannot register a friend's car.
- The parking decal must be displayed on the Driver's side back window. Violation of this will result in loss of privilege.
- Students are only permitted to park in the student parking lot. Parking in an unauthorized area or on any yellow lines will result in loss of privilege.
- Continuous lates to school will result in loss of privilege.
- Driving fast or dangerously will result in loss of privilege.
- Allowing any underclassman to drive your car (unless approved by an administrator) will result in loss of privilege.
- You are not allowed to give or loan your spot to another student.
- Leaving school property without permission will result in loss of privilege.
- If a student receives a full day of ACE or is assigned OSS his/her parking privilege will be suspended.

- Cars parked on campus are subject to search if a reasonable suspicion exists that the search will uncover evidence of illegal activity or infraction of school rules.
- Parking fees must be paid as assigned by the Board of Education.

FIGHTING

Students are discouraged from engaging in physical violence of any form and encouraged to seek help to resolve any differences. If a student is attacked by another student, he/she should walk/run away and seek help from a staff member. If he/she retaliates the person becomes a participant in the fight and will also receive a consequence. If a student is attacked by another student and merely defends himself/herself by blocking or restraining the attacker, then he/she will not be considered a participant in a fight and will not be consequenced for that. Students who initiate the physical violence will receive a more serious consequence than the student who simply retaliates. If a student starts a physical attack and the victim does not retaliate the initiator of the attack may be charged with assault of another student.

FIRE DRILLS

When the alarm sounds to signify a fire drill, everyone in the building must leave by assigned exits. Students are to remain calm, quiet, and orderly and stay with their class. Teachers are to follow the procedures set forth in the Evacuation Folder (lights out, windows closed, doors closed, etc.) Attendance will be taken and collected. Fire drills during the passing of classes will revert to the Evacuation Plan. Evacuation drills will be reviewed with the students annually. Students who do not follow these procedures may be subject to disciplinary actions. Hats are not permitted during fire drills.

FOOD/BEVERAGE

Students may not eat/drink in classrooms or hallways during school hours unless approved by the administration. Water, however, is permitted in clear plastic bottles. Students found eating or drinking during the scheduled class day (except during unit lunch) will face disciplinary consequences. Students will not be permitted to use the vending machines in the cafeteria except during lunch and after school.

Personal food deliveries from outside vendors are not permitted.

LIABILITY FOR DAMAGE

Parents or guardians of students under the age of eighteen who willfully damage or deface school property will be liable for the cost incurred by the Board of Education to repair or replace the damaged or defaced property. Students who are eighteen or older are personally responsible for such costs.

LOCKERS

Although students are provided with the use of a locker in which they may store clothing, school materials and other personal property, all lockers are, and shall remain, the property of the Board. Students are encouraged to keep their assigned locker closed and locked. No student may use his/her locker as a depository for substances or objects which are prohibited by law or school rules, or which constitute a threat to the health, safety, and welfare of the occupants of the school building. Lockers are school property and are subject to unannounced inspection by the Superintendent or designee. **Students should not share lockers nor give the combination to anyone else. Students may not exchange lockers without administrative approval.**

Students' rights to privacy must be balanced with the need to maintain safety, legality, and order in the school. A school official may conduct searches of the person, of a student, the locker and possessions and a vehicle only when the official has a reasonable suspicion that the search will uncover evidence of illegal activity or infraction of school rules. Nothing in the policy will be construed to limit or restrict school officials in exercising their responsibility for the health, safety, and educational welfare of the students in their care. School officials retain the right to open and search school lockers with or without the knowledge or presence of the student or parent/guardian involved when the circumstances are such that the protection of life, safety, and property demand such action.

STUDENTS ARE RESPONSIBLE FOR LOCKING UP THEIR PERSONAL ITEMS IN THEIR LOCKER IN THE LOCKER ROOM. THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN ITEMS THAT WERE NOT PROPERLY SECURED IN THE LOCKERS.

LOST AND FOUND

Lost and Found will be located in the Visitor's Center. Any valuable items should be turned into the Visitor's Center. Items unclaimed at the end of the school year will be disposed of by the Administration.

PASSES

Students who need to leave the room during a scheduled class must use the pass included in the Agenda/Handbooks. **Therefore, students must have their Agenda/Handbooks (and I.D.) with them if they need a pass.** Students who fail to show an agenda pass will be given an administrative lunch detention. A Research Pass or NHS Pass (National Honor Society) are the only exceptions to this rule. If a student wishes to use the library or writing center during an assigned study hall, he/she should secure a research pass from the assigning teacher and submit the pass first to the Study Hall teacher and then upon entering the library or writing center. The research pass is not to be filled out by a Study Hall teacher. Students may purchase a new agenda if necessary for a cost of \$7. Student Volunteers should get a volunteer pass.