

# ROUTINES & PROCEDURES

## REALTIME

Kittatinny Regional High School District utilizes REALTIME, an electronic access tool for parents and students to check progress in their classes and attendance. Any questions concerning grades should be directed towards the teacher. User name and passwords are supplied by the Guidance Department.

## HONEYWELL INSTANT ALERT

Kittatinny Regional High School District will be utilizing the Honeywell Instant Alert Program for parent notification of delayed school openings as well as early dismissals due to inclement weather. All parents should go online to update their contact information at:

<https://instantalert.honeywell.com/>

School Closing – Listen to: SWSUS – 102FM. Primarily, announcements of school closings, delayed openings or early dismissals will be sent to parents through the Honeywell Instant Alert system so it is imperative to keep phone numbers current.

## ABSENCES AND EXCUSES

New Jersey law requires an attendance policy of all pupils enrolled in the public schools. The Kittatinny Regional High School Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupil and teacher are vital and integral parts of the learning process.

Frequent absences of pupils from regular classroom learning experiences disrupt continuity of the instructional process. The school cannot teach pupils who are not present. Poor attendance limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Therefore, the Kittatinny Regional High School Board of Education requires regular attendance of all pupils each day the school is in session.

**To report an absence, parents should call 973-383-1800 and after the prompt, press 1.**

**All absences require a written notification from parents/guardians within 10 days. Notes shall be received in the Main Office upon return to school following an absence. All such notes shall become part of the official pupil record. All work missed must be made up at the initiative of the pupil in coordination with classroom teacher.**

A pupil will not be granted credit in a scheduled course after his/her absence and/or individual course absence exceed the following limits. (These limits DO NOT pertain to Junior High students). The State of New Jersey deems chronic absence at 18 days out:

- |                                |         |
|--------------------------------|---------|
| A. Full-year course            | 18 days |
| B. Semester (half-year) course | 9 days  |

This policy is not intended to remove credit from those students who have a chronic and/or serious medical problem. For these students, we request parents contact the School Nurse early in the year or once the condition is professionally diagnosed (in writing) in order that proper arrangements can be made to provide maximum assistance in the education of these students.

A pupil will remain in a scheduled class even after exceeding the limits noted previously. The report card and transcript will indicate the grade earned in the course. However, the report card and transcript will also indicate “no credit because of excessive absence”. Report cards and progress reports will reflect period absence. Parents/guardians and/or adult pupils will be notified of absences as follows:

### Full-year course

upon 6 days then .... upon 12 days *Loss of credit upon 18 days*

### Semester (half-year) course

upon 3 days then .... upon 5 days *Loss of credit upon 9 days*

Absences that do not count toward loss of credit are (with proper documentation):

- State-recognized religious holidays.
- Suspension-absence mandated by school for disciplinary reasons.
- Administrative removal from class.
- Death in the family.
- Administrative-approved field trip.
- College visits (for JUNIORS and SENIORS ONLY).
- Court dates that are verified through documentation.

A definition of unexcused absence that counts toward truancy, for the purpose of this section, that at a minimum, shall be consistent with the definition of a school day, pursuant to N.J.A.C. 6A:32-8.3.

Appeals for exceptions to the loss of credit for excessive absences may be made to the Attendance Committee. The Attendance Committee shall be comprised of the Assistant Principal, a Guidance Counselor, the School Nurse, and a Faculty member. The appeals process shall consist of the following:

- A. Students should submit a letter to the Assistant Principal with rationale for credit reinstatement immediately after they are aware that they exceeded Kittatinny Regional High School Attendance Policy. The letter should also include the courses in which the student will lose credit. Only upon receiving a written letter of appeal will an Attendance Appeal be scheduled.
- B. Pupil and parents will meet with the Attendance Committee for the purpose of reviewing his/her attendance record and to present any information relative to the absences.
- C. Pupil will have opportunity to present extenuating circumstances.
- D. Attendance Committee will review all pertinent information and decide whether credit should be granted or not granted.
- E. Pupil will be notified as to the outcome of the appeal and may appeal to the Principal.

## CUMULATIVE ABSENCES

A cumulative absence is one not covered by parental notification and/or documentation. Students who are going on vacation are responsible for requesting work from their teachers before leaving. Please note that KRHS does not sanction vacations during school time as this will compromise the continuity of the instructional programs that take place during the normal operating school hours.

A High School student will receive reduced credit in each scheduled course after his cumulative absence exceeds the following limits:

<u>CREDIT LOSS</u>	<u>FULL YEAR Course</u>	<u>SEMESTER Course</u>
1 credit loss	18 Days Absence	9 Days Absence
2 credits loss	21 Days Absence	11 Days Absence
3 credits loss	26 Days Absence	14 Days Absence

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.
- F. Students who lose credit may have the opportunity to recover credits if they stay under ten absences the following school year.

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 ten (10) cumulative absences. A JUNIOR HIGH SCHOOL student who exceeds 15 unexcused absences may not be permitted to participate in class trips, field trip activities or any other extracurricular function 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 or unexcused absence or tardy. Therefore, when writing a note to school, please write legibly and be sure to include 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, assistance of outside agencies, intervention by School Medical Examiner, along with other social services agencies. If needed, 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 6, 12 and 18 days for a full-year course and 3, 5, and 9 days for a semester (half-year) course. 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 the Attendance Office, 973-383-1800, ext. 1590. When the student returns to school, he/she should present appropriate medical documentation to the Attendance Coordinator in the Main Office in order to have the absences excused.

Attendance letters are posted online to the Parent Portal monthly when a student has been absent 6, 12 and 18 days for a full-year course and 3, 5 and 9 days for a semester (half year) course. These letters are posted to inform parents of their child's status.

**Level II** – When a student is absent 10 or more days, the guidance counselor will contact student and parents based upon care & concern.

**Level III** – If a student is chronically absent, he/she will be referred to administration. An administrator will contact parents and if necessary, a conference will be set up. At this point, we may consult with our school physician, or possibly initiate contact with Child Protection and Permanency (CP&P). The school would then recommend 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** – Family is contacted to attend a mandatory attendance committee meeting. Student records will be reviewed and a plan of action will be recommended.

**Level V** – 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 attendance issues. 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 the 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., 7<sup>th</sup> / 8<sup>th</sup> grade dances, activity nights, proms, class trips, etc. Driving privileges may also be lost.

### **HOME OR OUT-OF-SCHOOL INSTRUCTION due to a temporary or chronic health condition**

The district board of education shall provide instructional services to an enrolled student whether a general education student in kindergarten through grade 12 or special education student, age 3 to 21 years, at the student's home or another suitable out-of-school setting. This includes a hospital or rehabilitation program when a student is confined to home or another out-of-school setting due to a temporary or chronic health condition or need for treatment which precludes participation in their usual education setting, either general education or special education.

To request home instruction due to a temporary or chronic health condition, the parent shall submit a request to the school district that includes a written determination from the student's physician documenting the projected need for confinement at student's residence or other treatment setting for 10 consecutive school days or 15 cumulative school days or more during the school year.

The school district shall forward the written determination to the school physician, who shall verify the need for home instruction. The school physician may contact the student's physician to secure any additional information concerning the student's diagnosis or need for treatment and shall either verify the need for home instruction or provide reasons for denial to the district board of education.

The school district shall notify the parent concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

### **PERFECT ATTENDANCE**

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

### **TRUANCY**

A student is considered truant if 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.

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.

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

## ROUTINES & PROCEDURES

Page 15

### 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.**

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

- 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 day's 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 privileges, Blue & Silver privileges for the marking period, activity nights, dances, etc.).
- G. Parents have the opportunity to have a tardy considered to be excused by contacting the school immediately and following up with a written note within 24 hours of the tardy. A valid reason must be provided.

**Arrival:** Students who enter school later than 11:00 a.m. are prohibited from participating in school-sponsored extracurricular activities later that day or evening. Exceptions to designated time of arrival may be granted for unusual circumstances by Assistant Principal / Principal.

Failure to go to an assigned detention is an automatic 1 day, in-school suspension. Detentions WILL ONLY BE rescheduled through the Assistant Principal's office on an emergency basis.

### TARDINESS TO CLASS

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

### 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 automatically 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 the 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 at 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 Guidance where his 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 detention. 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 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 parking meeting held by the Assistant Principal.**

**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 satisfactory school citizenship record.

### 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 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 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 privileges 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 the 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 adult, 18-year old and older 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, 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 a 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 (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 make up that work within the time limit established by the releasing teacher.

### 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 assigned seats at all times. When Master of Ceremonies rises, the audience is expected to become quiet so program may proceed. Whistling, shouting, booing, rhythmic applause and lack of respectful attention will not be tolerated at any time. Misbehavior will cause withdrawal of assembly privileges.

### LUNCH TIME

Lunchtime is long enough to permit students to eat without rushing and to enjoy a brief relaxation between morning and afternoon 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, this is a STUDENT lunchroom and every good habit you practice there 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  
7<sup>th</sup> and 8<sup>th</sup> 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 seats each quarter or if issues arise. Students must ask a teacher lunch monitor if they would like to change their seat.
- 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 mandatory sit time for the last 10 minutes of each period.
- G. Inappropriate behavior at 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 student and 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.

**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 drawing attention to individual's physical characteristics; 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 STUDENT'S LOCKER AT THE START OF THE DAY. A STUDENT SHOULD NOT CARRY ANY HAT, COAT, OR JACKET AROUND BUILDING, NOR SHOULD SUCH ITEMS BE SEEN ONCE SCHOOL BEGINS, UNLESS STUDENT IS PREPARING TO LEAVE.**

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.**

**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 any schedule changes, or psychological/psychiatric examination, costs to be borne by the guardians.

When all else fails, administrative staff reserves the right to recommend to the Board of Education, removal of individual from 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 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.
- 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 the 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 assigned detention after such detention has been rescheduled 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 Mondays, Tuesdays, 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**

The 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.

**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.

**“THE ANTI-BIG BROTHER ACT”**

The Kittatinny Regional School District utilizes cameras throughout the school to monitor activity. The district does not use these devices in a manner that would violate the privacy of any individual.