

STUDENT BEHAVIOR CODE

**I AM RESPECTFUL.
I AM RESPONSIBLE.
I AM SAFE.
I AM PREPARED.**

ACADEMIC HONESTY

Each student is to pursue his/her education with earnest. Cheating or other types of dishonesty will not be tolerated and consequences will be enforced.

ACADEMIC STANDARDS

The Board of Education strongly believes in the priority of academic standards for all students and wishes to comply with the N.J. State mandate regarding such standards. The Board has adopted Policy #6145 regarding eligibility for participation in co-curricular activities and inter-scholastic athletics in grades 6-8. That policy is excerpted below.

"A student in grades 6-8 is ineligible for participation in co-curricular/inter-scholastic athletic activities if he or she has:

1. Failed any course that met three or more times per week in the preceding marking period, or,
2. Failed in two courses that met less than three times per week in the preceding marking period.

However, a student may become eligible if at the time of mid-marking period he/she demonstrates that he/she is passing in each of these subjects for the new marking period. Exceptions to these standards may be considered on an individual student basis."

"No student who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day without permission of the Principal."

This policy was adopted by the Board of Education on September 23, 2003.

ADDRESS CHANGE

Please inform the main office if you change your address or telephone number. If you are moving out of Mount Arlington, please contact the office as soon as possible.

ASSEMBLY PROGRAMS

Assemblies are a scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the students be respectful and appreciative. Talking, whispering, and whistling are discourteous. Failure to act in an appropriate manner may result in removal from the program and possibly future programs.

ATTENDANCE

Notes signed by parents or guardians must be presented for all absences. The note must include:

1. Date of absence
2. Full name & homeroom of student
3. Specific reason for absence

Parents are requested to call the attendance office at 973-398-4400, ext. 323, between 8:15 a.m. and 8:45 a.m. every day a child is absent. Homework may be requested for your child on the second day of absence in the main office.

The Principal should be notified in writing when parents remove their child from school for more than one day for vacations or other reasons. Students are expected to make up any missed schoolwork upon their return. Parents will be notified when their child has a high rate of absenteeism. Be aware that regular daily attendance is a requirement of the State of New Jersey (as defined in Title 18A:38-25 through 31) and is a requirement for promotion.

ATTENDANCE PROCEDURES

Absence:

This attendance procedure is in accordance with State Law (NJAC 6:20-1.3:NJJA-18A:38-25 et seq.), State Dept. of Education recommendations and the Board of Education Policy/Regulation #5113. It is designed to guarantee the maximum educational opportunity for all students.

1. Attendance will be taken/recorded on a daily basis and all subsequent parent/school contacts will be recorded accordingly.
2. Parents of absent students will be called if no confirming notice (phone call) has been received by the school by 8:45 a.m. This will be done on a daily basis.
3. Written notification of a possible attendance problem will be sent home

after **five (5)** cumulative days of absences.

4. Notices will be sent home as a result of continued absences at ten (10) days and fifteen (15) days respectively.
5. A meeting may be scheduled between the school and the parent after **fifteen (15)** cumulative absences.
6. Continued failure to improve established negative attendance patterns might result in the formal filing of charges in Municipal Court by the attendance officer and/or administration.

Note: Intervention may involve the Intervention & Referral Services Team, Child Study Team, Division of Youth and Family Services, the Mount Arlington Police Dept., etc. where applicable.

Tardiness:

Homeroom is the first scheduled responsibility for students and begins at 8:30 a.m. Students are considered late for school if they arrive after the 8:40 a.m. homeroom/attendance period.

Lateness to school (tardy) will be handled as follows:

1. First tardiness – verbal warning from Attendance office.
2. Second tardiness – warning letter from Attendance office.
3. Third tardiness and thereafter detention will be assigned.

Anyone with excessive tardiness will be subject to review by the Principal.

Excused Absences/Tardiness:

Excused absences/tardiness is a recognized possibility, and the previous procedures need not apply in such instances. However, the Board of Education reserves the right to verify/investigate statements of an absence (excused) and/or required written medical “excused,” in accordance with law. (Example of an excused absence or tardiness would be religious reasons or a doctor’s medical excuse.)

Cutting Class:

A student has cut class when he/she fails to attend. The student may receive a detention for each incident of cutting class.

BUS TRANSPORTATION

When riding the bus, maturity and good sense should always be used. Misconduct on the bus could result in serious injury. Disciplinary action

and revocation of riding privileges will apply for misconduct.

Following are the Bus Rules and Regulations as applying to all riders of school busses in the Mount Arlington Public School District.

1. Students who are transported by bus are not permitted to walk home without written parental permission.
2. Walkers are not permitted to ride the bus to a friend’s house.
3. Bus drivers have been trained in safety rules and regulations pertaining to student transportation. In case of emergency, students should remain seated and remain calm and quiet until the driver has given instructions.
4. Students should step on and off the bus quickly and quietly, without crowding, pushing or shoving.
5. Students must be on time and ready to be picked up when the bus arrives at the stop. It is advisable to be at the bus stop at least five minutes before the bus is due to arrive.
6. Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the driver.
7. If a bus stop is in a residential area, students are reminded that the rights of private property owners must be respected.
8. During the bus ride, students must remain seated and the throwing of any material is strictly prohibited and will be dealt with as a serious disciplinary act. **SEAT BELTS MUST BE WORN.**
9. Students must remain seated until the bus comes to a complete stop.
10. The extension of arms or heads out of the school bus window is **STRICTLY FORBIDDEN.**
11. Aisles must remain clear at all times. Materials (books, projects, etc.) must be placed within the confines of the seat itself. As it is impossible to carry large projects on a school bus, students should make arrangements with their parents in this matter.
12. Conversation in normal tones is permissible, but loud talking or profane language will not be tolerated.
13. Students riding a bus may select seats of their choice. If, however, in the judgment of the bus driver, this privilege is being

- abused, individuals concerned, or the entire bus, will be given assigned seats.
14. After leaving the bus, students should always cross the street or highway in front of the bus, looking in both directions and proceeding with caution.
 15. Students are to ride to and from school on the assigned bus and get on and off the bus at their designated bus stop.
 16. Bus transportation is strictly used to transport students to and from school. Bus passes **will not be issued** to ride to a friend's home. Only in an emergency situation will a bus pass be issued. All requests must be made in writing and brought to the Main Office during a.m. homeroom on the day of the requested change. **Students will not be permitted to ride on a bus other than their assigned bus.**
 17. Students are not to bring food on the bus to eat.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All students will be expected to:

1. Proper meal time etiquette is required.
2. Deposit lunch litter and garbage in wastebaskets.
3. Return all trays and utensils.
4. Leave the table and floor around their location in clean condition.
5. Never take food out of the cafeteria.
6. Walk at all times.
7. Glass bottles or containers, soda cans, and carbonated drinks are not permitted.
8. Handle food properly. **FOOD THROWING IS NOT ALLOWED.**
9. Bring enough money for lunch. Students who do not have their money will be provided with a bagel bag lunch.
10. Rules set by lunch supervisor are posted and must be adhered to.

CARE OF SCHOOL MATERIALS

Any student, who writes graffiti, defaces desktops, chairs, or any school property will be subject to firm disciplinary action in addition to financial compensation.

Textbooks and library books are loaned to the student and are expected to be treated with care. All textbooks are to be covered with commercial

book covers or with heavy paper, cloth, or plastic. Lost or damaged textbooks must be paid for immediately. The fines for these books must be paid to the main office at the time of damage or loss.

CELL PHONES

Student cell phones **must be turned off** before entering the building. Off does not mean vibrate. **ALL CELL PHONES MUST BE KEPT OUT OF SIGHT DURING THE SCHOOL DAY.** If seen, they will be collected and kept in the front office. If this occurs, the student's parents must collect them. Students with multiple violations will be assigned appropriate consequences by the administration. Additionally, the use of cell phone cameras and audio or video recorders and text messaging are strictly forbidden on school property when school is in session.

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Students are expected to go directly to class and not stop for water, the lavatory, or nurse's office.
5. Beverages/food are not permitted in hallways.
6. Horseplay/mischief is not allowed in hallways.

CONFERENCES

Teacher/Parent conferences regarding pupil progress or other matters of mutual concern may be requested by parents or teacher and will be arranged at a mutually convenient time and date. Conferences involving more than one teacher, requested by teachers or parent, will be arranged by the school administration, I&RS, CST, or main office.

COURTESY

Courtesy to teachers, fellow students, and visitors will always be expected. Treat all adult employees of the school with courtesy. Rudeness will not be tolerated at any time.

DETENTION / IN SCHOOL SUSPENSION

1. A detention may be issued to those students who do not obey school rules and regulations.
2. If any student skips a detention for any reason, the detention is doubled.
3. If an assigned detention is cut with defiance or served with defiance, a student may receive an additional three days detention or suspension and a parent or guardian must accompany the student to school for an administrative meeting prior to entrance.
4. If a make-up detention is cut, it will be considered defiance.
5. When a student receives eight detentions and upon the recommendation of the staff, he/she may be suspended.
6. If a parent refuses to allow their child to serve a detention, the Principal must notify the Superintendent.

DETENTION / LUNCH

Lunch detention may be assigned to any student who acts inappropriately during lunch. The student will have his/her lunch privileges suspended and will be referred to the lunch detention room. Lunch detentions may also be assigned for other offenses.

DISCIPLINE

It is only possible for teaching and learning to be successful if respectful behavior is maintained. An important function of education is to instill within every student the importance of laws, regulations, order, character, honesty, cooperation, and self-restraint. Maturity and good judgment will be expected at all times. Students will be held accountable for their actions if such actions are or could be harmful to the best interests of the school and those within. Students who break school rules and who interfere with the education of other students may lose privileges such as class trips, dances, sports events, assemblies, etc.

Detention Form Procedures include: name, date, homeroom, infraction, signature, and comments. The discipline forms will be distributed in the following manner:

The teacher assigning the detention gives the Disciplinary Referral to the Dean of Students or Principal prior to the end of the day. Parents will be notified by phone by the teacher.

DRESS CODE

Students are expected to wear clothing that is neat and clean at all times. In addition, footwear must be worn at all times. Flip-flops are not appropriate foot wear.

Naturally, we want you to have pride in yourself as well as your school. Proper grooming is visible evidence of such pride. Students will not wear hats in the building, except for school "Spirit Days." Students should not comb their hair or apply make-up in class or in the cafeteria.

Examples of Inappropriate Attire:

Tops should be no higher than waistband of skirts/pants, tank tops with less than a two inch shoulder strap and/or an oversized armhole, pants must be worn no lower than hips, no under garments should be visible, pajamas, including flannel bottoms, bathing suits, low-cut attire, wheels in sneakers, flip-flops, jewelry, make-up and other clothing that is inappropriate or distracting is not considered acceptable. Shorts or other skirts must reach fingertips in order to be considered acceptable. Undergarments should not be visible at any time. T-shirts with inappropriate wording or designs will not be permitted.

First Offense: A parent may be called to provide a change of clothing, if necessary. If the parent cannot be reached, the student may not return to class until appropriate clothing is provided.

Subsequent Offense: In addition to the above, the student must change into appropriate clothing and serve one detention for each subsequent offense.

DRUGS AND ALCOHOL

Be advised that the possession and use of drugs is illegal and harmful. The school district prohibits the use, possession and/or distribution of any drugs, tobacco, or alcohol on school premises, at any event away from the school, and on any transportation vehicle provided by the school. Pupils suspected of being under the influence of drugs or alcohol will be identified, evaluated, and reported in accordance with the law. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Disciplinary action will be determined and acted upon according to the severity of the offense and on the basis of the nature and amount of the substance consumed, circumstances of the offense, number of offenses, and the nature of the offense. Reference BOE Policy # 5131.6. This policy was adopted by the Board of Education on May 22, 2007.

EARLY DISMISSAL

Students may be dismissed early provided that a note is sent to the homeroom teacher by the parent. A parent must come in to the school office to pick up a student in such cases. If possible, it is recommended that dental and other appointments be arranged at times other than school time.

PLEASE NOTE:

Students will not be released to anyone under the age of eighteen (18) years of age unless parent gives written permission.

Parents picking up a student at the end of the day should do so prior to 2:30 p.m. After that time students will be dismissed with walkers only. Any changes to students' normal dismissal procedure must be requested in writing. The request must be delivered to the office no later than the end of first period. Exceptions will be made for emergencies. Due to limited capacity, students are not permitted to ride other buses than the one assigned to them at the beginning of the year.

EMERGENCY SCHOOL CLOSING

If school is to be closed due to inclement weather, a recorded message will be left for the designated contact. Announcements will be made on Channels 2, 4, 5, 7, and 12, and the school website, <https://mtarlingtonschools.org>.

EXTRA HELP

Students may always seek extra help from a teacher if not understanding an assignment, if the work is difficult, or due to absences. A conference can be arranged with a teacher at a time that is convenient for both of you. A teacher will sometimes request a student to come in before school or stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make the progress of which you are capable. **Please note:** Students staying after school for any reason must have **written permission** from their parent stating

the date, reason for staying late and who will be transporting the student home.

FACULTY ROOM

Students should respect the privacy of the faculty room at all times. Unless students are given special permission, they are **NOT** permitted in the faculty room.

FINES

All fines for books and school materials should be paid to the office.

FIRE / EVACUATION / LOCKDOWN DRILLS

Fire drills are held twice each month in accordance with state law. Fire exit signs are located in each room. Bus evacuation drills are held twice a year in accordance with state law. Student evacuation is expected to be prompt, orderly, and quiet. Talking will not be permitted during a drill. Students should assume a serious attitude about fire drills so that they are prepared for any emergency that may occur. In addition, lockdown drills will be held with the Mount Arlington Police for emergencies.

GENERAL BEHAVIOR

In order to keep our students focused on academic achievement, school rules must be adhered to. The following list of infractions applies:

- bringing MP3 players, digital cameras, I Pods, hand-held video games, lasers, etc., to school.
- bringing skateboards to bus stop & school
- being involved in horseplay
- wearing or bringing roller skates or roller blades to school
- possessing or using anything that may be considered a weapon (such as knives, laser pointers, etc.)
- leaving the building during the school day without permission
- loitering in the halls or lavatory
- running in corridors
- bringing bicycles to school
- carrying and smoking cigarettes
- carrying lighters/matches
- wearing hats in the building
- misusing permanent markers, white-out, etc.
- horseplay/fighting
- aerosol sprays

GRIEVANCE PROCEDURE FOR STUDENTS

Students who have a minor grievance or complaint regarding students, teachers, school

policies, disciplinary action or any other matter dealing with school related activities may make these known in the following manner:

Conference with the Principal: any student may request an appointment to meet with the Principal who will then arrange a conference within a reasonable amount of time.

At this conference the student can voice his/her grievance and the administrator will attempt to resolve the problem.

If after meeting with the Principal the student is still not satisfied with the resolution of the grievance, he/she may request a conference with the Superintendent. Such conference will be held in a timely fashion.

At any step in this process, the student may have his/her parent present.

GUIDANCE / COUNSELING

Services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information career concerns, or any questions the student may feel they would like to discuss.

Progress Reports:

Progress Reports, when deemed appropriate by the teacher, are sent home mid-marking period. These reports alert parents to the problems their son/daughter might be encountering in his/her class work. These reports are to be signed by the parent(s)/guardian and returned to your child's homeroom teacher.

The following are approximate dates when mid-marking period Progress Reports may be sent home:

First Marking Period – October 8, 2010
Second Marking Period – December 17, 2010
Third Marking Period – March 4, 2011
Fourth Marking Period – May 20, 2011
(Dates are subject to change.)

GYM EXCUSES

The school nurse will issue a one-day gym excuse that is warranted by temporary disability or other circumstances. A student may also be excused by the school nurse upon written request of the parent, but for no longer than one week. Longer excuses will be permitted only on a doctor's

authorization. Excuses from a doctor must be signed by the gym teacher and filed with the school nurse. Any student excused from gym will not be allowed to participate in other physical activities.

A student who is injured during a physical education class must report to both the gym teacher and the school nurse. Student injuries during intramural sports must be reported to the school nurse. Similarly, injuries occurring to team members or cheerleaders at interscholastic games or at practice sessions must be reported to the school nurse on the next school day.

No student will be permitted to resume gym after a serious illness, or after an injury requiring medical care without a doctor's permission. The doctor's note must be signed by the gym teacher and filed with the school nurse.

HOMEWORK

Homework is an assignment to be prepared and/or completed by the student at home. It is not to be done during class time. Pupils in grades 1-8 shall be assigned homework at least four nights each week. Length of assignments should correlate to grade level. Every homework assignment shall be reviewed by the teacher and promptly returned to the pupils. A student may receive detention served with the teacher for not doing homework assignments.

HOMEWORK: PARENT RESPONSIBILITY

Daily homework assignments serve several important purposes. Homework provides opportunity to practice newly learned skills, to develop good study habits and to learn to work independently and become self-reliant.

Homework provides parents with the opportunity to be aware of what their child is learning and how well he/she is mastering the class work. A parent's positive attitude toward homework can greatly affect a child's willingness to complete assignments to the best of his/her ability. Parents can help by:

1. Encouraging their child, to complete and return homework assignments on time, and to do their best work.
2. Providing a suitable study environment, i.e., as free from distractions as possible, adequate lighting, consistent time, etc.

3. Showing interest in what their child is doing and providing assistance without doing the work for him/her.
4. Communicating any concerns or conflicts about homework to the teacher. This may be done through the student's planner, teacher's e-mail or telephone extension.

Homework assignments are available through www.homeworkhero.com.

HONOR ROLL

Students in grades 6, 7, and 8 will be placed on the academic honor roll program at the conclusion of each marking period as follows:

High Honor Roll – All A's

Honor Roll – A's with no more than two B's
B- is not acceptable

JURISDICTION

The school's legal authority extends through the entire route between a student's home and the school and to attendance at any school related function in which the school is a participant, regardless of time and place.

LAVATORIES

Students using the lavatories must secure the permission of a teacher during the school day and must sign out of class. Students are not to loiter in the lavatories at any time, including changing of classes.

LOCKERS

Each student in grades 6, 7, and 8 is assigned both a classroom locker and a gym locker for his/her use. Students must adhere to the locker schedule. Lockers are school property and may be inspected on a regular basis at the discretion of the administration.

LOST AND FOUND

Students who find lost articles are asked to take them to the cafeteria, where the owner can claim them. Articles turned in to the lost and found will be held for one month after which time they will be discarded.

PASSES/CUTTING CLASS

Any time a student leaves a classroom for any reason other than regular period changes, he/she must have their Agenda book signed by the teacher. It is the responsibility of the student to have the book signed by their teacher.

Cutting Class: A student has cut class when he/she fails to attend. The student may receive detention for each incident of cutting class.

PERSONAL PROPERTY

Each student is to respect the belongings of others.

REPORTING SYSTEM

A letter grade will be issued in each subject for each marking period. This grade evaluates subject matter achievement.

In addition to an achievement grade, students may receive one or more comments. These are meant to assess behavior, effort and attitude in school.

Grade Scale

A = 93 - 100	C- = 70 - 72
A- = 90 - 92	D+ = 67 - 69
B+ = 87 - 89	D = 65 - 66
B = 83 - 86	F = 64 - Below
B- = 80 - 82	I = Incomplete
C+ = 77 - 79	P = Passing
C = 73 - 76	NG = No Grade

Report cards will be issued during the following months: November, February, April, and June.

Report Card Distribution Dates

First Marking Period - November 3, 2010

Second Marking Period - February 9, 2011

Third Marking Period - April 15, 2011

Fourth Marking Period - June 23, 2011

RIGHT TO KNOW

In accordance with law and board policy, eligible student records may be viewed and copied upon parental request, with timely notice given to the school. Office copies may be purchased at the rate prescribed in Board Policy.

RETENTION

If it is determined to be to the student's advantage to repeat a grade, parents will have been regularly informed of the pupil's progress. Notice of consideration of retention must be given in advance and whenever feasible no later than six (6) weeks before the end of the school year. Regular attendance is a requirement for promotion. Accumulated absences of eighteen (18) days or more, without extenuating circumstances, will be a factor in promotion.

Parents may appeal any decision on promotion or retention to the Superintendent of Schools.

SCHOOL DANCES

All dances sponsored by the school will begin at 7:00 p.m. and end at 9:00 p.m., with the exception of the eighth grade graduation dance. Only students currently attending the Mount Arlington School will be admitted. Students entering a dance may not leave and re-enter. As a school sponsored function, school rules and regulations are in effect. Parents must pick students up at the conclusion of the dance. "No student who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day without permission of the Principal."

This policy was adopted by the Board of Education on September 23, 2003.

SCHOOL HOURS

The official school day commences at 8:40 a.m.; however, students may enter the building and report to the All Purpose Room **no earlier than 8:15 a.m. Students arriving earlier than 8:15 a.m. without permission will not be allowed into the building. Homeroom begins at 8:30 a.m.**

Dismissal for grades 3-8 is at 3:00 p.m. At that time all bus students will be called by bus route number.

SCHOOL PREPARATION

Students are to arrive at each class with the proper materials and be ready to fully utilize class time.

SCHOOL TRIPS

During the school year, trips are planned as an integral part of the educational program. Parental permission, in writing, must be obtained in order for a student to go on a school trip. The school provides a form containing full information and details of the trip. Students failing to secure this written permission will not be permitted on any school trip. Students who misbehave while on a class trip will subject themselves to disciplinary action and possible suspension from school. Students who have had discipline issues prior to their class trip **may** be excluded from participating.

SEARCH & SEIZURE

Lockers are subject to administrative search in the interests of school safety, sanitation, discipline enforcement of school regulations and by law enforcement officials on presentation of a proper warrant. A school official with reasonable ground may search a pupil's person and possessions. Ref. BOE Policy # 5145.12. This policy was adopted by the Board of Education on August 23, 2005.

SPECIAL HEALTH PROBLEMS

Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems may include: allergies, vision, hearing, diabetes, epilepsy, recent surgery, medication or anything else that may limit students at school. If a student becomes ill during the school day, he/she should request permission from the teacher to go to the nurse. If the nurse is not in the office, report directly to the main office. If it is necessary for a student to receive medication during school hours, the family physician should send the nurse, along with a note from the parents, specific instructions concerning: amount, time of the day to be given, and duration of time medication is to be taken.

No medication, including pain relievers, is to be kept in the student's possession during the school day. Any student injuries received at school must be reported to the nurse.

SPORTSMANSHIP CODE

Win or lose in a sports activity, the importance of good sportsmanship cannot be emphasized enough. All students should:

1. Treat visiting officials, fans, and athletes with respect.
2. Support our teams at all times.
3. Accept the decisions of officials without protest.
4. Win with character and lose with dignity.
5. Encourage the players and coaches in victory or defeat.
6. Respect the authority and judgment of the coaches.
7. Be a credit, at all times to our school and community.
8. Recognize good play on either team.
9. Never boo officials or players.

STUDENT ACCESS

In order that all students are provided access to educational programs/activities in a non-discriminatory manner, all courses and activities are available to all students regardless of race, religion, sex, disability, or national origin.

STUDENT COUNCIL

Students who are eligible for Student Council will be active in school activities. Any notices sent by students are not permitted unless approved by the Principal.

SUBSTITUTE TEACHERS

A substitute teacher is an important visitor who is to be treated as such. Students are expected to be polite, helpful, and considerate.

SUSPENSION

Suspension: serious infractions of school rules and regulations may result in student suspension. Students under suspension are excluded from participating in any student activity during or after school.

A school activity/class privilege may be revoked upon a suspension.

1. **In-School Suspension:** This is a severe form of disciplinary action. The period of in-school suspension will vary depending upon the severity of the offense and will be determined by the Administration. All classroom assignments must be completed during in-school suspension before a student may return to regular classes.
2. **Out-of-School Suspension:** This is the most severe form of disciplinary action. The period of out-of-school suspension will vary depending upon the severity of the offense and will be determined by the Administration. All classroom assignments must be completed upon return to school. A parent must accompany the student upon returning to school.

The following is a list of some offenses when suspensions may be invoked by the Administration:

1. Flagrant disobedience, disrespect, defiance
2. Smoking in school, on school property, or on the school bus, possession of tobacco
3. Fighting/bullying
4. Forging parent's signature/initials, or changing a grade on report card
5. Vandalism/graffiti
6. Use of profanity (written or spoken)
7. Third cutting of detention
8. Failure to report to detention
9. At the discretion of the Administration for other reasons of a serious nature
10. After receiving eight detentions
11. Weapons
12. Bus issues
13. Possession and/or use of drugs and alcohol.
14. Other

VISITORS

Students may not bring visitors or friends into the building during the school day. If you have a friend and his/her school is not in session he/she may not attend our school for the day. All visitors must sign in upon entering the building and must wear a visitor's pass. Upon leaving, visitors must also sign out.