

# **DISCIPLINE**

*IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH  
ALL THE INFORMATION IN THE STUDENT HANDBOOK.*

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in the school building. Each student is expected to conduct themselves in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline. Students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Administration and staff reserve the right to notify the appropriate authorities and file charges, if deemed necessary. If you have a disagreement with discipline or other matters related to the school, please follow the appropriate chain of command before contacting the building principal: teacher/coach, supervisor, assistant principal, and then principal.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

## **PLEASE NOTE:**

- Administrators reserve the right to exercise “Off-Campus Discipline” in accordance with Policy 5600.1 for any misconduct that occurs off school property and is detrimental to the educational environment. Information regarding “Off-Campus Discipline” is obtained through the Memorandum of Agreement (MOA) with the Egg Harbor Township Police Department.
- Administrators reserve the right to exercise “Progressive Discipline” for any pattern of continued disciplinary infractions.
- Students that fail or refuse to serve assigned discipline will immediately lose all privileges including, but not limited to, sports, activities, clubs, and/or other school events until the discipline is served.

*The following are types of discipline that may be enacted:*

### **Teacher Detention**

Teachers must make parental contact concerning discipline problems. Teachers are encouraged to use detention after exhausting all other avenues such as individual counseling. Teachers may issue detentions. Pupils will be given 24 hours notice of the detention and will receive a copy of their detention form. It is the pupil's responsibility to inform their parent and/or guardian about the detention.

Pupils will report to the assigned room for detention immediately following the last class of the day and will remain there under supervision until dismissed.

Pupils who fail to report for their teacher detention will be issued two administrative detentions. Pupils who fail to report a second time will be referred to the appropriate Assistant Principal and a Saturday Detention will be issued.

### **Administrative Detention**

Administrative Detentions are conducted after school on Mondays, Tuesdays, and/or Thursdays and are issued by the Assistant Principals or Principal. Pupils must report for detention on the day assigned and will be expected to bring work and participate in group activities. Detention is a disciplinary situation. **The use of technology, headphones, lounging, sleeping, talking, card playing, or the like will not be tolerated.** Failure to meet a detention obligation is a serious violation of school responsibilities and will be dealt with appropriately. Students who are removed from Administrative Detention due to behavior and/or miss an Administrative Detention will receive progressive discipline including, but not limited to, additional Administrative Detentions or a Saturday Detention. Students that consistently miss Administrative Detentions will be subject to losing certain privileges, including, but not limited to the following: attendance at school dances, trips, prom, participation in athletics, etc.

Here at EHTHS, we are advocates of positive behavioral supports; a method of following non-punitive discipline practices grounded in restorative theory. This is especially true for students scheduled for after school on Tuesday and Thursdays where the HS team adheres to educational discipline encouraging reflection and a relationship building environment.

***When a pupil is legally absent from school on the day of a scheduled Administrative Detention, they must serve on the next day Administrative Detentions are held.***

### **Saturday Detention**

The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules.

Saturday detention may be used as a disciplinary tool in lieu of Alternative Educational Placement/Suspension. This option will keep students from losing instructional time and keep them in school Monday thru Friday. Refusal to attend or tardiness without an acceptable excuse will result in a suspension from school.

***Saturday detention has three components:***

- ***detention***
- ***academic assistance***
- ***behavior modification***

Students will receive academic assistance and will have the opportunity to do homework, make-up, or remedial work under the supervision of certified teachers, who will provide academic assistance, as well as, supervision. Each student will receive a Self-Reflection Packet, which will consist of writing an introspective essay to help students understand why they broke school rules and the consequences of their misbehavior. The packet will also include a goal-setting exercise and a list of Character Education words to be defined and used in a reflective sentence.

Assistant Principal assigns students Saturday Detentions for disciplinary reasons, as per the Student Handbook. The parent notification will be the responsibility of the Assistant Principal or designee.

### **Saturday Detention Schedule**

Students and parents/guardians will be notified of the scheduled date by the Assistant Principal or designee.

**October 16 & 23**

**November 13 & 20**

**December 4 & 11**

**January 22 & 29**

**February 12 & 26**

**March 19 & 26**

**April 9 & 30**

**May 14 & 21**

**June 11**

### **Saturday Detention Rules**

- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal by telephone or email prior to the scheduled reporting time (8:00 a.m.). If the reasons are acceptable, the detention will be rescheduled.
- The doors will open at 7:45 a.m. and close at 8:00 a.m.
- Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline.
- Students will be provided with a Reflective Packet that must be completed. After the completion of the packet, students will be permitted to complete any academic work brought from home or provided by administrators.
- ***Students who refuse to complete the mandatory packet will be rescheduled for an additional Saturday Detention.***
- There are no electronic devices, food or beverages allowed in the Saturday Detention Room.
- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- If a student refuses to work, he/she will be removed by the site administrator and will be rescheduled.
- Should a student have an unexcused absence from a Saturday Detention, he/she will be assigned one (1) day of Out of School Suspension the following Monday. Two (2) or more unexcused absences to an assigned Saturday Detention will result in a two (2) day out-of-school suspension beginning on the following Monday and removal from the Saturday Detention Program. Four (4) missed Saturday Detentions will result in the loss of all school privileges.

- Students will be expected to work the entire time. Any student not working may be removed from the room and referred to the building administrator.
- No student is permitted to sleep or socialize during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.

### **Operational Procedures**

- The Saturday Detention Program operates within a designated location at the Egg Harbor Township High School, 24 High School Drive.
- The program runs from 8 a.m. to noon.
- The District is not responsible for transportation of students to or from Saturday Detention.
- Each Assistant Principal will have 25 available seats, with a limit of 100 total. After the maximum is reached, other students will be referred to the next scheduled detention.
- The program will be staffed with certified teachers and an on-site administrator.

### **Alternative Educational Placement (AEP)**

Students may be withheld from normal school activities for disciplinary reasons and placed in an alternative educational setting. In these circumstances, students should report to the assigned location with schoolwork for that timeframe.

### **Out-of-School Suspension**

This is a serious disciplinary sanction, which may be imposed against a pupil when it can be proven that the pupil has interfered with the maintenance of the good order of the school. The pupil may not be permitted to return to school until a parent conference, either in person or via the phone, is conducted and the student and parent complete a behavior contract. Out-of-school suspension may be used for a student who has a continual behavior problem. This will be referred to as “progressive discipline.”

***STUDENTS ARE RESPONSIBLE FOR ALL WORK MISSED AS A RESULT OF A DISCIPLINARY ACTION.*** During a suspension, the Administrator will either assign Homebound Instruction or Educational Services.

Pupils should also note that any disciplinary action takes precedence over previously scheduled activities such as clubs, athletics, work or school programs. Additionally, when a pupil is suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension unless otherwise noted by an administrator. Students who fail to comply may face trespassing charges with the EHTPD. Pupils who are suspended out of school may NOT participate in any school functions for the duration of the suspension. This includes athletic contests, class trips, dances, work study programs, and club activities.

Parents will be contacted in most disciplinary cases involving Assistant Principal intervention.

### **H.O.P.E. Program**

The H.O.P.E. (Helping Our Pupils Excel) Program is a restorative endeavor to reduce suspension days for students who have received discipline for a positive drug screen and/or were in possession of illegal substances or paraphernalia. When a student is out of school, they often fall behind in their studies, have lower test scores, and begin to lose pride in their school/community which may result in further discipline. It is the goal of EHTHS to provide students with an opportunity to return to the classroom earlier from suspension and to continue building a positive relationship with the supportive community. The H.O.P.E. Program provides students with an instructional and collaborative program designed to educate on a variety of topics, regarding substance use and abuse, addiction, and the resources that are available to the student and the family. Along with the educational portion, the Student Assistance Counselors will ensure that the student and family are provided with appropriate services, outside of the school setting, if necessary.

*\*High School Administration has discretion in selecting students for this program.*

### **Probation and/or Behavior Contracts**

Students may be placed on probation and/or a behavior contract if:

- They have an accumulation of minor violations.
- They commit a serious offense.
- It is deemed necessary by the administration.

Probation/behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a pupil is placed on probation/behavior contract, it is understood that he or she must meet all outlined standards. Failure to meet the standards established by a probation/behavior contract will result in further, more severe disciplinary procedures including, but not limited to, loss of privileges (school activities, trips, school dances, prom, and/or graduation) and/or consideration for alternative placement. All offenses committed in school or on the school grounds that violate local, state, or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety, and welfare of pupils, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to the police.

### **SHINE 2.0**

Project SHINE (Students Helping in a New Experience) is a community service learning program for students suspended out of school for short term suspensions. Throughout the school year, students may become suspended out of school due to a variety of disciplinary reasons. When a student is out of school they often fall behind in their studies, have lower test scores, and begin to lose pride in their school/community which may result in further discipline. SHINE provides students with a volunteer community service learning program which will lessen a student's suspension length. It is the goal of EHTHS to provide students with an opportunity to return to the classroom earlier from suspension and to build a positive relationship with the community.

*\*High School Administration has discretion in selecting students for this program.*

# **DISCIPLINARY CODE OF INFRACTIONS & CONSEQUENCES**

The consequences or disciplinary actions listed below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed. All students will receive due process. The items in the disciplinary code of infractions apply to all school sponsored activities.

## **Activity Period**

Pupils are not permitted to remain after school for the activity period unless they are under the supervision of a teacher or coach. Students who do not immediately report to the main office after missing the bus or waiting for their ride and found unsupervised will be assigned 3 Administrative Detentions. Any student who leaves the building at dismissal will not be permitted back into the building for any reason and will not be permitted to participate in athletics/activities that day.

First offense:	Minimum of three (3) Administrative Detentions
Second offense:	30-day suspension of activity period privileges and parent contact
Third Offense:	Discretion of the Administrator

## **Assault**

First Offense:	Up to a 10 day out-of-school suspension, which may result in a complaint filed with the EHTPD, Behavior Contract
Second Offense:	10 day out-of-school suspension, possible complaint filed with the EHTPD, Central Office Administrative Review
Third Offense:	Administrative Discretion

**\*\***The school's administration reserves the right to revise individual student schedules to deter conflicts, as well as impact the student's placement into an alternative placement.

## **Automobiles**

Seniors who are permitted to drive to school are expected to follow all rules and regulations as outlined in the student driving contract. Any pupil that does not adhere to these expectations will be subject to discipline and driving privileges may be revoked. This infraction applies to automobiles as well all-terrain vehicles (ATVs), mopeds, and other small motorized vehicles. Any pupil driving unauthorized to school and any unauthorized pupil passenger will be issued discipline. Pupils **may not** drive to school if they miss their bus.

### **Authorized Student Drivers and Passengers**

First offense: Warning about towing (sticker), Saturday Detention, parent contact (phone, letter).

Second offense: Warning about towing (sticker), Saturday Detention, loss of driving privileges for one (1) week, parent contact (phone, letter).

Third offense: Towing at owner's expense, Two Saturday Detentions, loss of driving privileges for two (2) weeks, and parent contact (phone, letter).

### **Unauthorized Student Drivers and Passengers**

First offense: Warning about towing (sticker), Saturday Detention, parent contact (phone, letter).

Second offense: Warning about towing (sticker), Saturday Detention, parent contact (phone, letter).

Third offense: Towing at owner's expense, two (2) Saturday Detentions, and parent contact (phone, letter).

### **Cafeteria/Commons Area Misconduct**

Misconduct in the cafeteria/commons will result in the student being assigned a minimum of, but not limited to, one Administrative Detention. This includes, but is not limited to:

- throwing food or trash
- being late to lunch
- cutting in the lunch line
- leaving the cafeteria/commons area without permission

### **Communication, Electronic Devices, And/Or Possession Of A Cell Phone**

The use of privately-owned technology by a pupil in the educational setting during the school day must be approved by the staff member responsible for supervising and/or providing the pupil's instructional program. Each teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

During non-instructional times, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by building administration and/or a faculty member. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. **Electronic recordings are prohibited unless prior permission is granted.**

Students may not be in possession of large headphones and/or speakers while on campus. Headphones/speakers may be confiscated and held by the Assistant Principal for 30 days or until a parent picks them up. Students may only use one earbud while on school grounds. Further details can be found in Policy #2363. Students that fail to comply with the outlined guidelines will be subject to the following disciplines:

First Offense:	Administrative Warning
Second Offense:	Minimum of, but not limited to, two (2) Administrative
Third Offense:	Minimum of, but not limited to, one (1) Saturday Detention
Fourth Offense:	Discretion of Administrator

***The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The entire policy can be found on the Egg Harbor Township School District website.***

### **Computer or Electronic Device Misuse**

Computer access is granted to individual pupils for their sole use only. Violations may result in a loss of access as well as other disciplinary or legal action. The following are not permitted:

- sharing of accounts, ID's, or passwords
- adding any unauthorized software
- sending or displaying of offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- damaging computers, computer systems, or computer networks
- violating copyright laws
- using another's password
- trespassing in another's account, subdirectories, work, or files
- employing the network for commercial purposes
- playing games
- taking video or pictures without consent from school administration
- changing desktop
- sending messages
- trespassing in another's subdirectory or work files
- intentionally wasting limited resources such as paper
- violating copyright laws

Students that fail to comply with the above guidelines will be subject to the following disciplines:

- Minimum, but not limited to, two (2) Administrative Detentions
- Maximum 10 days out-of-school suspension/parent conference
- Complaint may be filed with the EHTPD

Account trespassing, harassing, insulting or attacking others, will result in an immediate loss of computer privileges. Intentionally damaging computers, systems or networks will result in an out-of-school suspension and restitution for damage.

### **Conduct Impeding An Investigation**

Any student hindering an Administrative investigation is subject to disciplinary action at the discretion of the Administrator varying from an Administrative Detention to a Saturday Detention. (i.e. lying, covering the truth, refusal to identify oneself, and/or withholding information).



### **Conduct Potentially Dangerous To Oneself or Others**

Including, but not limited to threats, verbal altercations, near fight, pushing, shoving, throwing object, the use of technology to promote conflict, the use of water pistol, wrestling, play fighting, disruptive behavior, disorderly conduct, instaging or promotion of conflict (third party), neck slapping, and/or simple assault.

- Minimum of one (1) Saturday Detention
- Maximum 10 days out-of-school suspension/parent conference
- Disorderly conduct or an assault complaint may be filed with the EHTPD

### **Dating Violence At School (Policy 5519)**

The Egg Harbor Township Board of Education believes a safe and civil environment in school is necessary for children to learn. Acts or incidents of dating violence at school, whether they are verbal, sexual, physical, or emotional, will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct. The entire policy can be found on the Egg Harbor Township School District website.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

The Egg Harbor Township Board of Education adopted policy and Regulation 5519 regarding Dating Violence at School as mandated by NJSA 18A:37-35a. Consequences for dating violence as outlined in policy and regulation 5519 may include, but are not limited to:

- Administrative Warning
- Temporary removal from the classroom
- One (1) Administrative Detention
- Minimum of one (1) Saturday Detention
- Out-of-school suspension
- Central Office Administrative Review which may result in expulsion
- May result in notification of EHTPD

Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

- Remedial procedures/interventions may include, but are not limited to, the following:
- Parent conferences
- Pupil counseling (all pupils involved in the act or incident)
- Peer support group
- Corrective instruction, other relevant learning or service experiences
- Supportive pupil intervention (Intervention and Referral Services)
- Behavioral management plan
- Alternative placement

## **Disrespect, Defiance Of Authority and/or Continued Willful Disobedience**

- Minimum of one (1) Saturday Detention.
- Continued willful defiance, disrespect, or willful disobedience may result in a suspension.

## **Dress Code and Student Grooming (Policy 5511)**

Short shorts, mini-skirts/dresses, halter-tops, bathing suits, see through or mesh tops, or any other clothing that will reveal the body or reveal underwear may not be worn in school. Bare midriffs are not acceptable. Any student in violation of the school's dress code policy will be required to change and receive the corresponding discipline. Please refer to Dress Code Policy in this handbook for more detail. The entire policy can be found on the Egg Harbor Township School District website.

- Minimum of Administrative Warning (changing of attire) and maximum of Administrative Detention.
- At the Discretion of the Administrator, repeat offenders will receive progressive discipline.

## **Drug/Alcohol Policy and Procedures (Policy 5530)**

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, drug paraphernalia, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited. The student will serve a ten-day out of school suspension for substance use, possession, distribution and/or for a positive drug/alcohol screening. The entire policy can be found on the Egg Harbor Township School District website.

- Possession of drug paraphernalia:
  - 10 day out-of-school suspension
  - EHTPD will be notified and complaints may be filed
  - Mandatory parent/guardian conference
  - Student must meet with SAC
  - Possible Central Office Administrative Review or change of Educational placement
- Possession of controlled dangerous substances and/or alcohol:
  - 10 day out-of-school suspension
  - EHTPD will be notified and complaints may be filed
  - Mandatory parent/guardian conference
  - Student must meet with SAC
  - Possible Central Office Administrative Review or change of Educational placement
- Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs:
  - Initial 10 day out-of-school suspension
  - EHTPD will be notified and complaints will be filed
  - Mandatory parent/guardian conference
  - Student must meet with SAC
  - Possible Central Office Administrative Review or change of Educational placement
  - Possession of counterfeit drugs, over the counter medications, supplements, and/or prescription drugs not registered with the school nurse:
    - Minimum of four (4) day out-of-school suspension
    - Mandatory parent/guardian conference

- Subsequent offenses will result in further disciplinary action
- When a pupil is suspected of being under the influence, staff must notify the nurse or SAC who will then notify the Principal or designee, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parents may select a physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available, parents may accompany the pupil to the medical facility for examination. Parents will be given a copy of the chemical screening form, NJAC 6:29-6 and medical readmission form. If there is a positive diagnosis of alcohol or other drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. Refusal or failure by a parent or guardian to comply with the provisions of the Code and Policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol.
  - The Student Assistance Coordinator will meet with the student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up.
  - Periodic urine screenings for a calendar year will be arranged by the nurse in coordination with the SAC and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Principal.
  - A diluted, altered, or contaminated specimen will result in further testing and suspension for not following Board Policy.
  - Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear before the Discipline Review Committee of the Board of Education and may be sent to Eagle Academy (alternative school).
  - Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 16-6.1 and the E.H.T. Board of Education Policies and Procedures. These include immediate notification of the Administration, parents, and Superintendent and immediate referral to a medical facility for examination and drug screening.

Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol Screening Results) and/or Refusal:

- 10 days out-of-school suspension
- EHTPD will be notified and complaints may be filed
- Mandatory parent/guardian conference
- Student must meet with SAC
- Possible student Central Office Administrative Review

- Immediate suspension of driving privileges for one month. A mandatory retest must be completed and results negative to reinstate driving privileges.

### **Failure To Comply With Search and Seizure**

All students, as well as their belongings, lockers, and vehicles, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued an appropriate discipline as an admission of guilt in accordance with the student handbook and the EHTPD may be contacted. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

### **Failure To Follow Procedure**

This includes failure to obey school rules as outlined in this handbook. Discipline can range from an Administrative Detention to a Saturday Detention.

### **COVID - 19 Expectations**

- Due to the current COVID-19 directive, Executive Orders (EO) issued by the Governor must be followed, specifically EO 251 pertaining to masks and public schools. Until further notice, all staff, students, and visitors must wear a mask when inside the building. Students refusing to comply will first be given a warning and a mask. Continued refusal will be handled with progressive discipline.
- Students must practice social distancing when possible, especially in hallways, gymnasiums and cafeterias.

### **Failure To Identify Oneself**

All students are required to carry and/or wear an identification badge and use the virtual hall pass during school hours. Failure to carry or wear an ID badge, identify oneself, or inappropriate use of a hall pass could result in Administrative Detention, Saturday Detention, or out-of-school suspension.

- Identification badges must be displayed to gain access to the following places: Media center, cafeteria (register area), sporting events, and school sponsored activities.
- Any falsification, damage to, and/or stealing an ID/hall pass will result in disciplinary action deemed appropriate by the Assistant Principal.
- If a student loses an ID badge/hall pass, they should report to their assistant principal's office for a new ID badge. New IDs can be obtained from the appropriate Vice Principals office at a cost.

### **False Alarms**

Initiating a false alarm is a dangerous and serious action. False alarms include, but are not limited to pulling the fire alarm, bomb scares, false 911 calls, etc. A student guilty of such an offense endangers others and is in violation of the law.

- 10 day out-of-school suspension which may result in a Central Office Administrative Review resulting in additional discipline.
- A complaint may also be filed with the EHTPD.

### **Fighting**

- First Offense: Up to a 10 day out-of-school suspension, possible complaint filed with the EHTPD, Behavior Contract, and potential change of educational placement.
- Second Offense: Minimum of a 10 day out-of-school suspension, possible complaint filed with the EHTPD, and Central Office Administrative Review.
- Third Offense: Administrative Discretion

**\*\*The school's administration reserves the right to revise individual student schedules to deter conflicts, as well as impact the student's placement into an alternative placement.**

### **Fireworks**

The possession and/or use of fireworks is prohibited. Suspensions will be issued at the discretion of the administration and complaints may be signed with the EHTPD.

### **Forgery and/or Unauthorized Possession of School Forms**

Forged and/or unauthorized use/possession of school, medical notes, or other notifications intended to defraud or mislead:

- Minimum of one Saturday Detention, but not limited to two Saturday Detentions.

### **Harassment, Intimidation, Bullying and Hate Crimes (Policy 5512)**

Harassment, intimidation, and bullying are prohibited (N.J.S.A. 18A: 37-15(3) (b) (1)). "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics that takes place on school property. At any school-sponsored function or in a school bus and that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage his property; **or**
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption and/or interference with the orderly operation of the school (N.J.S.A. 18A: 37-15(3) (b) (2)).

This includes but is not limited to:

- Verbal: name-calling, teasing, threatening, taunting and gossiping.
- Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, manipulating friendships, initiating rumors, and extorting coercive peer pressure.
- Physical: aggressive physical contact, including punching, poking, shoving, kicking, choking, hair-pulling, beating, biting, and tickling.

The Egg Harbor Township High School Administration expects students to conduct themselves in a mature manner, conform to reasonable standards of socially acceptable behavior, and to respect other students, school faculty and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

All school employees, students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to the high school administration. The administration will conduct a prompt, thorough, and complete investigation of the alleged incident and determine whether an act constitutes a violation of this policy. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, and bullying may range from positive behavioral interventions up to and including Administrative Detention, Saturday detention, suspension or expulsion (N.J.S.A. 18A: 37-1). In addition, serious acts will be reported to the EHTPD (NJAC 6A: 16-6, z (b) 12) and complaints will be signed.

The Egg Harbor Township High School Administration prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for the offender shall range from Administrative Detention to out-of-school suspension or expulsion. Complaints may be filed with the EHTPD.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, bullying, or fighting range from positive behavioral interventions up to and including detention, suspension, or expulsion, as permitted under N.J.S.A. 18A: 37-1, Discipline of Pupils.

**Illegal Absence From Class**

First Offense:	Three (3) Administrative Detentions
Second Offense:	Minimum of one (1) Saturday Detention
Third Offense:	Saturday Detention and loss of credit for the school year or mandatory credit completion

Any illegal absence will result in a "o" in that period's classwork. Work cannot be made up. The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course. A student will be considered “illegally absent” from class if they do not receive permission from the classroom teacher whose class they are missing and/or permission from administration.

Further, if a student exceeds two cuts (in one class or three total) the student, in addition to receiving a Saturday Detention, will lose all credits for courses passed during the current school year. **These credits can be regained only by attending summer credit completion.** One hour of credit completion will be required for each cut in excess of two.

***PLEASE NOTE:*** A student can have one incident that results in three cuts. One incident that exceeds three cuts will automatically place a student on NO CREDIT STATUS.

### **Inappropriate Comments, Gestures, Drawings and/or Touching:**

- Minimum of one Saturday Detention to a maximum of 10 day out-of-school suspension which may result in a Central Office Administrative Review.
- Possible complaints may be filed with the EHTPD.

### **Inappropriate Display of Affection/Sexual Misconduct**

Any student involved in any inappropriate display of affection or engaging in sexual activity on school grounds will be issued disciplinary action at the discretion of the Administrator.

- Minimum of an administrative warning and a maximum of 10 day out-of-school suspension.
- Possible complaints may be filed with the EHTPD.

### **Lateness To Class**

Students are expected to be on time for classes, study halls, and lunch. Students who arrive late to class MAY receive a teacher warning and/or teacher detention. If the student fails to report to assigned teacher detention, they will be referred to the appropriate Assistant Principal for progressive discipline. After the fourth late, the teacher MAY refer the discipline to administration. After 21 times late to class, the student will receive a minimum of one (1) Saturday Detention, up to a maximum of out-of-school suspension for “excessive lateness”.

1 <sup>st</sup> - 4 <sup>th</sup> late to class	Warning/Teacher Detention
5 or more lates to class	Minimum of, but not limited to, one (1) Administrative Detention and/or one session of supplemental services. A parent conference with an Administrator may be required.
21 or more late to class	Minimum of one (1) Saturday Detention, up to a maximum of out of school suspension for “excessive lateness” and parent conference.

### **Late Sign In and Early Sign Out**

Students must sign in at the main office upon arrival to school after the 1<sup>st</sup> block late bell rings (7:35 a.m.). Failure to sign in at the main office will result in disciplinary action. Students will be given a pass to class at the time of sign-in. Students that are not late to school, but arrive late to the first block are subject to disciplinary measures for “Lateness to Class.”

4th late to school	Administrative Warning Letter
5th or more lates to school	Minimum of, but not limited to, one Administrative Detention and/or one session of supplemental Services. A parent conference with an Administrator may be required.
21st or more lates to school	Minimum of one (1) Saturday Detention, up to a maximum of out of school suspension for “excessive lateness” and parent conference.

**PLEASE NOTE:** *Authorized student drivers with 5 or more lates will lose driving privileges on a progressive basis.*

**Students must sign in prior to 9:29 a.m. and be present for, at least, four (4) periods to receive credit for the day.**

Students must be present 4 ½ hours in order to be considered present for a day. Senior Early Release students **must** be present for the duration of all of their scheduled classes in order to receive credit for a day.

The following reasons are considered excuses for lateness or early sign out with appropriate provided documentation:

- An appointment with a physician.
- A driver's test. Verification is required.
- A mandated court appearance.

***PLEASE NOTE:*** Parent notes will not be accepted to excuse late arrivals to school. A scheduled field trip will not be accepted as an excused late arrival to school.

Students should not make a habit of signing in late or signing out early. Students who sign in or sign out for any other reason risk being placed on NO CREDIT STATUS for any class they miss more than ten (10) times. Students on NO CREDIT STATUS will be subject to losing certain privileges and will have to attend credit completion, if offered, in order to regain credit.

**Leaving Class Without Permission/Removal From Class**

- Minimum of, but not limited to, 3 Administrative Detentions.

**Loitering**

Students are not permitted to loiter in the hallways, especially between classes (see #14 Failure to Follow Procedure). This includes congregating in groups and meeting in the halls/lockers. Students are required to be in class at the sounding of the bell.

**Misconduct On The School Bus**

Every student is entitled to safe transportation to and from school. Any pupil violating that privilege will be in danger of losing riding privileges. Each pupil is assigned a bus route and must be in possession of a bus pass at all times. Students will only be picked up and dropped off at their assigned bus stop. A driver will not transport a student not assigned to the route unless previous arrangements have been made. Students must be at their assigned pick-up on time. While on the bus, students will act in an orderly fashion. Students will remain in their seats and will not shout, smoke, or throw items either in the bus or from windows. Any complaints are to be forwarded to the Director of Transportation. Students are to remain on the bus in the morning when they arrive at school until teachers signal for them to enter the building. Students who misbehave on the bus will receive a minimum of, but not limited to, two (2) Administrative Detentions.

Pupils who continue to be disruptive on the school bus or fail to follow the procedures above will be suspended from the school bus. Pupils will be required to provide their own transportation. If a parent/guardian cannot provide transportation to and from school, this day is not an excused absence.



### **Misconduct/Disruptive Behavior**

- Minimum of, but not limited to, one (1) Administrative Detentions.

### **Misuse Of A Hall Pass**

Any student caught abusing a hall pass (i.e. using a pass for reasons other than its written intent) will receive:

- |                 |  |
|-----------------|--|
| First Offense:  | Minimum of one (1) Administrative Detention.                         |
| Second Offense: | Minimum of three (3) Administrative Detentions and pass restriction. |
| Third Offense:  | Minimum of one (1) Saturday Detention and pass restriction.          |

### **Off-Campus Discipline**

Administrators reserve the right to exercise “Off-Campus Discipline” in accordance with Policy 5600.1 for any misconduct that occurs off school property and is detrimental to the educational environment. Information regarding “Off-Campus Discipline” is obtained through the Memorandum of Agreement (MOA) with the Egg Harbor Township Police Department.

### **Potentially Dangerous Objects**

Any student found to be in possession of any object deemed by the administration to be potentially dangerous that can be used as a weapon or in conjunction with a weapon will be out-of-school suspended for a minimum of, but not limited to, four (4) days. Students using any object in a violent/dangerous manner will be subject to discipline at the discretion of the administrator.

Students may not be in possession of mace or mace-like products in school. It is a violation of New Jersey State Statutes for anyone under the age of 18 to be in possession of these type products as well. These products will be confiscated. Violations involving the spraying of these products may result in a minimum of, but not limited to, a four (4) day out-of-school suspension and a complaint will be signed with the EHTPD.

### **Profanity**

Students caught using or writing profanity will receive the following:

- |                 |   |
|-----------------|---|
| First Offense:  | Minimum of two (2) Administrative Detentions. |
| Second Offense: | Minimum of one (1) Saturday Detention.        |
| Third Offense:  | Out-of-school suspension                      |

### **Racial Or Ethnic Slurs**

The use of racial or ethnic slurs is unacceptable.

- Minimum of one (1) Saturday Detention.

### **Removal From Saturday Detention**

Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.

- Minimum 1 day out of school suspension

***PLEASE NOTE:** Additional consequences according to the discipline code of conduct may apply.*

### **Sexual Harassment**

Sexual harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual harassment can be, BUT IS NOT LIMITED TO, the following examples:

#### **Physical Examples**

Forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body.

#### **Verbal Examples**

Commenting about someone's body; talking about someone's sexual orientation in a way that makes a person uncomfortable.

#### **Virtual Examples**

Texting, sexting, exchanging, and posting inappropriate messages, pictures, and/or video through social media and/or technological resources.

- Minimum of, but not limited to, a four (4) day out-of-school suspension.
- Complaints may be signed by the EHTPD.
- Possible change in educational placement.

### **Smoking and Use/Possession Of Tobacco Products**

Smoking and tobacco products (including snuff, snus, rolling papers, electronic cigarettes, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law and Policy 5533 Pupils/Smoking. Violators of the law will be subject to the penalties prescribed by the statutes, which include the signing of a misdemeanor complaint with the municipal court. Pupils are not permitted to be in possession of cigarettes, e-cigarettes or tobacco products while on school property. These items, in addition to lighters, matches and rolling paper will be confiscated and discarded. Complaints may be filed with the Department of Health.

#### **Use or Possession of Tobacco Products:**

- Students will be issued a minimum of, but not limited to a four (4) day of out-of-school suspension.
- Items will be confiscated and discarded.
- A complaint may be filed with the EHTPD and the Department of Health.

**\*\*Students believed to be holding smoke in their mouth or seen by staff with smoke rising from their person will be addressed by administration for use/possession of controlled dangerous substances, drug paraphernalia, or smoking of tobacco products. Consequences for inappropriate behaviors will be addressed by administration.\*\***

### **Theft**

Pupils illegally possessing school property or the property of others will receive a minimum of one Saturday Detention and/or up to a 10 day out-of-school suspension. The local authorities may be contacted depending upon the severity of the situation.

### **Truancy/Leaving School Without Permission**

Pupils who are unlawfully absent from school (truant) or leave school without permission will receive an unexcused absence for that day. Four trancies will place a student on No Credit Status. In addition, the student will be issued discipline.

- Minimum of one (1) Saturday detention.

*“Disorder and Demonstration (Policy 5520): The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. Disorderly pupils will be disciplined in accordance with the law and Board Policy No. 5600.”*

Any student who participates in an in-school protest or leaves school without permission for the purpose of student protest will be subject to disciplinary action.

### **Unauthorized or Off-limits Area**

Pupils in an unauthorized or off-limits area will be issued a minimum of one (1) Saturday Detention and may be placed on pass restriction.

### **Unauthorized Sales**

Unauthorized sales or trading of candy, gum, or any other goods are strictly prohibited. Sale items will be confiscated and disciplinary action may be taken.

### **Unserved Teacher/Administrative Detention**

Students who miss a scheduled detention will be issued a minimum of two (2) Administrative Detentions. Students who miss three (3) or more Administrative Detentions will be issued a Saturday Detention or suspended out-of-school for subsequent offenses. Students in special programs such as SENIOR EARLY RELEASE must serve detentions during the activity period.

***PLEASE NOTE: Exceptions will NOT be made for employment obligations.***

### **Unserved Saturday Detention**

First Offense: One (1) day out-of-school suspension.

Second+ Offense: Two (2) day out-of-school suspension.

***PLEASE NOTE:*** *Students removed from the Saturday Detention Program may reenter by attending an unscheduled Saturday detention. Exceptions will NOT be made for employment obligations.*

### **Use Of Unacceptable Language Or Gestures Directed At A Staff Member**

Pupil will be given a minimum of an immediate four (4) day out-of-school suspension.

### **Vandalism/Graffiti**

Defacing school property in any way will not be tolerated. Any pupil committing such an action will receive a minimum of one (1) Saturday Detention and up to a maximum of ten (10) day out-of-school suspension. Parents will be held financially responsible for damages. Local authorities may also be contacted depending upon the severity of the vandalism.

### **Violence And/Or Threats Directed Toward A Staff Member**

In any instance where a student is violent or threatening toward a staff member, the pupil will be immediately suspended from school for ten (10) days and must appear before the Principal. A staff member may choose to file a complaint with the EHTPD and a Central Administrative Review is possible.

### **Weapons (Policy 5613)**

Any pupil in possession of a firearm or other deadly weapon, including look-alikes, or any illegal ammunition will be suspended out-of-school for 10 days, arrested, and a complaint will be filed with EHTPD. This is part of the Weapon Free School Zone Act.