CHERRY HILL EAST HS
STUDENT/PARENT HANDBOOK

2026 - 2027

Dr. John J. Cafagna
Principal

Genene Barnes
Assistant Principal

CJ Davis
Assistant Principal

Alison McCartney
Assistant Principal

Kate Pereira
Assistant Principal

Ray Robinson
Assistant Principal

Mike Beirao
Director of Athletics

Holly Sassinsky
Coord Student Activities

School Address
1750 Kresson Rd.
Cherry Hill, NJ 08003

School Telephone
856-424-2222

Website: *https://east.chclc.org/*

CEEB Code: **310223**

"Only the educated are free"

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Adam Greenbaum, *Vice President*
Kurt Braddock
Renee Cherfane
Candi Cummings
Dean Drizin
Melissa Manzano
Bridget Palmer
Miriam Stern

Cherry Hill Public School District Administration

Superintendent of Schools…….....Dr. Kwame Morton
Asst. Super: Business/Board Secretary……..…….....Jason Schimpf
Asst. Super: Pre K – 12 Curriculum & Instruction….....Dr. Farrah Mahan
Director of Secondary Education…….……..Caroline Steer
Director of Elementary Education……..George Guy
Director of Curriculum/Instruction……Allison Staffin
Director of Special Education……Caitlin Mallory
Director of Security…….……...Anthony Saporito
Public Information Officer……Nina Baratti

FREQUENTLY CALLED NUMBERS

Principal…… John J. Cafagna……. Ext. 2501
Assistant Principal …… Genene Barnes..……. Ext. 2520
Assistant Principal …… CJ Davis……. Ext. 2207
Assistant Principal …… Ray Robinson……. Ext. 2207
Assistant Principal …… Alison McCartney……. Ext. 2522
Assistant Principal …… Kate Pereira….……... Ext. 2515
Athletic Director …….. Mike Beirao..…..……. Ext. 2530
Attendance A - M……..…….....…... Ext. 2519
Attendance N - Z…..…….....……...…....Ext. 2521
Guidance Office …… ……..…..…… Ext. 2538
Transcripts …….……..…..…… Ext. 2510
Nurses Office …… ……..…….. Ext. 2025
Main Office ……..…….. Ext. 2501
Guidance Office Fax …….. 856-761-0624
School Fax ……..…… 856-764-1783

A MESSAGE FROM THE PRINCIPAL

Dear Cougar Students and Families,

Welcome to the 2026–2027 school year! I hope our returning students had a restful, refreshing summer, and I extend a special welcome to the Class of 2030 and all new families joining our East community.

Cherry Hill High School East is a tremendous community defined by **academic excellence, boundless energy, and deep Cougar Pride.** If your earlier years of education were about adults driving you where you needed to go, high school is where we hand you the keys. You are now in the driver's seat of your own education. Our dedicated faculty and staff are fully committed to walking alongside you as you discover your strengths and achieve your personal best.

This Student Handbook is your guide to our academic guidelines, behavioral expectations, and the wide array of activities available to you. We strongly encourage every student to get involved and contribute positively to our school culture.

A strong, unified Cherry Hill High School East learning community relies on a shared commitment to core values:

Respect & Responsibility: True maturity is rooted in personal accountability. We expect you to demonstrate respect for yourself, your peers, our staff, and our shared environment.
Active Engagement & Presence: Arrive on time, ready to think critically and engage deeply. Making the most of your time at East requires being fully present in the classroom, while maintaining a healthy balance between your studies and personal well-being.
Integrity & Empathy: How we treat one another defines who we are. We strive to foster an inclusive, supportive atmosphere where every individual feels valued, heard, and empowered to succeed at their East.

Success at East is a collaborative partnership between students, educators, and families. Clear communication and mutual trust will guide our work. I invite you to embrace new opportunities, lean on our community when you need support, and make this school year your best one yet.

GO COUGARS!

Sincerely,

Dr. John J. Cafagna
Principal, Cherry Hill High School East

HOTLINES/HELPLINES

Alcoholics Anonymous	1-800-662-4357
Teens of Alcoholics/AL-Anon	1-888-425-2666
Perform Care- NJ Free Help for Families	1 877-652-7624
Domestic Violence	1-800-572-7233
Sexual Assault Hotline	1-800-656-4673
24-Hour Substance Abuse Help	1-844-276-2777
NJ Connect-Recovery (heroin and prescription painkillers)	1-855-652-3737
988 Suicide & Crisis Lifeline	988 1-800-273-8255
NJ Child Abuse Hotline (DCCP)	1-877-652-2873

For a more complete list of resources/services, please see the attached link: https://www.camdencounty.com/wp-content/uploads/2020/02/mentalhealthresourcelist2024.pdf

COUNSELORS

Bert Figueroa	x2528
Carly Friedman	x2551
Darren Gamel	x2552
Laurie Grossman	x2542
Regina James	x2554
Maria Lee	x2541
Cathleen Lynch	x2537
Lisa Saffici	x2543
Yolanda McClain	x2545
Tracye Walsh	x2546
Jennifer Distefano (Student Assistance Counselor)	x2535
Yanell Joseph (Student Advocate)	x2533

AFFIRMATIVE ACTION ASSURANCE

No student in Cherry Hill High School East shall on the basis of sex, race, creed, national origin, economic status or disability be subjected to discrimination under any educational program or activity.

Affirmative Action concerns should be addressed to:

Jennifer DiStefano
Affirmative Action Officer
Phone: 856-424-2222 x2535
jdistefano@chclc.org

GENESIS PARENT PORTAL

Genesis Parent Portal gives parents and guardians a secure, reliable, and timely way to track their student's academic performance, attendance, and disciplinary information. In case of an emergency, they will also receive notifications via email or text message.If you are having trouble logging in to your Parent Access account, or experiencing any other Parent Access account issues, you must contact your child's school for assistance. The Parent Access Support Contact Page will let you know who to contact at your school.

DISCLAIMER

The procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Board of Education and/or the high school administration.

GENERAL INFORMATION

A. Assembly and Petition

The right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the times and places of such activities and may require advance notice, when necessary, to avoid conflicts and to ensure proper protection of the school community.

B. Arrival to School & Waiting for the Late Bus or Ride Home

Supervision of students by teachers begins at 6:45 a.m. However, students arriving before 7:15 a.m. are to report directly to the cafeteria or media center. Be advised that classes begin promptly at 7:30 am. Late buses are provided for students who remain after school for extra help, detention, athletics, or co-curricular activities The buses are available Monday-Thursday at approximately 4:10 p.m and depart by the library annex. Upon completion of your after-school work, students waiting for the late bus are to report to the Library. Students who walk or loiter around the building will be subject to disciplinary action.

C. Cafeteria and Food Services

The high school operates a closed cafeteria program. **This means that all students must eat lunch in the high school cafeteria, or identified indoor/outdoor area. No student is permitted to go home or out for lunch. Also, no food is to be brought in from any restaurant, food convenience store, or delivery service during the school day until 4:00PM.** Any student observed leaving the building during cafeteria period or having food delivered, without permission, will be subject to disciplinary action.

The school provides eating areas where students may purchase all or part of their lunch at nominal prices. Breakfast will cost $2.10 and Lunch will cost $3.35.

All pertinent information regarding free and reduced lunch, accounts in arrears, and CHPS Food Services policy can be found at the following links:

1. Parent University 2. Food Services Policy

Cafeteria Rules

a. All students should do their share in maintaining the cleanliness of these areas. This includes placing all trash in trash containers and cleaning up after themselves.
b. No eating or drinking food while in line. Students must pay before they eat. Eating food while in line and taking items to your table without paying first, is stealing and will be treated as such.
c. Throwing objects and/or instigating or participating in any food fight is prohibited and will be disciplined immediately.
d. Students can be withheld from eating lunch in the cafeteria if not adhering to cafeteria rules and procedures.

D. Driving and Parking on School Campus

Driving and parking on school grounds is a privilege extended to students whose attendance and discipline records display consistent and acceptable behavior. Permission to park on school property will be granted subject to the following regulations:

a. Students are eligible for a parking permit if they have a certified New Jersey driver's license, have completed the parking form on Genesis Parent Portal, including uploading proof of driver's license, vehicle registration and proof of insurance and paid the parking permit fee.
b. One parking permit will be issued to each driver, which is to be affixed to the inside front passenger windshield
c. Parking tags will be distributed on a first come first serve basis with **Seniors** having first priority. We cannot guarantee location in the lot.
d. Students must park in their assigned student parking space and not use yellow lined spots, A-wing lot or other staff parking areas.
e. Students must follow established marked traffic routes and practice safe driving habits on the school premises or face loss of privileges and/or police action. Speeding, careless, or reckless driving will not be tolerated.
f. Students who are granted a parking permit are required to arrive at school as if they were transported by the district. Students who continually fail to arrive on time may have their parking privileges revoked.
g. Juniors will be eligible to drive to school and park on campus once senior tags have been distributed. Juniors that park in the parking lot or on school grounds without a parking tag will be subject to school discipline and possible forfeiture of parking privileges senior year.
h. Smoking in cars is not permitted while on school district property.
i. Students must get an Administrator's permission to visit their vehicle.
j. Cherry Hill East is not responsible for any loss or damage to vehicles or their contents. All vehicles and their contents are left at the owners own risk.

Failure to comply with any of the above rules and regulations may result in the loss of your parking privileges and/or having the vehicle towed at the owner's expense. Students who park unregistered or inappropriately registered vehicles on school property will also be subject to school discipline and/or the loss of future parking privileges.

E. Flag Salute and the Pledge of Allegiance

The New Jersey law requires the student to show respect to the flag of the United States of America. If a student is conscientiously opposed to the pledge and the salute, or the child of an accredited representative of a foreign government to whom the United States Government extends diplomatic immunity, he/she/they may abstain from the pledge and salute but shall be required to show full respect to the flag while the pledge is being given.

F. Announcements

Announcements are made at the beginning of Period 1. Please give your full attention to these announcements. Please remember that while every announcement may not pertain to you, common courtesy requires that you allow others to receive the information. Announcements are also posted each day.

G. Hall Pass System

a. **Hall and Lavatory Passes** – Students must ask their teacher for a pass whenever they wish to leave class, study hall, homeroom, cafeteria or the media center. Students must use the lavatory closest to their location and do not have the discretion to bypass a lavatory to travel within the building. Students found without a pass or misusing the pass will be subject to the Code of Conduct for General Misconduct and/or Cutting. Students who abuse this rule may have their pass privilege limited.

b. **5 Star Students Smart Pass** – All students will utilize the Smart Pass system and are subject to pass limits for access.

c. **Nurse's Office Pass** – Students must receive a pass from their teacher before reporting to the school nurse. The nurse will notify the parent/guardian of any student who must be sent home. If it is determined that a student should leave school and return home, the nurse will inform the parent and the student will be released from school. Note: This does not automatically constitute an excused absence.

H. Lockers

a. Each student has the option to receive an assigned locker. Lockers are on loan to students for storage purposes.

b. All personal belongings must be secured with a lock at all times. Students should not bring valuables or a sizable amount of money to school.

c. Lockers, including gym and sports lockers, may be searched if it is suspected to contain stolen goods, weapons, drugs, or any item(s) that may endanger the health, safety or welfare of student/staff.

d. The school will not be held responsible for any thefts nor held liable for reimbursement. You are responsible for the security of your personal property.

I. Lost and Found and/or Thefts

Students who have lost an article should inquire at the security office and return after a few days to see if the article has been found. Students who find articles are requested to take them to the security office. Any theft of money and/or personal property should be reported to the classroom or gym teacher and to the main office, where a theft/vandalism form should be completed.

J. Obligations/Fines

Students are financially responsible for any and all equipment issued by the school and for any negative balance in their food service cafeteria account. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ARTICLE LOST OR STOLEN. If the item is not returned, the student shall be charged the full replacement cost of the item. If the item is damaged to the extent that the item can no longer be used, the student shall be charged the full replacement cost of the item. Student schedules, transcripts, diplomas and all other records will be withheld until all obligations are met.

All fines must be paid before a student can participate in an extracurricular activity including athletics, participation in dances, and other activities which assess a fee. This also includes Homecoming, Class Dances, Senior Trip, Prom and Graduation. (This will take full-effect in the 2027-28 school year.)

K. Photo Identification Cards

Cherry Hill HS East provides every student with a personal identification card (I.D.). This card displays a picture of the individual and his or her name. The I.D. cards allow school personnel to quickly recognize and determine unauthorized visitors. In order to support a safe, respectful environment, students must identify themselves when asked to do so by a staff member.

The ID card must also be presented at school events when a ticket is needed in order to receive the student rate. A lost or defaced card MUST be replaced for a replacement fee of $5.00. Students will only be issued a temporary card for a maximum for the purchase of lunch before being required to buy a new one. Students seeking a temporary card must visit the grade level office.

L. School Bus Rules & Regulations

Buses are provided for all students. Safety is our top priority. Consequently, cameras are installed on buses to assure safety. Students who ride our school buses to and from school are to abide by the following rules and regulations:

a. Follow the driver's directions the first time they are given.
b. Keep all parts of your body as well as objects such as books, paper, etc. inside the bus.
c. No eating, drinking, vaping or smoking on the bus.
d. No loud talking, screaming, shoving, or fighting at any time.
e. Obscene or abusive language will not be tolerated.
f. Students assigned to a particular bus cannot use a different bus without a prior written request from the parent/guardian of the student. Permission will be granted from the grade level administrator. Once confirmed, a bus pass will be issued to the student to show the bus driver that permission has been granted by the school.

Failure to obey these rules and regulations may result in loss of your bus privilege and/or other disciplinary action. Parents/guardians will be notified of all such incidents and will be responsible for the transportation of any pupils who have lost school bus transportation privileges. Bus evacuation drills will be scheduled as required throughout the school year.

M. Security Protocols and Emergency Drills

Cherry Hill Public Schools has adopted and enacted policies in the area of security that ensure that plans, procedures, and mechanisms are consistent with NJ school law. These plans are reviewed annually, updated as appropriate and communicated with students and staff members throughout each school year.

Fire drills, lock-down drills, and emergency evacuation drills are held twice a month throughout the school year. These drills are a means of preparing staff and students, in the event that an emergent situation occurs.

N. Telephone Messages and Deliveries

Classes will not be interrupted for messages or deliveries (except in verified emergencies) during the school day. If an emergency exists in which a parent/guardian must get in touch with a student, the school should be called and the message will be given to the student. Students should not be receiving calls or text messages to their cell phones during the course of the school day. **Food/Restaurant/Fast Food deliveries to school are strictly prohibited prior to 4:00 PM unless organized through a faculty advisor.**

O. Textbooks

The school will provide the necessary textbooks for the students to use during the year. It is the student's responsibility for keeping textbooks free from damage or theft. If a book is damaged, lost, or stolen, the student will be required to pay its replacement cost. No marks are to be made in school textbooks.

P. Visiting Cherry Hill High School East

All visitors must enter through the security vestibule and will be required to present a valid state-issued form of identification (driver's license) and their reason for visiting. Dropping off items for students can be accomplished without entering the building within the vestibule. Visitors with an appointment will be permitted entry in a limited capacity. Students may not bring visitors to school. Trespassers will be prosecuted. Parents should understand that the security of our building and safety of our students and staff is paramount.

Q. Working Papers

Those students under the age of 18 who have been promised employment must possess working papers as issued by the State of New Jersey. Effective June 1, 2023, schools will no longer administer working papers applications.

The new process is online and can be accessed at Working Papers

ACADEMICS AND CURRICULUM

A. MISSION STATEMENT

Cherry Hill Public Schools is committed to guiding each student to reach their full potential and contribute meaningfully to their communities through academic excellence, individual purpose, and passion.

We believe:

- Cherry Hill East will deliver highly engaging learning experiences while guiding our students to discover their strengths and passions
- Cherry Hill East will be a supportive and safe school environment where all students can pursue academic, social, artistic and athletic interests.
- Cherry Hill East will provide educational experiences that combine academic excellence with empathy, integrity, engagement, and action
- Students will develop the skills needed to solve problems, think critically, communicate effectively, and be inspired to contribute to local and global communities.
- Students will exhibit appropriate social behavior, maintain a state of mental and physical well-being, and to be personally accountable.
- Students will have the confidence to apply the latest technology to all their endeavors.
- Education will take place inside and outside of our classrooms and that both are integral to a balanced and rich educational experience.

We will accomplish this through an inclusive and rigorous curriculum as well as a complete program of co-curricular activities.

B. Our Curriculum

As today's society becomes more complex, the demands placed upon schools to educate young adults to take their rightful place in society become equally as complex. This complexity is mirrored in the rigorous and relevant curricular offerings that have been developed for Cherry Hill High School East. In addition to preparing for education or employment beyond high school, each student has individual desires and goals. Because each of you has individual interests, a variety of courses has been developed to assist you in examining these interests. Take advantage of the curricular offerings not only to pursue your goals, but also to broaden your background and explore new and different ideas and concepts.

As a student at H.S. East, you should be aware that prospective employers and college admissions directors look at your total educational record, including your scholastic achievement, attendance records, and your participation in co-curricular offerings.

C. Final Exams

All final exams will be given by period. The schedule for the last days of school will be determined during the school year and published accordingly. **No final exams will be given early.** Students with a valid and administratively approved absence, will take the exam after their scheduled time.

Students are exempt from taking final exams under the following conditions:

- **Seniors who earn a cumulative average of 90% or better within an academic class unless an exam is required for Dual credit.**
- **Students complete an AP exam for a particular course.**

D. Program of Studies

The Program of Studies provides specific information about the complete high school curriculum, sequencing of courses, and a description of how GPA is determined. Please reference the guide for more information about these topics:

- Assistance with course selection
- Graduation Requirements
- Information about adding, dropping, and switching courses
- Help in the determination of grade point average (GPA)
- Assistance with the criteria for honor roll
- Determining graduation requirements and college entrance requirements

High School Course Selection Booklet

E. Grading

Letter grades reflect the numerical ranges below used to indicate student progress

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69 [Lowest passing grade]
- E Below 60
- G No Grade Given
- I Incomplete

An “Incomplete” is given when a student has yet to complete the work for a particular marking period. All incomplete work must be completed by the interim of the following marking period. In certain situations, a “G” is given when a student is not required to complete any additional work for a given marking period.

Final Grade Determination

Final grades are determined by multiplying the numerical value of each of the four marking period grades by two, adding the final exam grade, then dividing the total by nine for a final course grade.

High-School Interim and Report Card Dates
2026-2027 School Year

INTERIM AND REPORT CARD SCHEDULE

INTERIM ISSUED	MARKING PERIOD ENDS	REPORT CARD DATES
October 14, 2026	**November 10, 2026**	**November 19, 2026**
December 22, 2026	**January 27, 2027**	**February 4, 2027**
March 12, 2027	**April 8, 2027**	**April 16, 2027**
May 24, 2027	**June 17, 2027**	**June 17, 2027**

***Snow/emergency dates could extend the date that final report cards are issued**

Report cards for the all marking periods will be accessible online via the Genesis Parent Portal (see Access to Student Information). Parents will be able to print a copy of the report card from their Parent Access account.

F. Honor Roll

Each marking period, all students have the opportunity to attain recognition for either of two levels of academic achievement. The Honor Roll for each marking period will consist of the following:

- **A Honor Roll** - students who have attained all A's in all subjects
- **A/B Honor Roll** - students who have attained A's and B's in all subjects
- **B Honor Roll** - students who have attained all B's in all subjects

G. Option II

Cherry Hill East students are to have individualized learning opportunities, outside of the traditional classroom, that are stimulating and challenging and that enable students to meet or exceed the NJDOE approved standards. This is commonly referred to as "Option II." Participation in Option II is predicated on the application process through which students seek approval. For more details, see the East website, the Program of Studies or the Guidance Department.

H. Dual Credit/College Accelerated Program (CAP)

Cherry Hill East, in partnership with Camden County College, Rowan College at Burlington County (RCBC) and Stockton University, offers students taking select courses an opportunity to earn both high school and college credit. Please refer to the East Course of Studies to assess CAP opportunities.

Students who register to take the CAP courses have the opportunity to earn high school credit, as well as college credit. These courses are taught during the regular school day by members of the East staff. Students who would like to receive college credits will be required to complete the Camden County, RCBC or Stockton registration process and pay the requisite tuition. This process will be explained in more detail during the first weeks of the course. Please direct any CAP questions to your Guidance Counselor.

It is strongly recommended that you research the policies of any private or out-of-state colleges you are considering to find out their position regarding transfer credits. As per New Jersey Statute 18A:61-C-8, all public New Jersey higher education institutions must accept credits earned for college courses taken under articulation agreements between district Boards of Education and New Jersey colleges and universities. **Once the payment and application have been sent to Camden County, RCBC or Stockton, there will be no refunds given.**

I. Summer School

Cherry Hill East does not host a standard summer school; however, the Guidance Department does have information regarding credit recovery options.

Students who take a course for remediation may enroll at any accredited college/university or through another high school or approved virtual high school courses. Students who wish to take advantage of this program **must** contact their counselor and be approved. Upon completion of the course, an official transcript must be procured by the student and presented to his/her/their counselor in order for the credit to appear on the transcript and proper courses scheduled. This process must be completed by August 15. No more than one outside course per subject area will be applied to required graduation credits.

J. Calculator Policy

It is recommended that all mathematics students have a graphing calculator that will be brought to class on a daily basis. It is incumbent on the students to bring their calculator daily. We do have a limited number of calculators that are available for students to sign-out for the year; however, priority will be given to students who have shown financial need. The Math Department suggests the TI-84 model since it is able to be used on all assessments, including most standardized tests.

K. Physical Education

Students will be required to dress appropriately for Physical Education classes. Required attire is as follows: sneakers, t-shirts, and athletic shorts.

Any students not properly attired will not be able to participate and will have their grades adjusted for the day. Each student has access to a locker in the locker room. Students should bring a combination lock to secure their belongings. East is not responsible for lost/stolen property.

L. Academic Honor Societies

Cum Laude Society – The Cum Laude Society is an organization of students who demonstrate the highest level of academic excellence. Membership in this scholastic honor society is open to juniors and seniors who meet the qualification requirement using class rank as determined at the end of five, six , and seven semesters. By the end of the seventh semester, membership will have been offered to the top 15% of the class.

International Thespian Society – The International Thespian Society is the honor society of dramatic clubs. Students interested in joining may do so by earning 38 points necessary for admission. Points are awarded by participation in any phase of drama.

Quill and Scroll – Quill and Scroll is an international honorary society for high school journalists.

Academic Honor Societies – Academic Honor Societies are established to recognize students for their work in academic areas. Requirements for inclusion vary.

M. Graduation

In order to be eligible to receive a Cherry Hill High School East Diploma and participate in commencement ceremonies, students must complete all coursework as prescribed by the State of New Jersey and the Cherry Hill Board of Education policies and regulations.

A student is eligible to participate in commencement exercises if he/she/they meets all academic, testing requirements, attendance, and disciplinary requirements as of the date of graduation. Any student who is suspended three or more times during their senior year may be denied the privileges of participating in commencement exercises.

Any drug/alcohol or theft violation while on the senior trip will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.

SCHOOL SERVICES

GUIDANCE

A. Purpose & Responsibilities of the Guidance Department

The philosophy of the Guidance Department is based on the premise that each student is an individual and has individual needs, desires, and goals. Therefore, counselors respect this individuality. Because of this commitment to the concept of individuality, the counselors have flexibility with the guidelines of propriety in their approach to help students solve problems.

It is the function of the Guidance Department to assist students to advocate for themselves and to become independent and responsible citizens. The counselors will work with students, parents, and teachers to utilize all available information to help the students accomplish their goals. Students may request an appointment by completing a form in the Guidance Office.

B. College and Career Development

The Guidance Department meets with all students to disperse grade appropriate information and to assist with developing individual goals that will help to focus beyond high school. Application procedures for any type of post high school education, as well as financial aid information and career decision-making skills, are presented. All students are urged to be aware of the requirements for graduation and their academic standing.

The primary resource to assist students is NAVIANCE (www.connection.naviance.com/delhs). Students are introduced to this resource during their freshman year and are encouraged to update and explore throughout their high school experience.

Additional resources may include:

- College Admission Representative Meetings
- Computerized Career Search
- College Fairs
- Scholarship Search Engine
- Financial Aid Information
- Program of Studies

In addition, the Guidance Department offers several **College Nights**. These nights take place throughout the year and are designed around steps and processes by grade level. Counselors review the steps, processes and procedures in visiting colleges, the application process, financial aid, etc.

C. Parent Conferences

Parent Conferences initiated by a student, parent/guardian or teacher may be arranged by the counselor. These conferences may touch upon school, social, personal or family concerns. Conferences may also be arranged for discussing college, career, or general information. For those parents who find it impractical to attend a conference with the counselor during the regular school hours, the counseling department will set aside evening hours several times throughout the school year. The dates for the evening hours will be published in September.

D. Scholarship Information

All information about local, county, state, and national scholarships is available on the Guidance website.

E. Financial Aid Night

The Guidance Department hosts an evening meeting in the fall on financial aid for students planning to attend college, trade, business, or technical school. This workshop is open to all parents as well as students. The evening focuses on completion of the Free Application Federal for Student Aid (FAFSA), Higher Education Student Assistance Authority (HESAA), available grants and scholarships, work study options, and loans.

F. Transcripts

The Guidance Department maintains accurate and updated transcripts on each student. These transcripts may be sent to a prospective employer, technical school or college at the student's request after a Transcript Release Request Form has been signed. Should you need a transcript sent, please contact the Registrar.

G. Testing Program

The testing and vocational services offered by the Guidance Department include voluntary and mandated tests.

College & Career Testing That is Administered:

- **PSAT/NMSQT** (Preliminary Scholastic Aptitude Test) All 10th and 11th Graders.
- **ASVAB** (Armed Services Vocational Aptitude Battery)
- **NJSLA -** Adaptive and **NJGPA -** Adaptive

The results of these tests and vocational assessments are distributed through the Guidance Department and are used in the process of helping students make career and/or goal-oriented decisions.

HEALTH SERVICES

A. School Nurse

The school nurse, under the direction of the school physician, provides services in the areas of first aid, vision, hearing, blood pressure and scoliosis screenings, immunization compliance, control of communicable disease, encouragement of physical and dental examinations and promotion of sound mental health.

The school nurse administers all medications, including prescription and non-prescription. All student medication must be kept in the nurse's office. Parent/guardian permission must be provided via Genesis Parent Portal. A medication permission form, completed and signed by the parent/guardian and family physician is required. This applies to all students, including students 18 years of age and older.

Prescription medications must be in labeled pharmacy containers; over-the-counter medication must be in the original container. The school nurse is available throughout the day for health services and consultation with students, staff, and family members. All medications both prescription and over the counter medications, must be given to the nurse and NOT in possession of a student. Students in possession of said medications will be sent for drug screening as per BOE Policy 5530.

Cell phone use is prohibited in the nurses suite.

B. Student Assistance Program

Services provided by the Student Assistance Counselor include evaluation, short term counseling and referral services for any type of problem. This includes peer, family, mental health issues, as well as drug/alcohol related problems.

Students may be referred by teachers, staff, parents, other students, or on a self-referral basis. Referral sources will not be revealed without permission. The Student Assistance Program operates under the federal laws of confidentiality. Information discussed by the student cannot be divulged without the student's written consent. The only instance when confidentiality may be broken without consent is in the event of serious danger to the student or others, such as child abuse or threatened to self or others.

C. Athletic Trainer

The athletic training center is located adjacent to the auxiliary gymnasium. The certified athletic trainer, under the direction of the school physician, provides healthcare services to our student-athletes. This includes prevention, recognition, evaluation, and immediate care of disorders and injuries. In addition, the certified athletic trainer provides rehabilitation and reconditioning for injuries sustained by our student-athletes. The certified athletic trainer will be available at practices, games, and during parts of the school day.

D. Injury and Illness

Any accident and/or injury occurring in the school building, on the school grounds, at practice sessions or any event sponsored by the school must be reported immediately to the person in charge and the nurse and/or athletic trainer, who will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. District personnel will administer routine first aid as necessary to insure the safety and comfort of the injured or ill person.

The parent or guardian of an injured or ill student will be notified. NOTE: All phone calls to parents regarding illnesses must be made from the Nurse's Office. Students are NOT permitted to contact parents by cell phone. If the school nurse determines that the injured or ill person should be removed from school, the parent or designee will be requested to provide transportation.

In a serious emergency, the Emergency Medical Services (EMS) will be activated. The parent, guardian, or designee will be notified.

LIBRARY/MEDIA CENTER

The library/media center assists students in developing the skills to utilize information effectively and is an essential part of teaching and learning. The goal of the East Media Center is to create a space that promotes an "academic atmosphere" where students are able to relax and enjoy each other's company while also being able to accomplish school work.

General Guidelines:

- All students entering the library during class time must have a pass.
- Students are required to sign in upon entering the library/media center.
- Students will behave in a manner that allows all present to engage in academic work (studying, reading, completing assignments, etc.).
- Students will not use their cell phone in the Media Center and must maintain an academic environment. The media center is not a place for game playing and social meetups.

- **During Lunch:** Students may visit during their lunch period and must be seated in a chair. Chairs cannot be moved around the Media Center. All trash must be thrown out and tables wiped clean. Failure to keep the Media Center clean will result in it being closed during lunch for a period of 1-2 weeks.

- Students are to exhibit proper conduct and behavior while working in the library/media center. Unacceptable behavior and noncompliance with rules stated in the Student Handbook may result in removal from the library/media center and/or a written disciplinary referral submitted to administration.

EXTRA-CURRICULAR ACTIVITIES

A. Mission Statement

Cherry Hill East student activities are committed to enriching the academic experience of students by fostering meaningful involvement, promoting inclusivity, and empowering students to contribute to our school and community.

B. Eligibility

The primary goal of Cherry Hill East is to educate the youth of the community via the curricular program. This must be kept foremost in view when establishing eligibility requirements for various co-curricular activities that are integral parts of East.

The co-curricular eligibility procedure is not to restrict student participation. It is designed to be a subtle, yet constant, reminder to the student that requirements and standards must be maintained to participate in activities beyond the academic program. It should be noted that the procedures listed here do not restrict present organizational and/or team requirements that are more extensive and demanding.

C. Activity Fee

The Cherry Hill Board of Education has approved Policy 2436 – Activity Participation Fee for select extra-curricular and co-curricular activities for all students in grades six through twelve. This is a one time fee per school year and permits students to participate in multiple activities. HERE is the list of activities that require the activity fee.

The fee for high school students is $80. Family fees are capped at $150. Each student must submit the Activity Fee payment prior to the participation in an activity. The activity fee must be paid for try-outs and is non refundable. The fee is valid for that school year only. Students who qualify for the Federal Free and Reduced Lunch Program are exempt from paying the Activity Fee.

D. Attendance

As per school policy, students are expected to be present every day school is in session. This is important for students who devote a considerable portion of time to extracurricular activities. On the day of an event, a student must be in school for a minimum of (4) hours in order to be eligible to participate including practices. If the activity occurs on a non-school day (weekends or holidays), the student must attend school the last school day prior to the activity. Any exception to this rule requires validation by the Principal or designee.

E. Fundraising

No student, parent, or staff member shall collect money or distribute items for personal or private benefit in school, on school property, or at any school-sponsored event. The appropriate assistant principal must approve fundraisers.

F. Club and Activity Offerings

A wide variety of clubs and student organizations are available at Cherry Hill High School East to supplement the curriculum and satisfy the diverse interests of our students. All students are encouraged to become involved in an activity at the beginning of the school year. All clubs and activities are open to all students of East. Students may start a club by securing an advisor, completing a club approval form, and speaking to the Coordinator of Student Activities.

A complete listing of clubs and activities can be found on the East activities website: CH East Activities - CLUBS

G. Prom

School attendance is **mandatory** the day of Prom in order for a student to be eligible to attend. Students MUST be present from 7:30 am to 11:00 am. There will be no exceptions to this without prior administrative approval.

H. Passive Alcohol Sensors

The Passive Alcohol Sensor (PAS) is an instrument that accurately measures the presence of alcohol emitted from the exhaled air. This device will be used as a PREVENTION tool to encourage all students to attend extra-curricular events completely alcohol-free.

PAS screening may occur before, during, and after any co-curricular or extra-curricular school sponsored activity/event including but not limited to dances, proms, class trips, overnight trips, senior class trip, or when the building principal or designee has reason to believe the use of alcohol by pupils may be present.

If the PAS screening indicates the presence of alcohol in a pupil, a second screening will be conducted. If the second screening indicates the presence of alcohol on a pupil, the matter shall be reported to the building principal or designee who, in turn, will ensure that the reporting, testing and medical examination requirements set forth in Policy 5530 Substance Abuse shall be implemented.

ATHLETICS

A. Introduction

The aim of athletics in Cherry Hill H.S. East is to develop a wholesome attitude toward the school program, teams, participants and officials; to develop the qualities of loyalty, unselfishness, responsibility, cooperation, citizenship, leadership and sportsmanship; to compete successfully in a sportsmanlike manner; and to encourage the growth of morale, health and self-discipline of boys and girls.

Athletics are an important part of the overall educational program at East. Participation in athletics is a privilege available to all eligible students. This privilege carries with it serious personal responsibilities to the team, school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance for all student-athletes.

Successful competitive performance in combination with educational consideration provides the cornerstone for our athletics program. The interscholastic program of High School East is based upon the premise that athletics are an integral part of the educational process of the total school program. The program shall be administered in accordance with the constitution and bylaws of the NJSIAA and Olympic Conference.

B. Athletic Policy

The Director of Athletics is appointed by the Board of Education with the recommendation of the Superintendent. He/She is responsible for the administration of the entire athletic program.

The coaching staff is appointed by the Board of Education upon the recommendation of the Superintendent. They are responsible for implementing their individual athletic programs.

C. Athletic Eligibility

The Board of Education has adopted as Board Policy the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). The Board reviews the rules annually to ascertain that they continue to be in conformity with the objectives of the Board.

The bylaws of NJSIAA cover a broad spectrum of eligibility regulations, ranging from preserving the amateur athletic status of students to prohibiting athletic recruitment among member schools. But, the eligibility standards which are most frequently applied by NJSIAA deal with age, academic standards, the semesters of eligibility and transfers. An athlete cannot participate in interscholastic athletics if he or she has reached the age of nineteen (19) prior to September 1 of any year. In addition, any student who has not attained 15 credits for the current year (Spring Sports) or 30 credits from the previous year (Fall/Winter Sports) will be considered ineligible.

Eligibility for athletic competition is based on requirements established by NJSIAA. Failure to attain the required number of credits will cause an athlete to be ineligible for competition.

We also expect every student athlete in our Athletic Program to abide by all rules and regulations developed for each individual sports team, and also all rules and regulations approved by the Board of Education. For any violation of the Code of Conduct or any other rule or regulation of the Board of Education, student athletes may be subject to additional discipline, including but not limited to exclusion from extracurricular activities, suspension, and/or expulsion, consistent with law, regulation, and/or Cherry Hill Board policy.

D. Physical Examinations

Parents/guardians are encouraged to obtain physical examinations for their child at least once during their high school years. Physical examinations should be done at the student's medical home, which is defined as a healthcare provider and that provider's practice site chosen by the student's parent/guardian for the provision of healthcare.

E. Spectator Code of Conduct for Interscholastic Events

The Board of Education promotes a physically and emotionally safe and healthy playing environment at interscholastic events and insists good sportsmanship be exhibited at all times by student athletes, coaches, officials, and spectators at such events.

Unsportsmanlike conduct by a person at an event shall subject the individual to disciplinary action including removal from the event. Subsequent offenses will result in suspension from future interscholastic events. **(BOE Policy 9163)**

F. Athletic Offerings and Coach Contact Information

For a complete list of sports offered at HS East, schedules, ticketing information, and contact information for the head coaches, please use the following: Athletics

ATTENDANCE POLICY & PROCEDURES

Cherry Hill Public Schools considers regular attendance essential for success in school. To attain maximum benefit from activities that take place in the classroom, a student must have regular attendance. We encourage students and parents/guardians to check the parent portal frequently for attendance status.

The State of New Jersey requires that students attend school each day that school is in session. Consequently, the Cherry Hill BOE has adopted a policy (B.O.E Policy 5200) that emphasizes the importance of school attendance. It should be emphasized that the policy is based on attendance and not actual performance in the class. Students are expected to make up all work in a timely manner following an absence.

A. Attendance Policy

Attendance is taken in every class period at East. Excessive unexcused absences, tardies and/or time out of class in any single period, will result in loss of credit and an appearance before an Attendance Review Committee.

In order for a student to be eligible to take part in a co-curricular activity, a student must be in attendance for (4) hours of the school day according to N.J.A.C. 6A:32-8.3 and B.O.E. Policy #2430. Any exception to this rule requires validation by the Principal. **(See Policy #2430)**

B. Early Dismissal

Early dismissals interrupt the educational process. Therefore, early dismissals should only be requested for medical appointments that cannot be scheduled at any other time or in the case of an emergency. Early dismissals must be pre-arranged through the Attendance Office. A note through the Genesis parent portal is required from the Parent/Guardian at least an hour before the early dismissal. Students are still subject to the attendance policy. Parent/Guardian notes serve to release the student and **do not excuse their absence**. Students who leave early must exit through the FRONT VESTIBULE (Communications).

If early dismissal procedures are not followed, the time missed from class will be recorded as a cut on both the attendance and the disciplinary profiles. The student will be subject to penalties for cutting class.

No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent, legal guardian, an agent of the parent listed in Genesis, who has written authorization from the parent/guardian, or in the custody of agents of the State acting in their legal capacity. At the Principal's discretion, pupils who drive to school may be dismissed with prior, written parent authorization. District Policy #5230

C. Senior Privilege

Senior Privilege allows seniors who have study hall first or last period of the day to arrive at school after their study hall period has ended or to leave school early if their study hall is at the end of the day. Students who would like to utilize this privilege must have a parent/guardian complete and sign a permission application. A student's Senior Privilege may be revoked at any time during the school year by the student's parent/guardian or School Administration, should a student become ineligible.

To qualify for Senior Privilege, students must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each marking period. Any student who fails to maintain eligibility will have his or her Senior Privilege suspended until they become eligible to have it reinstated. Students who fail to qualify for Senior Privilege may re-apply at the end of each marking period.

Parents/Guardians must complete and submit a Senior Privilege Application. This Application must include a viable contact phone number that allows the school to contact the student's parent/guardian.

Students with this privilege are not to be anywhere on school property after their dismissal or prior to their arrival. Seniors dismissed early may not re-enter the building for extracurricular activities until after 2:30 p.m. Students in violation of these rules may lose their senior late arrival/early dismissal privilege.

D. Lateness to School or Class

Students are expected to be in school on time. Lateness to school will be unexcused unless the student presents an acceptable written excuse upon arrival. This includes documentation from medical or dental professionals, court officials, driver's licensing centers, observance of a religious holiday, or emergencies in the student's family etc. Parental notes for such things as oversleeping, car trouble, and unexcused personal reasons will not be acceptable reasons for being tardy to school. (BOE Policy #5240)

Excessive student lateness is subject to disciplinary consequences under the Code of Conduct.

E. Responsibilities for Absences

Students, parents, teachers, and administrators all share the responsibility for keeping accurate records of classroom attendance. Each student is responsible for being in class every day, every period. Parents should notify the Attendance Office through the Genesis Parent Portal for each day that your son/daughter will be absent or late.

Parental Notification- An automated phone call will be made for every student marked absent for the day. Correspondence will be sent after an accumulation of 4, 7, and again after 10 absences. A loss of credit letter will be sent at twelve (12) absences in any full-year course.

F. Excused vs. Unexcused Absences for Truancy Purposes

Student absences can either be excused or unexcused. A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs. Students, parents, teachers, and the administration all share the responsibility for keeping accurate records of classroom attendance. Each student is responsible for being in class every day, every period.

The following are <u>excused absences</u> and do not count toward a student's overall number of absences for truancy.

- **Student Illness**
  - Must provide a note from a certified health professional **upon return to school**
  - East <u>does not</u> accept "umbrella" or "blanket" notes for absence. <u>Notes must state specific start and end dates.</u>
- **Family Illness or Death**
  - Must provide a note from a parent **upon return to school**
- **Administrative Exclusion or Prerogative**
- **Suspension**
- **Take Your Child to Work Day** (documentation required on business letterhead)
- **Court Appearance** (must supply court documents)
- **Religious Observance** (as documented by the parent/guardian and approved by State guidelines)
- **New Jersey Driving Exam** (½ day only)
- **School-sponsored Field Trips**
- **School-provided Home Instruction**
- **College Visitation** (12th – 3 visits, 11th – 3 visits) - official documentation required
- **Required College Orientation**
- **Provisions of an IEP/IHP, where applicable**

<u>All other absences are unexcused absences and will count towards a student's overall total for truancy.</u>

G. Loss of Credit

Loss of Credit Status – when a student reaches twelve (12) unexcused absences in an individual course or six (6) unexcused absences per semester course.

"A secondary student may be dropped from a course or denied course credit when he/she has been absent from 12 or more of the class sessions, for a full year course, 6 or more class sessions of a semester course, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

H. Credit Appeals

Should a student be in loss of credit status, a letter will be sent home informing the student and his/her/their parent/guardian of loss of credit. The student and/or parent must contact the Grade Level Office to arrange an appeal meeting within five (5) school days.

Students and parents will be afforded the opportunity to share with an attendance review committee the reasons for excessive absences and should bring any and all documentation to that meeting. The committee will then deliberate and reach a decision. Data must include documentation for all days absent, not just for those days in excess of the policy. The decision of the attendance review committee is final and can be appealed to the Principal per Due Process.

If an appeal is not granted, a student may enroll in a credit recovery/original credit program at the student's expense.

I. Class Truancy (Cutting Class)

Truancy is defined as absenting oneself without permission from scheduled periods. This includes classes, lunch, or activities such as assemblies. Administrative action as it relates to a cut from an assigned instructional or non-instructional period will be addressed as outlined below:

J. Consecutive Absences

A student missing five (5) consecutive days, not on home instruction, or medically verified, will have a letter sent to his/her/their parents/guardians directing the student to attend school. A student reaching ten (10) consecutive absences without notification from parental/guardian, will be dropped from the rolls. If the student fails to return to school and is:

1. **Under 16 years of age** – parents/guardians can be deemed disorderly and subject to a fine. Prior to this action, a mediation session will be arranged between the high school administration, parents/guardians, and students.
2. **Over 16 years of age** – parents/guardians will be directed to explain to the Principal or designee the reason(s) for the absences within ten (10) days.

K. Missed Work (Absences)

Students absent for any reason are expected to make up the work missed. The student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

In general, students will be allowed a reasonable amount of time, as determined by the teacher, to make up missed work. The rule of thumb for the time allowed to make up work missed is equal to the amount of time absent, but, extended time may be granted by the respective teachers. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

L. Home Instruction

A student is eligible for home instruction if the school physician deems it necessary. A doctor's note should state the illness, the need for home instruction, and the duration (must include the anticipated date of return). Doctor's notes must be updated every 30 days. Home instruction will commence within five days after receipt of the school physician's verification of the student's physician's note.

M. School Physician

Chronic illness resulting in intermittent absences from school may require verification from the school's physician. The Board of Education-approved physician will have the final decision regarding all physicians' excuses from school.

N. Age of Majority

The Age of Majority Law considers eighteen-year-old students adults in New Jersey; however, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

a. Eighteen-year old students may sign their own dismissal notes: however, an assistant principal must approve these notes in order for the student not to be counted as truant. The student then signs out in the attendance office at the approved time and parental notification will be made.
b. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
c. Eighteen-year-old students may review their official school records.
d. Eighteen-year-old students are subject to all other regulations according to school policy.

STUDENT CODE OF CONDUCT

A. Philosophy

The Cherry Hill Board of Education believes that an effective instructional program requires an orderly school environment, and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents as well as respect for District and community property.

The Cherry Hill Board of Education expects students to conduct themselves in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of other students. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment.

Students must demonstrate an understanding of their inappropriate behavior(s) and its impact on others or the educational setting. Maintaining appropriate conduct is the shared responsibility of students, parents, teachers, and administrators.

Cherry Hill East disciplines with dignity, consistency and an understanding of the developmental levels of students.

Code of Conduct: The list of infractions/incidents subject to resolution is located on the district website: Student Code of Conduct.

B. Types of Disciplinary Action

Teacher Assigned Detention (TD) – A teacher may detain a student provided the student is given a 24-hour notice.

Lunch Assigned Detention (LD) – A Lunch Detention may only be assigned by an administrator or designee. These detentions will be held from the beginning of the Lunch and Learn period until the end. Students may either bring their own lunch or have a menu of choices, at their own expense.

After School Detention (AD) – An After School Detention may only be assigned by an administrator or designee. A 24-hour notice will be given to enable students to make necessary transportation arrangements with their parent/guardian. These detentions will be held from 2:40 p.m. until 4:00 p.m. Students will be dismissed in time to meet the 4:15 p.m. late bus or can arrange their own transportation.

Saturday School (SS) – Students may be assigned a Saturday School for multiple offenses or more serious breaches of the discipline code. These will be held from 8:00 a.m. until 12:00 p.m. and must be served in its entirety.

- Before a student is assigned a Saturday School, the student will meet with a principal or assistant principal.

- Parents/guardians will be contacted and notified in writing prior to the Saturday School.
- Students will have the opportunity to do school work or reading books or magazines while serving a Saturday School.
- Students WILL NOT be allowed to use an electronic device of any kind.
- Students who fail to attend a scheduled Saturday School without prior approved communication to the Grade Level office during school hours will automatically be suspended in school (ISS) the Monday following.

In-School Suspension – Students may receive an In-School Suspension **(ISS)** for chronic violations of the student code of conduct and/or failure to serve Saturday School.

- Before a student is suspended, he/she/they will be afforded due process rights with school administration.
- Parents/guardians will be contacted and notified in writing prior to the suspension.
- Students who are suspended in-school are also suspended from all school activities until reinstatement the next school day (example: a student who is suspended for Wednesday may not attend/participate in any school activities on that Wednesday).

Out-of-School Suspension – Students may receive an Out-of-School Suspension **(OSS).**

- Before a student is suspended, he/she/they will be afforded due process rights with school administration.
- Parents/guardians will be contacted and notified in writing of any suspension and will be required to participate in a re-entry conference before their son/daughter can return to classes.
- Students will have the opportunity to make up missed work while on suspension. Work will be collected and be available to be picked up from school or other arrangements can be made.
- Students will not be allowed to participate or attend co-curricular or after-school related activities.
- **Students are not permitted on any school property within the school district.** Further disciplinary or legal action may be taken if this rule is violated.
- In the event a suspension lasts more than four(4) days, the Principal or designee will arrange for home instruction to be provided as per NJAC 6A:16-10.1(c).

C. Chain of Command

Parents are often discouraged or frustrated when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Chain of Communication," or where to begin the

communication sequences regarding their child's problem. 26-27 High School Level Chain of Communication

D. Personal Internet Enabled Devices

Students are prohibited from using Personal Internet Enabled Devices (PIED) during the school day from the opening to the closing bell. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.

Personal internet-enabled device" (PIED) means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications.

Students shall keep any PIED silenced and in a secure place, such as the student's locker or a closed backpack, at all times. Students cannot use their phone/smart watch electronic device in the hallway when classes are in session. Additionally, students cannot use headphones that connect to their devices.

Pursuant to Policy 5516, students are prohibited from recording any audio or video at all times, including when they are otherwise permitted to use their PIED under this policy. The District shall consider exceptions to this policy and permit students to use their cell phone or other necessary personal internet-enabled device on school grounds during the school day on a case-by-case basis. Please see Policy 5516 for exemptions that may be granted.

Students in violation will be required to store their device in a specified location. Students who refuse to comply will receive consequences consistent with the Student Code of Conduct. In the event that a PIED is confiscated by a certificated staff member, it shall be returned at the end of the school day.

E. Harassment, Intimidation, and Bullying (HIB) (BOE Policy 5512)

The Cherry Hill Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. (H.I.B. Policy 5512.01),available on the district website.) The following information is drawn directly from that policy:

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her/their person or damage to his/her/their property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyber-bullying:
Harassment, intimidation and bullying occurring online is challenging for schools, but is a problem among teens. If there is an interaction you need us to be aware of, please capture screen shots, or cut and paste the entire exchange into an email or word document.

In cases of bias, harassment, intimidation and bullying, the situation is much worse if there is an imbalance of power or status between the two students. Working in the high school environment, we are well equipped to look for the nuance of the relative status of the students involved. It is part of what guides our range of responses. Vulnerable students should never be targets. Inappropriate words spoken from one friend to another will result in an intervention, but the same words coming from a perceived "popular" student to a vulnerable student who struggles to fit in are more likely to rise to the level of bullying.

F. Sexual Harassment

It is the policy of the Cherry Hill Public Schools to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for students to harass staff members or other students through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, verbal harassment and/or abuse, request/pressure for sexual favors, repeated remarks to a person with sexual or demanding implications, unwelcome touching, suggestions, or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., and other inappropriate verbal or physical conduct of a sexual nature.

Anyone so harassed may use the grievance procedure or may complain to his/her/their building Principal, Assistant Principals or to the District Affirmative Action Officer. All information obtained will be kept confidential. A substantiated charge will result in disciplinary action, including, in the case of student/student harassment, suspension, or expulsion, consistent with the student discipline code.

G. Dating Violence at School

The Cherry Hill Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with according to the district student code of conduct. All acts or incidents of dating violence shall be reported to the Principal or designee in accordance with the provisions outlined in Regulations 5519. Acts or incidents may include, but are not limited to those

characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

H. Drugs and Alcohol (BOE Policy #5530)

There may be no other student violation that is considered more serious at Cherry Hill High School East than the use, possession, passing, selling, distributing, and general trafficking of drugs and/or alcohol. All students are subject to the state statutes as well as those of the Board Of Education Policy pertaining to drugs and alcohol.

The possession, use, passing, selling, distributing and general trafficking of alcoholic beverages and/or drugs, including anabolic steroids, by students is strictly forbidden on school property and at school sponsored activities, i.e. field trips, athletic contests, dances, etc.

Any student found in violation of this policy will be suspended from school after notification of the parent/guardian and the School Resource Officer or local police department, and will be required to take a drug screen and participate in the Student Assistance Program for counseling or further referral.

Any drugs, drug remnants, drug paraphernalia, alcohol, thc vapes, etc. found on students, in their lockers, in a motor vehicle parked on school property, or in their possession while in school, on school property while attending school-sponsored activities, will be confiscated and forwarded to the Cherry Hill Police Department.

NOTE: The refusal to submit to an examination by a physician and/or drug/alcohol testing or submission of an unacceptable sample will result in immediate suspension as outlined below. Submission of a diluted or altered sample will require additional testing until an acceptable sample is provided. Students testing positive or refusing the mandated drug screening, will serve 4 Days of Out of School Suspension (OSS) and will be enrolled in the CHPS on-line Early Intervention Program/outside referral program.
Possession of Drugs and or Alcohol 1ST Offense: Four (**4**) days Out-of-School Suspension (**OSS**) t and participation in substance abuse program, counseling or further referral.

I. Hazing

Hazing is considered to be any individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Cherry Hill Public schools. Students participating in hazing

practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the level and severity of the disciplinary action, including detention, suspension, and/or removal from the team or school activity. Student leaders (team captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, and/or administrator.

J. Videotaping and Photographing

Students and staff have an expectation of privacy at school and, therefore, they are not to be photographed or videotaped on school grounds.

1. Students must have the permission of a teacher or staff member to have their picture taken, which would be granted on an appropriate day such as a field day, pep rally, or an educational reason such as a school project. Otherwise, students MAY NOT take photos in school. **Violations may result in suspension.**
2. Videotaping is also prohibited except in specific circumstances. Students must have the knowledge and agreement of those who are to be videotaped. A teacher's permission and supervision must be obtained and include a valid purpose to videotape any student or adult in the building. Otherwise, students **MAY NOT** videotape in school **nor** post online any video from school. **Violations may result in suspension.**

K. Smoking and Tobacco Policy

Smoking is a health hazard and is recognized as such by the Cherry Hill Board of Education. As a result, strict smoking regulations are in effect at High School East.

Students are not permitted to POSSESS or SMOKE cigarettes, electronic cigarettes, vapes, or use other tobacco products such as chew or dip, or carry matches, lighters, etc. while in school or on school property. This regulation extends to after-school activities such as club meetings, dances, concert programs, athletic contests, field trips, etc.

L. Vandalism

Any student who is found guilty of damaging, destroying, defacing or in any way marking school property will be subject to the following disciplinary action:

- Immediate notification to parents/guardians
- Notification to the Police, if applicable
- Notification to the Superintendent and B.O.E.
- Payment in full for all damages, vandalism, etc.
- Suspension from school

M. Weapons

Possession or use of weapons or dangerous instruments and/or any object that can reasonably be considered a weapon (including pen knives and BB guns) are prohibited. This includes objects made to look like dangerous instruments.

P. CHPD/Campus Police

Police may enter the school at any time. If a student is questioned by the police, school officials must see that all questioning takes place privately, in the presence of the Principal or his/her/their designee. If the officer has a juvenile complaint or warrant, the Principal shall request that the questioning be delayed, if possible, until the parents/guardians can be present. If the officer refuses, the Principal must attempt to have the parents/guardians informed immediately, and shall remain with the pupil during the questioning.

The School Resource Officers role in the schools is threefold:

- Safety expert and law enforcer
- Problem solver and liaison to community resources
- Resource for classroom presentations

School Security Personnel

Cherry Hill High School East has designated School Security Supervisors (SSS) who serve the school to ensure overall safety. Although the primary role of these supervisors is to deter and confront any safety threat, they may also serve in other various roles to support the safety and orderly operation of the school.

N. Dress Code

Students of the High School East are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. The purpose of this dress code is to assure that consistency and interpretation is implemented school-wide, thus providing equitable treatment for all students.

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress and Grooming:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

The Administration reserves the right to discipline any student who is (not) dressed inappropriately. Students dressed inappropriately may be sent home.

NOTE: Any of the above guidelines can be modified by administration when necessary for medical reasons or for other approved activities, including but not limited to promulgation of a more restrictive dress requirement for such occasions as field trips, the prom or graduation ceremonies.

Graduation Dress Code

High School Graduation is both an honor and a privilege, therefore, seniors are expected to dress appropriately; i.e. dresses; shirts, ties and dress slacks. Shoes are to be worn by all students. Sneakers, work boots, or similar footwear are not acceptable. **Seniors not dressed appropriately will be sent home to change.**

Personal Grooming

Personal grooming is to be done at home or only in an appropriate area in school (lavatory, gym locker room).

O. Academic Integrity

The success of each student is the ultimate goal of all those at High School East. Teachers, administrators, students, and the community all work together to help students become meaningful contributors to their school and community.

Fundamental to this development is the belief that students shall act from a position of honesty and integrity. Honest behavior is an expectation for all students at East. Students are expected to accept responsibility for their personal conduct in both social and academic endeavors. Academic honesty requires that each student produces their own work. In contrast, academic dishonesty is a student's attempt to gain and show possession of knowledge and/or skills that he or she does not possess.

Definitions of Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the teacher, school, and/or district.

Students shall not engage in any of the following prohibited acts that include, but not be limited to:

Specific types of academic dishonesty are defined below:

- **Alteration of Materials:** Preventing other students from completing their assignments by any intentional and unauthorized alteration of student, teacher, or library materials. Examples can include, but are not limited to
    - Removing pages from books
    - Willfully disrupting the experiments or work of other students
    - Misrepresenting the contributions of others in a group to give more credit to one particular student for one's personal gain
    - Compromising and/or damaging the school district's technology
- **Cheating:** Cheating on examinations by any means and obtaining copies of an examination or attempting to use unauthorized materials in any academic exercise. Examples of cheating can include, but are not limited to
    - Copying from another student's test, paper, homework, reports, laboratory work, computer programs, files from other students
    - Receiving and/or providing unauthorized assistance during a quiz, test, or examination
    - Sharing information with classmates in advance of the test
    - Using books, notes, or other devices such as calculators when these are not authorized
    - Storing data on programmable calculators, cell phones, or other electronic devices and retrieving the data to assist during an exam.
    - Using generative artificial intelligence (AI) in violation of Policy 2365 and the district's AI Plan
- **Fabrication/Falsification:** The deliberate use of false information or the falsification of research or other findings with the intent to deceive. Examples of fabrication can include, but are not limited to
    - Fabricating data or source information in experiments, research projects, or other academic exercises
    - Citing information not taken from the source indicated or listing sources in a bibliography that are not used in the project
    - Utilizing translation software or internet translation sites to complete tasks in foreign languages.
    - Taking a test for another person or allowing others to take a test for one's self
    - Providing false information to a teaching staff member in an academic assignment such as giving a false excuse for

missing a deadline or falsely claiming to have submitted an assignment
    - Using generative artificial intelligence (AI) in violation of Policy 2365 and the district's AI Plan
- **Forgery:** Any unauthorized signing of another person's name to school related documents.
- **Plagiarism:** Plagiarizing term papers, themes, essays, reports, images, take-home examinations, and other academic work required of a student in their education program. Plagiarism is presenting work from another source without full acknowledgment that it is not their own work Examples of plagiarism can include, but are not limited to
    - Submitting work that you have done under someone else's name or submitting work someone else has done under your name.
    - Purchasing essays/assignments/information from internet sites or individuals and passing the essay/assignment/information in as your own work.
    - Quoting directly, or indirectly paraphrasing, summarizing, etc.from any source without proper citation.
    - Writing an assignment for someone else or allowing someone to copy your assignment for them to submit for credit.
    - Self-plagiarism is submitting work for a class that you have already submitted to another class for credit without obtaining the teacher's permission. The consequence for this is the same as other forms of plagiarism.
- **Tampering:** Tampering is interfering with, altering or attempting to alter school records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include:
    - Using a computer or false-written document to change or affect a grade;
    - Erasing records or information of a student;
    - Unauthorized access to a high school record or computer;
    - Unauthorized entry into an office or file; or obtaining information from the high school without proper authorization.
- **Theft:** Taking of materials without consent of the owner of the materials.
- **Transfer of Unauthorized Materials:** Any giving or selling of unauthorized materials or assignments intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a diploma

Process for Disciplinary Action

The process whereby a student will be held responsible for infractions of academic integrity shall include the following steps:

- The teacher of the class will discuss with the student where the infraction occurs.

- The student will receive an automatic zero (failing grade) on the assignment or test, and no make-up work will be offered to compensate for the zero.
- The administration will be informed via written referral.
- The administration will contact the parent/guardian to state the issue, review this procedure, and explain disciplinary consequences.
- Infractions will be recorded on the student's discipline file.
- Disciplinary action may be given with the possible actions listed below. Depending upon the severity and frequency of the offense, disciplinary consequences may be given according to the Code of Conduct.

Any breach of academic integrity goes against the principles of East's Honor Societies. Honor Societies will be notified of any infraction and may result in the student's dismissal from Cum Laude or Academic Honor Societies. In addition, the student may be removed from all elected or appointed leadership positions.

COMPUTER NETWORK AND INTERNET ACCESS

A. <u>Acceptable Use of Computer Network/Computers and Resources</u>

Cherry Hill Public Schools provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district's computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, students, and parent(s) or legal guardian(s) of students are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the student and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Students are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district's networks, Internet access, and computers are provided for students to conduct research, complete school assignments, and communicate with others. Access to computer networks/computers is given to students who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a student to access the school district's computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

1. Sending or displaying offensive messages or pictures
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors
6. Cyberbullying
7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms
8. Harassing, insulting, or attacking others
9. Damaging computers, computer systems, or computer networks/computers
10. 10. Violating copyright laws
11. Using another's password
12. Trespassing in another's folders, work or files
13. Intentionally wasting limited resources
14. Employing the computer networks/computers for commercial purposes
15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

B. Internet Safety

Compliance with the Children's Internet Protection Act

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene, child pornography and harmful to minors as defined in 2,3, and 4 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries, are in compliance with the Children's Internet Protection Act and the district enforces Policy 2361.

C. Information Content and Uses of the System

Students may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A student cannot use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, students and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides students access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and students must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Students and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' accounts or access on the school district's computer networks and their independent use of computers.

D. On-line Conduct

Any action by a student or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Students and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the student.

Computer networks/computer resources are to be used by the student for his/her educational use only; commercial uses are strictly prohibited.

E. Software Libraries on the Network

Software libraries on or through the school district's networks are provided to students as an educational resource. No student may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the student's access or take other action consistent with the Board's policies and regulations of a student who misuses the software libraries.

F. Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Students may download copyrighted material for their own use in accordance with Policy and Regulation 2531 - Use of Copyrighted Materials. A student may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

G. Public Posting Areas (Message Boards/Usenet Groups)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a student who misuses these public posting areas.

H. Real-time, Interactive, Communication Areas.

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a student who misuses real-time conference features (talk/chat/Internet relay chat).

I. Electronic Mail

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish student email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and

are subject to review. School district personnel may inspect the contents of emails sent by a student to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

J. Disk Usage

The district reserves the right to establish maximum storage space a student receives on the school district's system. A student or staff member who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A student or staff member who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

K. Password Security

Staff and students entering the Cherry Hill Public Schools are issued a network login and password for their exclusive use. The combination of a user login and password is not to be shared with anyone at any time, and a password should be selected that is not easily guessed by others. Logins and passwords are in place to protect information contained in district network resources. User names and passwords will be used to log into the wireless CHPS network on personal devices as well as district owned devices.

L. Private Information

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender. Users shall not publish private information about another individual.

The district respects and values privacy. In order to maintain system integrity and to ensure responsible use of district technology however, the district technology department has the capability to view the contents of any file server, workstation, laptop or district email. Therefore, users of CHPS equipment, network, or website should have no expectation of privacy regarding their use of district property, network and/or Internet access.

M. Information Security

Students should only use electronic mail, chat rooms, social media and other forms of direct electronic communication for school related purposes as directed by staff, and will not disclose personal information such as name, school, address, and telephone number to others outside of the district network except under the direct supervision of a staff member.

N. System Security

If a student or staff member identifies a security problem on a district system or network, the student or staff member must notify the appropriate school

district staff member. The student or staff member should not inform other individuals of the security problem.

O. Staff Communication with Students

Electronic communication with students shall be conducted only via district online facilities and systems or outside/public systems or services explicitly approved by the administration of the district.

P. Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Q. Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

R. Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361 - Acceptable Use of Computer Networks/Computers and Resources, 5600 - Student Discipline/Code of Conduct, 5610 - Suspension and 5620 - Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school
7. Expulsion from school
8. Legal action and prosecution by the authorities.