CRHS

STUDENT

CODE OF CONDUCT



2026 - 2027

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Hi, Welcome to CRHS!

At Cumberland Regional High School, our primary mission is to provide a conducive environment for learning and personal growth. As an educational institution, we recognize the importance of instilling a sense of responsibility, respect, and social conscience in our students. Our discipline guidelines are designed to uphold these values while fostering a safe and inclusive community for all.

We understand that our student body is diverse, representing various religious beliefs, ethnic backgrounds, and socio-economic environments. It is imperative that our staff adhere to these guidelines to ensure consistency and eliminate prejudice in our disciplinary practices.

Our discipline guidelines are not meant to be restrictive but rather serve as a framework for promoting positive behavior and addressing disciplinary issues in a fair and consistent manner. While the welfare of the individual is paramount, we also recognize the importance of maintaining the well-being of the group.

In instances where standard procedures must be followed, we believe in exploring the underlying causes of behavior and working collaboratively with parents to help students learn from their mistakes and become responsible citizens. By providing guidance and support, we aim to facilitate growth and development in our students.

It is important to note that these discipline guidelines are a summary of school policies and procedures. The absence of specific procedures or consequences does not diminish our commitment to enforcing appropriate measures as needed to maintain a safe and respectful learning environment.

Thank you for your cooperation and dedication to upholding the principles outlined in our discipline guidelines.



Justin Martin, Principal

STUDENT CONDUCT DURING THE SCHOOL DAY

1. Students treat themselves and others with respect.
    a. Practice honesty, courtesy, and politeness.
    b. Accept the rights of others to develop and hold their own opinions.
    c. Display good sportsmanship at school-related functions.
2. Students settle differences peacefully.
    a. Get help to talk over differences.
    b. Make personal choices based on a good ability to make decisions.
    c. Accept constructive criticism when needed.
3. Students are responsible for their actions.
    a. Accept responsibility for errors and do not make excuses.
    b. Accept consequences of failure to follow school or societal procedures.
    c. Attend school and class regularly and on time.
4. Students fulfill all classroom responsibilities.
5. Realize that schoolwork and academic development is the student's primary goal for being in school.
    a. Complete homework, class work, and exams.
    b. Use study periods and library time for schoolwork.
    c. Contribute, cooperate, and share in the work of the group.
    d. Remain free of drugs and alcohol. Take enjoyment and pride in everyday life.
    e. Associate with others who are drug and alcohol free.
6. Students respect the property of others, including school property.
    a. Use books and other equipment appropriately.
    b. Throw trash in the proper receptacles.

EQUAL EDUCATIONAL OPPORTUNITY

Cumberland Regional School District guarantees all students equal educational opportunity regardless of race, creed, color, national origin, religion, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, economic status, liability for service in the Armed Forces of the United States, disability, or nationality.

TITLE IX/NON-DISCRIMINATION POLICY STATEMENT

The Cumberland Regional School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

Inquiries about the application of Title IX or reports of sex discrimination or sexual harassment can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed below at any time:

Title IX Coordinator: Mrs. Valerie Sheppard
90 Silver Lake Road Bridgeton, NJ08302
856-451-9400 Ext. 253 or sheppard@crhsd.org

ATTENDANCE POLICY

Our School Board is supportive of the concept that increased student time on academic tasks contributes to improved academic achievement. The intent of our attendance policy is to reduce student absenteeism and to increase instructional time. Students must attend school regularly. Students are expected to attend every class on their daily schedule. All absences will be counted.

We ask parents to call the school at ext. 208 or use the Genesis Parent Portal to notify the school of their child's absence.

The school will notify the parent or guardian at various stages to help prevent anyone from losing credit.

Also involved in this policy is an appeal procedure which would consider any unique situation and/or verifiable long-term illness. Excessive late arrivals or early dismissals will result in the loss of student's driving privilege in addition to other disciplinary action.

LEGAL BASIS FOR DISCIPLINE

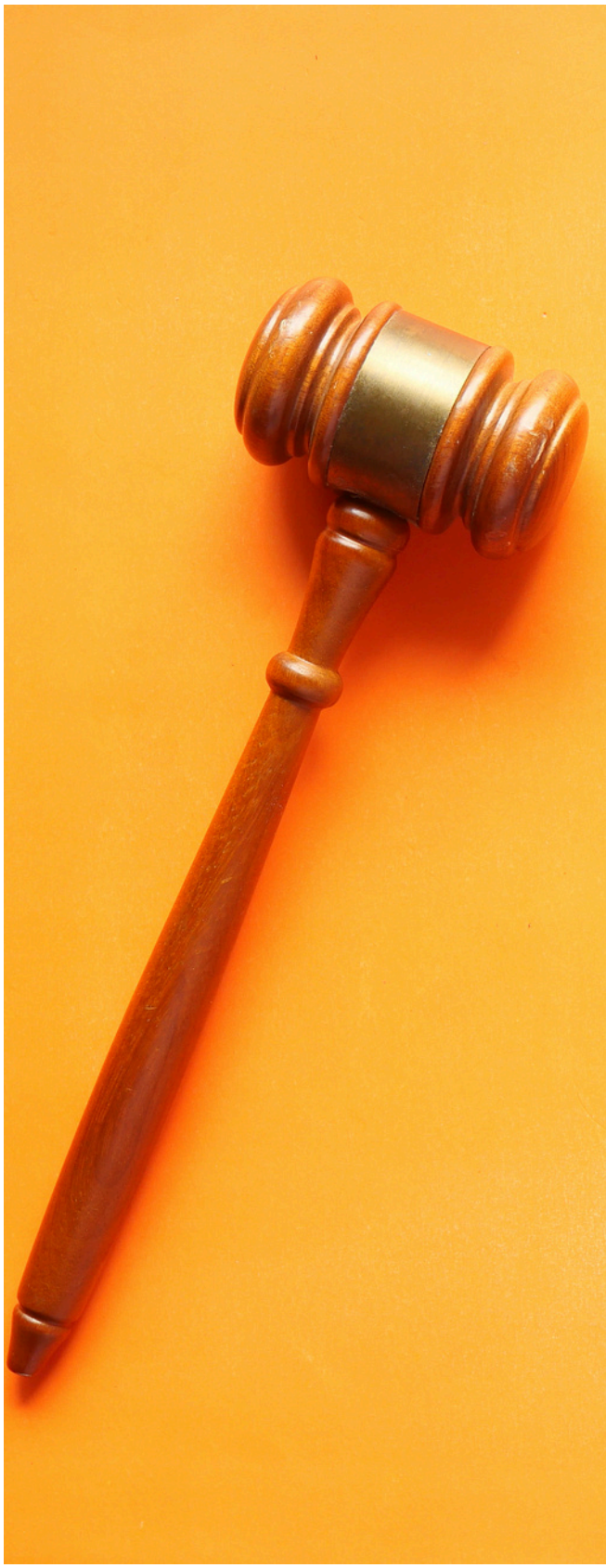
The following passages are cited to support the Cumberland Regional High School disciplinary policy.

New Jersey Statutes Annotated, Title 18A:37-1: "Pupils in the public schools shall comply with the rules established in pursuance of law for the governments of such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them."

New Jersey Statutes Annotated, Title 18A:37-2: "Any pupil who is guilty of continued and willful disobedience, or of open defiance of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

Cumberland Regional Board of Education Policy #5500: "The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the school and the value of their education."

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process. Parent(s) or legal guardian(s) can help children learn by requiring that children obey all school rules and by accepting responsibility for a child's improper conduct.





DUE PROCESSS

The courts have established that a student does not leave his/her civil rights at the school door. Although the primary thrust of the court decisions has been in suspensions, the same principles apply to all discipline cases. They are as follows:

- All reported violations must be in writing or in electronic form. An administrator, although proceeding in good faith, frequently must act on the reports and advice of others, and the controlling facts and nature of the conduct under challenge are often disputed. By reducing the charge to writing, we eliminate a great deal of emotion or anger toward the accused.
- Students shall have the opportunity to characterize their conduct and put it in what they deem to proper context. They shall have the opportunity to do so either orally or in writing. If the offense is observed by a school administrator, the student will still have the opportunity for the informal "give and take" with the administrator prior to any action.
- Following the informal hearing, students shall be advised of the charges against them. In the case of suspension, the charges will be in writing, shall be in accord with the causes for suspension or expulsion of pupils as stated in ***N.J.S.A. 18A:37-2***, and, in the event the students are under 18 years of age, their parents shall be notified.
- Only the Principal or his/her designee can suspend.
- In the case of an out-of-school suspension, students will be required to have parent conference before returning. The purpose of this conference is as follows:
    - To review what is occurring in the students' classes in terms of behavior, attendance, academic achievement, and their attitude towards learning.
    - To review and discuss any problems or problems that may stand between the students and success.
    - To seek assurance that further offenses will not be committed by the students.
    - To discuss possible solutions to problems.
- As established by the Supreme Court case Goss v. Lopez, school administration is not required to contact or request permission from a parent prior to an investigation or when disciplining a student.
- The school will be consistent with the provisions of corporal punishment of pupils pursuant to ***N.J.S.A. 18A:6-1***.

BEHAVIORAL THREAT ASSESSMENT

The purpose of a threat assessment team is to provide schoolteachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk. Threat assessment teams' purpose is also to prevent targeted violence in the school and to ensure a safe and secure school environment that enhances the learning experience for all members of the school community in accordance with ***N.J.S.A. 18A:17-43.4.***

BEHAVIORAL SUPPORT SYSTEMS

Cumberland Regional School District utilizes a variety of support systems to aid our students in learning proper ways in which to settle issues and to be more successful in school. These include:

- Student Assistance Coordinator to help students with addiction problems.
- Social and emotional counselors to help students work through more personal issues.
- A restorative assignment so students may reflect on their behavior and ways to improve it.
- Monday Remediation which is a Restorative approach in which we will address student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

OUTSIDE STUDENT SUPPORT SERVICES

COLT Connection, School-based youth services program (SBYSP) provides an array of employment, health, and social services. Services are available to all youth and recreation is provided. In addition to the following core services, each site develops services which respond to local needs, such as on-site childcare, so that teen parents can stay in school. Connection works to link parents to available services within the community. Colt Connection is located in CRHS. Please call 451-9400 X273.

USE OF RESTRAINT

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions of ***N.J.S.L.A. 18A:46-13.4 et seq.***

DISCIPLINE PROCEDURES

The disciplinary actions for each infraction are listed in levels. While it may appear that each level corresponds to each time that the infraction is committed, this is not strictly the case. Given the particulars of a specific incident, the administrator handling the referral has the option of assigning any of the discipline options employed by the district. This flexibility is necessary in order to allow the administrator to exercise judgment when deciding on the appropriate way to assign discipline and/or handle the incident.

Please note a student who is suspended or is caught cheating may forfeit his/her academic honor society or other memberships. This means he/she will not have special recognition, including cords and hoods, at graduation. It may also prevent any student who is not a member of an honor society from being part of one.

Please note any child who is placed in the Cumberland Day Program is excluded from any extracurricular activities as deemed appropriate by administration.

Parent/Guardian will be notified by letter of student conduct issues. Parent/Guardian can also access student discipline referrals from Genesis Parent Portal.

Subsequent levels not listed for each conduct referral will be addressed by the Assistant Principal on an individual basis.

If a student refuses to serve his/her assigned disciplinary consequence, the student will be deemed insubordinate and will serve additional, more severe consequences (e.g., out-of-school suspension) and still will be required to serve the original consequence.

ASSIGNMENT OF DISCIPLINE

- Warning/Conferences
- Restorative Assignment
- Detention
- In School Suspension (ISS)
- Monday Remediation (MR)

OUT OF SCHOOL SUSPENSION (OSS)

Refer to section on "Due Process" regarding suspension procedures. In addition, the following guidelines should be noted:

1. Students are to be informed of their responsibility in making up the work missed during the suspension.
2. Every effort is made to telephone parents the same day the offense occurs.

Short-Term Suspensions
"Short-term suspensions" are for a term of nine (9) or fewer school days. Any student suspended for five (5) days or more shall be provided with home instruction on the fifth day and until the student is permitted to return to school.

In the event of a short-term suspension, an informal "conference" must be conducted, and the student's parent(s) or guardian(s) must be provided with oral or written notice of the charges. Oral or written notification to the parent(s) or legal guardian(s) of a removal prior to the end of the school day shall include an explanation of:

1. The specific charges.
2. The facts on which the charges are based.
3. The provision(s) of the Code of Conduct the student is accused of violating.
4. The students' due process rights pursuant to N.J.A.C. 6A:16-7.2 - 6A: 16-7.4 and, if applicable, N.J.A.C. 6A:16-7.5 (Conduct Away from School Grounds).
5. .The terms and conditions of the suspension.

Long-Term Suspensions
A long-term suspension consists of 10 or more days. If a student is suspended for 10 or more days, a mandatory conference with the Superintendent must occur within the first few days. In each instance of a long-term suspension, the building Principal or his designee shall:

1. Hold an informal hearing prior to the student's removal from school and immediately notify the student's parent(s) or legal guardian(s) of the suspension.
2. Ensure appropriate supervision of the student while waiting for the student's parent(s) or legal guardian(s) to remove the student from school during the school day.
3. Ensure that the Superintendent meets with the student and his/her parents within a reasonable time frame from the initiation of the long-term suspension.
4. Within two (2) school days of the initiation of the long-term suspension, a letter will be sent to the parent(s) or legal guardian(s) with written notification containing:
   a. An explanation of the specific charges and the facts on which they are based.
   b. The students' due process rights pursuant to N.J.A.C. 6A:16-7.3 (Long-Term Suspensions) and, if applicable, N.J.A.C. 6A:16-7.4 (Expulsions), and/or N.J.A.C. 6A:16-7.5 (Conduct Away from School Grounds); and
   c. Information regarding legal resources available in the community and the student's right to secure legal representation; and
   d. The district's right to expel the student in the event of further engagement by the student in conduct warranting expulsion, along with a request for parental acknowledgement of same.



DISCIPLINE POINT SYSTEM

A point system will be used to determine each student's ability to participate in extracurricular activities. Any student accruing 30 or more points may be ineligible for extracurricular activities. Points will be assigned by the administration based on the seriousness of the infraction. Points will be reset at the beginning of each marking period (MP).

Any student who accumulates 40 or more points, including students participating in athletics, during any marking period will be recommended to be placed in the Cumberland Day Program (CDP). This decision will be made after meeting with the Principal or his/her designee. Students have a chance to return to the regular day program after they have completed at least one (1) full marking period as per the CDP behavior modification contract. It should be noted that a student does not need to accumulate 40 points to be placed in the CDP. Students can be placed in the CDP depending on the severity of individual incident(s) that occur, even before the accumulation of 40 points.

Once a student receives 40 points or multiple suspensions, the student will have a mandatory disciplinary conference with the building Principal to discuss a possible change and transfer in placement.

*Senior students may be ineligible to participate in the Graduation Ceremony if any of the following occur:

1. 3 Out of School Suspensions during their senior year
2. Accrue 40 or more points during MP 4
3. Enrolled in CDP during MP4

GUIDELINES FOR CLASSIFIED STUDENTS

A classified student may be suspended for just cause for a shorter duration as outlined in the District Suspension Policy. The administration at Cumberland Regional High School is sympathetic to problems arising in cases involving classified students; therefore, several alternatives other than suspension can be implemented successfully. These include:

1. Ongoing counseling by the Assistant Principal.
2. Use of the CST members in a counseling rapport-building process.
3. Joint conferences involving the Assistant Principal, student, and personnel directly involved with the student, e.g., teacher of the class where the behavior was not acceptable.
4. Assistant Principals will review the need for minor class program modifications.
5. Initiation of a behavior modification program.
6. Initiation and utilization of a student contract.
7. Request CST review of the student's program when there is evidence of chronic misbehavior and lack of adjustment to his/her current program.
8. Suggesting teachers try one of the following:
    a. Have students call parents from the CST office.
    b. Try another activity; or
    c. Engaging a student peer to address the difficulty and to provide for the benefit and wellbeing of the student.

Key Policies

1. Classified students are not excused from adherence to the rules, regulations, and policies regarding behavior and attendance at Cumberland Regional High School unless specifically waived in their IEP's.
2. Classified students who are suspended are responsible for completing class assignments.
3. Assistant Principals will request, in writing, a formal Child Study Team review of placement and programs in those cases where a student demonstrates a behavioral and/or academic breakdown and is not showing progress in his/her current program.



CONCEPTUALIZING A SOLUTION



The maintenance of acceptable standards of student behavior is the responsibility of each professional staff member at Cumberland Regional High School. It is our mandate to direct attention to students who deviate from behavior norms. In many instances, this attention is in the form of a verbal request directed to an individual student which results in an immediate appropriate action. Other situations may warrant a formal written or electronic referral to the appropriate Assistant Principal or Guidance Counselor.

It is anticipated that the Cumberland Regional professional staff will resolve many problems at the informal level. Some behavior will warrant referral to the School Counseling staff. Some problems may require administrative attention. These include: 1) attendance-related problems, 2) recurring behavior problems, and 3) special problems such as use of Controlled Dangerous Substance, violent behaviors, and various forms of harassment.

STUDENT GRIEVANCE PROCEDURE - Policy #5710

Whenever students have a concern, they should first attempt to resolve the issue with that staff member. If unsuccessful, the students should contact their Assistant Principal or school counselor. The matter will be investigated to determine if the matter is behavioral or academic. If necessary, the matter will be referred to the appropriate administrator. Intervention at this level can take the form of a meeting between student and staff member moderated by the appropriate third party, or a similar meeting that includes a parent/guardian.

Should satisfaction not be gained at this level, the parent/guardian may request to have the matter heard first by the Principal and then, if necessary, by the Superintendent. Continued dissatisfaction with the disposition of the grievance results in a hearing before the School Board.

APPEAL OF AN ADMINISTRATIVE DECISION

Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Lesser consequences are not considered appealable, in that they do not deprive a student of his/her regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent administration, as needed.

An appeal may be considered if the specific nature of the incident and facts support an appeal.

Based on the merits of the written report filed by the complainant, the appeal may be heard or denied. Denials will be in writing with specific reasons for the decision.

Hearing of Appeals – Procedure

1. A request for appeal must be expressed in writing or by phone call from the parent or guardian of the student or the student themselves if 18.
2. An appeal must be filed in the Principal's office by the third school day after the day of the incident and due process conference.
3. Short-term suspensions will be held while the appeal process is in progress.
4. Clear and concise reasons must be expressed in the meeting as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions, or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. Every effort will be made by both parties to meet within three (3) school days after receipt of the appeal.
6. The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request that additional information can be added to the statement.

Disposition of an Appeal

The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision and call the parent within two (2) days.

Appeals Beyond the Principal's Level

The procedure will remain the same as above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level with a review of facts and further investigation if necessary. A formal appeal conference may or may not take place.

The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing to better determine the facts of the case.

An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Board Secretary.

The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

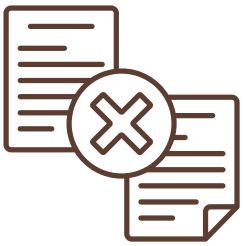
DISCIPLINARY OFFENSES

Please note for offenses involving consequences that require a removal from class a letter will be mailed to the parent/guardian after the child has been seen by the Assistant Principal. All letters are available to be viewed in the Genesis Parent Portal.

*Two or more Out of School Suspensions may result in a meeting with the Principal to determine possible change of placement.

ACADEMIC DISHONESTY

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.



<table>
<tr>
<td rowspan="3">Cheating, Plagiarism, Falsifications, or Additional Academic Integrity Infractions Listed in BOE Policy #5701</td>
<td>Cheating on examinations or assignments; including but not limited to; using generative artificial intelligence; copying from other students' papers; exchanging information with other students orally in writing, by signals, or by electronic means; obtaining copies of the assignment illegally; and other similar activities.</td>
<td rowspan="2">For All Levels:
• Teacher Addresses the Academic Dishonesty Infraction with the Student.
• Parent/Guardian is to be called or receive written communication by the teacher.
• A discipline referral will be issued, and it will be recorded that the student cheated and received a zero (0).</td>
</tr>
<tr>
<td>Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, etc. of another person, or in any way presenting the work of another person or generative artificial intelligence as one's own work.</td>
</tr>
<tr>
<td>Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.</td>
<td>Additional Steps for Repeated Infractions:
• Possible loss of honors membership or future membership.
• Conference with the student's counselor or Assistant Principal.</td>
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DRIVING TO SCHOOL

Students' cooperation is required to ensure the safety of your car and the safety of those parking on school property. Students are reminded that parking on school property is a privilege may be revoked. All student drivers must register their vehicles by applying for a driving permit. Below is a copy of the rules and regulations you must agree to before obtaining your parking permit. If you do not follow the below rules and regulations, you may be disciplined at the discretion of the Assistant Principal, which could result in loss of driving privileges. Repeat offenders may be towed at owners' expense. Any questions should be directed to Mrs. Jennifer DeShields' office, 856-451-9400, ext. 257. ***After completing application in Genesis, please stop by D House Office with your license, registration, and insurance to pick up your hang tag.**

Only students who are 17 years old and in 11th or 12 grade (in Genesis) with approved CRHS parking permits will be allowed to park in the student parking lot. The motor vehicle must be registered with the school, and the student must show, on request, proof of motor vehicle insurance, a valid New Jersey driver's license, (Agriculture license (Farmer's License) are not acceptable) and a valid motor vehicle registration certificate.

THE PARKING PERMIT HANG TAG MUST BE PLACED ON THE REARVIEW MIRROR.

1. If the parking hang tag is lost, broken/defaced, a new one must be purchased.
2. The replacement cost for a lost hang tag is $5.00.
3. Motor vehicles are not to be used nor are students to be in them during the school day except in case of an emergency or early release permission. STUDENTS WHO HAVE AN APPROVED EARLY RELEASE MUST LEAVE THE STUDENT PARKING LOT PROMPTLYOR FORFEIT THEIR EARLY RELEASE PERMISSION.
4. Students must follow ALL traffic patterns and obey ALL signs.
5. For the safety of all students, a 10-mph speed limit will be strictly enforced on campus. Reckless/careless driving (i.e., burnouts, doughnuts, cutting across the lot/through other spots, passing while entering/exiting) may result in loss of parking privileges at the school.
6. Students who park their motor vehicles in the student parking lot do so at their own risk. The school assumes no responsibility for the motor vehicle or its contents.
7. The hang tag must be returned to the school at the end of your senior year. A fine will be issued for any tag not returned or turned in damaged/defaced.



DRIVING TO SCHOOL

Driving Policy Violation	Level 1	Level 2	Level 3
Driving without a permit, while eligible	Warning	Restorative Assignment	Detention
Driving while ineligible	Warning	Detention	2 Detention
Not following parking lot rules	For All Levels – Discipline assigned by Assistant Principal based on incident.		

ATTENDANCE-RELATED PROBLEMS

The strategy for the resolution of a continuing individual attendance problem will be a multi-step approach. An attendance problem will be identified as: 1) chronic tardiness, 2) unexcused or unauthorized class absences (class cuts), 3) truancy, or 4) leaving the school grounds without permission.

Tardies to School and Class Per Marking Period

Number of Tardies School / Class	Consequence
3	Restorative Assignment
6	Detention
9	2 Dententions
12 and every 3 thereafter	Adminstrative Discretion

BEHAVIOR INFRACTIONS

Behavior problems include but are not limited to 1) Disruptive/Inappropriate Behavior 2) Destruction of school property; 3) Insubordination 4) Safety Violation 5) Disrespect to Staff/Students.

Infraction/ Definition	Level 1	Level 2	Level 3	Level 4
Cutting Class Being out of class for 20 or more minutes.	2 Detentions	1 Monday Remediation	2 Monday Remediation	Administrator Discretion
Being in Unauthorized Area/Misuse of Pass Being in any area in which you do not have permission to be or not dropping off your pass to the monitor	1 Restorative Assignment	1 Detention	2 Detentions	Administrator Discretion
Leaving the school grounds without permission	1 In School Suspension	2 In School Suspension	For Additional Levels – Discipline assigned by Assistant Principal based on incident.	
Leaving school grounds without signing out	Conference	For Additional Levels – Discipline assigned by Assistant Principal based on incident.		
Disruptive/ Inappropriate Behavior Behavior that disrupts the learning environment.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Innapropriate Use of School Issued Technology Violation of expectations of school issued technology	1 Restorative Assignment	1 Detention	2 Detentions	Administrator Discretion
Major Disruptive Behavior Behavior that severely impacts the learning environment i.e. Arguments or incidents leading to violence, gross disrespect towards staff, disorderly behavior.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Insubordination Being defiant after a reasonable request was made by a staff member.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Missing the School Bus at the end school day. Student is left on school grounds after student dismissal.	1 Restorative Assignment	1 Detention	2 Detentions	1 Monday Remediation
Disrespectful to Staff/Student Displaying inappropriate/ demeaning behavior towards a staff member/student.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Inappropriate Comment/ Gesture/ Behavior Inappropriate written/verbal comment or action.	For All Levels – Discipline assigned by Assistant Principal based on incident.			

BEHAVIOR INFRACTIONS *CONTINUED*

Infraction / Definition	Level 1	Level 2	Level 3	Level 4
Inappropriate Behavior on a Field Trip Not following school rules, reasonable requests, and/or expressing inappropriate behavior.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Major Inappropriate Comment/Gesture/Behavior Offensive, demeaning, or oppressive.	For All Levels – Possible HIB referral and Discipline assigned by Assistant Principal based on incident.			
Safety Violation Behavior that involves an unsafe situation.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Inappropriate Display of Affection Except for holding hands or hugs, any physical display of affection.	Conference	1 Restorative Assignment	1 Detention	2 Detentions
Violation of Discipline Consequence Not following discipline rules.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Destruction of School Property Causing damage or defacing school property.	For All Levels – Discipline assigned by Assistant Principal based on incident. Student may be responsible for restitution.			
Use of Profanity Towards a Staff Member The act of using profanity directed towards a staff member.	1-3 Days of Out of School Suspension	3-4 Days of Out of School Suspension	For Additional Levels – Discipline assigned by Assistant Principal based on incident.	
Use of Internet Enabled Device Violation of school Personal Internet Enabled Device guidelines regarding technology.	1 Restorative Assignment	1 Detention	2 Detentions Parent Pickup of Device required	Administrator Discretion Parent Pickup of Device required
Falsifying Documents Submitting official documents that are forged, faked, or altered.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Recording and/or Posting Inappropriate Content Inappropriate pictures/recordings including but not limited to fights, altercations, staff or student images or videos.	For All Levels – Discipline assigned by Assistant Principal based on incident.			
Bus Disturbance The bus and the bus stops are considered extensions of school grounds. All school regulations are always enforced. Students are expected to exhibit appropriate behavior and follow directives from the bus driver.	For All Levels – Discipline assigned by Assistant Principal based on incident. Administration reserves the right to change or remove a student from the bus.			

Dress Code Violations	
Level 1	Restorative Assignment
Level 2	Detention
Level 3	2 Detentions

FREQUENTLY ASKED QUESTIONS

1. Why can we not wear hats, hoods, or sunglasses? *Hats, hoods, and sunglasses make it hard to identify students for security purposes.*
2. Why can we not have blankets? *Climate is controlled now with the revamped HVAC system, and blankets are not a necessity.*
3. Why do we have to follow a dress code, e.g., specific length of shorts and no tank tops? *We are preparing students for adulthood, and dress codes are a part of the workplace.*

DRESSING AND GROOMING

The purpose of the dress code is to be appropriate for the learning environment as well as prepare students for the work force. No student should dress in a way that would distract from the educational process of the school district. The responsibility for the dress and hygiene of a student rests primarily with the student and their parents or guardians.

A. General Rules

1. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
2. Dress or grooming that jeopardizes the health or safety of the student or of other students or is injurious to school property will not be tolerated.

B. Allowable Dress and Grooming

1. Students must wear clothing including a dress or both a shirt with pants, skirt, or shorts and footwear.
2. Clothing must be non-transparent fabric.
3. Shirts must cover from the shoulders to the waist with no holes in the front, back, and/or sides.
4. Shorts, skirts, dresses, etc. must reach down to the longest fingertip when arms are down.

C. Non-Allowable Dress & Grooming

1. Clothing that depicts, advertises, or advocates the use of alcohol, tobacco, marijuana, controlled substances, pornography, nudity, sexual acts, weapons, or gang affiliations.
2. Clothing that depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
3. Hat, head coverings, or sunglasses.
4. Blankets.

Exception: Requirements in special areas such as science and physical education take precedence over this dress code.

ELEVATED OFFENSES

Elevated offenses include, but are not limited to, the following:

- Possession of unauthorized items.
- Use, possession, distribution, or being under the influence of drugs, alcohol, vaporizers, or tobacco.
- Stealing/extortion.
- Acts of violence: assault, assault and battery, fighting etc.
- Harassment/intimidation/bullying.
- Threats.
- Possession of a weapon.

The absence of other problem areas from this list does not imply that other problems are not considered serious or that other problems will not result in a substantial corrective action on the first offense.

<table>
<tr><th colspan="2">Infraction and Definition</th><th colspan="2">Levels</th></tr>
<tr><td colspan="2">Possession of Unauthorized Items
Students who use or are in possession of unauthorized items such as: matches, lighters, shock devices, gambling items and any instruments used for writing or etching of graffiti, stink bombs, toys that are realistic simulations of guns and knives, fireworks, air horns, or any other disruptive device will be subject to strict disciplinary consequences.</td><td colspan="2">For All Levels – Disciplinary action will be based on the seriousness of the item. Possible BOE hearing or Superintendent hearing. In addition to school discipline, relevant sections of the New Jersey Penal Code will be invoked, and charges may be filed with the State Police as deemed appropriate.</td></tr>
<tr><td colspan="2">Extortion
The practice of obtaining something, especially money, through force or threats.</td><td colspan="2">For All Levels – Appropriate discipline assigned by Assistant Principal dependent on the severity of the infraction as well as the value of the item(s). Restitution may be required. Charges may be filed.</td></tr>
<tr><td rowspan="2">Theft
Taking another person's property without permission or legal right and without intending to return it.</td><td>Theft > $10</td><td colspan="2">For All Levels – Appropriate discipline assigned by Assistant Principal dependent on the severity of the infraction as well as the value of the item(s). Restitution may be required. Charges may be filed.</td></tr>
<tr><td>Theft < $10</td><td>1 Monday Remediation & possible restitution.</td><td>2 Monday Remediations & possible restitution.</td></tr>
</table>

ACTS OF VIOLENCE

We have a major responsibility to do everything within our ability to prevent and, when necessary, to control physical violence within our school. This problem is now more critical than ever. This is evidenced by the fact that violence has increased over recent years.

It is important that self-defense not be confused with violence because it is our belief that one can defend him/herself without being violent.

When an offense is of such a violent nature that parents need to be contacted, every effort will be made to contact them in a timely manner. Any incident involving violence shall be thoroughly investigated by the Assistant Principals. After an incident's severity has been judged the guidelines for that offense shall be placed into one of the following categories.

CRHS graduated discipline policy applies for the following infractions and is all-encompassing and in effect for two consecutive years.

Infraction / Definition	Levels
Inappropriate Physical Contact This could be a shove, push, hairpulling, etc.	For All Levels – Discipline assigned by Assistant Principal based on incident
Fighting A fight is defined as a "Mutual engagement in a physical confrontation that may result in bodily injury to either party. Each participant must be classified as an offender."	First Level: Parents are to be telephoned. Students shall be suspended for 7 days of Out of School Suspension. Parents shall be required to have a conference prior to the student returning to school. Charges may be filed. *ATTENTION*: If a student is involved in another fight during their high school career, the consequence will result in 9 days of Out of School Suspension. Charges may be filed. Change of Academic Placement may be considered.
Assault An assault is defined as a person who attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another to permission	First Level: Parents are to be telephoned. Students shall be suspended for 7 days of Out of School Suspension. Parents shall be required to have a conference prior to the student returning to school. Charges may be filed. ATTENTION: If a student is involved in another fight during their high school career, the consequence will result in 9 days of Out of School Suspension. Charges may be filed. Change of Academic Placement may be considered.
Assault Upon a Staff Member Any pupil who commits an assault, as defined pursuant to **N.J.S.2C:12-1b (5) (d)**, upon a teacher, administrator, Board member, or other employee of a Board of Education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.	NJ State Police contacted. Possible charges filed. Change of Academic Placement may be considered. Students shall be suspended from school pending a BOE hearing or Superintendent hearing where consequences will be determined. The student is placed on Home Instruction pending that hearing.

ACTS OF VIOLENCE *CONTINUED*

Infraction / Definition	Levels
Criminal Threat Expressing, either physically or verbally, the intent to commit one of the following violent criminal offenses: homicide, computer trespass, false public alarm, aggravated assault, sexual assault, kidnapping, or arson. The threat must be made for placing another in imminent fear of one of these violent acts, under circumstances that would reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out.	Discipline to be determined by Assistant Principal in consultation with the Principal based on the severity of the incident. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact.
Simple Threat Attempting by physical menace (e.g., verbal threats) to put another in fear of bodily injury, with knowledge by the offender that the threat could make the victim fearful.	2-4 days of Out of School Suspension. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact.
Indecent Exposure/Sexually Inappropriate The inappropriate exposure of oneself or another student. Touching of intimate body parts or sexual acts.	Discipline to be determined by Assistant Principal in consultation with the Principal based on the severity of the incident. Possible referral to HIB or Affirmative Action officer. Possible NJ State Police contact.
Possession or Use of Weapon The possession or use of any kind of weapon (knife, gun, bomb, chain, metal knuckles, pepper spray) or any other items deemed by the Administration to be a weapon will be taken very seriously.	Possible NJ State Police contact. Students shall be removed from school pending a BOE hearing or Superintendent hearing where consequences will be determined. The student is placed on Home Instruction pending that hearing. Possible change of educational placement. Any student convicted of a firearm offense will be held to Federal and State statutes governing schools.
Harassment / Intimidation/ (Cyber) Bullying / Sexual Harassment (HIB) HIB means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that: A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.	Refer to the HIB process on the CRHS website and in the student handbook. If determined to be an HIB, the Principal will determine consequences and/or remedial actions. It should be noted that an HIB investigation does not prevent an action from being addressed by the Assistant Principal under the code of conduct.

STUDENT SEARCHES

New Jersey vs. TLO case law gives schools permission to use reasonable suspicion to search. This is not the same as probable cause followed by police.

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of weapons, drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco. Vape detectors used in bathrooms may result in a student search.

When there is reasonable suspicion to search, the following steps will take place:

1. Lockers may be searched at any time, as they are school property.
2. Drug dogs may be brought in at any time during the school year.
3. Search of a student and his/her belongings i.e. book bag and/or jacket and/or vehicles.



ALCOHOL, TOBACCO, AND OTHER DRUGS (ATOD)

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession of/and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco, or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers. Violations of these restrictions will result in disciplinary action.

Under current **N.J.S.I.A.A.** policy, student athletes who participate at the State level in any sport will be subject to random anabolic steroid testing. This testing is State-directed and handled through the Athletic Department. Violation of these restrictions will result in disciplinary action.

For this policy, "drugs" shall mean:

1. All controlled substances including those designated and prohibited in New Jersey Statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes.
2. All vaporizers.
3. All alcoholic beverages.
4. All anabolic steroids.
5. All drug paraphernalia.
6. All "over the counter" medication.

All medication taken during the school day must be under the direction of the school nurse (in the school nurses' office). Medication should not be in the students' possession, unless directed through the nurse. A form must be filled out by a doctor and given to the nurses for medication to be administered during school.

Student-athletes will also be held to the provisions of the athletic contract.

Required medical examination including urine screening and/or blood test to determine presence of alcohol and other drugs when observation of student behavioral indicators suggests the possibility of intoxication.

CRHS graduated discipline policy applies for the following ATOD infractions and is all-encompassing and in effect for two consecutive years. This ATOD policy applies to any school-sponsored functions taking place on or off campus.

**Three or more ATOD offenses may result in change of placement and automatic referral to outside counseling.*

ATOD INFRACTIONS

Infraction / Definition	Level 1	Level 2
Possession of Over-the Counter Medication and/or **Possession of Prescription Medication of a non-expired non-controlled substance *Medication is prescribed to student** Possession/or misuse/or abuse of over-the counter medication/stimulant/ depressant. Administrator will verify with nurse that the medication is over the counter.	Parents/Guardians notified. 1 Detention Possible referral to ATOD team for treatment, after-care, and re-entry plan.	Parents/Guardians notified. 1 Monday Remediation Possible referral to ATOD/SAC team for treatment, aftercare, and re-entry plan. Possible conference review with the Principal.
Possession of Prescription Medication of a non-expired non-controlled substance not prescribed to the student Possession of a drug not containing any controlled dangerous substance otherwise identified in ***N.J.A.C.6:29-6.3(a). 29-6.6 (a)***	Parents/Guardians notified. 1 Monday Remediation Referral to ATOD team for treatment, after-care, and reentry plan.	Parents/Guardians notified. 1 In School Suspension Referral to ATOD/SAC team for treatment, aftercare, and re-entry plan. Possible conference review with the Principal.
Possession of Alcohol, Illegal Drugs, marijuana, or Prescription Medication of a Controlled Substance Possession of drug paraphernalia containing any controlled dangerous substance otherwise identified in ***N.J.A.C.6:29-6.3(a). 629-6.6 (a***) Possession of alcohol, drugs, steroids, or substances identified in ***N.J.A.C. 6:29-6.3 (a).***	Police are possibly informed as required and appropriate action taken, unless in the case of a prescription drug, in which case the parent/guardian provides proof that medication is prescribed to student and is not outdated. Parents/guardians notified. Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use. The school breathalyzer may be used for suspected use of alcohol before outside medical examination unless the State Police arrest the student. 4 days of Out of School Suspension. Referral to ATOD/SAC team for treatment, after-care, and reentry plan. A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance.	Police informed as required and appropriate action taken unless in the case of a prescription drug, the parent/guardian provides proof that medication is prescribed to student and is not outdated. Parents/guardians notified. Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use. The school breathalyzer may be used for suspected use of alcohol before outside medical examination unless the State Police arrest the student. 7 days of Out of School Suspension. Referral to ATOD/SAC team for treatment, aftercare, and re-entry plan. A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance. Conference review with the Principal. Possible placement into an alternative setting.

ATOD INFRACTIONS *CONTINUED*

Infraction / Definition	Level 1	Level 2
Under the Influence of Alcohol or Illegal Drugs Under the influence of alcohol, drugs, steroids, or substance identified in ***NJ.A.C. 6:29-6.3(a)***. This is identified as a positive test result or refusal to be tested.	Parents/guardians notified. Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use. The school breathalyzer may be used for suspected use of alcohol before outside medical examination. The student then returns to school pending the results of the test. If test is positive: 2 days of Out of School Suspension. Referral to ATOD/SAC team for treatment, after-care, and reentry plan, A medical statement substantiating the student's state of well-being to return to school is required before re-entry.	Parents/guardians notified. Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use. The school breathalyzer may be used for suspected use of alcohol before outside medical examination. The student then returns to school, pending the results of the test. If test is positive: 4 days of Out of School Suspension plus all the above. Referral to ATOD/SAC team for treatment, aftercare, and re-entry plan, A medical statement substantiating the student's state of wellbeing to return to school is required before re-entry. Conference review with the Principal. Possible placement into the alternative settings.
Distribution/Intent to Distribute, Transferring, or Selling Drugs Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer or sell.	Police informed as required and appropriate action taken. Parents/guardians notified. Immediate medical examination including urinalysis and/or blood test to verify use and/or extent of use. The school breathalyzer may be used for suspected use of alcohol before outside medical examination unless the State Police arrest the student. Nine (9)-days Out of-School Suspension and then continued home instruction pending a BOE expulsion hearing. Referral to ATOD/SAC team for treatment, aftercare, and re-entry plan, Possible change of educational setting. Possible referral to ATOD/SAC team for treatment, aftercare, and re-entry plan. If a decision is reached to allow the student back in school a medical statement substantiating the student's state of wellbeing to return to school is required before re-entry if the student tests positive for an illegal substance.	

ATOD INFRACTIONS *CONTINUED*

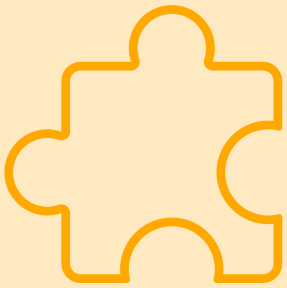
Infraction / Definition	Level 1	Level 2
Conviction for violation of the drug abuse policy off school property. Under the signed Memorandum of Agreement between the District and the NJ State Police and the Prosecutor's Office, schools will be notified of an incident that may influence the safe and orderly operation of the school.	Parent/guardian notified. The school will take whatever action it believes is necessary to protect the rights and wellbeing of the entire school body.	
Possession of Tobacco / Cigarettes / Vaporizer Students are not permitted to smoke at any time in the school on its grounds, or on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes/vaporizers or other smoking materials such as tobacco, pipes, or cigarette rolling papers. Possession of tobacco, the exhaling of smoke, or having any of the items described above in one's mouth shall be considered smoking. The possession of an unauthorized item holds the same penalty as smoking.	1 Monday Remediation Parent/guardian will be notified by phone. Referral to ATOD/SAC for assistance in quitting.	2 Monday Remediations A parent/guardian conference required.

VIOLATION OF POLICY / PROCEDURES / RE-ENTRY CONTRACT

Students in Violation of **Board Policy 5530** - Any student who fails to comply with ATOD procedures/policy/re-entry contract will be subject to further administrative disciplinary consequences.

NOTE: Refusal or failure by a parent/guardian to comply with the provisions of **N.J.S.A. 18A:40A-12** shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect **(N.J.S.A. 9:6-1 et seq.)** laws. Non-compliance would be considered the same as a positive test.

MISCELLANEOUS PROBLEMS



Problems which arise that are not specifically listed elsewhere will be handled by the Assistant Principal in a manner consistent with the code of conduct. An ongoing articulation shall be maintained between the Assistant Principals and the Principal.

In addition, the administration retains the prerogative to use any of the numerous assets at its disposal whenever it deems necessary. These include, but are not limited to, SAC, I & RS, School Counseling office, nurses' office, Child Study Team, Municipal Court, State Police, and Local, State and Federal Agencies.

INVOLVEMENT OF LAW ENFORCEMENT



For students who are involved in the intervention and evaluation process or who have been referred for treatment services, there shall be no involvement of law enforcement authorities unless the student has violated the law or the discipline code of the school regarding knowing possession or consumption; or being under the influence of; or selling, distributing, or purchasing alcohol or controlled dangerous substances while on school premises and/or participating in school activities.

If a student has violated the law or school discipline code regarding alcohol or controlled dangerous substances, the Principal or his/her designee shall notify the local law enforcement officials. The Principal or his/her designee shall also notify the parent/guardian, and the Superintendent shall inform the Board of Education no later than the next regularly scheduled meeting of the Board.

Any staff member who reports a pupil to the Principal or his/her designee in compliance with the provision of this subsection shall not be liable in civil damages because of making such a report as specified by **N.J.S.A. 2A:62A-4.**

STUDENT SAFETY DATA SYSTEM (SSDS)



The New Jersey State Department of Education requires each school district to report each incident of vandalism, violence, HIB, and substance abuse during the school year.

The SSDS collects information only about those incidents that fall under the categories defined in the SSDS Incident Definitions.

To Be Reported:

- An incident must take place on school grounds, at a school sponsored event, or on a school bus.
- The student behavior must meet one of the SSDS definitions of reportable incidents i.e., fighting.
- The offender must have been cognitively & developmentally mature enough to understand the potential consequences of his or her actions.


CRHS