

**ATTENDANCE
STUDENT ABSENCES & EXCUSES**

Regular attendance by all students in the Public Schools of NJ is a well established, long standing State Policy (NJSA 18A-38:25, 26 & 27 – Compulsory Attendance) (6A:16-7,8-Attendance) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States.

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility that students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. Kittatinny Regional School District places a high value on student attendance and requires high standards for its students.

Attendance is required of all students enrolled at Kittatinny Regional School District during the days and hours that the high school is in session. It is expected that each student is in full attendance in all classes and reports to all classes on time.

Parents must call the attendance line, 383-1800 and after the prompt press 1, to report a student’s absence. (This does not necessarily excuse the student’s absence.) If the parent does not call, a KRHS staff member will attempt to contact the parent at home or work to confirm that the student is not in school. Letters will be sent to the parent on the 5th, 8th, 10th, and 14th absences. For the high school students, a letter will also be sent on the 16th cumulative absence indicating loss of credit. Attendance record keeping will be done in the Guidance Office. If you have any questions, please contact the Guidance Office at 383-1800, ext. 1590.

Students must attend school for a minimum of 4.0 hours cumulative time to be considered to be in attendance at school for a full day. Anything less will be considered a half-day absence.

When an absence CANNOT be avoided, the procedure is as follows:

- A. Serious illness – a doctor’s note is requested upon return to school indicating the duration of the illness (“until further notice” is not acceptable).
- B. Death in the immediate family (note required).
- C. Religious holidays as prescribed by the State Department of Education (note required).
- D. Written parental permission submitted to the school within ten (10) days.
- E. Other reason deemed appropriate by the administration.

A PHYSICIAN’S (M.D.) NOTE OR APPROPRIATE OFFICIAL DOCUMENTATION MAY BE REQUESTED IN CASES OF CHRONIC SCHOOL ABSENTEEISM.

When a student returns to school from an absence, a written excuse from the parents/guardians must be provided in addition to the phone call. The note should indicate the date of absence and the reason. The note should be presented to the Main Office or Guidance Office the day the student returns to school. If a note is not received, the absences may be considered **truancy**.

Work must be made up within three school days of the student’s return to school. In cases of prolonged absence, make-up time may be extended, which is determined on a case-by-case basis.

Senior students who plan to attend college upon graduation are permitted to visit colleges and have these school absences treated as non-cumulative. A non-cumulative absence will be given for a college visit if the following procedure is adhered to:

- A. Prior to the college visitation the student submits to the attendance office a letter of the intended dates of the visit.

- B. Upon return to school, a letter from the college Admissions Office verifying the visit must be submitted to the attendance office in order for it to be a non-cumulative absence.
- C. Any visit to Sussex County Community College, County College of Morris, or Centenary College is subject to the above requirements. A one-half day non-cumulative absence will be credited when visiting these schools.

CUMULATIVE ABSENCES

A cumulative absence is one not covered by the above reasons and/or documentation.

Students who are going on vacation are responsible for requesting work from teachers before they leave. Please note that KRHS does not sanction vacations during school time. They will be counted as cumulative absences.

A HIGH SCHOOL student will receive reduced credit in a scheduled course after his cumulative absence exceeds the following limits:

FULL YEAR COURSE/SEMESTER COURSE

- 16 days absence - 1 credit loss
- 21 days absence - 2 credits loss
- 26 days absence - 3 credits loss

For between *five and nine cumulative unexcused absences*, the school district shall:

- A. Make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day.
- B. Conduct follow-up investigation, including contact with parents of student, to determine the cause of each unexcused absence.
- C. Create and develop an action plan for the student.

For *cumulative unexcused absences of 10 or more*, the student is to be deemed truant per N.J.S.A. 18A:38-27. Under such circumstances the school district shall be required to do the following:

- A. Make a mandatory referral to the court program as required by the N.J. Administrative Office of the Courts.
- B. Make a reasonable attempt to notify the student’s parents of the mandatory referral.
- C. Continue to consult with a parent and the involved agency to support the student’s return to school and regular attendance.
- D. Cooperate with law enforcement and other authorities and agencies as appropriate.
- E. Compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.

HIGH SCHOOL STUDENTS who have been denied credits may have the denied credits reinstated the following school year provided they do not have more than 10 cumulative absences.

A JUNIOR HIGH SCHOOL student who exceeds 15 unexcused absences may not be permitted to participate in Team Day, class trip, field trip activities or any other extracurricular function so designated by the Administration.

If a student is absent from school, he/she may not attend extra-curricular activities that day or evening. This includes athletics, dances, activity nights, etc. A student must be present a minimum of 4.0 hours to be considered for a full day of attendance.

NOTE: The Attendance Office receives many handwritten notes, some of which are extremely difficult to read. Any misunderstanding could be the difference between an excused and an unexcused absence or tardy. Therefore, when writing a note to the school, please write legibly and be sure to include the student’s **first name** and **last name** on the note. Thank you for your cooperation.

KITTATINNY ATTENDANCE COMMITTEE

Kittatinny has formed an Attendance Committee comprised of Guidance Counselors, Child Study Team, School Nurse, SAC, Assistant Principals, and Attendance Coordinator. Students with a high rate of absences (over 10 days) will be referred to this committee. Meetings are held once a month. A 4-level system of intervention was established to ensure that communication between parents, students and administrators was effectively taking place regarding attendance.

On a case-by-case basis, students who exhibit attendance patterns that warrant the attention of the committee will be reviewed in an effort to develop an intervention strategy that will encourage a regular school attendance pattern. Strategies include parent conferences, the assistance of outside agencies, intervention by School Medical Examiner, along with other social services agencies. If necessary, the Municipal Court System will be solicited for court orders to attend regularly. The Kittatinny Attendance Committee, in conjunction with the parent and student, will meet and a prescriptive plan will be developed and implemented.

Level I – Attendance letters are sent home after a student has been absent 5, 8, 10 and 14 days. From March on, we only send 10, 14 and 16 day letters. These letters are sent to inform parents of their child’s status. If a medical condition prevents a student from attending school, parents should contact Attendance Office, 973-383-1800, ext. 1590. When the student returns to school, he/she should present the appropriate medical documentation to the Attendance Coordinator in the Guidance Office in order to have the absences excused.

Level II – When a student is absent 10 or more days, the guidance counselor will contact the student and parents based upon care and concern. If a student misses a class ten times, a letter will be sent to the parents, by the teacher.

Level III – If a student is chronically absent, he/she will be referred to the administration. The administrator will contact the parents and if necessary, a conference will be set up. At this point, we may consult with our school physician, Dr. Grote, or possibly initiate contact with the Division of Youth and Family Services (DYFS). The school would then offer therapeutic interventions and may send out a legal document for the family to appear in Municipal Court for truancy and/or attendance violations.

Level IV – This level is initiated when the school has filed with the Municipal Court. Legal notification will be made and a hearing will follow. The hearing will focus on transitional plans as well as educational options. Once the Judge makes a decision and mandates an action plan, the school district would closely monitor that student’s attendance and report it on an as-needed basis.

Fortunately, a very small percentage of our school has an attendance issue. School attendance is critical to academic success. If the continuity of instruction is disrupted for any student, school achievement, invariably, will suffer.

To date, we have found this committee to be extremely effective in increasing attendance, deterring excessive absence and being proactive in providing support for students who have potential attendance issues.

**CHRONIC ABSENCES
(Loss of Privileges)**

At the discretion of the Assistant Principal, chronically absent students, without medically documented absences, may be excluded from non-mandated extracurricular activities, i.e., 7th/8th grade dances, activity nights, proms, class trips, etc.

PERFECT ATTENDANCE

“Perfect Attendance: is defined as: no absences, tardies or early dismissals, **including absences, tardies or early dismissals that are excused.**

TRUANCY

A student is considered truant if he/she is out of school for an unauthorized reason; i.e., work, parties, and personal vacations not approved by the administration. A student will also be considered truant if the child’s parent or legal guardian is unaware of student’s absence from school.

Upon entering school, each student is marked present by his first-period teacher. If a student arrives to school late, he must sign-in before attending class.

Truancy is defined as being present in the building without signing in, as well as being away from school without authorization. Charges will be brought against students whose truancy is persistent.

Participation in a planned "cut day" is considered truancy. Anytime the administration hears of a planned cut day, a doctor's note will be required to excuse a student's absence. All other students will be required to serve an in-school suspension. A parental phone call will not be accepted as a reason for a student’s absence.

Whenever the number of students absent in a given class exceeds twenty-five percent, the administration reserves the right to require a doctor's note for such absences, otherwise the student may be considered to be truant

TARDINESS TO SCHOOL IN THE MORNING

Students reporting late to school must sign in at the Main Office. Excuses such as oversleeping, car problems, student needed his/her sleep, are not considered sufficient reasons for an excused tardy. Disciplinary action may be taken in cases where tardiness cannot be properly verified, or where the tardiness has become habitual.

- A. Students will be late to school after the second bell --7: 34 a.m.
- B. To receive a full day’s credit, students must be present in school for an accumulated time of 4.0 hours. Students signing in after 9:00 a.m. will receive a half days absence, in addition to a tardy for the day.
- C. Students will be allowed two tardies per marking period.
- D. At three tardies a student will receive 1 administrative detention.
- E. At four tardies a student will receive 2 administrative detentions.
- F. At five tardies an in-school suspension will be assigned and parents will be contacted for a conference. Also, there will be a loss of privileges (i.e., driving for one week, Blue & Silver privileges for the marking period, activity nights, dances, etc.).
- G. Six or more tardies will be considered a half-day absence.
- H. Parents have the opportunity to contact the school within 24 hours of a tardy to have the tardy excused.
- I. After 10 cumulative unexcused tardies for the school year, student drivers will lose driving privileges for the remainder of the marking period and/or semester.

Failure to go to an assigned detention is an automatic 1 day, in-school suspension. Detentions WILL BE rescheduled on emergency basis.

TARDINESS TO CLASS

Students who are tardy to class will be assigned a teacher detention. If students have legitimate reasons for being tardy, they should secure such excuse from the teacher who delayed them and present, no later than the following day, excuse to the teacher who assigned detention.

ROUTINES & PROCEDURES

Page 15

EXCUSE EARLY FROM SCHOOL

Students who wish to be excused from school early must submit a note signed by a parent/guardian explaining the reason to be excused early and whether or not the student shall return to school. This note should be brought to the Main Office no later than 8:30 a.m. on the day the student is requesting to be excused early from school so that student may secure a pass to be let out of class. A note does not auto-matically dismiss a student; administrative approval is also needed. Except in an emergency situation, students and parents are reminded to arrange for medical or dental appointments after school hours.

Parents and students are reminded that the parent should meet the student in the Main Office so as to assure the welfare and safety of the student. Only a parent, relative, or authorized adult may pick up student. At time of departure, the student and person picking up the student must sign the respective student out on the sign-out sheet in the presence of school personnel. Students who park at a non-campus area are not permitted to sign out without a parent/guardian present.

Students returning to school should sign-in in the Main Office before returning to class. The Main Office will present the student with a class admission slip.

For the protection of all students, the only conditions under which a pupil may leave school during the regular school day are:

- A. Permission from Assistant Principal or Principal.
- B. Permission from the School Nurse.
- C. Correctly processed early dismissal.
- D. Special class schedule.
- E. Absence caused by a school-sponsored activity. NJ Statutes: Title 18A:38-27, 38-28, and 38-31.

No student shall be excused from school without prior administrative approval; this includes 18-year-old adult students. **DO NOT WAIT UNTIL LAST MINUTE TO GET APPROVAL. PLEASE MAKE APPOINTMENT WITH AN ADMINISTRATOR EARLY IN THE DAY IF YOU HAVE A REQUEST TO LEAVE SCHOOL EARLY.**

PHYSICAL EDUCATION PROCEDURES GRADES 7-12

LOCKER ROOMS ARE OFF LIMITS TO STUDENTS UNLESS THEY ARE ASSIGNED TO PHYSICAL EDUCATION DURING THAT SPECIFIC PERIOD.

First Day:

Parental note accepted by instructor; student excused.

Second Day:

Student is sent to the nurse who:

- Contacts home.
- Informs parents and student that if additional days (3 or more) are needed, a medical note should be provided.

Third Day:

If a medical note is not forthcoming-

- Student will be sent to the nurse.
- Student will be sent to the Guidance Office where his/her schedule is temporarily adjusted; physical education teacher is informed of change.

If a student is unprepared for class, the second incident shall result in student receiving a detention and a Lack Of Progress report will be sent home.

- A. A third unprepared will result in a failure for that unit.

- B. On the fifth miss (any reason except unprepared) of the unit, make-up work will be assigned and must be completed within two weeks of the end of the unit.
- C. If a student fails within the first two weeks of a unit, a conference will be held with the unit teacher, department supervisor, counselor, and principal to resolve the temporary placement of that student.

PHYSICAL EDUCATION DRESS & GROOMING

- A. No jewelry, e.g., earrings, nose rings, lip rings, etc., is to be worn during physical education class activities.
- B. Pajama bottoms and long-sleeve flannel shirts, flannel bottoms with pockets, etc., are not to be worn in place of acceptable gym shorts and T-shirts during physical education classes.

DRIVER'S LICENSE

The following are two simple rules to follow concerning a driver's permit and driving tests:

- A. No student is allowed to obtain his permit on school time. The student must get the permit after school.
- B. With a note from home and a permit properly stamped, a student may be dismissed in time to keep an appointment for behind-the-wheel test.

STUDENT DRIVING POLICY

Juniors and Seniors will be permitted to drive to school with proper authorization.

No student may drive an automobile, or other vehicle of any type, to the school without the school's approval. Those who wish to drive a vehicle must present an automobile registration form signed by their parents. Forms for this purpose may be obtained in the Main Office. Permission, if granted, will be given to the student only upon completion of all necessary forms **and attendance at the student park-ing meeting held by the Assistant Principal. Students will also be required to attend the Alive at 25 program held by the NJ State Police and sponsored by National Safety Council. No student will be permitted to park at KRHS without completing these requirements and without remitting the associated fees.**

All drivers must park in assigned spots and observe the 10 MPH speed limit on campus grounds, unless otherwise noted.

REGISTERING VEHICLES

- A. All students who drive must have any and all automobiles they drive registered with the school and have a school decal affixed to car. Extra parking stickers are available for additional cars in the family. **VEHICLES WITHOUT PERMIT STICKERS WILL BE TOWED AWAY AT THE OWNER'S EXPENSE.**
- B. Only state inspected and insured automobiles will be allowed on the school parking lot. The student must provide the name of the insurance company and policy number.
- C. Students who drive must have parental permission to bring an automobile to school.
- D. Students may park in designated parking spaces only.

School Administration reserves the right to search vehicles parked on school property when there is reasonable cause to do so.

Priorities

- Seniors and Juniors who have good reason to drive will be given driving privileges (e.g., CIE, extracurricular activities, work directly after school).
- Driving is a privilege and will be treated as such.
- Students who drive must have a satisfactory school citizenship record.

ROUTINES & PROCEDURES

Page 16

Penalties

- A. Students who violate safe driving practices on the school premises will lose their driving privilege.
- B. Student drivers who are repeatedly TARDY (10 cumulative for the school year) to school will have their driving privilege suspended.
- C. Student drivers who use their vehicles to cut school or to transport other students off school grounds will have their driving privilege suspended. No student may drive a car from school grounds prior to 2:15 p.m. without approval of administration.
- D. Students are not permitted to go to their vehicles during the school day without permission from the administration.
- E. Both parents and students should review additional offenses and penalties found on the driving application.
- F. Any student who is suspended will lose driving privileges.
 - 1st Offense--3 days
 - 2nd Offense--2 weeks
 - 3rd Offense--may be for the remainder of the year
- G. **Any student not adhering to school regulations regarding the driving privilege will be subject to loss of driving privilege and possible suspension from school.**

General

- A. Parental requests to have their child ride with a school-registered driver must be submitted on special form to the administration.
- B. The administration recommends that students not ride as passengers with other student drivers. Bus transportation is provided for all eligible students to and from school.

STUDENT DRIVING AND ATHLETIC EVENTS

No athletes (including 18 year-old students) are permitted to drive their cars to any athletic contest in which they are participating. If extenuating circumstances warrant a request for an exception, the athlete must arrange for parent transportation. Also, prior approval from administration is required for such requests.

EXCUSE FROM CLASS

The student asking to be released will be responsible to:

- A. Notify teacher of regularly scheduled class 24 hours in advance of the class that he is to miss. If class teacher denies permission to leave, student must attend his regularly scheduled class.
- B. Obtain specific prior permission to miss a test or other important assigned task from the teacher for whom the work is to be done. Failure to obtain permission and/or failure to complete assigned task or test will result in the student's receiving a "0" for that assignment with no make-up privilege permitted.
- C. Notify the requesting teacher (the teacher requesting release of the student) if the student has been denied permission to attend the requesting teacher's function.
- D. Take the initiative to contact the teacher of the class missed to learn what work was missed and to make up that work within the time limit established by the releasing teacher.

ELECTRONIC DEVICES

STUDENTS ARE NOT TO BRING IPODS, CELL PHONES OR ELECTRONIC DEVICES TO SCHOOL. IF THEY DO, THEY WILL BE CONFISCATED & RETURNED ONLY TO PARENT.

Cell phones may be brought to school, but are to be kept off and in lockers during the school day. Cell phones may only be used after the regular school day and are not permitted to be used during after school detention and extended detention. (See Uniform Discipline Code for more information).

ASSEMBLY BEHAVIOR

When attending assemblies or other public affairs, the students are expected to be quiet and respectful. Students are to go to assemblies in designated groups and be seated as a group, staying in the assigned seats at all times. When the master of ceremonies rises, the audience is expected to become quiet so the program may proceed. Whistling, shouting, booing, rhythmic applause and lack of respectful attention will not be tolerated at any time. Misbehavior will cause the withdrawal of your assembly privileges.

LUNCH TIME

Lunchtime is long enough to permit students to eat without rushing and to enjoy a brief period of relaxation between morning and after-noon classes.

For reasons that should be obvious to every student, behavior in the lunchroom is very important. Good eating habits and cleanliness must be practiced. The same good manners and common courtesies desirable at the dinner table at home or in a restaurant should be displayed in the school lunch room at all times. Only with the cooperation of all students who are thereby helping one another can the proper kind of atmosphere prevail in the lunchroom.

Remember that this is a STUDENT lunchroom and every good habit you practice in it makes it a better place for you and fellow students.

All students must report to the cafeteria during their lunch period. Students may purchase their lunch in the cafeteria or bring their own lunch. No other area in the building is provided for eating except the cafeteria. When finished, all paper refuse is to be placed in the refuse cans. Silverware is to be placed in the container and trays are to be placed on the return counter.

Students who leave the building grounds during lunch will lose their driving privileges and be subject to suspension.

CAFETERIA PROCEDURES 7th and 8th GRADE LUNCHES

- A. Students will be permitted to choose their own seats on the first day. Permanent seating will be logged onto a seating chart and be strictly enforced.
- B. Students will have the opportunity to switch their seats each quarter.
- C. Students must wait to be called to line up for a hot lunch by a lunch room supervisor.
- D. Tables will be called on a rotating basis all year.
- E. Students must wait to be dismissed by a lunch room supervisor. Individual tables will be dismissed only after their table has been inspected and garbage has been cleared above and below table.
- F. There is a mandatory sit time for the last 10 minutes of each period.
- G. Inappropriate behavior during lunch will result in disciplinary action.

SCHOOL DRESS AND GROOMING

The Board of Education recognizes that the basic responsibility for proper dress of its students lies with the student and his/her parents. However, it is felt that guidance and direction from the school is necessary in order to maintain an atmosphere conducive to learning and good order.

The administration accepts the responsibility for making all decisions related to acceptable dress. Dress that is too casual or bizarre in nature often leads to a too casual, too relaxed attitude concerning the student's responsibility for his education and association with others in the school.

ROUTINES & PROCEDURES

Page 17

Students shall wear apparel that is appropriate to the function of the institution and the maintenance of reasonable standards of cleanliness and decency.

The following types of dress have been termed inappropriate and unacceptable:

- A. Gang-related (anti-social) dress
- B. Inappropriate language, profanity, drugs, alcohol, or sexually suggestive innuendos
- C. Clothing which draws attention to the physical characteristics of the individual; bare midriffs; see-through blouses; spaghetti straps; tank tops
- D. Clothing which is not safe to wear
- E. Pajamas (not permitted)
- F. Outdoor clothing, e.g., overcoats, heavy jackets, hats, caps, headscarves, sunglasses, etc.

NOTE: ALL HATS, HEADSCARVES, SUNGLASSES, AND OUTERWEAR (HEAVY COATS AND JACKETS) ARE TO BE LEFT IN THE STUDENT'S LOCKER AT THE START OF THE DAY. A STUDENT SHOULD NOT CARRY ANY HAT, COAT, OR JACKET AROUND THE BUILDING NOR SHOULD SUCH ITEMS BE SEEN ONCE SCHOOL BEGINS, UNLESS STUDENT IS PREPARING TO LEAVE.

- G. Pajamas are not permitted.

The wearing of chains is prohibited. Not only does it cause damage to school property, scratching desks, etc., they are a distraction in the classroom, and also can be construed as a weapon.

Pants worn so low that they cause undue attention to bodily parts and may cause distraction to the educational process are also prohibited. Pants should be of appropriate length and worn at or above the hip.

Cross-dressing of any kind is strictly prohibited.

Shorts that are appropriate in style and wear, will be permitted on the first school day in May through the last school day in September. All shorts must be mid-thigh length and made of substantial material. The administration reserves the right to modify this code as weather conditions dictate.

PARENTAL RESPONSIBILITIES TO PROCEDURES ON STUDENT CONDUCT

The Board of Education believes that the ultimate responsibility for a student's behavior rests with his parents.

Students are to respect constituted authority that includes obedience to school rules, regulations, and procedures.

The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that this cooperation will be made apparent to the child.

Therefore, one of the most significant objectives of discipline must be to develop within the individual student the desire to exercise his rights judiciously. To realize this objective, the school reserves the right to hold parental conferences with the court and the right to request schedule changes, or psychological examination and/or treatment.

When all else fails, the administrative staff reserves the right to recommend to the Board of Education, removal of the individual from the school.

PARENTAL RIGHTS UNDER SECTION 504

Section 504 of the Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of one's disability.

- A. It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
- B. The Act requires the school district to locate, evaluate and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.
- C. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA).
- D. Parents or guardians disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer by notifying the Principal.

NJ STATUTES GOVERNING STUDENT CONDUCT LIABILITY OF PARENTS OF PUPILS FOR DAMAGE TO PROPERTY

"The parents or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district in any court of competent jurisdiction together with the costs of the suit."

Title 18A:37-3

SUBMISSION OF PUPILS TO AUTHORITY

"Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and others in authority over them."

Title 18A-37-1

SPECIAL EDUCATION/DISCIPLINE

Special Education students involved in disciplinary infractions will be subject to action in accordance with N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act (IDEA).

CAUSES FOR SUSPENSION OR EXPULSION OF PUPILS

Suspension from school prohibits the participation in and attendance of activities of the school during the time of the suspension – inclusive of all athletic events and practices and extracurricular activities and rehearsals/practices.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of authority of any teacher or person having authority over him, or of 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. Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to any of the following:

- A. Continued & willful disobedience.
- B. Open defiance of the authority of any teacher or person having authority over him/her.
- C. Conduct of such character as to constitute continuing danger to the physical well being of other pupils.

ROUTINES & PROCEDURES

Page 18

- D. Physical assault upon another pupil or upon any teacher or other employee.
- E. Taking, or attempting to take, personal property or money from another pupil or from his presence by means of force or fear.
- F. Willfully causing or attempting to cause substantial damage to school property.
- G. Participation in unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by Principal or other person then in charge of such building or facility.
- H. Incitement which is intended to and does result in unauthorized occupation by any group or pupils or others of any part of a school or other facility owned by any school district.
- I. Incitement that is intended to and does result in truancy by other pupils. Title 18A:37-2

NOTE:

Students will be afforded due process when administrative suspension or expulsion action is warranted (applies to all Discipline Codes).

The severity of the misconduct may necessitate disciplinary action of a higher degree. The Assistant Principal may suspend a student for up to 10 consecutive days. Extracurricular activities not mandated by the school may be denied as part of the disciplinary action. This includes dances, proms, class trips, graduation ceremony, etc. It is at administrator's discretion as to how each offense may be handled. In lieu of suspension, students may be placed in alternative education setting to help facilitate a change in behavior.

As part of a routine administrative investigation of violation of school rules, a student may be asked to write a statement regarding any pertinent information concerning the incident. This procedure is designed to facilitate the investigative process and should not be construed as an implication in the incident.

DETENTION

Classroom teachers will assign teacher detention for infractions of classroom discipline. Administrative detention will be handled by the Assistant Principal's office.

Students are expected to complete their detention obligation at the designated time and place. Failure to complete one's obligations may result in a more serious type of penalty.

Students are permitted to re-schedule detentions **one time only**, providing they have a good reason. If it is necessary to re-schedule a detention, students should see the Assistant Principal's Secretary in the Main Office **no later than 12:00 p.m.** Failure to serve an assigned detention after such detention has been re-scheduled will result in a student being issued an extended detention.

Any student who is assigned to detention, whether to an individual teacher or to an Administrative detention, must report promptly five minutes after the end of the last class of the day. All detention obligations take precedence over all other commitments unless excused by the Assistant Principal.

In cases where individual students have detention in both areas at the same time, teacher detention shall take precedence and the teacher shall notify the office to this effect. Students who fail to report to detention are subject to suspension.

You must come prepared to detention with an assignment. If you do not come prepared, you will not be given credit for that day's detention.

Administrative detentions are assigned for Tuesdays, Wednesdays, or Thursdays from 2:20 p.m. until 3:25 p.m. An Administrative room will be assigned.

DETENTION PROCEDURES

- A. Students should seat themselves quickly and remain silent.
- B. Students should not lounge at desks; keep feet flat on floor and off other furniture.
- C. Students are not permitted to wear coats or jackets, and should come prepared with work to do for the detention period.
- D. No detention students are permitted to leave the room.

EXTENDED DETENTION

Extended detentions will be handled by the Assistant Principal's office. Extended detention will be assigned at the discretion of the Administration, and will be held two times per month or on an-as needed basis as determined by Administration.

Extended detentions will run from 2:20 p.m. until 5:25 p.m. An administrative room will be assigned. Special considerations for extended detention include the following:

- A. Students in extended detention are not permitted to take the late bus home.
- B. Students may be required to attend a post-detention conference with the parent/guardian present at the discretion of the administration.
- C. Students are to remain in the assigned extended detention room for the entire three-hour period.
- D. Students are required to provide all relevant materials in order to sustain them and to remain silent for the entire period.
- E. Failure to attend extended detention may result in suspension and require a re-entry conference.

ALTERNATIVE DISCIPLINE PROGRAM

The purpose of the Alternative Discipline Program is to serve as an option to suspension, deterrent to misconduct in classroom or school building, and as an option for students subject to regular disciplinary action as a result of recent IDEA legislation. It affords an additional opportunity to effectuate positive behavior change in those students who have neither exhibited appropriate conduct, nor responded to more traditional forms of disciplinary action.

An integral component of the Alternative Discipline Program is parental participation. The expectation is that the parent, in conjunction with the recalcitrant student and administrator in charge, will collaborate in identifying the causes of the chronic misconduct displayed by student. In addition, a Behavior Intervention Plan will be developed that will serve to guide student to foster more positive behavior within the school setting.

ROUTINES & PROCEDURES

Page 19

Students who fail to comply will be subject to out-of-school suspension or an alternative educational plan depending on student's disciplinary status and in accordance with all state and federal statutes.

ALTERNATIVE DISCIPLINE PROGRAM PROCEDURES

Hours: Saturday, 9:00 a.m. to 12:00 Noon

Location: Guidance office conference room

Educational Components

- A. Completion of Career Interest Inventory
- B. Completion of the Survey of Study Habits and Attitudes
- C. Viewing of Educational Film(s)
 - 1. The Power of Choice
 - 2. The Three R's of Growing Up
 - 3. You and Your Values
 - 4. Preventing Conflicts and Violence
 - 5. Enhancing Your Self Esteem
- D. Writing Assignment Related to the Film
 - 1. The student will complete a writing assignment dealing with issues highlighted in the film. The administrator on duty will assist, if needed.
 - 2. In the event that the student's misconduct is repetitive, a second offense will seek parental support through their participation in the program with their child.
- E. Discussion Component
 - 1. The Administrator and student will discuss issues related to the film and the reasons for the student misconduct and subsequent detention.
 - 2. Second offense will include parental involvement.
 - 3. Completion of a Behavior Contract and Behavior Intervention Plan. The plan will outline strategies for the student to succeed in developing positive behavior in school and the rewards for doing so. Consequences for non-compliance will also be addressed.

TEACHER AUTHORITY CORPORAL PUNISHMENT OF STUDENTS

Any person engaged or employed in a school educational institution, whether public or private, may within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

- A. To quell a disturbance, threatening physical injury to others.
- B. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
- C. For the purpose of self-defense.
- D. For the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intention of this section.

Title 18:A6-1

CLASSROOM BEHAVIOR

- A. Report directly to classroom.
- B. Be seated and ready to work before the bell rings.
- C. Class time is valuable time! Don't waste it for yourself and others by childish or irresponsible behavior.
- D. Participate regularly. Your contribution affects your grades.
- E. Take care of classroom furniture.
- F. Be sure that your work is done neatly.
- G. Pay attention to your teachers. It is rude to be inattentive and then have to ask for a second explanation on something a teacher has covered.
- H. Come prepared with a pen or pencil.

UNDESIRABLE BEHAVIOR

- A. Using loud or profane language.
- B. Running through the halls, classrooms, or cafeteria.
- C. Wearing heavy coats, gloves, boots, or hats in class.
- D. Excessive display of affection.
- E. Fighting or disruptive horseplay.
- F. Disobedience or disrespect for any teacher, custodian, or staff member.