

Cliffside Park High School

Code of Student Conduct



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Mathematics
Science/Visual & Perf Arts/Technology
Business/Career & Tech/World Language
Social Studies & Special Education
Physical Education
Pupil Personnel Services
English Language Arts
Multilingual Learners

Code of Student Conduct

(For District-wide information and policy refer to the District website)

If you would like more details about Cliffside Park's Code of Conduct, please refer to the following link: CPSD Student Code of Conduct - Policy 5600, or go to our website, cliffsidepark.edu, and search for the policy under the Board of Education tab.

Attendance Policy

Please be reminded that school attendance is the legal responsibility of every parent and/or guardian.

The State of New Jersey mandates that every high school adopt a student attendance policy. Cliffside Park High School holds high standards for student attendance and in accordance with N.J.S.A. 18A:38-25 has developed expectations for parents and students, and consequences for noncompliance with the attendance policy.

As per district policy 5200, absences may result in loss of credit, removal from class, or may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.

Good attendance is essential for both academic and personal success. Therefore, in order for a student to receive credit for a course, they must attend at least 90 percent of the course meeting dates. This means that a student may be absent only 10 percent, or **18 days for a full year course / 9 days for a half-year course**, for **ANY** reason. If a student misses a class for any of the following reasons, those days missed will not count towards their allocated absences:

- Administrative excusal
- League/County/State athletic events
- Driver's license test with documentation (1x)
- Military/college visits (11th & 12th grade only--max 3 per year)
- Necessary/unavoidable MD visit w/documentation in accordance w/ 504 Plan
- Religious holiday (As per NJDOE Approved Calendar and documentation)
- Standardized testing
- Sent home at nurses discretion

Medical excuses may be accepted ONLY for a prolonged illness of three or more consecutive days. A doctor's note must be submitted to the attendance office within two weeks following the student's return to school. (The doctor's note will be reviewed; however, a doctor's note is NOT an automatic extension of the attendance policy.) A comprehensive review of the total attendance record will be part of this decision-making process.

Allocated Absences

Full year course	18 days
Physical Education	14 days
Half year course	9 days
Quarter year course	5 days

Students who enter school during the school year will be allocated absences according to the following chart. (The allotment for students who leave and return to school during the same year is the same as for a student who never left school.)

Entry Month	Full-Year course	Half-year course
September	18	9
October	16	7
November	14	5
December	13	3
January	10	1
February	9	9
March	7	7
April	5	5
May	3	3
June	1	1

Attendance expectations:

- Students are expected to report to school each day on time.
- Students competing in athletics or after school activities must be present in school for a minimum of **4 hours**. Students who compete and participate in school activities without attending school jeopardizes competition and could result in forfeiture and suspension from activities.
- It is the student’s responsibility to make arrangements with the teacher to make up work that is missed. **Students are responsible for all work missed**
- Families are strongly encouraged not to schedule vacations during the school calendar year. Any vacation will be considered a cumulative absence. Your child’s education is of the utmost importance. Please refrain from scheduling appointments during the school day.
- Students in attendance at school are expected to remain in school for the entirety of the school day unless otherwise deemed unfit for school by the School Nurse or removed from school for administrative purposes.
- In the event a student suffers from a chronic illness diagnosed by a licensed physician, it is expected that the parents and students will notify the school and complete an application for a medical accommodation.
- If it is necessary for a student to accompany parents/guardians on a trip or otherwise be away from home for 8 or more days, the student must obtain a “Request for Personal Absence” form from the Guidance Office. This form must be signed by a parent/guardian and by all the student’s teachers, and returned to the Guidance office. Students will be required to withdraw from CPHS and re-register upon their return.

Procedures

When a student reaches accumulates 8,12,15, & 18 absences, the following procedure will be implemented:

<p>8 Absences</p> <ul style="list-style-type: none">● Letter sent to parent● Communication from Supervisor of Pupil Personnel
<p>12 Absences</p> <ul style="list-style-type: none">● Letter sent to parent● Communication from Supervisor of Pupil Personnel● Meeting with Administration and Guidance● Additional possible consequences:<ul style="list-style-type: none">○ Referral to local and county authorities○ Withholding of school activities○ Participation in Resource Program and/or Community Service
<p>15 Absences</p> <ul style="list-style-type: none">● Letter sent to parent● Communication from Supervisor of Pupil Personnel● Additional possible consequences:<ul style="list-style-type: none">○ Referral to local and county authorities○ Withholding of school activities○ Participation in Resource Program and/or Community Service
<p>18 Absences</p> <ul style="list-style-type: none">● Loss of class credit● Parent notified
<p>Consecutive Absences</p> <p>If a student is absent for 8 consecutive days, without notifying the school, they will be removed from school and classified as inactive. A parent/guardian must re-register the student in order to re-enroll the student in school.</p>

Students who exceed the allotted number of absences:

- Are to remain in class and have the option to appeal their credit status.
- Disruptive students will be withdrawn from class.

No student may use more than five (5) allotted absences in any class during the fourth marking period.

The Appeal Process

- A student may appeal an absence(s) if there were extenuating circumstances which caused the student to exceed the allotted number of absences. An appeal must be submitted prior to the close of each marking period.
- The student is to continue attending class while the appeal is being considered.
- Students who do not demonstrate improvement or continue to accumulate lates to class/school will be denied
- An appeal form and directions for filing may be obtained in the Guidance Office.
- **All decisions of the appeal committee are final.**

Perfect Attendance Awards

- Students who maintain perfect attendance for each school year will be awarded a letter of perfect attendance at the conclusion of that year.
- Students who maintain perfect attendance for the entire four year term of school will be awarded a medal of perfect attendance at the graduation awards ceremony senior year.
- Perfect attendance is defined as not having any unexcused absences at the time the student is considered for the award. **An absence deemed excused after the appeal process will not make a student eligible for either award retroactively.**

Attendance Accommodations

- The Attendance Accommodation is in place for those students who suffer from a chronic illness, which prevents them from attending school.
- Applications may be obtained from the Nurse's Office. Included in the application are instructions to both parents and attending physicians.

Late to School Policy

A phone call to the Attendance Office (201-313-2372) before 9:00 AM is required if a student will be absent or late to school.

Students arriving late to school must sign in at the security desk for a pass before reporting to class.

Late to Class Policy

Students should make every effort to be in class before the late bell. This will prevent a disruption of the lesson and enable the student to avoid the following disciplinary actions.

1. Students who are late should attend teacher led detentions and receive a phone call home
2. After a student is late to class 5 times: Detention will be issued
3. After a student is late 10 times a parent conference will be held with guidance, teacher and administration: Multiple Detentions will be issued
4. Greater than 10 lates to class will result in Saturday detention

Note – When a student arrives late to class, the classroom teacher should record the infraction and admit the student to class. If a student arrives after 10 minutes of instruction, the student should be marked absent for that class. Students who continuously report late to class may lose privileges and continued lateness will reflect negatively on student records.

Leaving School Early

Students who need to be excused early from school for any reason must be released to a parent, guardian or designee. Students are not permitted to leave on their own accord. Students over the age of 18 who drive to school may complete the "Student Driver Permission, Agreement and Waiver Form" and submit it to the main office.

Students must sign out with the Attendance Secretary before leaving the building otherwise they are considered truant.

Any student leaving school without permission will be considered truant.

Cutting Class

If a student cuts class, they will lose credit for missed work and are subject to disciplinary consequences (see below).

Students who cut a class excessively, maximum five (5) cuts from the same class, may be removed from the class and receive a loss of credit. Students will not be allowed to attend summer school.

Incidents and Consequence

	Initial offense	Second/Multiple offense
Electronic devices (phone, tablet, etc...) Headphones	Warning	Device confiscated and Device returned at end of school day/to Parent.
Insubordination	Conference, detention	Parent Conference and Restorative activity
Vulgar Language	Conference, detention	Restorative activity, School Suspension, Parent Conference
Vulgar Language directed at school staff	Two day suspension/Parent Conference	School Suspension, Parent Conference, restorative activity
Leaving class without permission	Detention	Parent Conference / Restorative activity
Failure to clean cafeteria debris	Warning	Loss of cafeteria privilege
Cutting Class	Conference, detention	Suspension/ 5th cut - loss of credit/ Parent conference
Tobacco, Tobacco-like products including, but not limited to e-cigarettes, vapes in the building or on school grounds	Suspension, mandatory municipal fine, and police notification, court appearance, mandatory drug test for vapes	Suspension, mandatory municipal fine, police notification, and court appearance, mandatory drug test for vapes
Physical Altercation	Out of School Suspension (4 days), Parent Conference/Restorative activity, police notification	Out of School Suspension (4 days), Parent Conference/Restorative activity, police notification
Vandalism	Detention, suspension, restitution, police notification	Detention, suspension, restitution, police notification
Stealing	Detention, suspension, restitution, police notification	Suspension, restitution, Police notification, Resource Program
Gambling	Detention, suspension	Suspension
Truancy/Unauthorized leaving of school building	Parent Conference w/Administration/suspension	Parent conference/suspension
Dress Code Violation	Conference with students and/or parents	Conference with student/parent. In-school Suspension
Possession, distribution, or under the influence of an illegal substance	Out of school suspension, police notification, mandatory drug test	Out of school suspension, police notification, mandatory drug test, and/or expulsion
Possession of a weapon	Out of School Suspension/Board Hearing, Police Notification	Out of School Suspension/Board Hearing, Police Notification and/or expulsion
Disrupting the school day	Parent notification	Parent Conference / Restorative Practice

Violation of ECVR (Electronic Communication and Video Recording)	Parent notification / Restorative Practice	Suspension, Parent Conference/Restorative Practice
Headcovering (Not medical or religious)	Confiscation of head covering; returned at completion of school day	Confiscation of head covering; returned at end of the school year.

Alternatives to Suspension and Restorative Practices:

Restorative practice is a proven approach to discipline in schools that favors relationships over retribution, and has been shown to improve behavior and enhance teaching and learning outcomes. Restorative practices include community service, completing online course work, writing reflections or essays, or participating in counseling and mentoring services. Detentions, Saturday detention, and school based community service will be issued at administrative discretion.

Point System for Resolutions:
(50 Point Maximum)

The purpose of the discipline point system is to:

- Improve the educational environment for students, teachers, parents, and staff.
- Inform students and parents of rules and policies.
- Record discipline violations in a systematic way

The discipline point system is a progressive system based upon the belief that an individual does not have the right to continuously infringe upon the rights of others. All individuals concerned with the school have the responsibility of creating a positive learning environment.

10-24 points	Parent Meeting and restorative practices
25-49 points	Suspension from school activities (Athletics, Clubs, Trips, School based community service) Parent Meeting
50 points	Withdrawn from all school based activities including class privileges

Point Distribution

Resolution	Point value
1 day detention	1 point
2 day detention	2 points
3 day detention	3 points
4 day detention	4 points
5 day detention	5 points
Saturday Detention	5 points

1 day suspension	5 points
2 days suspension	10 points
3 days suspension	15 points
4 days suspension	20 points
5 days suspension / 10 days suspension	25 points/ 50 points

Lunch

- Students in grades 9-11 are required to remain on campus for lunch.
- The daily lunch menu may be accessed [here](#).
- Delivery of food from local restaurants (DoorDash, GrubHub, Uber Eats, etc.) is permitted. Any food delivered via a delivery service should be delivered to the main entrance.
- **Seniors are granted the privilege** to leave campus during lunch. All seniors must sign a behavioral contract and abide by expectations outlined within. The administration reserves the right to revoke the open lunch privilege if a senior violates the contract or as a consequence for repeated behavioral infractions.

Use of Electronic Equipment and Headphones/Earbuds

The administration recognizes the significance electronic devices play in our daily lives and understands the importance of using additional electronic equipment/headphones during instruction. The use of such devices is permissible when granted permission or encouraged use as an additional instructional tool, i.e. Foreign Language and English acquisition, physical activity such as running or walking, painting, etc...

Students are not permitted to use cellular telephones/watches/earbuds, etc... while instructional time is in session and not under the direction of an instructor. Cellular telephones must be silenced/turned off while the student is in the school building and may only be turned on and used during designated times in designated areas, such as lunch, study hall as determined by the building Principal, or before school has begun, 8:20 am or after school has concluded for the day.

Please note the following key points:

1. Storage: Each classroom will have a designated, secure area for students to leave their cell phones when they exit the room.
2. Emergencies: In case of emergencies, students will still be able to access their phones under the supervision of a teacher or staff member.
3. Communication: If you need to contact your child during class time, please continue to do so through the main office to ensure minimal disruption to the classroom.

The 1st offense will result in a warning.

The 2nd offense will result in the electronic device returned at the end of the school day (3:10PM).

3rd/Multiple offense(s) will result in a Saturday Detention/ Suspension and will only be **returned to a parent or guardian AFTER A PARENTAL CONFERENCE WITH THE ADMINISTRATION.**

Students who bring these items to school are solely responsible for their security. The school district is not responsible if these items are lost, damaged, or stolen, regardless of the circumstances.

Student Dress Policy

The purpose of these guidelines is not to take over the parental prerogative for determining appropriate clothing for their children but to assure a healthy and safe academic atmosphere; to help foster the goals and objectives of the educational environment; to prepare students for future work environments; and to promote a sense of self-respect as well as respect for others.

Students not in compliance with the dress code will be issued appropriate clothing for the day. Failure to return school issued clothing will result in a twenty dollar (\$20.00) fine being assessed. Students who refuse to wear school issued clothing will be sent home (unexcused) and be permitted to return upon approval of the designated administrator. If a student is unable to change at home, or have appropriate clothing brought to school, he or she will remain in the VP's office, or be assigned to an in-school suspension.

Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration.

1. It is the responsibility of the administration to assure that all attire be neat, clean, and reflect an appearance of modesty.
2. Open-toed shoes of any kind, including but not limited to; beach thongs, slides, shower sandals, clogs, slippers, etc. are prohibited, as they are considered unsafe.
3. Shorts and skirts should be mid-thigh or longer in length. Shorts must be neatly hemmed; cutoff or frayed bottoms are not permitted.
4. Headwear including but not limited to; hats, do-rags, bandanas, sweatbands, headbands and sunglasses are prohibited. Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
5. Fleece or cotton full length pajama pants are allowed as long as they are not sheer, and/or revealing, and worn at waist level.
6. Pants should not hang so low as to expose underwear.
7. Wide strap tank tops at least 2" wide, with a cover-up, are permissible as long as they are not low cut, revealing or have loose fitting arm holes. Spaghetti straps, tube tops, backless tops, tops with plunging neckline, and basketball type jerseys without an undergarment or cover-up, are prohibited.
8. Graphics that are suggestively obscene on any garment are prohibited (alcohol, drugs, or profanity of any nature)
9. Jewelry and/or other accessories that may cause a disruption, distraction, threat or danger are prohibited.
10. Gang attire is not permitted. Students are prohibited from wearing any type of clothing, apparel, or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities.
11. Midriff clothing, Sheer attire, brief, low cut and/or revealing above/below the waist are prohibited.
12. Students are not permitted to use, or openly carry pagers, cell phones, portable audio devices, or laser lights in the building.

Plagiarism, Academic Dishonesty, Cheating

In all such cases the guidance counselor and departmental supervisor must be notified.

- 1st offense, student receives a 0, parents notified, opportunity provided to recover credit
- 2nd offense, student receives a 0, parent conference, student may not recover credit for assignment
- 3rd offense, student receives a 0, parent conference, possible failure for marking period

All cases of Plagiarism, Academic Dishonesty and/or Cheating will be documented in a students academic file and be kept from year to year.

Harassment, Intimidation and Bullying

Cliffside Park High School will not tolerate the harassment, intimidation, or bullying of pupils by school employees, other pupils, or third parties. This includes sexual harassment, which is a form of prohibited sex discrimination. Students may report suspected HIB cases [here](#).

In all instances, parents will be notified and school district staff will investigate and resolve allegations.

Chromebook Procedures

Students must have previously submitted their signed "Technology Agreement Contract" in order to be issued a Chromebook for use in school and at home.

Damaged Chromebooks

The district has contracted with an insurance provider for loss and/or damage to the devices, there will be a fee and/or fines associated with any loss and/or repairs as follows: Students/Parents will be charged a non-refundable \$50 shipping and handling fee for damaged Chromebooks that need repair.

Students returning Chromebooks with missing keys, rubber feet or any other minor damages WILL BE fined accordingly.

Chargers

If a student loses his or her Chromebook charger a replacement can be purchased from a tech vendor such as Amazon. Our tech department will also have chargers available for purchase at a price of \$40.00.

Lost Chromebooks

Students/Parents shall be responsible to reimburse the District the cost of any technology device that is lost (\$225), damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be repaired under the district's insurance policy or cannot be returned to the district in accordance with the terms of the Cliffside Park School District Provided Technology Device Agreement.

Charging during the School Day

There is no charging of Chromebooks in the classrooms during the school day. Chromebooks can be charged in the Media Center, Cafeteria, Courtyard, and other designated locations throughout the day.

Student Expectations for Remote Learning due to School Closure

Camera must remain on at all times and your microphone must remain on mute until your teacher gives you permission to unmute yourself.

Attempt to find a quiet place in your home that is free of distractions. Try to avoid laying on your bed or couch. Have enough space for necessary items: Chromebook, textbook, notebook, etc.

A phone should not be used as the main device for online meetings. Your phone should be turned off and not present during meetings.

Family members, including parents, guardians, and siblings are not part of your online meetings.

Be on time to all of your virtual classes. If your previous teacher is keeping you in your next period class, politely tell them (verbally or in the chat) that you need to leave for your next class.

Sit up straight and be still during an online meeting.

Do not record meetings or take pictures of peers or classmates. All students must follow technology guidelines at all times.

Give your best effort in online meetings as you would in class. Participation is expected by all students, your grade may be impacted by not participating in remote meetings.

School issued chromebooks and gmail accounts must be synched for assessments. The school district uses a monitoring software for student activity and students will be marked absent if not logged on and present.

Final Exams

Final Assessments are used to measure student progress in all classes.

Seniors with an academic average of 90, or above, and in good standing with attendance will be eligible to be exempt from final examinations in full year and semester courses.

The only valid reason for missing an examination without prior approval is a doctor verified illness (doctor's visit required on the day of missed exam); religious holiday; and death in family. Students on the chronic illness list must see the doctor on the day of the missed exam. Parent notes for illness, waking up late, transportation issues and travel out of the country will not excuse a student from an exam and the student will be given a grade of zero (0) for that exam accounting for 10% of the final grade.

Cliffside Park High School Philosophy for Artificial Intelligence Usage

Cliffside Park High School provides access to artificial intelligence (AI) tools and resources to enhance learning and educational experiences for its students. This philosophy outlines the guidelines and expectations for the responsible and ethical use of AI within the school community.

Purpose of AI Usage:

The primary purpose of AI usage at Cliffside Park High School is to support and enrich the learning environment. AI tools may be employed to facilitate research, problem-solving, and creative endeavors.

General Principles:

- a. AI use should be for educational purposes that support the curriculum and learning objectives.
- b. Users must be aware of the limitations of AI and understand that it is a tool to enhance learning, not a replacement for critical thinking and independent work.
- c. Transparency and honesty are essential. Students must disclose the use of AI in assignments and projects, following teacher instructions.
- d. Privacy and data security are paramount. Users should be cautious about the type of data they input into AI tools and understand the data collection practices of these platforms.

Acceptable Use

Students:

Students are expected to use AI tools responsibly and ethically. This includes, but is not limited to:

- a. May use AI tools with teacher permission for research, brainstorming ideas, clarifying concepts, or receiving feedback on writing.
- b. May access specific AI-powered resources approved by the district for educational purposes
- c. Are encouraged to ask questions and seek clarification from teachers about AI outputs

Prohibited Use:

- a. Using technology tools to generate content for assignments or projects without proper disclosure and teacher approval
- b. Plagiarism or copyright infringement through content generated by these tools
- c. Accessing inappropriate content or bypassing security measures through AI
- d. Disrupting the learning environment or harassing others with AI tools
- e. Using AI for personal gain, commercial purposes, or malicious activities

Privacy and Security:

Respecting privacy and maintaining the security of personal information is crucial. Students should not attempt to access or use AI tools to compromise the privacy or security of individuals within the school community.

Inappropriate Content:

Students are prohibited from using AI tools to generate, access, or share inappropriate content. This includes, but is not limited to, content that is discriminatory, offensive, or violates the school's code of conduct.

Consequences for Violations:

Violation may result in disciplinary action, including but not limited to:

- a. Loss of AI access privileges
- b. Academic consequences, such as receiving a reduced grade for assignments or assessments
- c. Parental notification
- d. Further disciplinary action as deemed appropriate by school administration

Additional Resources:

The district will provide resources to support AI literacy for students and staff, including training on:

- a. Responsible and ethical AI use
- b. Critical evaluation of AI outputs
- c. Data privacy and security

Electronic Hall Pass

Purpose: To enhance student safety, improve instructional time, and streamline administrative processes through the use of an electronic hall pass system.

Procedure:

1. **Requesting a Pass:** Students must request an electronic hall pass from their teacher using the designated system.
2. **Teacher Approval:** Teachers will review and approve or deny pass requests based on classroom needs and established guidelines.
3. **Hall Pass Usage:** Students with approved passes must present their electronic pass to designated staff upon leaving the classroom.
4. **Time Limits:** Students are expected to adhere to reasonable time limits for bathroom breaks, nurse visits, and other authorized absences. Excessive or inappropriate use of the hall pass system may result in disciplinary action.
5. **Emergency Situations:** In case of an emergency, students should immediately notify their teacher or report to the nearest designated staff member.

Safety and Security:

- The electronic hall pass system provides real-time data on student whereabouts, enhancing school safety and security.
- Students must use the hall pass system for its intended purpose only. Misuse of the system may result in disciplinary action.
- Students are expected to be mindful of their surroundings and report any suspicious activity to school personnel.

Reporting:

- Students are encouraged to report any technical difficulties or issues with the electronic hall pass system to their teacher or designated school personnel.
- Students must report any lost or stolen Chromebooks to school authorities immediately.

Chromebook Maintenance and Instructional Time:

- Students are responsible for the care and proper use of their Chromebooks. Damage or misuse may result in disciplinary action and financial restitution.
- The electronic hall pass system is designed to minimize disruptions to the learning environment and maximize instructional time.

Consequences:

- Abuse of the electronic hall pass system may result in disciplinary action, including but not limited to loss of hall pass privileges, detention, or referral to administration.
- Failure to report lost or stolen Chromebooks may result in disciplinary action and financial responsibility for replacement.

Additional Considerations:

- Specific guidelines regarding the use of the electronic hall pass system, including time limits and designated locations, will be provided to students and staff.
- Regular training and support will be offered to students and staff to ensure effective use of the system.
- The school administration reserves the right to modify this policy as needed.

By adhering to this policy, students contribute to a safe and orderly learning environment while maximizing instructional time.