

COMMUNITY HIGH SCHOOL



**STUDENT/PARENT HANDBOOK
RULES & REGULATIONS**

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**COMMUNITY HIGH SCHOOL
TEANECK, NEW JERSEY**



PHILOSOPHY & MISSION

In its 6th decade, The Community School is committed to empowering neurodiverse learners in grades 2 through 12 to achieve their fullest academic, social, and civic potential, offering a complete academic experience for all students. Through purposeful, individualized, innovative, and multimodal education, The Community School champions student expression and nurtures social-emotional, physical, and academic development, while instilling a strong sense of community and preparing students for post-secondary and workforce success.

PREFACE

This *Student/Parent Handbook - Rules and Regulations* is the “Code of Conduct” for Community High School and by specific reference and/or implication includes herein:

- (1) A *Bill of Rights and Responsibilities* of students, with focus on *positive* student behavior. The *Handbook* is distributed every year to students, parents and district personnel. The *Bill of Rights and Responsibilities* is thusly publicized and explained to all students on an annual basis.
- (2) A *Code of Student Conduct (Discipline Code)* for student behavior, setting forth both the important *positive interventions* and *behavioral supports* that are a hallmark of the student conduct system at Community High School and providing the *range of penalties* which may be imposed for violation of such Code. Through the yearly distribution of the *Handbook*, the discipline code, the system of positive supports and the range of penalties for misbehaviors are thusly publicized and explained to all students annually. Similarly through distribution of the *Handbook* yearly to parents, the Discipline Code is provided *in writing* to all parents on an annual basis. This *Handbook* and the Discipline Code describes the roles of teachers, administrators, board members, district personnel and parents in the process of discipline and student management.
- (3) A compilation of the *Strategies and Procedures* that are in effect for the maintenance and enforcement of public order on Community High School property and of the *Regulations* that govern the conduct of all persons on school premises. (The Regulations are written in accordance with IDEA; N.J.A.C. 6A:14 and N.J.S.A. 18A; Parts 100, 200 and 201 of The Regulations of the Commissioner of Education of New York; Section 2810 of the Education Law of New York State, and all other applicable principles of due process of law.)
- (4) A compilation of the procedures that are in place for pupil service personnel, administrators, teachers, parents and students to provide for the *Early Identification and Resolution* of discipline problems. The *Handbook* identifies the areas where regulations or procedures and rules of conduct exists, and notes for each area (specifically or by implication) means for the early identification of student non-compliance, with resolution through counseling intervention through positive behavioral supports, other necessary interventions, and/or enforcement of the Code of Conduct. Included are procedures for determining when a student’s conduct shall constitute a reason for referral to the district Child Study Team (CST) or Committee on Special Education (CSE) and when a modification of the student’s IEP would be recommended.

- (5) A discussion of the *Disciplinary Measures* that are necessary when violation of school policies occur: a range of discipline is presented, noting measures that are appropriate to the disciplinary component of each student's IEP, to the seriousness of the offense and to the previous disciplinary record of the student. Where suspension from attendance or instruction is imposed, such suspensions are provided only in strict accordance with applicable New Jersey and New York due process regulations and statutes.
- (6) A *Guideline For Community High School Staff* to ensure effective implementation of school policy on conduct and discipline. These guidelines are further enhanced each year through regularly scheduled in service programs that deal with exploration of issues noted in the *Handbook* and with effective conduct and rules.

I. CONTRACTUAL AGREEMENT/RECEIPT OF HANDBOOK/ CONDITIONS OF ENROLLMENT

It is understood that this Handbook, any addendum pages inserted herein and any appendices herein will constitute for all students the rules, regulations and guidelines of Community High School; that the content of the Handbook shall conform to the purposes noted in the Preface; and that all of the conditions noted below will apply to all students.

It is expressly understood that in accordance with the New Jersey Administrative Code, N.J.A.C. 6A:14, N.J.A.C. 6A:16 and 6A:32, as applicable; the New York State Rules and Regulations of the Commissioner of Education (Parts 100, 200 and 201) and the Individuals with Disabilities Education Act (IDEA), students at Community High School are subject to disciplinary procedures, that students are not exempt from the school's disciplinary policies and procedures, that such notice of non-exemption, in accordance with N.J.A.C. 6A:14 and IDEA, is herein noted, and that this Handbook serves as the component of disciplinary action to be set forth in the pupil's individualized education program.

It is further expressly understood that, in the aggregate and separately, compliance with the rules, regulations and conditions encompassed herein is a condition of enrollment and a *condition of continued enrollment at Community High School*. Students in attendance are expected to abide by the rules and regulations which follow herein. Continued attendance at all times is based upon an implicit contractual agreement by students to abide by the conditions of this Handbook.

By receipt of this Handbook and by review, it is expressly understood by pupil and parent that Community High School accepts students for placement in an academic designed program and that the program at Community High School is not a behavioral management program nor a program for students with primary behavioral difficulties for students whose behavioral needs become primary.

It is understood that students who cannot abide by Community High School procedures and expectations will invariably not gain from the program, and in many cases their behavior will not allow other students to gain. Such students will not be permitted to continue at Community High School and proper procedures regarding Child Study Team (CST) or Committee on Special Education (CSE) review of placement and termination will be initiated in cases where student behavior is deemed to constitute a disruption to the educational process and/or to constitute an ongoing peril of physical harm to student or others or potential of physical harm to self and others.

In such cases, it is understood that following appropriate disciplinary review procedures, if notice of termination is necessary, that such notice of termination will be made in accordance with N.J.A.C. 6A:14, and/or in

accordance with Parts 100, 200 and 201 of the Regulations of the Commissioner of Education of New York and in accordance with the contract with the New York City Board of Education and with all other applicable regulations.

II. “CODE OF CONDUCT”/ADHERENCE TO REGULATIONS

For Community High School, serving students with disabilities, all of the behavior interventions and supports that are determined appropriate are provided to the students pursuant to requirements of N.J.A.C. 6A:14.

Accordingly, this handbook, as per the provisions of N.J.A.C. 6A:14, N.J.A.C. 6A:16 and all other applicable New Jersey Administrative Code and New York regulations, serves as the Code of Conduct for Community High School and establishes the standards and policies and procedures for behavioral expectations of all students and for positive student development.

This Code of Conduct has been developed with broad input from a range of school stakeholders including students, parents, school districts, administrators, Board of Trustees and community.

The Code of Conduct and Handbook is distributed annually to all staff, students, parents and sending school districts.

Additionally, as noted above in Section I, this Code of Conduct is designed to promote the social, emotional and academic well-being of all students, the prevention and remediation of problem behaviors, and school responses to violations of Community High School’s expectations for student behavior.

The Code includes throughout a description of student responsibilities that establishes expectations for academic achievement and behavior, and advance notice of behaviors that will result in suspensions and recommendations for change in placement.

The Code includes, as well, Community High School’s reliance on positive reinforcement for good conduct and academic success, and reliance on comprehensive behavioral supports that promote positive student development.

Protections pursuant to all applicable federal and state laws and regulations pertaining to student records and confidentiality are included in this Code.

III. POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

The center of Community High School’s management system is that a range of positive behavioral interventions and supports are in place, as regular procedure, throughout the school program.

Positive student development is promoted at Community High School through availability of activities and rewards to students, made available or provided as a result of each student’s having demonstrated positive interactions

and behaviors. Participation in a wide range of annually scheduled “extra” activities is awarded for positive behaviors.

Positive reinforcements for good conduct and academic success are also given through varieties of ways such as inclusion in school ‘Honor Roll’; in membership in Student Council; in token snack and refreshment rewards (provided in accordance with the school’s Wellness Policy) given with recommendations from class teachers; through recognition in school publications such as the school newsletter or newspaper; in awarding of certification(s) and honor awards; in field trips and class trips that may be applicable to the level of good conduct or academic success; in certain cases, in tangible rewards for special achievements; and in other positive reinforcements and comprehensive behavioral supports deemed by the school to be appropriate and necessary to foster and encourage adherence to this Code of Conduct and to the rules and regulations herein that promote positive student development.

IV. SUSPENSION AND “IN-SCHOOL DETENTION”/ SUSPENDABLE INFRACTIONS/TERMINATION FROM PROGRAM FOR MISBEHAVIORS

As noted above, the rules and regulations which follow are designed to insure maximum participation in the academics at Community High School. It is essential that a cooperative effort between student, parent and the school takes place. These rules and the resultant sanctions for misbehaviors serve to remind students of the obligations and responsibilities necessary to assure each student’s continued enrollment in an academic program and of each student’s obligation to maximize productive academic time. It is the school’s obligation to protect all of its students with enforcement of proper behavioral sanctions. Under New Jersey State law (N.J.S.A. 18A:37-2) schools are mandated to “discipline, suspend or expel” any student violating procedural behavior guidelines. Since receipt of the Handbook notes that no student is exempt from disciplinary procedures, it is Community High School’s statutory obligation to comply with N.J.S.A. 18A:37-2.

Students who are disruptive in the classroom (infractions or office referrals), who are sent out of class too often, or who miss class too often, are not receiving proper academic instruction. In order to minimize disruption, such students may be removed from class and asked to do their work in a quiet, supervised office (learning center) environment (“in-school detention”). Their removal allows the school to ensure that other students learn properly without modifying the course content offered the student. Students who are referred for such “in-school detentions” are not as a matter of fact or in a practical sense suspended from nor are they exempt from the basic academic portion of their program and they will be provided with their course work, prescribed by classroom teachers, as well as additional individualized instruction specific to their learning needs.

“In-school detentions” may be given for a part of or for the entire school day. Students who are disruptive, unable to follow school procedures and unable to act as appropriate members of the school community, who receive a referral, cut or other suspendable infraction will require an “in-school detention” and will not be permitted to return to the program and population at any time during the day including lunchtime and including after school activities. In cases where the students have brought money for lunch, food will be purchased for them or they may at times be accompanied by a staff member to purchase food.

At other times when misbehaviors occur, at the discretion of the Community School and in accordance with N.J.A.C. 6A:14 and with applicable New York regulations, at-home suspensions may be given after proper procedures are followed. Such action is necessary, at times, to underline for the student the seriousness of the behavior, particularly when it has either been a major detriment to his/her learning process, has been disruptive to the educational process, has constituted a potential threat to the safety of others, or has marked continued difficulty on the part of the student to commit to the academic program at Community High School.

At-home suspensions or “in school detentions” may be given for a variety of reasons, including but not limited to:

- (a) **Recorded behavioral infractions:** Students who demonstrate a pattern of continuing misbehaviors that are recorded as “infractions” may receive an “in-school detention” with notification to parent. Should such a pattern of misbehaviors continue to occur, a placement review may be initiated and recommendation for a change in educational placement and termination considered as per conditions noted below.
- (b) **Specific unacceptable school behaviors:** Throughout the pages of this Handbook indication will follow as to certain infractions which are deemed unacceptable school behaviors. The list below summarizes or notes behaviors for which “in-school detention” or at-home suspension may be a resultant sanction.

It should be noted that the list to follow does not in any way limit other potential behaviors for which “in-school detention” or suspension (at-home) may be used as a sanction. It does however serve to remind students to particularly avoid these more commonplace possibilities:

- threatening any persons
- hate crimes or harassment
- antagonizing, rude or provocative language
- bullying
- confrontational stance or posture towards others
- cursing (teachers or fellow classmates)
- rudeness to teachers or fellow students (either by verbal, or visual means)

- dress code violations
- sexual harassment
- refusing to follow direct teacher instruction
- physical interaction of any kind with persons, books or objects (that includes the throwing, kicking, punching of any objects including lockers, walls, papers, pencils)
- playfighting, horseplay
- physical contact (fighting, pushing, shoving)
- stairway/fire exit infraction
- unauthorized or inappropriate use of school phones, intercom, internet
- cutting class(es)
- lateness to class(es)
- lunchtime misbehaviors
- carrying a lighter, matches or any flammable material
- vandalism
- smoking or use of any tobacco product
- possession of drugs, controlled substances or drug paraphernalia
- feigning the use of a controlled substance(s) and/or alcohol
- possession of or use of alcohol
- vaping
- *other grossly inappropriate behavior*
- *other inappropriate behaviors*

(c) **Office referrals:** In cases of behaviors which are deemed to be disruptive or dangerous to the school program, deemed to be disruptive to the teaching process or deemed to be rude and/or grossly inappropriate behavior, students will be given “office referrals.” In such cases:

- student must leave room when told to do so, without argument
- refusal to leave will result in “in-school detention” or at-home suspension
- continued referrals will result in further suspension or “in-school detention”, parent conference and decision to review placement

(d) **Other violations of the conditions of this Handbook.**

(e) **Out of School Behaviors:** Behaviors that occur "out of school" but which are of a nature that disrupts the educational process at school or brings into question whether the student's subsequent attendance in school may be disruptive to the educational process and/or endangers the safety of students and/or staff.

(f) **All other behaviors deemed by Community High School to be inappropriate and unacceptable to the academic setting at Community High School.**

Where series of misbehaviors resulting in either class send-outs, “in-school detentions” or at-home suspensions occur, they may indicate a pattern of behaviors necessitating a review of a student placement in the academic

setting of Community High School. In such cases Community High School will require that a formal review and/or re-conferencing take place to assure that placement in an academic setting remains appropriate. Where such review of the series of behaviors indicates that a student's placement is not proper, prescribed procedures for a change in educational placement will occur with proper involvement of the CST, and CSE. In such cases where termination from the program is necessary, said decision will be based on the ability of the student to continue to gain from the academic program at Community High School and on the conditions noted in this section.

At certain times, as well, where specific single incidents of misbehavior result in a substantial disruption to the educational process and/ or result in a threat or potential threat to the safety of others, a review of student's placement may occur.

At all times, all of the conditions of IDEA and its provisions for student interim alternate placement will apply in cases of misbehavior, and especially in cases where a threat to student safety may occur.

Conditions which may warrant a change of placement and/or termination include cases where students continue to be sent out of class, continue to be disruptive to the program, where students behavior demonstrates that they are not gaining from the program, and all cases where students behavior constitutes a threat to the safety of self or others. Where student behavior indicates a need for a program designed more primarily as a behavior management or therapeutic program, change in placement procedures will be instituted.

Termination of placement in all cases shall be in accordance with the conditions of this Handbook, with N.J.A.C. 6A:14, in accordance with the New Jersey State Department of Education Mandated Tuition Contract (N.J.A.C. 6A:23-4.4(a)(13), and, for New York City students, in accordance with Parts 100, 200 and 201 of the Regulations of the Commissioner and with the guidelines noted in the contract with the New York City Board of Education and applicable Regulations of the Chancellor.

In the event of termination, Community High School will offer its assistance to the local school district or to the New York CSE to help recommend a suitable alternative program. Prior to the pupil's termination or withdrawal, an individualized education program review will be requested by Community High School to the CST or CSE, in accordance with N.J.A.C. 6A:14 and/or Parts 100, 200 and 201 of the Regulations of the Commissioner of Education. Written termination will be provided by Community High School in accordance with said regulations.

The contractual agreements stipulated in Section I herein will remain in full force and effect throughout the duration of a student's enrollment at Community High School and together with this section serve to stipulate the

conditions of termination.

All of the regulations encompassed by this Handbook constitute in the aggregate a description of expected behaviors of all students in the academic setting of Community High School, however it is understood that the totality of expected behaviors is not limited solely to the descriptions herein. In addition to following the behaviors stipulated throughout the Handbook, students are expected to follow general societal rules of proper behavior for all interactions at Community High School.

V. PROHIBITION OF CONFRONTATIONS/ RESPECT FOR PROPERTY/STUDENTS' RIGHT TO PRIVACY AND PROPERTY/ UNWELCOME CONTACT/"PRANKING"

Confrontations of any sort (verbal, physical, visual, confrontational, posturing, or other) are not allowable and not acceptable. Compliance with this requirement is a primary condition for continued enrollment at Community High School. Students who grow angry or upset with any other student or person's action, demeanor or behavior, **MUST** recognize that there are acceptable ways to express their concerns and to effect change. The choice of any option which involves confrontation of any sort, however subtle, is unacceptable in the academic setting of Community High School. All confrontations, however subtle, will result in at-home suspensions or "in-school detentions". Any continued pattern of confrontation (or a single serious incident) as outlined in Section IV above, may result in review of placement and recommendation for termination from the program.

All students are required to respect all other person's rights to privacy, right to space, and right to peaceful enjoyment of the school day and of all school activities without any outside insult, abuse, teasing, cursing, rudeness or otherwise bothersome behavior or any unwarranted attention of any fashion

In order to guarantee a safe and secure school environment, Community High School students are also required to respect other Community High School students' and staff rights to privacy and right to space outside the school setting and school day. Unwelcome contacts or unwanted attempts to contact students or staff either in person, by phone ("pranking"), through writing, by mail, via the internet, or by any other device is in violation of staff and students' right to privacy and ultimately disrupts the academic school environment. All such unwelcome contact or "pranking" will not be tolerated. Such actions, (**whether undertaken in-school or out of school**), shall result in appropriate school sanctions, including but not limited to "in-school detentions", suspensions, and review of placement.

Additionally, Community High School shall refer to and cooperate with the police and law enforcement authorities whenever such behavior is in violation of state, local, and federal criminal or civil regulations or statutes

(i.e. Harassment, Terroristic Threats, Stalking, False Public Alarms).

Students' property must be respected. No one may choose in any unwarranted fashion to disturb, touch, take, abuse, damage or otherwise handle anybody else's property. Doing so without permission is potentially confrontational, in violation of statutorily protected rights, and will result in full disciplinary action as noted above. Any continued pattern of violating other person's property, however minor such violation may be, may result in review of placement or termination.

Students who are given guidelines to avoid confrontation and/or proximate contact with certain other students **MUST** abide by the guidelines at all times. Failure to do so may result in "in-school detentions" or at-home suspension.

VI. INTIMIDATION, THREATS, HORSEPLAY, PHYSICAL FORCE, WEAPONS

As noted, **all** incidents of use of physical force, intimidation or threats will result in at-home suspensions and consideration of other consequences including termination as noted in Section I and IV above. Students who are considered threats to other students and/or teachers safety *will NOT be permitted to continue to attend Community High School in order both to assure the population's safety (in cases where students have demonstrated a capacity or the likelihood of a potential for capacity to hurt others) and to assure that such students are better properly served by a behavioral management and/or therapeutic program.*

As noted, sanctions for dangerous behaviors will be invoked for cases of actual demonstrated violence or threatened or potential violence.

Specific attention will be paid to "horseplay" in the hallway, classroom, gymnasium, cafeteria and all school locations, on and off school grounds. All "horseplay" or "fooling around" even where by mutual consent of students is *not* permitted. Any physical interaction, feigned physical interaction, chasing, playfighting postures, or any demeanor representing playfighting will result in at-home suspension or "in-school detention". Any pattern of such suspensions or "in-school detentions" will result in review of placement. Any fight ("play fight" or otherwise) or roughhousing will result in at-home suspension or "in-school detention". Continued instances will not be tolerated. Any pattern of such behaviors will result in review of placement.

Physical contact and/or confrontation of any kind is not allowable. Students at Community High School must not involve themselves as antagonists in any argument, confrontation, or fight which they see occurring—no matter who is involved. Joining in a confrontation, entering an argument, or joining a fight or argument for whatever purpose will only exacerbate the situation. Any physical or verbal intervention tends to be harmful rather than helpful

and only leaves the intervening student open to claims or charges of being involved or of further provoking the incident. The only acceptable response to any provocative comment, gesture or physical interaction is to not respond and to seek proper administrative/staff assistance. Threats (verbal or otherwise) and intimidation of any sort (subtle or otherwise) are not acceptable even if in response to an initial situation. *Any provocative comment, gesture or interaction made by one student to another student even when in response to an initial statement or action will be considered inappropriate, in violation of these guidelines and reason for suspension (at-home) or in-school detention.* Any pattern of such provocation will result in termination. For safety's sake, Community High School will not maintain students who do not follow these guidelines. *Entering an argument and/or not removing oneself from a confrontation, argument or fight (verbal or physical) will result in suspension and potential review of status.*

Obviously, no weapons of any sort are permitted on school grounds or on school buses at any point during the day. This includes pepper spray. Should any weapon be found, all Federal and State school weapons laws will be *strictly* followed and will be applicable to all students. All conditions of the IDEA weapons procedures will be applied. Any weapons, sharp objects or items deemed potentially dangerous will be confiscated and appropriate action taken in accordance with all Federal regulations, with the New Jersey Administrative Code, and, for New York City students, with the Regulations of the Chancellor. For all students, all state and local criminal and civil statutes will be in effect and enforced regarding any and all weapons. Any weapons offense that occurs outside of the school may also result in suspension or detention.

VII. RUDENESS

As noted, students are expected to respect each other, respect their teachers and respect all persons in and about Community High School. If problems arise, there are counselors and administrators available. No inappropriate language, inappropriate gestures, inappropriate postures, rude or inappropriate body language or inappropriate displays of any kind which, in the sole discretion of Community High School, constitute rudeness are allowable. Students at Community High School cannot use curse words, curse at teachers, curse at staff or curse at students or at any other persons for any reason, nor may students use any body posture or gesture implying any rude statement. At-home suspensions or "in-school detentions" will result in all such instances and in cases where a pattern of rudeness continues, students will not be permitted to continue to attend Community High School.

VIII. CUTS

All students must attend classes or activities to which they are assigned, arrive to that class or activity on time, and have explicit permission

to leave the class or activity when doing so. If for any reason students should need to leave a class or activity, a pass is necessary. Not attending a class or activity, leaving without explicit permission, or leaving a class or activity and not reporting where assigned, will constitute a “cut”. Students will also be considered cutting if they have left a class or activity for a specific reason (e.g. bathroom, trip to an office) and have been found to have not attended to the designated task or to have attended to an alternative task without permission. Students who leave class or activity and end up in the hallway, talking with friends, in another class or activity, or in the gym or cafeteria or in any other undesignated location will be given a cut slip. Students who arrive to class or activity late as a result of socializing or without a valid excuse will receive a cut slip. In all such cases of cutting:

1. Students will receive a zero for day’s work. At-home suspension(s) or “in-school detentions” may result.
2. Work must be made up during an “in-school detention” given as a sanction.
3. Continued cutting will result in parent or CST/CSE conference and review of placement.

Students who continue to cut will not gain from the program and will not be permitted to remain at Community High School.

IX. FIELD TRIPS AND CLASS TRIPS

Field trips and class trips are an integral part of the Community High School academic curriculum and have traditionally been designed and included as a part of many of the Courses of Study at Community High School so as to provide positive academic and social skills content and instruction and to align with the New Jersey Core Curriculum Content Standards and New York State Learning Standards. The field trips and class trips are designed at Community High School in order to support the goals of each student’s Individualized Educational Program and to integrate the content taught within the general education curriculum.

Thusly, where appropriate, Community High School Courses of Study note that students will have the opportunity to participate in field trips with classmates to develop positive social skills and to demonstrate respect and flexibility in interpersonal and group settings. Field trips and class trips are thusly incorporated into the IEP through the Course of Study. This goal, central to all field trips at Community High School, is directly aligned with the New Jersey Core Curriculum Standard (9.2C1) and is applied within the context of the coursework being offered, so that applicable field trips (for example: a Biology class trip to the Planetarium; an advanced Drama class trip to a Broadway show; or an English class trip to Shakespeare in Concert, etc., etc) are also used to teach (and align with) the variety of curriculum content goals and objectives specified in the specific subject Course of Study.

The IEPs of all students incorporating the Course of Study, NJ Core Standards and this Handbook so note the importance and role of field trips.

Field trips at Community High School may be class sponsored, supported by the school as part of the school curriculum, or may be a part of the Student Activities Fund where a combination of school support and parent support or fundraising, supplementing each other, is used.

The necessity and importance of the field trip and class trip program, whether class supported or student activity related, is further supported by the Transition Plan in effect for all of Community High School's students as required by the IDEA and State laws that notes participation in such field trips and class trips as transition objectives, helping to meet two major goals: (1) The development of an awareness of vocational, technical, college, and/or other postsecondary alternatives congruent with the student's aptitudes, interests, needs and preferences. (2) The development of a viable postsecondary transition plan, whose implementation becomes effective during grades 9-12 through community based instruction, that provides for participation in school related activities and fostering the development of positive interpersonal skills and interactions in group situations through participation in school field trips and school sponsored activities and athletics.

X. TRAVELING TO AND FROM COMMUNITY HIGH SCHOOL/ BUS AND SCHOOL TRIP BEHAVIOR/BUS DROP OFFS

Proper behavior is expected at all times and on all vehicles transporting students to and from school and class or school trips (class outings, "club" days, interscholastic sports events, etc.). Students are considered to be "in school" from the moment they leave their home until they return after school. There is a statutory, "portal to portal" responsibility imposed upon the school to insure student behavior for the entire period away from home during the school day.

Seat belts must be worn on school buses at all times. All other bus regulations must be followed precisely.

Bus drivers, teachers and bus-aides will be in contact with the school. Students who do not exhibit proper behavior on the bus may be:

- (1) given "in-school detention" or at-home suspension and/or
- (2) suspended from the bus for a period of time following proper procedures

Continued misbehaviors on buses will be treated in full accordance with all behaviors and all conditions noted in this Handbook, including review of placement.

Buses are not permitted to drop students off on school grounds prior to 8:00 A.M. Buses may not under any circumstances stop in Teaneck prior to school in order to allow students to purchase items at any store location for

any reason. After leaving buses, students must report directly to the cafeteria/courtyard/classroom. No student may remain at the bus drop-off location, in the parking lot or at any other location near or around the building. Students who drive and who arrive at school before 8:20 a.m. may not leave school grounds for any reason once arriving at school. Students may not linger outside school grounds, nor may they smoke in the area outside school grounds.

XI. LATENESS/HOMEROOM CLASSES

Students are given a designated time period between classes. *When class ends*, students must go to their lockers, exchange books and be seated in the next class before *that class begins*.

Any student late a total of three times (for any class) in a marking period may be assigned lunch detention. Each subsequent three latenesses within the marking period will also result in a lunch detention. (Continued lateness marks a lack of full class participation and full learning.) *Lunch detention will be served in a room designated by Community High School staff.*

Students who in the judgment of Community High School staff make a deliberate decision to report late to class or who in the sole judgment of Community High School are so excessively late so as to show a deliberate decision not to go to class, may also be issued a “cut slip”. Students issued cut slips are subject to a series of school sanctions, including possible suspension as noted in Section IV of this Handbook.

Latenesses (as well as cuts) apply to homerooms in addition to regularly scheduled classes.

Students who are not transported to school by school bus (arriving by foot, car or public transportation) must arrive at school on time and those who do not arrive on time will be assigned detention. Where appropriate, such detention may be assigned on Saturday.

XII. DRUGS, DRUG PARAPHERNALIA, ALCOHOL, CONTROLLED SUBSTANCES

State law provides the school with specific responsibilities regarding drug and alcohol enforcement. Drug usage and possession is expressly forbidden at Community High School.

In all cases possession of alcohol or of a controlled substance will be grounds for suspension.

In addition, the following guidelines should be noted; these guidelines are in effect at all times, during the school day, including lunch, on transport to and from school and at all after school activities during and after the school day:

Students who are reasonably suspected of having used any alcohol or controlled substance may at the discretion of the school be asked to provide a sample of urine for testing. In such cases, parents will be informed immediately as per N.J.S.A. 18A:40A-12.

Grounds for suspicion may include, though is not limited to, observation by any staff member of a student's person, behavior, demeanor, appearance and action which appear to be similar to those behaviors or demeanors common to persons using controlled substances or alcohol. **In addition any possession of any sort of drug paraphernalia including e-cigarettes or vaping devices, itself grounds for suspension and for the imposition of school sanctions as noted in Section IV herein, will also be considered grounds for suspicion of use, and all conditions related to suspicion noted herein will apply.**

Students who are suspected of being under the influence may also be sent home by the school according to applicable New Jersey statute. The statute provides "Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence...*the school nurse or other educational personnel shall report* the matter as soon as possible...to the principal or, in his absence, to his designee. The principal or his designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and arrange for an immediate examination...If such diagnosis is positive, the pupil shall be returned to his home...The pupil shall not resume attendance at school until he submits to the principal a written report certifying that he is physically and mentally able to return". In such cases, full disciplinary action is authorized in N.J.S.A. 18A:37-2.

When students are sent for testing, Community High School will insist that the physician's report be returned to the school as soon as it is available. Where the testing diagnosis is positive the student will, as authorized by the statute, be suspended until such time as a certification is given by an authorized counselor that the student is engaged in ongoing counseling. In addition, when the testing diagnosis is positive, students may be asked to undergo periodic random urine testing in order to assure his/her compliance. If such testing shows any second positive diagnosis, it will result in a required referral to a drug counseling outpatient center. A third diagnosis will result in termination from Community High School.

(2) Suspicion of Possession, Sale, Distribution

New Jersey state law specifically requires the school administration to contact law enforcement authorities upon any reported suspicion of possession, sale or distribution of any controlled dangerous substance or of alcohol on school grounds. Community High School will do so in all cases. In addition the rules below will apply:

(a) Possession-First Offense

In cases where students are found in possession of a controlled substance

as defined by law or of alcohol the student will be suspended and will be asked to undergo testing and diagnosis as per paragraph #1 above. Law enforcement authorities will be called.

Whether such testing is positive or negative, student will only be allowed to return after certification that he/she is engaged in counseling as provided (as per paragraph 1 above). On his/her return, student and parent may be asked to agree to periodic random urine testing to assure his/her compliance. If such periodic testing should be positive a second diagnosis will require referral to a drug counseling outpatient center. A third diagnosis will result in immediate termination from the Community High School program.

(b) Possession-Second Offense

Any second possession will result in immediate termination from the Community High School program following proper procedures. Law enforcement authorities will be called.

(c) Distribution and/or Sale of any Illicit Drug, Alcohol or Drug Paraphernalia

Student will be terminated from Community High School immediately following proper procedures. Law enforcement authorities will be called. A meeting will be held with the parents to help direct the student to the appropriate counseling source.

(3) Drug Conversations or Conversations Pertaining to Alcohol Use

Discussing drug or alcohol use, unless such conversations are directed and supervised by appropriate school staff, is inappropriate for a school setting. Such conversations will result in appropriate counseling and parent notification, and if the circumstances of the conversation warrant, may result in school sanction or referral to appropriate law enforcement agencies.

**XIII. LOCKER SEARCHES -
WRITTEN NOTICE/N.J.S.A. 18A:36-19.2**

Students are provided with individual locker space. No student may store books or any articles in any space other than his own locker, including the lockers of friends and classmates. Students may not tamper with, alter or modify the lock and/or combination of any locker. Any such alteration will result in disciplinary action and a maintenance fine to be assessed to student for payment of repair/re-tooling of the locker combination.

In accordance with N.J.S.A. 18A:36-19.2, Community School reserves the right to search a student's locker or other storage facility. *Written notice to that effect is hereby given to student and parent. Students and parents are informed herein that inspection may occur at any time at the discretion of the Principal or other staff designated by the school Director (N.J.S.A. 18A:36-19.2).*

XIV. NO SMOKING

Community School enforces a *NO SMOKING* code and prohibits the use and possession of any tobacco product. This includes smoking or use of tobacco products, including e-cigarettes or vaping devices, during the school day, on school buses and at all school activities regardless of location.

The rule is in full accordance with New Jersey statute, discourages the habit of use of tobacco products or smoking, is necessary programmatically, promotes proper health, allows for proper concentration on academic issues, and eliminates costly maintenance and cleaning.

Any student found to be using a tobacco product or smoking on school property will be suspended (at-home) or given an “in-school detention”. As noted, students also should note that they may not smoke in the area directly outside school grounds. A continued pattern of at-home suspensions or “in-school detentions” as a result of smoking may result in a review of placement.

XV. PASSES

Students wanting to see any administrator or teacher, must first get a pass from the classroom or activity teacher. Students may not see any administrator during class changes without a pass from the next period teacher. Students out of class without passes will be considered cutting. Students need a pass when they are in any location or portion of the school which is not their regularly designated class or activity, including the school's Learning Center (Room 205).

XVI. DRIVING DETENTION/ SUSPENSION OF DRIVING PRIVILEGES

Specific rules regarding driving, taking public transportation and/or walking to school are attached as Appendix B.

Any student not taking a school bus regularly must complete a form which notes these rules. Such a “driving permission” form must be completed for all students who are deemed eligible by the administration to drive or ride in cars or to take public transportation/walk to and from school. All such privileges may be revoked at the discretion of the Principal at any time and as per regulations. Only students with specific driving permission can ride or drive in a car or motorcycle (moped). Driving permission will be offered at the sole discretion of the Principal, in consultation with students’ parents. It is not automatically granted to any student requesting such permission. Parents cannot automatically obtain driving permission without the school’s agreement.

Students who drive may do so only if they possess a valid driver’s license. No student with a driver’s permit may drive to school. Parking must be in designated student areas only. Students must park in areas designated as student parking. Students who violate the parking rules will lose their driving privilege for a period of time to be determined at the sole discretion of the

Principal based upon the nature of the infraction. Exit and entrance into and out of school property must be by designated routes only. All driving in and out of the school and on contiguous streets MUST be done at a very slow speed. *Any speed that appears to be too fast in the sole discretion of Community High School will be considered inappropriate and loss of privileges will result.*

Students may not be in their cars or in the parking lot at lunch time or at any time during the school day. Students driving to school may not stop and purchase food or any other items in Teaneck. Once students arrive they may not linger at their car or in the parking lot for any reason. After arrival in the morning students may not linger near or inside cars.

Students, of course, may be picked up after school or after school activities at any time by parents. In the absence of a parent, a “guardian” *over the age of 21* may be *specifically designated* by the parent to pick up the student. Any other means of transportation home, other than school bus, must be designated by parents each year on the “driving permission form”.

All other driving rules as noted on permission form will apply (see Appendix B) and will be strictly enforced. Students who drive to school must arrive on time. Students who fail to do so will be required to serve detention(s), and if late arrivals to school continue, may have their driving privileges suspended or revoked.

XVII. LUNCH

No students are allowed to leave Community High School grounds during any designated “lunch” periods (including any extended lunches or early lunches which may from time to time be scheduled). No student may be in the parking lot or near cars during lunch or at any time of the school day. Students must finish lunch at the designated time.

XVIII. TRESPASSING

All undeveloped areas near the school or in Teaneck, all private property, all non-pedestrian pathways or any path other than an official municipal street or roadway leading to a bus stop are off limits. These rules will be strictly enforced. No student may be on any street, sidewalk, road or area of town at any time after being dropped off at school. These rules will be strictly enforced.

XIX. VANDALISM/GRAFFITI

Students who are found to deface, cause damage to, or use graffiti on any school property, any person’s private property or any walls, autos, stairways, furniture or any other property will be appropriately disciplined. At-home suspensions or “in-school detentions” will result. Students will be held liable for the cost of damage and/or students will be asked to “repair” the damaged or defaced area.

Prohibited activities noted above include all defacing types of

“vandalism” such as graffiti, marking or scraping of walls and desks or all other marking of properties. All such graffiti and marking will be considered damage and all of the above penalties will apply. Community High School is in close proximity to St. Anastasia Church property. Absolutely no damage of any sort, however minor to any church property will be tolerated. This includes the school building, school playground areas, adjacent parish building, rectory and church, gardens, pathways and all parking areas. Students who cause such damage will not be permitted to attend Community High School.

XX. PHONES/YONDR/CELLULAR PHONES/COMPUTER and ELECTRONIC EQUIPMENT

All students will be issued a Yondr pouch. Students' phones must be turned off and then put in their pouch and locked when they enter the school, and remain locked until the end of the school day. Students who do not comply, either by failing to 'pouch' their phone or by forgetting to bring their pouch will be reported to administration who will then confiscate their phone, inform parent and then take appropriate actions to remediate this non-compliance.

Personal electronic devices are not permitted anywhere except in students' lockers. All such items must be checked in the locker each day before 8:20 A.M., or at any earlier designated time which the school may choose at its own discretion. All cell phones must be locked in student issued Yondr Pouches upon entering the school and only unlocked at dismissal each day. Students who do not follow these guidelines will be subject to appropriate disciplinary action(s). If any such devices are found out of the lockers (whether on or off) during non use times, they will be confiscated and returned after a period of time to be determined by the Principal or his appointee(s).

As a practical concern, the responsibility of keeping secure valuable electronic devices that are brought to school (from increasingly complex multifunctional cell phones, to personal entertainment devices) is each student's. Please note that parents of students who intend to bring laptop computers to school should contact the school prior to the student bringing a computer in. Parents should also note that student's personal computers are not able to access the internet on our servers. The school's insurance policy cannot cover the loss of such items, nor is it possible for staff to monitor each student's possessions at all times, and parents must note that in all cases Community High School is not liable for loss of such personal property if brought to school by a student. All students are issued a secure locker, and students are expected and reminded to use this locker to safeguard their belongings, including electronic devices.

Under no circumstance is photographing audio or video recording allowed anywhere on the school premise, or on school buses.

FILMING ON CAMPUS WITHOUT AUTHORIZATION:

Camera phones and devices with recording functions pose a threat to the privacy rights of individuals, exploitation of personal information, and compromise the integrity of educational programs. Accordingly, the use of camera or recording functions on electronic devices is prohibited at all times on school campuses, during the school day and on school buses. Students in possession of cellphones or other devices on school grounds that contain inappropriate, violent or pornographic pictures/videos, inappropriate harassing text messages, or information stored for the purposes of cheating academically will face more serious disciplinary action. Students who use wireless communication devices to photograph, videotape or otherwise record individuals without their permission, or whose wireless communications device is visible while in a test environment, will have their phone confiscated and held by a school official until it is determined that a criminal act - or other improper act - was not committed.

ANY STUDENT THAT VIDEOTAPES A FIGHT may receive consequences up to and including possible suspension for aiding and abetting (encouraging) the infliction or attempted infliction of physical harm, assisting in the creation of a hostile educational environment, willful defiance of school authority and/or disruption of school activities.

XXI. COMMUNITY HIGH SCHOOL DRESS CODE

The dress code will be enforced.

The dress code was developed to assure a proper classroom atmosphere. It must be adhered to. Students may be sent home if a dress code problem is uncorrected.

1. **No hats, bandanas, hoods or head coverings may be worn in school at any time. Hats will be taken from students if worn.**
2. All students must wear shirts *at all times*. Sleeveless shirts and shirts that do not cover shoulders will be deemed acceptable only if they are manufactured as such and judged to be in good taste by Community High School. Vests worn without clothing or clothing modified to be vests (cut-offs) are not permitted. Shirts may not be tattered or torn. Mesh (see-through) shirts are not acceptable. No writing or graphics on shirts deemed by the school to be offensive, inappropriate, sexually suggestive or suggestive of violence or rudeness will be permitted. No representation of alcohol or controlled substances may be represented on clothing. No symbol or representation of political or social hate groups, supremacist groups or groups generally known for supporting violence or hatred may be worn.

3. Shoes or sneakers must be worn at all times. No bare feet, socks only or house slippers are allowed.
4. Pants may not be torn or ragged. Pants must be worn at proper length and not rolled up. Pants must be secured at such a height that underwear never shows.
5. Clothes must fit properly. Clothes may not be deliberately oversized to any greatly exaggerated degree.
6. Overcoats, jackets, windbreakers, and all other types of outerwear are not conducive to learning in an indoor setting. Unless in the sole discretion of Community High School temperature conditions indoors dictate the need for an outer garment, no type of outerwear garment may be worn in school. All outerwear must be checked in students' lockers.
7. Gym shorts are not acceptable attire unless so designated by Community High School on certain warm days. Ragged cut-off jeans (shorts) are not acceptable.
8. Skirts and/or shorts must be an appropriate length and shall cover the legs to the mid-thigh. The mid-thigh is defined as the point on the leg beyond the fingertips with the arms and fingers tips fully extended at the sides (mid-thigh test).
9. No bare midriffs are allowed. Shirts must be long enough so that, at all times, the abdomen and lower back are covered.
10. Sunglasses are not to be worn in school. Prescription sunglasses may be worn only as a last resort (where other glasses are broken or lost) and only if see-through and after receipt by the school of a note from parent. Sunglasses will be taken from students if worn.
11. No wristbands, ankle bands, chokers or any other studded accessory of any kind may be worn (anywhere). No jewelry or rings that are considered dangerous may be worn. No jewelry or rings deemed by the school to be offensive, inappropriate, sexually suggestive or representing alcohol or controlled substances are permissible. No chains, wallet chains, chain and locks, locks worn as clothing accessories, pocket chains, ankle chains or any other link type accessory or chain and/or lock-type accessory of any kind is allowed *at all*, either at school **or** to or from school. They may be dangerous and students *MUST* leave all such items at home. They are not permitted at the school **or** on school buses. All such items will be confiscated if found in school and returned only to parents.
12. Pencils, pens, combs, or heavy objects may not be sticking out of pockets *or hair*. They are dangerous.

13. Writing, marking or painting of the bare arm, legs, face or any exposed body part is not permitted.
14. *Administration* discretion as to appropriateness will apply to all other questions regarding dress.
15. The school reserves the right to amend this dress code at any time without notice or publication herein and for any specific individual situation.
16. Use of fragrances including perfume, colognes, and hair sprays can cause difficulties for individuals who suffer from asthma or who have other respiratory illnesses. Students are required to minimize the use of fragrances and to consider the need of others when using these products. *Additionally, these products should never be applied in school hallways or classrooms.*
17. Staff will report instances where they believe students to be in violation of the dress code to administrative personnel. Discussion with the student and counseling of the student will be done by the administrative and counseling staff at the direction of the Principal.
18. It is important that parents be involved in all issues involving student behavior, including issues that arise relating to appropriateness of student dress. *Parents will be called when the administration deems it appropriate when students are referred for possible violation of the dress code. At that time, parents will be informed of any action taken and will additionally be asked to intervene at home and assist their son/daughter in complying appropriately with the school dress code.*
19. On the first violation of the dress code, the school will conference with the student and have the student change into clothing that is deemed appropriate. If no clothing that is deemed appropriate is available, students will be required to remain in a supervised office for the remainder of the day. They will then be provided with their work in the supervised office, prescribed by classroom teachers.

The school may respond to any subsequent violation of the dress code as it does to the first violation of the code, or it may at its discretion move to impose more severe sanctions (i.e. suspension, parent conference) as well as requiring parents to pick up their child so that no further disruptions to the educational process occur.

XXII. HOMEWORK/DETENTION

1. With specific regard to homework, a number of options are available. If homework problems arise, parents *should* be in touch with the school in order to explore certain possibilities including:

- a. parent-school conferencing
 - b. student counseling
 - c. prescribed/individualized sanctions or systems
 - d. assigned lunch time tutoring
 - e. assigned after-school tutoring (detention)
 - f. assigned Saturday tutoring (detention)
2. Detention may be given when appropriate for missed homework. Students must attend if requested. Detention will be 1 time a week for the first weekly violation of our homework policy. Detention for any subsequent violations of the policies within the same marking period will be for 2 full lunch periods.
3. Detentions will be given for homeworks, lunch infractions or for any other reason so designated by the school. Students will be informed of detention and are responsible for adherence to prescribed sanctions. Failure to adhere to prescribed sanctions constitutes a serious violation and, in an academic program like that at Community High School, an untenable situation. Community High School must insist that in all cases prescribed sanctions be met. Detention reminders will be given to students whenever possible. In all cases, with or without reminders, students remain responsible for all detentions.

XXIII. STUDENT ILLNESS/PROVISIONS

Students who become ill during the day at Community High School will be sent to the office only until parent can be notified to pick-up the student and/or student can be sent home. Community High School cannot make provision to have students who are ill or tired “rest” for a portion of the day and then resume classes later. Parents are so informed herein that in these cases students will be sent home.

XXIV. PHYSICAL EDUCATION REQUIREMENTS

New Jersey State law absolutely and clearly establishes that each student must receive one credit year of physical education, health and safety *for each year of enrollment* (N.J.S.A. 18A:35-7).

Unless excused by a physician, *all* students **MUST** enroll in Physical Education courses and **MUST** participate.

XXV. EMERGENCY DRILLS

As per requirements of the Department of Education (New Jersey and New York) emergency drills must be conducted at all schools. Fire drills must be conducted a minimum of twenty (20) times, with ten (10) such drills occurring before January 1st of any year; eight (8) “evacuation” drills must be conducted; and four (4) “lock down/shelter-in-place” drills must be conducted. All students will remain quiet for the entire duration of the drills. Students should return to class directly after being dismissed from designated

outside locations at the emergency drill. Students must leave from designated emergency exits which are posted in each room. Students may not go to lockers for outerwear or any other reason during an emergency drill. Emergency drill procedures are designated by order of the fire department. Parents will be notified when an emergency drill takes place.

XXVI. RIGHT OF STUDENT TO PARTICIPATE IN AFTER SCHOOL EXTRACURRICULAR/INTERSCHOLASTIC ATHLETIC ACTIVITIES

In accordance with IDEA, Community High School has developed a program of after-school, extracurricular clubs, and athletic interscholastic activities to offer access to such programs in a way that gives all students with disabilities an opportunity to participate in the range of activities otherwise available in the mainstream.

Participation in Community High School extracurricular/interscholastic programs is assured through students IEP's that stress within (and/or through incorporation of this Handbook and of the conditions of the sections within), and in full accordance with N.J.A.C 6A:14 that:

- (1) Each district board of education shall provide nonacademic and extracurricular services and activities in the manner necessary to afford students with disabilities an equal opportunity for participation in those services and activities.
- (2) Each district board of education shall ensure that all students with disabilities have available to them the variety of educational programs and services available to nondisabled students, and
- (3) In providing or arranging for the provision of nonacademic and extracurricular services and activities, each district board of education shall ensure that each student with a disability participates with nondisabled children in those services to the maximum extent possible.

Community High School assures such, through participation in the Tri-County Athletic League of schools with non-disabled children and through joint activities and competition with these schools in the afterschool programs.

The importance of this part of the Community High School program is evident in both the scope and range of the athletic activity and "club" activities at Community High School. For learning disabled students who are in need of specialized programs like that at Community High School, and who are placed at Community High School primarily as a result of their academic delays (and particularly in order that they might take advantage of the small group or 1:1 remediation offered in Community High Schools' classrooms), the socialization opportunities and the opportunity to participate in the full range of activities in which their non-disabled peers are able to participate becomes very important, for both the satisfaction and gains made from being involved in the activity itself, and for students' self-esteem and development.

Each student’s IEP references the opportunity that students will have to participate in interscholastic athletics and extracurricular activities, and the CHS Handbook, incorporated as part of each IEP, describes the procedures for participation by students.

The following is the list of the interscholastic, sports, club sports, student government and extracurricular activities offered to students at Community High School.

- a. Soccer
- b. Volleyball
- c. Tennis
- d. Basketball
- e. Golf
- f. Baseball
- g. Softball
- h. Dance Club
- i. Chess Club
- j. Student Council
- k. Graphic Arts Club
- l. Photography
- m. Drama
- n. Cheerleading
- o. Yearbook
- p. Prom
- q. Fashion Show
- r. Fishing Club

XXVII. AFTER SCHOOL ACTIVITIES/ CONDITIONS OF PARTICIPATION

After school activities are noted in the IEP and in addition are earned privileges, part of the Community High School system of positive behavioral supports. Student participation on all teams, clubs, trips and all other activities is earned and such participation in all cases remains at the sole discretion of the administration and/or the activity faculty advisor. Students who are suspended for the school day will not be permitted to participate in any after school activity. Students whose behavior in school during a particular day is unacceptable to the administration and/or faculty advisor will not be permitted to participate after school whether such behavior has resulted in an at-home suspension or “in-school detention” (either for that day, the next day or otherwise) or not. In addition, students who have demonstrated a lack of academic effort by missing an inordinate number of homeworks or by reason of deficiency in any other aspect of academic performance will not be allowed to participate in after school activities until demonstrating an improvement in academic effort. All student athletes will be required to sign “Management Agreements” specifying the appropriate social and self-management skills they are expected to exhibit as a condition of their participation on our athletic

teams. All school rules and regulations (as per this Handbook) will apply while participating or attending after school activities and significant sanctions will be imposed should students fail to abide by any specified regulation. No smoking is permitted at any after school activity. In addition, all other rules of this Handbook shall apply to all activities including Section X, in cases where school buses are used.

XXVIII. DESIGNATED AREAS OF COMMUNITY HIGH SCHOOL BUILDING

- a. *No student should be on any floor of the building unless he/she has a class on that level* at the particular time of day in question. Students who have lockers on a separate level must plan ahead and carry necessary books with them.
- b. Students may only enter and exit the building from the courtyard/parking lot entrance (at entrance and dismissal times). *No other exit and entry doors may be used.* All other exit and entry doors are fire doors only.
- c. No student may leave school grounds at lunch time unless accompanied by a staff member.
- d. Boys' and girls' bathrooms are located on both the 1st and 2nd floor. Boys and girls must use the bathroom on the floor where their class is located.
- e. The south stairwell is to be used only to pass between class periods and during arrival and dismissal, not during classes.
- f. Stairways must be descended and ascended slowly at all times. Absolutely no running or jumping will be tolerated. Absolutely no pushing will be tolerated. In moving up or down on any staircase, all students must *WALK* slowly staying to the far right side nearest to the banister.
- g. Only emergency requests to use the school phone (during class time) will be considered. The request must be for a call of an emergency nature and/or school related nature. Passes to use the phone cannot be given by the classroom teacher, but may only be issued by the Principal or his/her designee.
- h. Students are not permitted in the cafeteria, gym, gym locker area, stage area, faculty lounge or other non-classroom space(s) at any time unless their teacher is present, unless directed by a teacher to that location or unless at lunchtime as part of a designated activity area.
- i. Students are not permitted to congregate in any unsupervised space or location of the building, school grounds or facility.
- j. The dismissal area will be at the parking lot on Overlook Avenue for New Jersey students and New York State students, and the gymnasium for New York City students. On rainy days or inclement weather days,

New Jersey and New York State students may wait for buses in the cafeteria.

- k. Violation of any of these above rules regarding building location will result in suspension or “in school detention” and any continued pattern of violation may result in review of placement and/or termination.

XXIX. FOOD, GUM, DRINKS, ETC.

No food or drinks may be brought into any classroom unless specifically permitted. Students should eat all food and drinks in the cafeteria only, including any times when teachers and students return to the building with food following any class “trips”.

No gum chewing is permitted. Since the gum invariably ends up on furniture and/or floors and is difficult to remove without considerable cost and damage, this regulation is necessary.

No soda, juice, soft drinks or other consumable liquids are permitted anywhere in the building except the cafeteria.

XXX. EXCESSIVE OR PROLONGED ABSENCES

Students will not gain from Community High School unless attending regularly. Where absences are deemed a hindrance to a student’s program, a program review conference and/or reevaluation will be held to determine whether or not the student should remain in the program.

Unless a specifically diagnosed condition of “school phobia” or of another professionally described condition which leads to absenteeism exists, wherein specific documentation by a professional notes a condition of such “school phobia” or of another professionally described condition, students are *expected to be present* in school. A student can only be marked present when in attendance for a “full” portion of the school day. Any student without the specific documentation of conditions noted above who is absent an excessive number of days per semester will be subject to program review and/or reevaluation in accordance with N.J.A.C. 6A:14 or in accordance with the regulations of Part 200 of the Regulations of New York State and of the Chancellor of the New York City Board of Education.

Please note that students who are absent from school (or suspended outside of school) are still responsible for work assigned. Work may be accessed through Genesis or the school website. Students or parents who have difficulty assessing this site may contact our technology department.

Any student without the specific documentation of conditions noted above will be designated with an **unexcused absence**. Unexcused absences are those not covered under the excused absence criteria. These include skipping classes without permission or any absence for which the school administration has not received a valid excuse from the parent or guardian.

If a student accumulates 20% or more unexcused absences in any marking period, their grade for each class will be reduced by one letter grade.

This attendance policy will be communicated to all students, parents, and guardians at the beginning of each academic marking period and will be readily accessible on the school's website. By adhering to this attendance policy, **Community High School aims to foster a culture of responsibility and engagement, supporting each student's academic growth and overall success.**

XXXI. USE OF SCHOOL PHONES/INTERCOMS/COMPUTERS

Students may not use school phones, intercom, computers, computer science lab equipment, computer lab hardware or any other computerized or electronic system, peripheral or equipment without express permission of a staff member. Students who violate this rule will be subject to at-home suspension or “in-school detentions” and to all disciplinary actions noted throughout this Handbook. Repeated violations will subject student to review of placement.

XXXII. COMMUNITY HIGH SCHOOL INTERNET USE POLICY

The Internet is a worldwide telecommunications network. There are hundreds of resources on the Internet, including libraries, government agencies, universities, discussion groups, software, technical information, as well as the millions of people who are part of this worldwide network.

Students are expected to exercise responsible behavior when on the Internet. Responsible behavior includes, but is not limited to, the following: being courteous; following the rules set up by other groups on the Internet; using the Internet as a resource tool; avoiding inappropriate language; and staying on task.

This section also contains restrictions on accessing inappropriate materials. Parents need to be aware that the Internet is an open system containing material that may be deemed objectionable. The information may be defamatory, offensive, pornographic, controversial, discriminatory or otherwise inappropriate. While Community High School will use software designed to prohibit access to sites that are inappropriate and will assist students in learning to make appropriate choices, it cannot guarantee that such information will not be accessed by students. The school is not responsible for the content, quality, or accuracy of any information accessed or transmitted through the Internet. Under separate cover, (see Appendix A), parents will receive a Parent/Guardian Consent and Release form. By signing this form, parents/guardians will acknowledge that the Community School Board of Trustees, its officers, employees, agents, and representatives are not responsible for any damages that may occur related to the use or misuse of Community School's computer network system and the Internet. The school is not responsible for any inappropriate usage by students. The Internet is to

be used at the student's own risk and every student is responsible for his/her own conduct.

The school will review the following guidelines regarding computer and internet use with students. Students need to know that computer use will be monitored, and that students must at all times abide by the guidelines noted below. Failure to do so will result in loss of computer and/or Internet privilege as well as possible behavioral sanctions.

CHS computers are to be used for educational purposes.

1. CHS Provisioned Devices

- a. Computer use is limited to using applications as they are configured/ that is, preferences and settings are to be changed only by computer personnel.
- b. The only files that should be in student folders are class work *unless the teacher has given explicit permission otherwise.*
- c. Music videos are not to be downloaded or viewed on the computers *unless the teacher has given explicit permission otherwise.*
- d. Files should not be saved to the desktop.
- e. Any malfunctions should be reported immediately.
- f. Neither "free periods" given by teachers nor use of computers during lunch change the necessity to abide by these guidelines.

2. Personal Devices

- a. Personal devices are subject to the restrictions defined in the CHS BYOD Agreement.
- b. Personal devices must be registered with the Technology Department prior to use.

3. Internet

- a. Internet searches must be educationally driven.
- b. Music sites are not allowed. Students may not listen to music via the Internet *unless the teacher has given explicit permission otherwise.*
- c. Game sites are not to be visited on the Internet *unless the teacher has given explicit permission otherwise.*

Additionally, students need to recognize these restrictions regarding the use of the internet while at Community High School.

1. Use must never violate any local, state, federal, or international law or regulation.
2. Students must never use the Internet to gain unauthorized access to any computer system or go to places that they are not authorized access to.

3. Students must never vandalize, damage, or otherwise impair computers, networks, or related materials or products, including the creation of viruses or other items that can cause damage to software/hardware.
4. Students must never use the internet or E-mail to access materials that advocate violence or discrimination towards other people (hate literature).
5. Students must never violate copyrights or otherwise use the intellectual property of another individual or organization without permission.
6. Students must never plagiarize work found on the Internet.
7. Students must never use the Internet to purchase products or services.
8. CHS Provisioned laptops must be returned to their designated spots in the cart and plugged in after each session.
9. Students must never post personal contact information about themselves or other people.
10. Students must never use a false identity or impersonate another person.
11. Students must never use the Internet to participate in chat sessions or chat rooms.
12. Students must never use the internet to be rude and/or demean others.
13. Students must never conduct any activity that violates the rights of others or does not advance the educational/management purposes for which computer network(s)/computers are provided.

The use of the Internet is a privilege, not a right. Inappropriate use of the Internet will result in cancellation of that privilege and may additionally subject students who so inappropriately use the Internet to “in-school detentions” or suspensions as well as all disciplinary actions noted throughout this Handbook.

XXXIII. SEXUAL HARASSMENT, HARASSMENT, BULLYING AND INTIMIDATION

Students are required at all times to respect each other’s physical space and right to privacy. Every student has the right to attend an environment free from discrimination, intimidation, ridicule and insult based on sex. Any sexual harassment, namely the unwelcome verbal or physical conduct of a sexual nature, whether explicit or implied, regardless of how subtle such verbal or physical contact might be, is strictly prohibited. Students may not make sexual comments, use sexual or suggestive language, use sexual or suggestive postures or physical appearance, speak about anybody in a sexual fashion or in regard to a sexual topic or make any physical contact of any kind which might be construed as sexual or sexually suggestive in nature and which might lead to any other person feeling uncomfortable. Additionally, any harassment, bullying or intimidation, namely any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear or harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the

school's educational mission or the education of any student is also strictly prohibited. "Harassment, bullying and intimidation" include, but are not limited to, a gesture or written, verbal, or physical act. The school's specific anti-bullying policy and specific prohibition against any bullying are presented to parents, teachers and students each year in a separate policy handout and is noted in its entirety below. Students who violate these guidelines will be subject to all of the disciplinary procedures noted throughout this Handbook.

XXXIV. COMMUNITY HIGH SCHOOL POLICY PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Community School strictly prohibits acts of harassment, intimidation or bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off of school grounds as provided for in Section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or in fear of damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

In addition, to those acts that fall within the above-noted definition of HIB, Cyberbullying, defined as a willful act or acts directed toward or about a student or staff member through the use of computers, cell phones or other electronic devices, is considered at Community School to be an act of harassment,

intimidation and bullying. Examples of electronic cyberbullying, may include, but is not limited to:

- a. sending text messages over the internet or cell phone;
- b. posting text, images, audio or video to a web page or on social media;
- c. sending or posting text, images, audio or video on or over the internet or through a cell phone network;
- d. sending a picture or video via the internet or using a cell phone.

All acts of cyberbullying are strictly prohibited and can result in disciplinary action whether they occur on or off campus, irrespective of whether they involve an electronic device at school, at home or at a third-party location, if they result in a substantial disruption of the school learning environment as defined in this policy.

For purpose of those acts that fall within the definition of HIB and act of cyberbullying, substantial disruption includes but is not limited to any action that:

- a. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
- b. is sufficiently severe or persistent or pervasive so that it creates an intimidating, threatening, fearful or abusive educational environment for a student or school employee; or
- c. interferes with a student's educational performance or experience; or
- d. substantially disrupts the orderly operation of the school.

Community School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Community School believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Community School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

All school employees are required to report alleged violations of this policy. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Oral reports shall also be considered official reports. While submission of a written report form is not required, the reporting party is encouraged to use a written report form available from the principal. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including detentions, suspension, or expulsion, as permitted under N.J.S.A. 18A:37-1.

In considering whether a response beyond the individual level is appropriate, the principal will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidents or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certified and non-certified staff, to participation of parents and other community members and organizations, to small or large group presentations fully addressing the actions and the school's response to the actions in the context of acceptable student behavior, to involvement of law enforcement officers.

Community School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and Community School policies and procedures.

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

accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

It should be noted that while the specifics of this HIB policy pertain in context to behaviors in the “school setting”, this policy also prohibits the behaviors noted outside the “school setting” and school hours, insofar as such behaviors cause substantial disruption to the school process. Such behaviors include behaviors that occur “face-to-face” as well as behaviors noted that may occur through written, telephonic, or electronic means.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus, or off school grounds that substantially disrupt the orderly operation of the school.

The principal shall develop an annual process for discussing the school’s policy on harassment, intimidation and bullying with students.

Pursuant to N.J.S.A.: 37-17(5)(c), information regarding the school’s policy against harassment, intimidation and bullying shall be incorporated into the school’s Teachers Packet distributed each Fall and is also sent annually to each parent before the start of the school year or upon student enrollment.

Pursuant to N.J.S.A.: 37-17(5)(a), the school shall establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

Pursuant to N.J.S.A.: 37-17(5)(b), the school shall

- 1) provide training on the school’s harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with students; and
- 2) develop a process for discussing the school’s harassment, intimidation and bullying policies with students.

Implementation of the HIB Policy shall also include the following aspects:

I. Anti-bullying staff assignments

- Anti-Bullying Coordinator
- Anti-Bullying Specialist
- School Safety Team

II. Anti-Bullying Coordinator Responsibilities

II. The school Anti-Bullying Coordinator shall:

- Be responsible for coordinating and strengthening the school's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- Collaborate with school Anti-Bullying Specialist in the school and the Director to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the school;
- Provide data, in collaboration with the Director, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- Execute such other duties related to school harassment, intimidation, or bullying as requested by the Director; and
- Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the school.

III. Principal's Responsibilities

The principal shall:

- Initiate the investigation by the Anti-Bullying Specialist
- Contact parent(s)/guardian(s) and inform them of the incident. Keep abreast of the situation
- Keep in close contact with the Anti-Bullying Specialist. Update them with current information
- May appoint others to assist the Anti-Bullying Specialist as needed
- In conjunction with the Anti-Bullying Specialist, shall determine the “range” of ways to address the incidents of harassing and/or bullying behavior. These may include: training, discipline actions, counseling or intervention programs.
- Be an active participant of the School Safety Team
- The Principal shall proceed in accordance with the Behavioral Handbook
- Submit the report to the school Director
- Provide training on the school HIB Policy to employees, contracted service providers and volunteers who have significant contact with pupils
- Shall annually conduct a reevaluation, reassessment, and review of the HIB Policy with input from the school’s Anti-Bullying Specialist,

and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on findings from the evaluation, reassessment and review.

- Post on the school website the name, school phone number, address and school email address of the School Anti-Bullying Specialist

IV. Anti-Bullying Specialist Responsibilities

The school Anti-Bullying Specialist shall:

- Chair the School Safety Team as provided in N.J.S.A. 18A:37-21; Lead the investigation of incidents of harassment, intimidation, or bullying in the school;
- Act as the primary school official reviewing incidents and discussing ways to prevent, identify and address incidents of harassment, intimidation, or bullying in the school;
- Execute other duties related to school harassment, intimidation or bullying as requested by the principal and/or the Anti-Bully Coordinator; and
- Meet at least twice a school year with the school Anti-Bullying Coordinator to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the school.

V. School Safety Team Responsibilities

School Safety Team shall:

- Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- Participate in training which the Principal or the school Anti-

Bullying Coordinator may request;

- Collaborate with the school Anti-Bullying Coordinator in the collection of school-wide data and in the development of school policies to prevent and address harassment, intimidation, or bullying of pupils; and
- Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or school Anti-Bullying Coordinator.

VI. Investigation procedures

- Detailed, Specific Timelines
- Verbal reports must be made to Principal on the same day incident occurs
- Follow-up written report must be completed within two (2) school days of verbal report; written by whoever reports the incident
- Principal must initiate investigation within one (1) school day of receiving (verbal) report
- Principal must contact parents/guardians and inform them about incident within one (1) school day of receiving (verbal) report
- Investigation must be “conducted” by Anti-Bullying Specialist, but the Principal may appoint other personnel “to assist in the investigation” (i.e. Vice-Principal, himself, etc.)
- Principal may appoint others to assist
- Investigation must be completed as soon as possible; no later than ten (10) school days from date of the written report
- Principal must give report to the Director within two (2) school days of completing the investigation
- Director in collaboration with principal must decide actions to be taken:
 - Intervention services
 - Training programs
 - Impose discipline
 - Order counseling

To report an incident of HIB, please use HIB 338 Form available on our website under Documents & Forms.

Community High School
Policy Prohibiting
Harassment, Intimidation and Bullying

The following staff may be contacted pertaining to any questions and concerns about bullying and harassment at Community School:

Title:

Anti Bullying Coordinator

Anti-Bullying Specialist

Staff Member:

Scott Parisi

Mary Kalazan

XXXV. HATE CRIMES AND HARASSMENT

Hate crimes and harassment will not be tolerated under any circumstances. It is the school's belief that all persons are to be treated with respect and dignity, and the school will respond to hate crimes and harassment in a manner that effectively deters future incidents and provides a totally safe learning environment.

Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, sex, religion, sexual orientation, or disability, and includes unwelcome patting, pinching, or physical contact; antigay comments; derogatory comments regarding affectional or sexual orientation; ethnic or racial slurs; or threats.

If a student is the target of such conduct, he or she should report this behavior to the Principal. Whenever any staff member has reason to believe that a hate crime or harassment has been committed or is about to be committed on school property or by any students on or off school property; or that a student enrolled in the school has been or is about to become the victim of a hate crime or harassment, the school employee shall immediately notify the Principal.

The Principal will promptly notify the police department or the Bergen County Prosecutor's Bias Officer when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

XXXVI. CRIMINAL ACTIONS/ REFERRALS CONSULTATION WITH LOCAL MUNICIPALITY

Students should note that certain misbehaviors, in addition to falling within the scope of behaviors that violate school rules and regulations (and thus carrying school sanctions), may also be prohibited behaviors as defined by New Jersey criminal and penal statutes and regulations and/or by local municipal regulations.

In cases where student behaviors are in violation of these standards and thus statutorily constitute a crime or a violation of state or municipal regulations, Community High School will notify the local police or municipal authorities for their disposition and/or action. Behaviors for which police may be notified will include all regulatory violations or criminal actions, whether they are behaviors explicitly or implicitly noted in this Handbook or not.

Students must know that, for the safety and well being of all persons within the school, *any action* which would carry the weight of a crime outside of school *will be* treated as a crime should it occur within the school setting.

Additionally, students should know that crimes that occur outside of the school setting but have an impact on the educational process at Community High School and/or on the safety and well-being of all persons within the school shall be cause for suspension pending determination as to whether the perpetrator of such actions is a continued disruption to the educational process or a continued threat to the school community.

XXXVII. SATURDAY DETENTIONS

At the discretion of the school, on a case by case basis, following consultation with the parents, students may be assigned Saturday detention, requiring attendance on an assigned Saturday morning.

Such detention may be assigned as a result of ongoing student lateness to school, missed homeworks, missed assignments or as a result of any other issues which, in the discretion of the school, may be best remedied by imposition of the Saturday detention.

Students assigned to Saturday detention **MUST** arrive on time, will be assigned study skills and/or school work for the detention period, and must follow all procedures and directions of the staff person(s) assigned to the detention period. Students not reporting to detention and/or not properly following required procedures during detention will be subject to additional detentions, *and more importantly* to significant consequences, including potential review of placement, since failing to follow prescribed sanctions is in violation of the contractual nature of the Community High School Handbook, namely that the only fashion in which Community High School can hope to ameliorate student difficulties is through students' recognition that the regulations and sanctions in the Handbook and its addendums are contractually agreed upon by parents, students and the school and *must* be followed.

While serving assigned detentions, all school rules and regulations, as per the Community High School Handbook will apply for the entire detention period and for the period of the day students are traveling to and from school.

XXXVIII. FRATERNIZATION WITH NON-COMMUNITY HIGH SCHOOL PERSONS

The time spent by Community High School students in school, during all school hours, including the lunch hour and on all class trips, whether on or off Community High School grounds, is to be spent only with other Community High School related persons, staff, and students, under the supervision of Community High School.

Fraternization with persons other than Community High School-related persons or with persons other than those who may from time to time be specifically designated by Community High School to be guests of the school (school visitors, etc.) is *strictly prohibited*.

Students may not fraternize at the lunch hour with other non-Community High School students, during the school day with church employees or church visitors, and on class trips with other student groups or other persons.

XXXIX. OPENING SCHOOL DOORS/ENTRY OF VISITORS

Students are not allowed to open outside doors to permit access to visitors at any time. Visitors will be admitted only by appropriate school personnel and according to school office procedures.

XL. SCHOOL SAFETY AT COMMUNITY HIGH SCHOOL: CONCEPTS, POLICIES & PROCEDURES

By inclusion in this Handbook, this section will serve as a “manual” which defines Community High School’s policy regarding school safety and which will give parents and students a sense of the type of school climate that we are determined to create. It will in addition outline the steps we will take to establish that climate and to respond to threats to it.

A Safe and Responsive Learning Environment

Our goal is clearly to do all we can to assist each of our students in reaching his/her potential. To do so we need to establish a school environment that is safe and secure. A feeling of connectedness and support between students and staff can provide the academic and emotional supports that will enable students to have the confidence to strive to succeed. It is equally important that students have positive interpersonal relationships among themselves, free of the negativity and anger that can diminish the heightened sense of self-esteem that is crucial to achieving personal success. Students need to be acknowledged when they act in positive, responsible ways that create an enriching, safe environment. Each student needs to feel that they have an importance, that they occupy a significant space in the school community. School staff needs to be attentive and to listen carefully to students’ needs, concerns, and fears.

Threats to a Safe and Responsive Learning Environment

Students need to feel secure both physically and psychologically. They need to be able to attend a school where they feel safe from physical danger and where they are not teased, taunted or harassed in any way, where their privacy is not invaded, and where they are not threatened in any way, either explicitly or implicitly.

Physical Threats/Violence

In order to ensure a safe learning environment it is essential that staff, students, and parents are aware of the early and imminent signs for potential violence and of the appropriate and necessary responses to such signs.

Early Warning Signs of Potential Violence

While it is not always possible to predict behavior that leads to violence, there are early warning signs which may indicate potential for aggressive and violent behaviors. It is important to note that none of these signs alone is sufficient for predicting aggression and violence, but rather when seen in combination and in context their presence may require that appropriate staff become aware of them and consider possible appropriate interventions.

The following list of warning signs, while not exhaustive, should provide some guidance in beginning to identify those behaviors that may predict violence:

1. *social isolation*- students identified with few or no friends, hardly ever speaking to peers during breaks, brooding response to their isolation
2. *excessive feelings of rejection*- students identified with anger and rejection
3. *being a victim of violence*- students who are victims of violence are sometimes at risk for becoming violent themselves
4. *uncontrolled anger*- students who frequently and intensely express anger may signal potential violence toward self and others
5. *feelings of being picked on*- students who feel constantly picked on may vent their feelings in inappropriate ways, including possible aggression and violence
6. *expressions of violence in writing and drawing*- an over repetition of violence in drawings directed at individuals may signal emotional problems and the potential for violence
7. *mood swings*- students identified whose mood swings fluctuate without corresponding reason
8. *sudden poor impulse control*- students begin exhibiting signs of being emotionally impatient and tend to respond aggressively before thinking or talking
9. *pattern of impulsive and chronic hitting, intimidation and bullying*

- while students may at times engage in acts of mild aggression, if unchecked this behavior might escalate into more serious behaviors
10. *intolerance for difference and prejudicial attitudes*- intense prejudices may lead to violent assaults against those who are perceived to be different
 11. *drug and alcohol use*- reduces self-control
 12. *defiance of authority*- student with repeated pattern of not listening to authority figures
 13. *obsession with weapons*
 14. *affiliation with gangs*
 15. *exposure to violence*
 16. *sudden chronic truancy*
 17. *sudden poor academic performance*

Staff members who note such behaviors are directed in all cases to report their observations to the administration. Parents and students are also strongly encouraged to share any observation of these behaviors with the administration so that appropriate interventions can ensue.

Imminent Warning Signs of Potential Violence

No single warning sign can predict that a dangerous act will occur.

- a. serious physical fighting with peers or family members
- b. severe destruction of property
- c. severe rage for seemingly minor reasons
- d. detailed threats of lethal violence
- e. possession and/or use of firearms or other weapons
- f. other self-injurious behaviors

Staff members who note such behaviors are directed in all cases to report such behaviors **immediately** to administration. Parents and students are also strongly encouraged to report any observation of such behaviors to the administration as soon as possible so that appropriate intervention may ensue.

Situations Requiring Immediate Intervention

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Immediate action by school authorities and police is needed when a student

- a. has presented a detailed plan (time, place, method) to harm or kill others
- b. is carrying a weapon

In situations where students present other threatening behaviors, parents will be informed of the concerns as soon as possible and appropriate intervention, either by police involvement or through appropriate counseling and health assessment, will be pursued.

Zero Tolerance

This behavior handbook, which defines the school's code of acceptable conduct, identifies those negative behaviors encompassed in both the early warning signs and imminent danger signs listed above and speaks not only to the need for counseling and parental involvement as appropriate responses to such behavior, but also to school sanctions as appropriate, necessary, and legally mandated steps to insure a safe learning environment. Students and parents should understand that Community High School has a “**zero tolerance**” policy for students who threaten others or say, write, or draw images or references to violence or hatred, and the school will move to suspend and contact police in all such cases.

Intervention

Intervention at Community High School will be both preventative and responsive. Effective interventions are culturally appropriate, family supported, individualized, coordinated, and monitored.

Parents will be informed as soon as possible when early warning signs for violent behaviors are observed and the school will coordinate efforts to assist them in dealing with those issues which are cause for concern.

Efforts at intervention will be coordinated with appropriate support agencies while respecting parents' rights to privacy.

Intervention will include counseling and ways to provide alternative socially appropriate responses-such as problem solving and anger control skills. The counseling may occur in or out of the school setting.

Conclusion

The success and safety of the school and each student's individual success ultimately rests in the willingness and determination of students, parents, and staff to be constantly aware of students' needs, concerns, and fears, and to make appropriate responses and referrals so that we can all have a safe and secure learning environment that maximizes each student's chance for success.

XLI. SUICIDE: A PREVENTION, INTERVENTION, AND POSTVENTION GUIDE FOR COMMUNITY HIGH SCHOOL

Research suggests that if children acquire and maintain a positive self-concept, effective decision making skills and coping strategies, and an appreciation of their own cultural background as well as the cultural backgrounds of others, the likelihood of suicide is diminished. School personnel can be trained to recognize the warning signs associated with youth suicide, identify high risk students, assess needs, and make appropriate referrals.

Suicide Prevention Procedures

Community High School realizes that it needs to use all of its resources to insure that it has established:

- a. a healthy school climate
- b. a school where cultural diversity is recognized and appreciated
- c. a school where the decision-making skills and coping strategies of students are emphasized
- d. an in-service meeting schedule for all staff members that addresses the awareness of the suicide problem
- e. a process for identifying and assessing high risk students

The suicide prevention committee that will implement these procedures will include the Principal, School Social Workers, the Directors of Program and Curriculum, and the Assistant Principal.

Procedures

Despite all the best efforts of school personnel, parents, and fellow students, suicide threats and attempts sometimes occur. When these events do occur Community High School will establish a crisis intervention team from among the Principal, School Social Workers, the Directors of Program and Curriculum, and the Assistant Principal, that will respond to the event in an expeditious manner. Responses will include but are not limited to:

- a. counseling and risk assessment by School Social Workers and counselors
 - 1. Should the School Social Workers and/or counselors determine that statements or behaviors of a student strongly suggest that the student is 'at risk', the school will require parents have said risk assessed by an outside mental health professional and that the mental health professional must then provide the school with written attestation that the student is 'safe' to return to school as a prerequisite for their return.
- b. contacting emergency health personnel
- c. contacting parent(s)
- d. contacting the Teaneck Police Department
- e. contacting appropriate school personnel as per standing orders procedure and intervention by such personnel where warranted
- f. contacting or requesting a release to speak with any currently seen out-of-school counselor
- g. contacting district

Suicide Postvention Procedures

After a suicide attempt or completed suicide has occurred, the suicide prevention team will meet immediately in order to enact a postvention plan. The plan may include but is not limited to:

- a. preparing and disseminating a written statement for teachers to read in class
- b. consulting with parents and providing assistance in obtaining resources for counseling and support
- c. preparing and disseminating a written statement about the suicide for parents of the victim's classmates
- d. reassessing the suicide prevention procedures, especially the

- identification of high risk students
- e. obtaining and implementing postvention counseling for students and staff

Media Contact

It is important to have an accurate and controlled flow of information disseminated to the media after any traumatic and violent event, especially one as tragic as a teenage suicide. This is essential if personal and family rights to privacy are to be preserved. Community High School will use the following procedures in the event of either a suicide attempt or actual suicide.

- a. Media inquiries will be responded to in a timely manner.
- b. The Community High School spokesperson (to be designated by the Principal and Directors) will not provide the media with personal information about the student or speculate about why the student attempted to or committed suicide.
- c. The Community High School spokesperson will provide the media with as few details as possible about why the student attempted to or committed suicide.

XLII. PROHIBITION OF GAMBLING

Gambling, playing games of chance for money, property or other stakes, is NOT permitted at Community High School. Any student participating in gambling will be appropriately sanctioned, and subject to either at home suspension or “in-school detention”. Continued violation of these regulations may result in review of student placement. Additionally, if the gambling activity is a violation of New Jersey criminal and penal statutes and regulations, students will be referred to the proper authorities.

XLIII. PUPIL RECORDS

The “Code of Conduct” requires that the Student Handbook provide for assurance and for conditions of the confidentiality of pupil records.

The Handbook does so by incorporating the school policy on confidentiality of records in its entirety and includes in it the Handbook and as part of the “Code of Conduct”. Thusly:

COMMUNITY SCHOOL POLICY AND PROCEDURES REGARDING COMPILATION, MAINTENANCE, ACCESS TO AND PROTECTION OF CONFIDENTIALITY: PUPIL RECORDS

A. DEFINITIONS

For purposes of this policy, the following definitions shall apply. When used in this policy, they shall have the following meanings unless the context clearly means otherwise.

“Access” means the right to view, to make notes and/or to have a reproduction of the pupil record made.

“Adult pupil” means a person who is or was enrolled in a public school and who is at least 18 years of age or an emancipated minor.

“Parent” means the natural parent(s), or legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the pupil, as well as the natural parents of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Parent surrogate(s)” means an individual or individuals approved by the Department of Education to act on behalf of a pupil whose parents are not available in assuring the pupil’s educational rights.

“Pupil” means a person who is or was in a public school.

“Pupil record” means information related to an individual pupil gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information which is maintained for the purpose of second party review is considered a pupil record. Therefore, information recorded by any certified school personnel solely as a memory aid, not for the use of a second party, is excluded from this definition.

B. PUPIL RECORDS AT THE COMMUNITY SCHOOL

All pupil records are maintained in accordance with N.J.A.C. 6A:14, N.J.A.C. 6:3-6, (N.J.A.C. 6A:32) and Parts 100, 200 and 201 of the Regulations of the Commissioner of New York. Conditions for access and inspections are noted in Section C herein.

Mandated pupil records are those pupil records which the school has been directed to compile by New Jersey statute, regulation or authorized administrative directive. Mandated pupil records should include the following:

- a. Personal data which identifies each pupil enrolled in the school district. These data shall include the pupil’s name, address, date of birth, name of parents and/or guardians, citizenship and sex. The Community School is prohibited from recording the religion or political affiliation of the pupil and/or parents unless requested to do so in writing by the parent or adult pupil. The school is also prohibited from labeling the pupil illegitimate.
- b. Record of daily attendance
- c. Descriptions of pupil progress, according to the system of pupil evaluation use in the district. Grade level or other program assignments shall also be recorded.
- d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified district employees.
- e. All other records required by the State Board of Education, including those pursuant to rules and regulations regarding the education of educationally handicapped pupils, including printed test forms supporting classification and placement.
- f. Permitted pupil records are those which are collected by The Community School to promote the educational welfare of the pupil. All such records

are checked as to relevance and objectivity. Such records include:

IEPs

Testing and Evaluations

Correspondence

All information maintained for purposes of a second party review.

C. PROTECTION OF CONFIDENTIALITY/CONDITIONS FOR ACCESS, CONFIDENTIALITY AND INSPECTION OF RECORDS

- a. In accordance with N.J.A.C. 6:3-6 (N.J.A.C. 6A:32), and Parts 100, 200, and 201 of the Regulations of the Commissioner of New York, Community School will preserve the confidentiality of personally identifiable data, information or records pertaining to students with disabilities in a manner consistent with the procedures noted below and will assure that the administrative practices and procedures noted below and established for the purpose of ensuring the confidentiality of personally identifiable data, information or records pertaining to each student with a disability will be followed.
- b. Any personally identifiable information in a pupil's record shall not be disclosed by any officer or employee of the school to any person other than authorized personnel of the State Department of Education, the Committee on Special Education (CSE), the Child Study Team (CST), or parent of student.
- c. The school shall keep all pupil records in a central file at the school. Only authorized persons are granted access to the files, and written record is kept of those granted access to the records. An entry shall be made in a pupil record access log of the names of persons granted access to any pupil records, the reason access was granted, the time and circumstances of inspection, the records studied, and/or the purposes for which the data will be used.
- d. Security of pupil records is assured by Community School. Any records maintained in a computerized system are secured and strict access is limited. When records are stored in a computerized system, computer programmed security blocks are required to protect against any security violations of the records stored therein. To guard against the loss of pupil records, an updated duplicate copy of pupil records is kept. Record security and maintenance is maintained by the Director at each school. As noted, records for each individual pupil are maintained in a central file at the school. When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.
- e. Only authorized organizations, agencies and persons shall have access to pupil records. A listing of such authorized persons on Community School staff shall be posted at the location of the school records. Authorized organizations, agencies and persons shall include only:

1. The parent of a pupil under the age of 18 and the pupil who has the written permission of such parent;
2. An adult pupil;
3. Certified school district personnel who have assigned educational responsibility for the pupil [Committee on Special Education; Child Study Team];
4. Certified educational personnel at Community School who have assigned educational responsibility for the pupil;
5. Secretarial and clerical personnel under the direct supervision of certified school personnel, to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks.

All other personnel seeking to obtain access to pupil records must request access through the Chief School Administrator of the student's school district (CSE or CST), who shall obtain the proper consent of the parent. Whenever any organizations, agencies and persons from outside the school are granted access to records, provision shall be made by the school to ensure that the access is strictly limited to the persons noted. Records forwarded to any other agency or person shall be done only after written notification and consent of the parent and of the sending school district (Committee on Special Education; Child Study Team).

- f. All appropriate Community School employees shall be "trained" annually in the regulations regarding pupil records, and in the parent/ pupil's rights to confidentiality, right to access, and right to inspection of the records. A record of the date(s) of "training" will be maintained by the school.
- g. Parents have the right to inspect and review their child's educational records, following written request to the school and following receipt of the request by the Chief School Administrator of the sending school district (CSE or CST), to whom the request will be forwarded by Community School in advance of the inspection.
- h. Authorized school personnel (see (e) above) will make the records available to the parent in a location which shall guarantee their confidentiality.
- i. Copies of any portion of the pupil's records shall be available to the parent. However, in accordance with regulations, the school may charge a reasonable fee for reproduction.
- j. Records may be withheld from a parent only when the local education agency obtains a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. In such cases, the parent or adult pupil shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- k. Community School will accord educational, occupational and military

recruiters equal access to school facilities and student information directories pursuant to FERPA law, provided that any adult pupil or parent may request in writing to the chief school administrator to be excused from participating in all recruitment programs or having his/her name appear in student information directories for all recruitment purposes. Designation, release and public notice of directory information shall be in accordance with N.J.S.A. 18A:36-19.1.

- l. Parents can appeal pupil records (to add data or correct inaccurate data) in accordance with the following procedures and conditions:
 1. Pupils' records are subject to challenge by parents and adult pupils on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies and persons.
 2. The parent or adult pupil may seek to:
 - a. Expunge inaccurate, irrelevant, or otherwise improper information from the pupil record;
 - b. Insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or
 - c. Request an immediate stay of disclosure pending final determination of the challenge.
- m. To appeal pupil records, a parent or adult pupil must notify the Chief School Administrator (CSE or CST) in writing of the specific issues relating to the pupil record.
- n. Upon graduation or departure from the school a copy of the entire pupil record is available to parent at his/her request, made to the sending district (CSE or CST).
- o. All pupil records are, in accordance with New Jersey and New York State regulations, the property of the sending district board of education, unless otherwise amended by parent.
- p. Copies of the New Jersey Administrative Code and New York State regulations regarding records are available for parent review.
- q. In accordance with N.J.A.C. 6A:14 and Part 200, parents are hereby informed that copies of the Special Education Code are available from each district board of education.
- r. In accordance with Education regulations, a list of the type and location of pupil records collected and maintained by Community High School is available on request.

XLIV. PLAGIARISM

Plagiarism at Community High School is strictly forbidden. Plagiarism may be defined as word-for-word copying or paraphrasing from any published or unpublished materials (including that of other students) that is attributable to or is the intellectual property of another, without acknowledgement. Writing that is derived from the work of other authors must be clearly acknowledged,

that a student has accessed on the Internet or information derived from books, periodicals, journals, interviews, or the writing of other students. Direct quotations should appear in quotation marks and must be cited in standard bibliographical form as a footnote or on a dedicated references page within the student's composition. The author, book periodical, publisher, and year of publication of each work referenced should also be cited.

XLV. PERMISSION TO ATTEND OUT-OF-SCHOOL TRIPS AND AFTERSCHOOL FUNCTIONS

Students who, in the judgment of the school, show an inability to respond appropriately to directions and/or who show a tendency to respond to direction in an oppositional or confrontational manner may be denied permission to attend such trips or functions.

The school will make every effort to assist students who display such a profile in modifying their behavior so that they will not be denied permission to attend such events.

The decision regarding such attendance will rest in the sole discretion of the school for the sake of order and safety at all out-of- school trips and events.

XLVI. VIDEO SURVEILLANCE

The Community School Inc. uses video cameras on school grounds to ensure the health, welfare and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment.

The school shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on school property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The school shall comply with all applicable state and federal laws related to record maintenance and retention.

APPENDIX A
**DRIVING PERMISSION FORM/
PUBLIC TRANSPORTATION
PERMISSION FORM**

TO: COMMUNITY HIGH SCHOOL
FR:

In accordance with current State regulations (N.J.A.C. 6A:14-3.9) it is understood that transportation to and from Community High School is the responsibility of the local district boards of education (or if such transportation is not chosen, and in the case of private students, the responsibility of the parent of each student). I understand that if we choose to have our son/daughter drive to and from school in a private, non-school arrangement, or take public transportation to and from school, that it is our responsibility to assure that all motor vehicle regulations, state auto insurance and all other applicable insurance regulations have been complied with and that **it is our responsibility to notify our local sending district (or Committee on Special Education in the case of New York students).**

I understand that the permission to have our son/daughter drive to and from school (or to ride with other students to and from school) or to take public transportation to and from school may be revoked at any time if any rules and regulations set forth below are violated or if in the sole discretion of Community High School it is deemed in the best interest of the school. If such revocation should occur we understand that the transportation obligation remains that of the parent/district. Similarly we understand that a parent may revoke permission at any time.

In signing below, we do indicate that we have carefully read the regulations below and understand that they will be strictly adhered to under parent supervision:

1. Students cannot be late for school--including the homeroom period.
Students who are late for school will serve an after-school detention, as noted below. Parents will be notified.
 - a) First offense - detention time equal to time late to school
 - b) Second offense - detention time equal to time late plus ten minutes
 - c) Third offense - detention time equal to time late plus twenty minutes
 - d) Fourth offense - detention time equal to time late to school plus thirty minutes
 - e) Fifth offense - parent called to discuss revocation of driving privileges
2. Once arriving at school no student can sit in his/her car in the parking lot. They must enter the building immediately.
3. No student may leave the building at any time to go to a car.
4. No student may stop on the way to school in Teaneck for any reason. All locations in Teaneck are off-limits to students.

5. Students who arrive late to school by car MUST serve after-school detention.
6. Students are only permitted to drive other students to and from school where the other student has a driving permission form on file with the school.
7. Students driving permission does not allow students to ride/drive to school with any other persons except other Community High School students.
8. Students taking public transportation MUST leave promptly at dismissal and travel directly to the bus stop. They may not linger at school or in town before boarding their bus home.
9. Students must drive at a slow speed (15 mph maximum) and accelerate slowly until reaching that speed on all streets leading to school areas.
10. No student can drive or ride to lunch in any vehicle including his/her car.
11. Music played in cars while driving in and out of school or while parked must be kept at a low volume.
12. No student may leave any trash or garbage in, around or near parked cars. This will be the responsibility of each driver.
13. No smoking or vaping are allowed in cars or on school grounds.

It is expressly understood that if the regulations above are violated, or if it is deemed in the best interest of the school, permission to drive/ride may be revoked at the sole discretion of the school in which case we agree to arrange transportation for students to and from school. We understand that the length, time and manner of revocation of privileges will be at the school's sole discretion.

Signing below, we so indicate our review of the aforementioned rules and regulations and our son's/daughter's agreement to comply with the regulations.

PLEASE INITIAL EACH FORM OF TRANSPORTATION PERMISSION GRANTED AND SIGN BELOW.

Permission granted:

Drive him/herself and other students to and from school

Ride with other students to and from school

Ride public transportation to and from school

Walk to and from school

Bicycle to and from school

Other:

STUDENT _____ DATE _____

SIGNATURE OF PARENT _____

SIGNATURE OF STUDENT _____

APPENDIX B

STUDENT CANNABIS POLICY

New Jersey has decriminalized Cannabis use by individuals over age 21 for recreational purposes. This Policy sets forth the expectations that students will refrain from unauthorized Cannabis use and related activities, consistent with New Jersey law, and to preserve the health, safety and well-being of the entire school community.

Students are prohibited from using Cannabis, being under the influence of Cannabis, or possessing Cannabis and/or related paraphernalia at any time while on school grounds, in school or district transportation, or while attending a school-sponsored function off the school premises.¹

Property: Where there is reasonable suspicion as to the presence of Cannabis and/or related paraphernalia, school and student property may be searched or inspected by school administration. Random searches of school and student property may also occur.

Person: Any student reasonably suspected of being under the influence of Cannabis and/or in possession of Cannabis while on school grounds, in school or district transportation, or attending a school-sponsored event, may be subject to a search of his/her person by school administrators and/or evaluation, and/or formal drug testing.

- Preliminary evaluation may be conducted by a designated administrator, school nurse, or a certified Impairment Recognition Expert trained to detect and identify an individual's use or impairment from Cannabis or other intoxicating substances.
- Administrative discretion may be exercised to send a student for drug testing.
- Parent(s)/guardian(s) will be notified of any violation of this policy and will be required to come to the school to take custody of the student. Note that while parents will be notified of any violation of this policy, and where possession is confirmed, local law enforcement will not be notified or asked to assist the school in its investigation of a student's use or possession of Cannabis.
- Discipline may be imposed on the student appropriate to the offense, up to and including placement termination.
- A referral by the administration may be made to an agency licensed to assess and treat drug abuse.

¹This prohibition does not apply to students who are being lawfully administered Cannabis drug therapies under the care and order of a licensed physician and approved by the school.

- An administrator will evaluate the student's continued participation in extra/co-curricular activities.
- A re-entrance conference with administration, parent/guardian, and the student will be held

Any student found using, selling, or distributing Cannabis and/or related paraphernalia while on school grounds or in school or district transportation, attending a school-sponsored event will be subject to discipline, up to and including placement termination.

Reporting Requirements: Any employee or student who suspects a student may be under the influence of Cannabis due to physical appearance, observed behaviors, or other factors that indicate he or she may be under the influence or in possession of Cannabis must immediately report the suspicion to an administrator and continue to monitor the student until the student is escorted to the nurse's office or other appropriate office.

Note that such reporting will be maintained as confidential, to the extent feasible and, in light of recent legislation, must be made to the administration only and not to local law enforcement, if the report pertains to a student.

APPENDIX C

SCHOOL POLICY FOR RESPONSIBLE USE OF AI BY STUDENTS

1. Purpose

- To promote the responsible, ethical, and effective use of AI tools by students in their academic pursuits.

2. Scope

- This policy applies to all students using AI tools and technologies in school, including software, applications, and online resources.

3. Acceptable Use

- **Academic Integrity:** Students must use AI tools to supplement their learning and not to bypass original work or commit plagiarism. All assignments should reflect the understanding and effort of the student.
- **Supportive Role:** AI should be used as a supportive tool for research, problem-solving, and enhancing learning experiences, not as a replacement for critical thinking or creativity.

4. Ethical Guidelines

- **Respect for Others:** Students must use AI in a manner that respects the rights and dignity of others. Harassment, bullying, or misuse of AI to harm others will not be tolerated.
- **Privacy and Security:** Students must respect the privacy of others by not sharing personal information without consent. They should also ensure their own data is secure.

5. Digital Citizenship

- **Critical Evaluation:** Students should critically evaluate the information provided by AI tools, considering the source, accuracy, and relevance.

- **Responsible Communication:** Communication should be respectful and thoughtful when using AI in discussions, projects, or collaborative work.

6. Guidance and Support

- **Access to Resources:** Provide students with guidelines on which AI tools are approved for use in schoolwork, including tutorials and best practices.
- **Teacher Support:** Students are encouraged to seek guidance from teachers or staff when unsure about the appropriate use of AI tools.

7. Monitoring and Consequences

- **Monitoring Use:** The school reserves the right to monitor the use of AI tools to ensure compliance with this policy.
 - **Grammarly.com:** A Feature designed to identify text generated by artificial intelligence
 - **Quillbot.com:** Writing assistant providing tools for paraphrasing, grammar checking, summarizing, and plagiarism detection
 - **<https://gowinston.ai/>:** Tool designed to detect if text was written by a human or by artificial intelligence
 - **Zerogpt.com:** Tool designed to detect text generated by AI models, such as ChatGPT, GPT-4, Gemini, or Bard, or written by a human.

- **Consequences for Misuse:**

- **First Infraction**

- The teacher will meet with the student to review the school's AI usage policy.
- An email will be sent to the student's parents/guardians informing them of the infraction.
- The student will be given the opportunity to revise or redo the assignment.

- **Second Infraction**

- The student will meet with both the teacher and the Director of Education.
- An email will be sent to the student's parents/guardians notifying them of the repeated infraction.
- The student will be required to attend a mandatory lunchtime "Student Snack Chat" focused on appropriate and ethical AI usage.
- The student will be given the opportunity to revise or redo the assignment.

- **Third Infraction**

- The student will meet with the Executive Director.
- An email will be sent to the student's parents/guardians informing them of the infraction.
- The student will be required to attend an additional mandatory lunchtime "Student Snack Chat" on responsible AI use.
- The assignment may not be revised or resubmitted for credit.

8. Review and Adaptation

- **Ongoing Review:** The policy will be reviewed periodically to adapt to new technologies and changing educational needs.
- **Feedback Mechanism:** The administration will provide regular opportunities for teachers to provide feedback on the policy and its implementation, ensuring it remains relevant and effective.

9. Education and Training

- **Workshops and Training:** The administration will offer workshops and training sessions, as needed, on responsible AI use.

This policy aims to empower students to use AI responsibly while fostering an environment of integrity, respect, and critical engagement. By understanding the ethical implications and responsibilities associated with AI use, students will enhance their learning experience and prepare for a technology-driven world.