

Student Code of Conduct Handbook



**Point Pleasant Beach
High School**

2010 - 2011

PHILOSOPHY

Point Pleasant Beach High School strives to offer an excellent education to all students. We believe that education should be an ongoing process of living as well as a process for living. We should endeavor to meet both the immediate and future needs of our students by providing learning opportunities which recognize individual differences. The school and home should put early emphasis upon nurturing in the child the development of earnest desires to improve conditions for better living for the coming generations.

We should emphasize the universality of man and his ideas. Our primary responsibility should be to help students to understand the ideals, the prerogatives, and obligations; and the necessity for making decisions regarding them that are in harmony with the times, the laws of the land, and the dictates of the individual conscience.

To meet these obligations, we must guide students in the development of their intellectual, social, and physical abilities by providing a comprehensive program. The program includes adequate course offerings and related services to meet individual needs and abilities; personal guidance to encourage student growth; and co-curricular activities for enrichments.

The functioning of Point Pleasant Beach High School should be a mutually supportive effort involving staff, students, school board, and community. We see it as our obligation to create an atmosphere that is characterized by mutual respect, and an awareness of our shared responsibilities for the educational process.

School Philosophy Committee

Expectations For Pupil Conduct

The Board of Education as per policy #5500 believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils 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 pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

INTRODUCTION

The Point Pleasant Beach Public School system has a consistent district goal to provide a pleasant, safe, supportive, and challenging learning environment for every Point Pleasant Beach student. Schools have the right and responsibility to establish standards for acceptable student behavior within their school settings. Our code of conduct policies and procedures are the product of common understandings and societies' expectations of our schools.

We promote the ideal of each student working toward self-management and controlling his/her own actions. We realize people move through stages of moral development over time and differences may exist between individuals within groups. The home and school have a shared responsibility of helping each student to learn appropriate behavior as he/she develops into a mature member of society.

We believe that clear standards and behavior expectations are essential to social order, individual rights, and effective public schools. Parents/guardians are asked to assist our staff in guiding and directing their children toward standards of good conduct in the total school environment, as well as to cooperate with school officials in preventative and corrective disciplinary measures regarding their children. Principals and teachers shall afford parents adequate opportunities to work with school staff in helping, supporting, and modifying the behavior of students.

The main purpose of Point Pleasant Beach High School's existence is learning. In order for learning to take place, students must be in attendance, and on time. Their behavior must not disrupt the atmosphere for learning and their actions must not jeopardize the right, property, or well being of others. This handbook has been developed to help you become better acquainted with the procedures of our school. The staff is committed to providing an atmosphere where each student can progress academically and grow socially. Your cooperation is needed in this process. We pledge our abilities and talents to the education of the children in the community. Since this is a continuing process, your support and assistance are needed if we are to be successful.

Students and parents/guardians are urged to read and discuss this handbook together. All should be made aware of the positive climate we wish to establish in our school. We the staff of Point Pleasant Beach High School, believe that through a collaborative endeavor between home and school, our educational goals can be realized.

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SMOKING

Smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and is, therefore, of concern to school officials. Smoking includes all uses of tobacco lighted or non-lighted.

In order to protect students and staff, who choose not to smoke from an environment noxious to them, smoking by students is prohibited in the school buildings, on school grounds, or on school buses. The school grounds include the sidewalk and curb adjacent to the building.

Anyone in violation of the no smoking policy is subject to suspension from school.

DETENTION

All central detentions are assigned by the administration. Central Detention begins at 2:45 and ends at 3:15. Central Detention is held Tuesday through Thursday.

Students must bring a sufficient amount of work to Central Detention. Any student who reports without work will be removed and the absence considered a cut. There is no sleeping, eating or drinking, or communication allowed in Central Detention. Any violation of these rules or attempts to disrupt Central Detention will result in the student's removal and further disciplinary action. If a student cuts one Central Detention, he/she will automatically serve two additional detentions for this infraction. However, if a student cuts two or more central detentions, he/she will automatically receive a Saturday Detention for each central detention cut. Any student removed from Central Detention for disciplinary infractions may be suspended.

Central Detention is to be served on the day it is assigned. Students may postpone serving the detention by presenting a parental or teacher note to the administration prior to the assigned detention or by receiving permission from an administrator. It is the student's responsibility to receive permission from an administrator to postpone a detention. If a student fails to follow this procedure, the first detention missed will be considered a cut, and the student will serve two additional detentions for this infraction. Students will automatically receive a Saturday Detention for each additional detention missed.

Teachers assign detention for violations of their own rules. Teacher detention takes priority over Central Detention. If a student is assigned to both, he/she must follow the postponement procedure listed above.

OTHER SANCTIONS

As a general rule, specific sanctions for disciplinary measures will be upheld where it is reasonable and is designed to maintain an orderly school environment. This may include denying the privilege of participation in extra-curricular activities or restricted lunch to be served in a supervised designated area.

SEXUAL HARASSMENT/CHILD ABUSE

Any student who believes he or she is a victim of abuse or harassment should report this to his/her guidance counselor, teacher, the school nurse, an administrator, or an affirmative action officer. Any reports of child abuse must be forwarded by the school to the Division of Youth & Family Service. Any person or persons who abet or take part in improper sexual advances or harassment toward students of the same or different sex shall be reported to the administration as soon as possible after the incident occurs. Every incident reported shall receive prompt attention and a record will be kept. Students have the rights of total protection from any and all types of advances, subtle or overt. Listed below are the Affirmative Action Officers who are available to take complaints or advise students.

Affirmative Action Officers

Mrs. Gurgo (899-3737) / Mr. Hanley (899-3660) / Ms. King (899-1817)

POLICE IN THE SCHOOL

The police can enter school if they are invited on the premises by school officials, if they suspect a crime has been committed, or if they have a warrant for arrest or search. Officers may also conduct a general search of the school for drugs, weapons or explosives if these dangers are suspected.

A full-time school resource officer (SRO) is available to the district while school is in session. The chief responsibility of this officer is to ensure the safety of all students. It is the duty of the police, school authorities, teachers and students to cooperate with each other in order to insure that the rights of each individual are respected. You have the same rights with respect to the police in school that you have out of school. The school resource officer (SRO) is here to help. Please feel free to reach out to the SRO for any assistance needed.

ELECTRONIC SURVEILLANCE (VIDEO RECORDING, SAFETY/SECURITY)

The Point Pleasant Beach School District Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting pupils. The system will be used to monitor behavior of persons in the building in order to promote and maintain a safe environment and for other security purposes. Students and parents are hereby notified that the content of the video system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis and will only be retained if necessary for use in a student disciplinary proceeding, in a security related matter or other matter as determined necessary by the administration. Surveillance content may be monitored by the local police in addition to school district officials in order to assist in ensuring the safety of all.

CUT POLICY

A cut is an **unauthorized** or **unexcused absence** from any class or assigned area for any length of time. Students are expected to attend every class each day. Cuts are **never** allowed. The procedures enumerated below will be followed if cutting occurs.

CUTTING THE SAME COURSE

In a full year course:

1st Cut - The student will be assigned two detentions. A written report will be sent home to parents. The teacher will speak to the student.

2nd Cut - The student will be assigned 2 Saturday suspensions. The teacher will contact the home (a parental conference may be requested) and a follow up letter from the school outlining the consequences of the second cut (Saturday Suspension) and that of future cuts will be sent.

3rd Cut – The student will receive 3 Saturday suspensions and will be assigned restricted lunch or 5 days. A conference with the parent/guardian, student, teacher, and an administrator will be set up to outline the severity and consequences of a subsequent cut. A follow up registered letter will be sent to the parent outlining the results of the conference.

4th Cut – At this point a student will lose credit for the course. Parents will be contacted by the Administration and a follow up certified letter will be sent. Students will remain in the course and continue to meet course requirements. If the student has **no further cuts or disciplinary incidents and maintains a passing grade**, the principal will review his/her case at the end of the year and **may** reinstate credit. If the student continues to cut or begins to disrupt the educational process, multiple days of suspension will be assigned. The student could be withdrawn from the class and may forfeit his/her right to take the course in summer school.

In a half-year course, the procedure starts at step 3 and the student will fail the course upon the second cut.

TRUANCY – Truancy is an all-day unauthorized absence from school and is **never** allowed. The procedures enumerated below will be followed if truancy occurs.

1st Offense – The student will be assigned up to 2 Saturday suspensions and one week restricted lunch.

2nd Offense – The student will be assigned 3 Saturday suspensions and will be assigned restricted lunch for 10 days. A conference with the parent/guardian, student, and an administrator will be set up to outline the severity and consequences of any subsequent truancy. A follow up certified letter will be sent to the parent outlining the results of the conference.

3rd Offense - At this point a student will lose all credit and will be assigned restricted lunch for the remainder of the school year. Parents will be contacted by the Administration and a follow up certified letter will be sent. Student will remain in his/her scheduled classes and continue to meet course requirements. If the student has no further truancies, disciplinary incidents, and maintains a passing grade, the principal will review his/her case at the end of the year and may reinstate credit. If the student continues to be truant or begins to disrupt the educational process, further disciplinary action will occur. The student could be withdrawn from all classes and may forfeit his/her right to take the courses in summer school.

RANDOM CLASS CUTTING

1st Offense – 2 Central Detentions/Parental Notification

2nd Offense – 2 Central Detentions/Suspension Warning Parental Notification

3rd Offense – Saturday Suspension/Restricted Lunch for 5 days/Parental Conference

4th Offense – 2 Saturday Suspensions/Restricted Lunch for 10 days/Parental Conference

NOTE: Students, who cut a class, will receive a zero for any work missed. This includes quizzes or tests. They will also be responsible for any subsequent assignments or obligations assigned during the class missed.

LEAVING SCHOOL OR CLASSES

- 1. No student may leave school without the permission of the Administration.** The exception to this rule is our open lunch policy. Students may only leave the building during their lunch period. Students, who remain in the building or return early from lunch, must remain in the cafeteria. Students will use the main entrance on Trenton Avenue upon returning to the building.
- 2. No student may leave a class without the teacher's permission and a pass in hand.**
- 3. In cases of illness, students must report to the teacher and ask permission to go to the nurse.** The nurse will screen the student to determine the degree of illness. If the nurse feels the student should be sent home, parents will be contacted and arrangements made. **Any deviation from this policy will be considered a cut.**

4. **Early signout – Parents must supply a phone number where they can be reached prior to the students' early dismissal time, plus supply a written note. If a student is found to have forged a parent/guardians signature on a note, the student will serve a Saturday detention.** To leave school during the day students must present a note to the office prior to homeroom. If approved, the student must sign out at the appropriate time in the attendance office. However, if a student does not return to school after lunch, due to illness, a parent or guardian must notify the school immediately. A note must be submitted the following day. Failure to do so may result in disciplinary action.
5. **If a student arrives to school late, he/she must sign in** at the Attendance Office. Failure to do so may result in disciplinary action.

PERSONAL APPEARANCE

Our dress code is simple; be neat, clean, and wear appropriate clothing that does not interfere with the educational process or create a safety hazard during the day. **Faculty and staff will scan their classes and the students throughout the day to determine if anyone is in violation of the dress code.** Anyone found to be in violation will be sent to the office at a time deemed appropriate by the teachers and staff. The administration shall determine proper dress and reserves the right to discipline any student who is not dressed properly. **Any student found in violation of the dress code will receive a written warning for the first offense and be assigned central detention for any offenses thereafter.** Students not dressed appropriately may be sent home to change or their parents may be contacted to bring in appropriate attire for them to wear. Examples of inappropriate clothing include, but are not limited to, the following:

1. Clothing that is extremely ragged, brief, transparent, tight or baggy. Shorts and pants must be properly fitted and worn at the waist, utilizing a belt if necessary. Shorts and skirts must be "fingertip" length.
2. Clothing that exposes the midriff such as halter tops, tube tops, transparent tops, or short blouses or shirts, or low-rise pants. Shoulder straps should be **no less than one inch wide**. No muscle shirts or mesh net tops are to be worn.
3. Clothing with large holes or tears, or those allowing undergarments to be exposed.
4. Clothing that, in the opinion of the administration, displays indecent, vulgar, distracting or offensive writings, pictures and/or slogans including sexual, alcohol and/or drug depiction.
5. Articles that are considered dangerous or could cause damage to other students or property such as chains, spikes, cleats, pins, certain types of rings or other paraphernalia.
6. Hats or head covering of any kind worn to school must be removed upon entering any classroom or office unless authorized by the administration.
7. Outer garments such as jackets, coats and rain gear that prohibits students from achieving his/her educational objectives due to blocked vision or restricted movement. These outer garments should be removed before entering the classroom.
8. Pajamas or pajama-like bottoms, bedroom slippers, and bare feet.

SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE

New Jersey law requires that all schools conduct the Pledge of Allegiance and flag salute exercise each school day. Students who have conscientious scruples against the salute and pledge are required to show full respect to the flag and other students while the pledge is being given.

DISTRIBUTION OF LITERATURE BY STUDENTS

All printed material must be reviewed in advance by the administration. The administration reserves the right to prohibit the distribution of printed materials, which are not protected by the right of free expression. The Courts have established limits on the rights of individuals to access students on school property.

It should be noted and pointed out that the first Amendment does not protect libelous material. Libelous material is false information about a person that is damaging to the person's reputation in his/her personal or business life. Publication of libelous material may result in a lawsuit by the person who has been libeled.

It should also be noted that New Jersey law prohibits the distribution on school property of partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election.

School authorities may reasonably control the time, place and manner of the posting or distributing of literature on school premises for the purpose of maintaining order and safety.

ASSEMBLY AND PETITION

Students have the right to express themselves verbally, in writing and to assemble – but recognize that the exercise of that right must be limited by the need to maintain an orderly school environment. The administration and faculty are obligated to protect the rights of all members of the school community.

If a student desires a particular social, physical or operational condition in the school to be modified, she/he may contact the Student Council through his/her homeroom representative, through an executive board member of the Student Council or through the high school principal. The suggestion or complaint shall be in writing and the student may request or be required to attend a Student Council meeting to present the material in person.

This matter will then proceed in accordance with Board Policy #5710.

EIGHTEEN YEAR OLDS

In general, students who attain the age of majority (18) are expected to continue following all existing school rules and policies. Therefore, the parent/guardian will receive school communications such as mid marking period reports, guidance material, discipline notices, attendance correspondence, report cards, etc.

All notes must be signed by the parent or guardian. See your Guidance Counselor for further information about the rights and responsibilities of the eighteen-year-old under the law.

DUE PROCESS

Each student has the right to due process (i.e. the right to a hearing to discuss any infraction or appeal any punitive measure). The punishment will be in proportion to the violation that was committed and should be consistent with the purposes for which student disciplinary rules are established. See Board of Education Policy #5710 for specifics.

VIOLENCE AND VANDALISM

Willful destruction of school property will not be tolerated. Students who destroy or deface school property will be liable for suspension. They and/or their parents will be responsible for full restitution being made for any damages done.

These days schools and in fact all institutions in our society take a most conservative approach in these areas. No weapon – no matter how small or innocuous it seems to a student, is permissible. Students should choose their words carefully or well. A student might be uttering threatening comments who has no intention of carrying these out or who might just be kidding. Those comments may however be interpreted differently by others including other students, school staff and law enforcement.

Finally, if any student becomes aware or perceives a threat of any kind, to himself/herself, or to anyone else it is the student's obligation to report the threat to school staff and his/her parents. Parents and students need to discuss these situations thoroughly.

Students who engage in acts of violence, threats of violence, the possession of weapons, and any and all other dangerous and disruptive activities directed towards students or staff personnel will be subject to suspension. Furthermore, they and/or their parents could be subject to court action by the victim of the wrongful act.

Acts of violence, threats of violence **verbal or written** such as bomb threats, the possession of weapons, and any and all other dangerous-disruptive activities directed toward students or staff personnel is unacceptable in the school environment. It disrupts good order and discipline of the school and impedes learning.

Students engaging in serious behavior deemed to be threatening or violent will be separated from the student population and closely supervised until parents or legal guardians have assumed control. Students are subject to psychiatric evaluation, suspension and/or expulsion. Furthermore, the student and/or their parents/guardians could be subject to court action by the victim of the wrongful act.

SPECTATOR/AUDIENCE CONDUCT

The fundamental purpose of athletics is to provide a wholesome form of physical activity for as large a group of students as possible. The support of spectators is a vital part of an interscholastic athletic program. The following guidelines are designed to educate spectators as to their role at a school event.

The spectator should:

1. Attempt to understand and be informed of the playing rules for each event.
2. Appreciate a good play no matter who makes it.
3. Cooperate with and respond enthusiastically to cheerleaders.
4. Show compassion for an injured player; applaud positive performances, not heckle, jeer or distract players; avoid the use of obscene or obnoxious language and behavior.
5. Respect the judgment and strategies of the coach and the decisions of officials.
6. Respect the property of others and the authority of those who administer the competition.
7. Always cheer for your team but never against the opponent.
8. Stay in designated areas for spectators.

Sportsmanship must be arrived at through a cooperative effort of the Board of Education, administration, officials, coaches, players and the spectators. The purpose of concerts, plays and assemblies is to provide students with a cultural group experience. You are expected to act in a respectful manner. Respect for the performers will be exhibited at all times. You should also respect the rights of others in the audience by not distracting or disturbing them. This is an excellent opportunity for you to display your level of maturity.

OPEN LUNCH POLICY

Students with parental permission may leave the building during their lunch period. Students choosing to leave the building may not operate and/or ride in a motor vehicle during lunch periods. Students will not be supervised by school staff off of school property but the expectations for behavior are the same as that for the school cafeteria. The administration has the authority to punish or suspend students for inappropriate behavior off school grounds during lunch periods or those without parental permission who leave school property. Parents **must** choose to grant permission or withhold permission for open lunch by checking the appropriate box on the reverse side of the school emergency card. Students remaining on school property during lunch will have access to the cafeteria and media center during their assigned lunch period.

CORPORAL PUNISHMENT

The use of corporal punishment as a means of disciplining students in schools in New Jersey is forbidden. There are certain conditions where physical force may be used on a student in New Jersey schools. The four conditions when such force is considered "reasonable" and "necessary" include:

1. To quell a disturbance;
2. To obtain possession of weapons or other dangerous objects;
3. For the purpose of self-defense;
4. For the protection of persons and property.

HALL PASSES

Students must have a hall pass to move through the halls during class periods. The classroom teacher issues hall passes. Students removed from class for disciplinary reasons are to be escorted to the office by an administrator.

WORKING PAPERS

Working papers may be obtained in the Main Office from 2:30 – 3:15 during the school year. During the summer months, working papers may be obtained in the Main Office from 8:00 a.m. – noon on Tuesdays and Thursdays.

TELEPHONE DIRECTORY

Point Pleasant Beach School District

Superintendent-----899-8840 ext. 1002

Board Secretary-----899-8840 ext. 1105

HIGH SCHOOL

Affirmative Action Officer----- 899-1817

Affirmative Action Officer----- 899-3660

Athletic Director----- 899-2919

Attendance Office----- 899-1817

Child Study Team----- 899-1239 ext. 4000

Director of Student Services----- 899-1817

Guidance Office ----- 899-3660

Nurse----- 714-8663

Principal's Office ----- 899-1818

THINGS TO BE BETTER LEFT AT HOME

Students are strongly discouraged from bringing certain items to school. These items include, but are not limited to, personal music devices such as iPods and MP 3 Players; electronic communication devices such as cell phones; and toys such as skate boards and water guns.

During the hours of 8:00 a.m. to 2:29 p.m., music devices, electronic devices, and toys are to be stowed in students' lockers. These items are not to be played, carried through the halls, or brought to classes or to the Media Center during school hours. ***Students may only use personal music devices and/or electronic communication devices in the cafeteria during their assigned lunch period.*** If a student is found to be in violation of this, the violator's equipment will be confiscated and returned to the parents/guardians only. The student will also be required to serve a central detention for this offense. The same consequences will be assigned on the second and any subsequent offense.

INTERNET AND E-MAIL

The primary purpose of Internet and E-Mail usage is to support the educational process in the Point Pleasant Beach School District. The Point Pleasant Beach Staff reserves the right to screen and monitor student Internet activity. Students engaging in wrongful acts such as the following are subject to suspension of Internet and e-mail privileges and disciplinary action:

- ◆ Searching, viewing or retrieving materials that are sexually explicit, profane or illegal.
- ◆ Copying, saving or redistributing copyrighted material.
- ◆ Subscription to any services or ordering of services/goods.
- ◆ Sharing of student's personal information (name, address, etc.).
- ◆ Participation in any chat rooms.
- ◆ Vandalism to any hardware or software.
- ◆ Using the network in any manner that is disruptive to others.
- ◆ Any activity that violates a school rule or local, state or federal law.
- ◆ Sharing of personal information, yours or anyone else's (name, address, telephone, etc.)
- ◆ Lending your e-mail login or password to anyone else.
- ◆ Sending or receiving messages that are inappropriate, obscene, racist, or contain abusive or inflammatory language.
- ◆ Sending or receiving mail using someone else's login or password.
- ◆ Agreeing to meet face-to-face with someone you've met online.
- ◆ Using e-mail for commercial purposes.

SUSPENSION AND EXPULSION

The following definitions shall apply for purposes of this policy: **SUSPENSION** shall be the temporary exclusion by the school principal of a pupil from a regular school program. The enforcement of suspension may be either "in school" or "out of school". **EXPULSION** shall be the permanent exclusion of a pupil from the schools of this district.

Pupils who indulge in inappropriate behavior may be suspended or expelled. Inappropriate behavior includes, but is not limited to:

- A. Continued and willful disobedience, insubordination and/or disrespect;
- B. Open defiance of the authority of any teacher or person having authority over a pupil;
- C. Actions that constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil, a teacher, or any school employee;
- E. Taking, or attempting to take, personal property or money from another pupil, whether by force or fear;
- F. Willfully causing, or attempting to cause, damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other pupils to truancy;
- J. Truancy and class cutting, leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of unsafe or illegal articles;
- M. Use of any tobacco product on school property;
- N. Use, possession or sale of a controlled dangerous substance, pursuant to the Point Pleasant Beach Schools' Drug Awareness Policy;
- O. Use of profanity or abusive language at any time during school or a school sponsored activity;
- P. Turning in a false alarm;
- Q. Tampering with or damaging property of other pupils or staff members;
- R. Selling or buying lottery tickets or any other gambling paraphernalia on school property.
- S. Engaging in sexually inappropriate behaviors, including but not limited to, speech, gestures, sexual harassment, and/or the possession of or distribution of sexually inappropriate materials.
- T. Engaging in biased behavior, including but not limited to, speech, gestures, bullying, threats, intimidation of others, etc.

Pupils under suspension are prohibited from participating in or attending any school-related activity during the day(s) of suspension. While serving “out of school” suspension, they may not enter the school buildings or grounds of this district without permission of the principal. Any pupil serving out of school suspension who enters the school building or grounds without permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved by the Board of Education, acting upon the recommendation of the administration.

Pupils who are under suspension will be responsible for making up all assignments missed during the period of their suspension. It is the responsibility of the pupil to complete all assignments.

After being given due process prior to suspension, parents/guardians will be notified verbally of the student’s disposition. Written notification will then follow.

A student who is suspended more than twice must appear with a parent or guardian before the Superintendent before he/she may be re-admitted to school. The Superintendent will then determine the future status of the student, including referrals to the Board of Education and/or other actions.

All of us have unique and individual ways of behaving. Some are acceptable and some are unacceptable; some are justifiable and some are not; and some are legal and some are illegal. Since everyone is so different, students engaging in inappropriate behavior will be dealt with in an individual fashion. The degree of the consequence imposed; will be determined by the seriousness of the offense, the intent of the offender, the reoccurrence of the infraction and any circumstances that have a bearing on the situation.

IN-SCHOOL SUSPENSION

- In-School suspension will be held as necessary.
- Work assignments will be given to the main office by the subject-area teacher prior to the in-school suspension date.
- Students will report directly to the principal’s office upon arrival to school.
- In-school suspension will be held in an area designated by the principal.
- Students are to remain seated at all times, and talking among each other will not be permitted.
- Students are expected to complete all assigned class work. Work assignments will be completed in order of assigned classes and must be handed in to the in-school suspension proctor at the end of each period. If a student chooses not to complete an assignment/test, the proctor will document which assignment/test the student has not finished and the reason(s) why the student chose not to complete it. At his/her discretion, the subject-area teacher may assign a failing grade for any assigned work/test which the student chose not to complete during in-school suspension.
- No students will be allowed to leave in-school suspension.
- Lunch will be supervised in the in-school suspension room. No talking will be permitted.
- Students will turn in all assignments/tests for grading and be dismissed at the end of the school day by the in-school suspension proctor.
- Students may not use the classroom computer at any time unless the classroom teacher has specifically written that the students must use a computer to complete an assignment/test. Under no circumstances may students play games on the computer.
- The use of cell phones, iPods, and other electronic devices is strictly prohibited during in-school suspension.

SATURDAY DETENTION/SUSPENSION

At the discretion of the administration and with the permission of parents, students may be assigned to serve a Saturday Detention or Saturday Suspension depending on the infraction. Saturday Detention/Suspension will run each Saturday from 8:00 a.m. until 12 noon. Any student who fails to report to Saturday Detention/Suspension without prior notification to the Saturday Suspension Supervisor will, at the discretion of administration, serve two additional Saturday Suspensions – one for the original infraction and the other for failing to report. His/her records will reflect two suspensions. Students who repeatedly fail to serve Saturday Detention/Suspension may be suspended out of school, pending notification to and conferencing with parents.

CAFETERIA

Lunches are available on a daily basis. Students are expected to follow the below rules while dining in the cafeteria:

1. Keep your voice down to a conversational tone.
2. Sit in a chair while you eat.
3. Clean your own place at the table. Pick up anything you may have dropped on the floor.
4. No cutting into line.
5. No food may be removed from the cafeteria.
6. Respect the property of others and the authority of the cafeteria aide.
7. No running or roughhousing in the cafeteria.

OUTSIDE OF SCHOOL BEHAVIOR

The administration has the authority to punish or suspend students for any behavior off school grounds or after school hours during school-related activities **OR** where that behavior is detrimental to school safety, discipline or property or the well being of other students or school staff. Keep in mind that what you do, is a reflection of you, your parents, your community and your high school. Do things of which we will all be proud.

SUBSTANCE ABUSE

If the student is incapacitated, first aid for the student must be given. The Comprehensive Drug Reform Act clearly establishes that it is the policy of this state to afford special protection to young people from the activities of drug distributors as well as drug users. It is the tactical objective of the state to eradicate all drug trafficking, and especially open and notorious distribution and use, within designated school safety zones. These school safety zones extend 1,000 feet in all directions from the outer boundaries of school property.

If the student is found in possession or under the influence, such student may be referred to medical authorities and possibly to the local police and the parents of the student shall be notified. The student will be suspended from school and will only be readmitted at the end of the suspension after the principal has met with the parents of the student and is satisfied that the pupil is, in fact, receiving proper advice, guidance or treatment.

Some of the state mandated penalties for even minor drug offenses are a penalty of \$500.00, not less than 100 hours of community service, and a six month suspension of driving privileges. If you are not currently of driving age, the suspension will take place when you obtain your driver's license. See the Comprehensive Drug Reform Act (N.J.S.A. 2C:35-1) for more information. See Board Policy #5530 for details.

FIRE DRILLS

Schools will conduct fire drills regularly. Drills will be conducted during school hours. Everyone in the building is expected to participate in the evacuation process in a quiet and orderly fashion. Failure to comply with drill procedure will result in school disciplinary charges and may result in misdemeanor charges. (18A:41-1, 3.). All emergency evacuation procedures will be in accordance with prescribed fire drill guidelines. You are to familiarize yourself with exiting procedures that are posted throughout the school. Students are to follow the directions of the staff person in charge.

FIREFIGHTERS

Students who are members of a local fire company and would like to sign out to fulfill their obligations during school hours must meet the following conditions:

1. Supply a letter from the Fire Chief which will be kept on file by the attendance secretary.
2. Supply a note from parents excusing them from classes to meet their obligations during the school day.
3. Be academically and behaviorally in good standing. The administration will make this determination and privilege may be withdrawn at anytime.

ATTENDANCE POLICY

ATTENDANCE

Regular attendance to school and all classes is essential for a student's academic success as well as a representation of his/her responsibility as a member of the Point Pleasant Beach High School Community.

A student who is excessively absent not only jeopardizes his/her academic success, but also fails to demonstrate growth in self-discipline and responsibility. New Jersey Statutes Annotated 18A:38-25 dictate that the parents/guardians or person having custody and control of a child are responsible for having every child regularly attend school while it is in session. It is our desire that parents and students place the highest priority on school attendance by allowing only exceptional circumstances to interfere with daily attendance to school. The exceptional circumstances that constitute a legal absence from school have been determined over a period of years through many legal decisions. The following absences have been defined as legal or excused absences.

1. Personal illness (documented by Doctor's note within 5 days of absence),
2. Death in immediate family,
3. Religious holidays,
4. School sponsored activities,
5. Necessary appearance in court.

Class work and homework missed, **as a result of legal absences, or out of school suspensions**, must be made up within the time established by the teacher. (The maximum amount of time will not exceed **10** school days.) It is the **student's responsibility** to obtain the assignments. If conflicts arise in scheduling make-up work, students are advised to meet with their counselor. If it is determined by the administration that an absence is a cut or truancy, the student will not be allowed to make up the work. The student will receive a zero for the class and work missed.

PERFECT ATTENDANCE

A student will be recognized for having perfect attendance if he/she is in school from the beginning to the end of each day that school is in session. Students who are tardy to homeroom or any class and/or who sign in late or out early will not achieve perfect attendance status. The above conditions will be abided by regardless of any outstanding circumstances except for religious observance absences which do not count against attendance.

ABSENCE

If a student is unable to attend school, the following procedure must be followed or absences will be considered cuts.

1. Parent or guardian must telephone the school in the morning to report a student's absence.
2. Upon the student's return to school, a note signed by a parent or guardian stating the date(s) and reason for the absence must be brought to the homeroom teacher. A student has two days to present a parent note for his/her absence. After that time the absence will be considered unexcused.
3. Excessive unexcused absences are defined as **10** in a one semester course, 10 individual periods from a one semester block class, and 20 in a full year course. Upon attendance Committee review and recommendation to the principal, students will be subject to the loss of credit for course(s) in which they are deemed to have excessive unexcused absences. Any absence not included in items 1 through 5 enumerated in the Attendance section above is considered to be unexcused with the exception of college visits. Immediately upon their return, students must provide written documentation from the college indicating the date(s) of any visit in order for this to be considered an excused absence.

To assist parents in monitoring their child's attendance, they can expect a first written notification on or about the 7th absence and a second on or about the 15th absence. The administration may request a parental conference to assist the school in remedying their child's attendance pattern. If a student reaches 10 absences in a one semester course or 20 absences in a full year course, parents will be asked to attend an attendance review committee meeting at which time the decision to withhold credit will be made.

The ultimate decision to withhold credit rests with the principal. Extenuating medical problems will determine the withholding or granting of credit. Extenuating medical problems are defined as absences due to prolonged illnesses or surgery. These cases will be reviewed on an individual basis. A doctor's note will only be valid if it is in the attendance office within **five days of the absence**. **Any student who exceeds 10 days in a one semester course or 20 days in a full year course will be recommended for a loss of credit.**

Note: Credit will not be withheld if all absences are due to extenuating medical problems.

4. Family vacations are unexcused absences. If a student will be out of school for a family vacation, a note from a parent or guardian must be sent to school prior to his/her departure. Dates of departure and return back to school should be listed. Students are responsible for notifying all of their teachers. If this procedure is followed, students will be allowed, and in fact, **are expected to obtain assignments and work for the days they will be missing**. All work must be handed in within a week of the students' return to school.
5. **School Sponsored Activities** – Students who are participating in school approved trips or activities will not be considered absent. It will, however, be the student's responsibility to make an appointment with his/her teacher to make up missed work, tests, etc.

TARDINESS

Punctuality is essential and a habit we wish to instill in our students. Being on time is necessary for success throughout one's life. There are three levels of tardy to school. There are specific procedures and regulations for each level as outlined below.

1. Homeroom Tardy

Students tardy to school during the homeroom period (8:00 – 8:05 a.m.) are to report directly to homeroom. The following outlines the consequences for being late to homeroom.

- a. 2-5 tardies – one central detention for each tardy.
- b. 6-10 tardies – two central detentions for each tardy and contact home on or about the 10th tardy.
- c. 11-15 tardies – Saturday detention for each tardy and a suspension warning on the 15th tardy.
- d. 16 + tardies – a Saturday suspension and parental conference.

Lates to homeroom will not carry over to a new marking period. However, students who fail to serve their penalties for tardiness to homeroom during any given marking period will be subject to the consequences outlined in the Detention section of this handbook.

2. Late to school arriving during period 2

Students arriving to school after homeroom within the first 15 minutes of period 2 are to report to the main office to sign in. Students without an approved note will be subject to the following consequences.

- a. 2-5 tardies – two central detentions for each tardy and contact home on or about the 5th tardy.
- b. 6-10 tardies – Saturday detention for each tardy.
- c. 11 + tardies – a Saturday suspension and a pupil assistance committee referral on or about the 11th late.

3. Tardy to school arriving after the first 15 minutes of period 2 has expired.

Students arriving to school later than the first 15 minutes of period 2 without an approved note will be subject to the Point Pleasant Beach cut policy.

4. Tardiness to school may be excused. (In order for a tardy to be excused, a note from the parent must be received not later than the morning following the tardy. Otherwise, the tardy remains unexcused.)

Acceptable reasons for being late are:

- a. Illness
- b. Physician or Dentist appointment (must have verification)
- c. Driver's test
- d. Required court appearance (must have verification)
- e. Extreme emergency approved by the administration

1. **Nine Period Day** – If a student has a 9 period day, the tardiness policy remains the same.
2. **Classes missed for unexcused tardies will be counted as a cut.** (Note: reasons for excused tardies are the same as excused absences, see legal absences).
3. Tardiness to class is unacceptable. Students tardy to class will be admitted but are subject to the rules of the classroom teacher. Students who arrive late on a regular basis (**3 or more times**) will be referred to the **administration** for appropriate disciplinary action. Disciplinary action will be the same as tardies to school. **Students who arrive unexcused tardy 15 minutes or more to any class will receive a cut for that class.**

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of the proper warrant.

A pupil's person and possessions may be searched by any school official provided the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be related to the objective of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. Whenever possible, a search will be conducted by the principal or his designee in the presence of the pupil, his/her parent or a representative of the parent and a teaching staff member other than the principal. In accordance with state law, any illegal or contraband article that will be uncovered in a legal search will be reported to the appropriate authorities.

FOOD/BEVERAGES

Food and beverages are to be consumed in the cafeteria. Food and beverages purchased outside of school should be consumed before entering the building or brought to the cafeteria in a closed container. Students may, at the end of their lunch period, bring unfinished food to their locker but it must be in a closed container. Absolutely no food is to be consumed in the hallway.

Absolutely no food or drink is to be taken into or consumed in the classroom during the instructional day. Extenuating medical issues will be reviewed on an individual basis.

USE OF MEDIA CENTER DURING LUNCH

Students may use the Media Center - with permission from the Media Center Specialist - to complete academic work. Students will be allowed access during the first 30 minutes of their lunch period. Once signed in they **must** remain for their entire lunch period.

THEFT/CHEATING

To take without right or permission, to deceive by trickery, to mislead or to deceive deliberately in order to secure unfair or unlawful gain cannot be tolerated in a high school setting. Staff members will establish guidelines within their classrooms to deal with manners relating to students who engage in any acts stated above.

TRANSPORTATION OF STUDENTS

When the school transports students to games or events, a certain responsibility is assumed. It is the school's job to return the students safely to school.

For this reason, we have a strict policy regarding the transportation of students to and from games or events.

1. No student is allowed to drive himself/herself or others.

2. If a student is transported by the school, he will be returned to school by school vehicle. The **ONLY EXCEPTION** to this rule is in the case where a parent requests permission to take the student home directly from the game or event. In this case, the parent personally assumes the responsibility for the student and we will release the student. Permission will not be granted for any person other than the parent to take a student home. The request should be in writing.
3. Students who are transported to and from school from our sending districts are expected to behave in a safe and appropriate manner. If bus behavior becomes a problem, the high school administration, in conjunction with the sending district will determine the action to be taken. Students who misbehave on the bus could be banned from the bus for a designated amount of time.

MARRIAGE, PREGNANCY AND PARENTHOOD

No pupil married or unmarried who is otherwise eligible to attend the schools of this district will be denied an education program because of pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood.

Full rights and responsibilities regarding pregnant pupils can be found in Board Policy #5751.

STUDENT USE OF MOTOR VEHICLES AT LUNCH

The Board of Education believes that student use of motor vehicles at lunchtime is an unnecessary risk and prohibits such use unless the principal grants a specific exception in accordance with Board of Education Policy #5514. Students are prohibited from operating and/or riding in or on any motor vehicle during lunch periods. Students found to be in violation of this policy may be subject to the following consequences:

- | | | |
|-------------------------------|---|---|
| 1st Offense | - | Loss of open lunch privileges for 2 weeks and 1 Saturday Detention |
| 2nd Offense | - | Loss of open lunch privileges for 1 month and 1 Saturday Suspension |
| 3rd Offense | - | Loss of open lunch privileges for the remainder of the school year and additional Saturday Suspensions |

STUDY HALLS

All study hall students will be assigned to a specific classroom. All necessary academic work should be brought to the assigned room. Students will remain in the room for the entire period. A student may be sent to the library at the discretion of the study hall teacher. Students who go to the library from a study must have a pass from the study hall teacher. All study hall rules apply in the media center. The signed pass must be returned to the study hall teacher within the first five minutes of the class. Students may have no more than one assigned study hall.

WITHDRAWAL FROM A COURSE

A student enrolled in a semester or half-year course will have until the first mid-marking period (semester courses) or the end of the first marking period (full year) to withdraw from a course before having the course recorded on the transcript. Students withdrawing after these times will receive a grade of WF placed on the transcript if failing the course or a grade of WP placed on the transcript if passing the course.

A student may opt to drop a course until five days after report cards are received at the conclusion of the first semester in whole year courses or at the conclusion of the first marking period for half year courses. In cases of extraordinary circumstances, an appeal for a later date can be made to the Principal in writing. The Principal's decision will be issued within five school days regarding this matter.

The parent of a student seeking to withdraw from a course must submit a signed permission-form issued by the Guidance Office. The student will be responsible to return all textbooks and materials to the teacher immediately upon withdrawing from a course.

GUIDANCE OFFICE

The counseling staff assists each student in making appropriate education, vocational, and personal choices. The counselors are available to help you with decisions regarding your present and future plans. They are here to listen to how you feel and advise you, should you encounter problems, whether academic, extracurricular or personal.

To set up an appointment with your counselor, go to the Counseling Center either before school, after school or during your lunch and complete a conference request form. Unless it is an emergency, no student will be able to meet with a counselor without first marking an appointment.

Once your appointment has been set up, you must secure written permission from the teacher whose class you will be missing. A teacher has the right to postpone your appointment if he/she feels you will be missing important information. Parents are invited to visit the Guidance Center and are encouraged to speak with counselor or teachers either during the school day or by mutual agreement.

You may call 732-899-3660 for further information.

DELAYED OPENING OF SCHOOL PROCEDURE

In the event of inclement weather, or other emergency condition, it may be necessary to open school later than the normal time. On all "delayed opening" days, Point Pleasant Beach Schools will open either 1 hour or 2 hours later than the normal start time. In the high school there will be a homeroom period followed by the normal schedule beginning with period 2. A modified lunch will be served in both schools.

RADIO/TV STATIONS FOR SCHOOL CLOSINGS AND DELAYED OPENINGS

The following radio stations will be informed upon the closing of or delayed opening of school:

WADB – 95.9	News 12NJ-Ch12	WABC-TV
WOBM – 92.7	WOR - 102.7	
WNBC-TV	NJ101.5 – 101.5	

You are to listen to any of the above stations if you wish to get official advance notification. If any announcement is not made then school is in session and you are expected to be present and on time. The Point Pleasant Beach School District will use its CommunitySafe Alert System to notify parents and students of delayed openings and closings due to poor weather conditions. The district will also post an announcement on its website, www.ptbeach.com, and inform 94.3 The Point of the status so that they will announce it on the radio.

USE OF TELEPHONES

Students who need to make an emergency phone call during the school day will be sent to the Main Office and assisted .

GRIEVANCES AND APPEALS

If students feel they are not being treated fairly in academic or disciplinary matters and if they cannot resolve the questions themselves with the person involved, they may either ask their parents or guardian to come to school to resolve the matter or seek assistance from a guidance counselor.

If a teacher is involved, the parent should arrange a conference with the teacher through the guidance office.

If the decision is still unsatisfactory, the parents may appeal to the principal.

If the principal's decision is still unsatisfactory, they may appeal, step by step to the Superintendent, to the Board of Education, to the Commissioner of Education, and to the New Jersey State Board of Education.

A third party may represent the students and their parents at any point beyond the appeal to the principal, provided prior notification is made to the school authorities.

Whenever an appeal is made beyond the principal, it shall be in writing.

RECORD ACCESS

The right of access to pupil records is initially that of the parent or legal guardian. A request by a parent or an eighteen year old student to review a student's school record will be granted if the request is made in writing. A school employee will be present during the time that the record is being reviewed.

Students of majority age are entitled to the same rights as parents.

HANDICAPPED STUDENTS

Federal law prohibits discrimination against handicapped persons. Handicapped students are to receive an education that focuses on their unique needs.

In general they are to be treated as the general student population and will not be punished for behavior that is a result of their handicapping condition.

*The Point Pleasant Beach
School Community will strive
to prepare all students to
exceed the expectations of the
New Jersey Core Curriculum
Content Standards through an
effective learning
environment.*

*Our students will become
independent life-long
learners, empowered with 21st
century skills needed to think
critically and succeed in a
competitive global society.*

*We will instill in all
students an understanding and
respect for individual
differences.*