



RIDGEWOOD HIGH SCHOOL

CODE OF CONDUCT

Students of RHS are expected to show respect for themselves and others and for school personal property. They are also expected to adhere to high standards of integrity and honesty and to share in the responsibility to see that school rules are followed with fairness and consistency by all.

Part of the education process is to learn to create good and positive relationships with people and to be able to work in a demanding environment. This process of growing into mature young adults is exactly that, a process. It is our goal to use various means to foster our “Vision of a School Culture.” RHS also 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. Therefore, we are guided by a progressive discipline philosophy.

Possible consequences include:

- Discussion with student
- Discussion with student and parents/guardians
- After school detention(s)
- Exclusion from Co-Curricular Activities
- Suspension or expulsion in the following cases:
 - Possession and/or use of illegal drugs or alcohol
 - Serious or repeated harassment, intimidation, bullying, dangerous or unsafe behavior, fighting, theft or vandalism
 - Serious offenses of insubordination

RHS’ discipline standard requires any action brought to the attention of faculty/staff to be addressed by investigating it, and if necessary by implementing discipline. RHS’ philosophy of progressive discipline focuses on teaching a student to behave properly, so the consequence may range from simply talking to a student and recording an incident to suspension. Should a student repeat the same offense or several small offenses, she/he will receive more severe discipline. Counseling or Child Study Team services may be utilized in order to assist students in adhering to the Student Code of Conduct. Teachers and administrators provide additional group and individual support as appropriate.

In keeping with the notion that student maturation is a process, it is understood that student conduct is almost never black and white. We will engage with due diligence in any investigation we conduct into any offense and strive to arrive at a fair outcome. We do not discriminate based on gender, age, religious orientation, or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim if there is one. We respect the privacy of all

students.

RHS is an institution that encourages the mutual respect of all persons who work or visit in the building. Staff members are requested to be aware of students' rights and feelings and to treat students with appropriate dignity. Students are asked to recognize that the Ridgewood staff has a variety of duties, some of which include the direction of students. Staff members who request a student's name, who question a student's behavior or who direct students to move to another location are fulfilling their responsibilities. In this regard, they must be given cooperation by students both in action and attitude. This applies to all areas of the building, including the campus, sports events and other school-sponsored activities. Field trips, sports events, and other school-sponsored activities are an integral part of the school program. The high school encourages these activities, but in order for them to have an optimal educational and social effect, proper norms of behavior must be followed. Students should recognize their responsibility to their activity advisor and to the school, and know that all school rules and regulations are in effect during these activities.

This Student Code of Conduct is in effect for all students during the school day, on all Ridgewood Board of Education property at any time, and during any school sponsored activity whether held on school grounds or off school grounds.

Academic Integrity Policy

RHS prides itself on preparing students to become successful individuals in any area they wish to pursue. To continue Ridgewood's tradition of excellence, it is expected that all students will act honorably and approach their academic career with integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violating the policy below, to any extent is wrong and a disservice to one's own educational progress, as well as that of others. Violations include, but are not limited to, plagiarism, cheating and unapproved collaboration. The classroom teacher is the arbiter as to whether or not a violation has occurred. All members of the RHS community should be familiar with the following violations and consequences.

Academic Integrity Policy Guidelines

A. Plagiarism

Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. It is no defense to claim that one has "forgotten" to document ideas or material taken from another source.

Examples of plagiarism include, but are not limited to:

- Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer-mediated communication
- Knowingly failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g., The Chicago Manual of Style, MLA, APA)
- Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence

- Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style
- Presenting an assignment as one's own that has been partially or wholly prepared by another person or business

B. Cheating

Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone) when such is unauthorized or prohibited.

Examples of cheating include, but are not limited to:

- Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
- Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz
- Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration
- Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project

C. Unapproved Collaboration

Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.

D. Other Violations of Academic Integrity:

Additional violations of academic integrity include, but are not limited to:

- Incidents of falsification. Falsification occurs when individuals make false statements that mislead others

Examples of falsification include, but are not limited to:

- the creation of a false or misleading citation, or the manipulation of data for an academic assignment
- Submission of a paper or project to more than one course during the time in which a student is attending RHS, without the explicit permission from all the instructors involved
- Submission of work previously done in another school, whether modified or not, without permission of the instructor

Academic Integrity Policy Consequences

1st Offense:

- The teacher will conference with the student
- The student will receive a zero on the assignment
- The student will receive a 3:15 detention
- Parent/guardian will be notified
- Incident will be entered into Skyward as 1st reported offense

2nd Offense:

- The teacher and the guidance counselor will conference with the student
- The student will receive a zero on the assignment
- The student will receive two (2) 3:15 detentions
- Parent/guardian will be notified
- The student will revisit the AIP training to become better educated on AIP
- Incident will be entered into Skyward as 2nd reported offense

3rd Offense:

- The guidance counselor, grade advisor, and a parent/guardian will conference with the student
- The student will receive a zero on the assignment
- The student will receive a full day in-school suspension
- The student, with the guidance counselor, will revisit the AIP training to become better educated on AIP
- The student may be removed or barred from a position of leadership for the remainder of the school year. Examples include, but are not limited to Captains, class officers, National Honor Society, and Peer Counselors
- Incident will be entered into Skyward as a 3rd reported offense

All violations will be cumulative over four years and are kept in the student's discipline record. Subsequent infractions will be subject to further consequences.

*The Academic Integrity Policy is based on parts of the Standards of Academic Integrity from Fordham University.

Academic Study Hall (3:15 P.M. in the Learning Commons)

Guidelines: A teacher may assign an 'academic study hall' to a student who doesn't complete homework or a long term assignment. An assigned academic study hall takes precedence over everything: athletic contests, doctor's appointments, jobs, etc. Students are dismissed at 3:30 P.M. if the assignment is completed.

Consequences: Failure to attend an academic study hall will result in assignment of a one-hour 3:15 P.M. detention. Failure to serve detentions may result in suspension.

Cell Phones

Guidelines: Students **may not** use school phones except in cases of emergency. Cell phone use is not permitted while a student is in class unless instructed to do so by the teacher, in the Learning Commons, or near classrooms. Cell phones shall be turned off or have alert tone silenced while students are in these areas. Students who use cell phones in restricted areas will be subject to disciplinary action and/or confiscation of their cell phone. Students who are serving suspension must hand over their cell phone for the day of their suspension.

Consequences: Violation of the Cell Phone Guidelines may result in the removal of the cell phone for the remainder of the day. Repeated offenses may result in afterschool detention(s).

Cutting Class

Guidelines: Students must attend scheduled classes on a regular basis in order to keep up with coursework, achieve course objectives, and earn the course credits required for a passing grade. Cutting class means being absent from a scheduled class without permission. This includes instructional periods as well as lunch and activities such as assemblies.

Consequences: Students who skip instructional or non-instructional periods will be subject to disciplinary actions such as a school letter to parents/guardians, detention, and/or suspension. If an absence is determined to be a cut, the student will receive no credit for work missed in the class and disciplinary action will follow.

Detention

Guidelines: An assigned afternoon detention takes precedence over everything: athletic contests, doctor's appointments, jobs, etc.

Consequences: Failure to attend a scheduled afternoon detention will result in assignment of an additional one-hour 3:15 P.M. detention. Failure to serve detentions may result in suspension.

Disruptive Behavior

Guidelines: RHS believes the students are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to discipline. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

Consequences: Disruptive students will be referred to the Grade Advisor. Consequences may include and are not limited to afterschool detention(s) and/or suspension.

Disruptive Digital Media/Electronic Communications (Non H.I.B.)

Guidelines: Use of electronic communications (i.e., social media) in order to hurt or disparage other student(s) is inconsistent with RHS' mission, core values and beliefs. Such behavior often disrupts the orderly operation of the school or infringes upon the rights of other students because of the immediacy provided by social media to a large portion of the student population. A student who uses electronic communications in order to hurt or disparage another student(s) and disrupts the orderly operation of the school or infringes upon the rights of other students will receive discipline.

Consequences: The student(s) will be referred to the Grade Advisor. Consequences may include, but are not limited to, afterschool detention(s) and/or suspension. The student may also be assigned to counseling. Students who respond in kind to hurtful expressions via social media may also be subject to discipline.

Driving/Biking/Skateboarding/Other

Guidelines: The use of skateboards, roller blades, self-balancing scooters, etc. is not permitted on RHS property. These items are not to be carried to class. Students must leave these items in their lockers. Self-balancing scooters are banned from RHS property due to the fire danger they pose. Mopeds and bicycles may only be parked in the area designated at the entrance to the courtyard and should be properly locked.

There is NO STUDENT PARKING ON RHS PROPERTY for automobiles. Students who do park in unauthorized areas will be subject to municipal fines, towing and/or disciplinary action. **Please note** there will be no courtesy warning for the first offense.

Consequences: Unauthorized cars parked in the Faculty Lot will be ticketed and towed at the owner's expense. Afterschool detention(s) may be assigned.

Dress Code

Guidelines: Students have the right to determine individual patterns of dress and grooming as they deem proper provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school. The building Principal or Principal's designee is authorized to establish reasonable rules concerning student dress and grooming. Such rules shall:

- Encourage students to dress in good taste and present a general appearance which is appropriate
- Prohibit clothing or adornment that disrupts the educational process
- Prohibit dress which constitutes a potential safety or health hazard

Student attire determined to be obscene, indecent, offensive to any race, religion, ethnicity, gender, sexual orientation, depicting illegal items or activity; including guns, alcohol, drugs, drug paraphernalia, etc., shall not be permitted.

Shoes or sandals must be worn at all times on school grounds unless exceptions are made by the building Principal for designated activities or in designated areas. Good judgment when selecting clothing for school is expected. Remember that weekend attire might not be appropriate for classes. Clothing, hairstyles, or other adornment may not interfere with the health and safety of any student and may not disrupt the educational process of the school. At the request of a staff member, items of clothing which are found offensive or questionable or which suggest a double meaning will be removed or replaced by students. Staff members may require students to remove hats during class.

Fashion items that are not in good taste or dress that disrupts the educational process include, but are not limited to, the following:

- Necklines that are too low
- Bare midriffs
- Shorts, skirts, dresses, or shirts that are extremely tight, short, or transparent
- Pants that permit the display of underwear, whether because they are worn low or have a low rise

Consequences:

Student will be asked to change the inappropriate clothing. Student may also be subject to disciplinary actions resulting in a detention or suspension.

Drugs and Alcohol

Guidelines: Possession, use, sale, intent to sell, or distribution of drugs and/or alcohol is prohibited in school buildings, on school grounds, on school buses and during school-sponsored activities. Such offenses are a major infraction of school rules and are unlawful. It is the basic philosophy of this school to take aggressive action to eliminate the use of any and all illegal substances, including alcohol, not only during the school day, but at all school events. These rules apply to all routine field trips, to school events held off school grounds and to all overnight trips.

Consequences: Students should be aware that school authorities will take all reasonable steps to prevent the use of drugs, alcohol or steroids on school property or school-sponsored events and to apprehend those who possess, use, or distribute drugs, alcohol or steroids. The consequences may also apply to students possessing or distributing a controlled dangerous substance off school premises when such involvement directly affects their involvement or attendance in school.

These steps will include but are not limited to:

- Locker, desk, personal property and clothing searches when there is reasonable suspicion that inspection is warranted
- Required urine screening and/or blood test to determine presence of drugs, alcohol, or steroids when observation of student behavior suggests the possibility of being under the influence.

Possession of drug paraphernalia, not containing any drugs, alcohol or steroids.

1st Offense:

- Parents/guardians notified
- Referral to Crisis Counselor for assessment and recommendation of action plan
- Paraphernalia turned in to police with name of individual

2nd Offense:

Same as above, as well as imposition of out-of-school suspension up to ten (10) days

Possession of drugs, alcohol, or steroids.

1st Offense:

- Police will be notified and appropriate action taken
- Parents/guardians notified
- Referral to the district contracted agency for evaluation and recommended action plan
- Imposition of up to thirty (30) days out-of-school suspension, ten (10) days of which may be imposed without Board of Education action, the remainder of the penalty being served after a hearing before the Board of Education
- Parents/guardians may be requested to agree to have the student subjected to voluntary drug testing for the duration of the student's enrollment in the district. If parents/guardians agree to testing, the additional twenty (20) days will not be imposed.

2nd Offense:

Same as above and an EXPULSION HEARING before the Board of Education will be scheduled

Under the influence of drugs, alcohol, or steroids.

1st Offense:

- Police will be notified
- Parents/guardians notified
- Immediate* medical examination as per BOE Policy 5530
- Upon verification of positive diagnosis of drugs, alcohol or steroids use, an imposition of up to thirty (30) day suspension, ten (10) of which may be imposed without Board of Education action, the remainder may be imposed after a hearing before the Board of Education
- A medical statement substantiating the student's well-being will be required before re-entry
- Parents/guardians may be requested to agree to have student subjected to voluntary random drug testing for the duration of the student's enrollment in the district. If parents/guardians agree to testing, the additional twenty (20) days of suspension will not be imposed
- Referral to district contracted agency for assessment and treatment plan and agreement to follow through with the recommendations resulting from assessment and treatment plan.

2nd Offense:

Same as above and an EXPULSION HEARING before the Board of Education will be scheduled

Students suspected of being under the influence of drugs, alcohol, or steroids identified in N.J.A.C. 6:29-6.3(a)

1st Offense:

- Police will be notified
- Parents/guardians notified
- Immediate* medical examination as per BOE Policy 5530
- Re-entry to school
 - Medical statement substantiating student's state of well-being is required before re-entry after positive diagnosis of chemical use.
 - Parent/legal guardians may be requested to agree to have student subjected to voluntary, random drug testing for the duration of the student's enrollment in the district.
 - Referral to district contracted agency for assessment and treatment plan and agreement to follow through with recommendations from assessment plan.

2nd Offense: Above and an expulsion hearing before the Board of Education.

Please Note: If school officials believe that a student may be under the influence of an intoxicating drug, State Law (NJAC 6:29-9.1) mandates an immediate medical examination. This examination may be performed by a school physician (if available), by a private physician (at no expense to the Board of Education), or at the Emergency Room of the Valley Hospital. The student must present a note, provided by RHS, signed by the examining physician stating that the student is fit to return to school.

Sale, Intent to Sell, Transfer, or Distribute Drugs, Alcohol, or Steroids:

1st Offense:

- Police notified
- Parents/guardians notified
- Minimum ten (10) out-of-school suspension pending EXPULSION HEARING before the Board of Education.
- Parent/legal guardians may be requested to agree to have student subjected to voluntary, random drug testing for the duration of the student's enrollment in the district.
- Referral to district contracted agency for assessment and treatment plan and agreement to follow through with recommendations from assessment plan.

Fighting/Assault/Aggressive Behavior

Guidelines: A public school can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. A fight is defined as a violent encounter between two or more persons. An assault is when an individual purposely inflicts physical harm upon another. Aggressive behavior, form of physical or verbal behavior leading to self-assertion, is not acceptable in a public school and will not be tolerated.

Consequences: All students involved in a confrontation that involves violence or aggressive behavior will receive disciplinary action which will include suspension.

Fraudulent Communications

Guidelines: It is the responsibility of a student's parent/guardian to communicate with RHS regarding attendance, field trip permissions etc. Students are not to communicate with RHS on their parent's behalf. If a student is unable to have a parent/guardian call the Attendance Office or other school personnel, the student should contact his/her Grade Advisor for guidance.

Consequences: A student that makes a fraudulent communication with RHS staff will receive consequences which will include detention(s) or suspension. When a fraudulent communication is used to excuse an absence, the absence will be considered unexcused.

Harassment, Intimidation, and Bullying (H.I.B.)*

Guidelines: The "Anti-Bullying Bill of Rights Act" defines harassment, intimidation and bullying and specifies procedures when harassment, intimidation or bullying are reported or observed. The Act requires a formal investigation at the school level if and when an incident, as defined by law, is observed or reported. Parents/guardians will be notified if their child is involved in an investigation, and they will be notified of the outcome. We are also required to report the outcome of each investigation to the Board of Education and to record any findings of harassment, intimidation or bullying in student discipline records.

NJSA: 18A:37.14 defines harassment, intimidation or bullying" as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P,L,201 0, c. 122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of

other students and that:

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

L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.

*Ridgewood Board of Education Harassment, Intimidation and Bullying Policy (P 5512) may be found by selecting the Board Policy Manual link at www.ridgewood.k12.nj.us.

Consequences: In addition to the procedures outlined in the Ridgewood Board of Education Policy regarding H.I.B., students who commit acts of H.I.B. will be subject to discipline which may include counseling, afterschool detention(s) and/or suspension.

Hazing or Initiation Activities

Guidelines: Hazing and inappropriate initiation activities are inconsistent with RHS' mission, core values and beliefs. As such, all forms of hazing and inappropriate initiation activities are prohibited.

RHS defines hazing and inappropriate initiation activity to be any act, whether physical, mental, emotional, or psychological, which subjects a student to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate a student, denigrate either an individual or another group, or compromise a student's inherent dignity as a person. The definition of hazing and inappropriate initiation activity includes such actions directed toward any student, whether or not the student may be joining or affiliating with a student organization. For example, the school considers hazing and inappropriate initiation activity to include a situation in which an older student subjects a younger student to rites of initiation. The fact that a student participates voluntarily in a hazing or inappropriate initiation activity does not alter the school's prohibition of such conduct.

RHS staff members do not believe students are made better by being humiliated or degraded. Our school realizes that school and team unity is developed in our classrooms, hallways, practice areas and athletic fields with a shared commitment to excellence.

Consequences: Upon receipt of either a complaint or report of hazing or inappropriate initiation activity, RHS shall conduct an investigation. Upon completion of the investigation, RHS shall take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action may include consequences for individual student(s) and/or sanctions/suspensions being imposed upon a team, squad, or student organization. Such responsive actions shall be consistent with the requirements and expectations of the school's policies and regulations.

Inappropriate Behavior

Guidelines: Expressions of affection which become a display, whether due to their prolonged nature or degree of intimacy, are inappropriate. Such displays are not permitted in the school, on adjacent school property, or at school-sponsored events.

Consequences: Staff members are directed to request students to stop this inappropriate behavior. Failure to cooperate, or repeated incidents, will cause referral to the Grade Advisor and short-term loss of open campus, or afterschool detention(s) may be assigned.

Inappropriate Language

Guidelines: Expressions that are obscene, offensive, degrading, or insulting will not be tolerated on school grounds and/or at school-related activities.

Consequences: Use of offensive language will result in referral to the student's Grade Advisor and may be assigned afterschool detention(s). Particular problems in this regard may lead to suspension. Offensive language directed at staff members will result in suspension.

Insubordination/Failure to Identify Self

Guidelines: In order to maintain a safe and orderly environment, staff members must be able to identify students. If a staff member requests a student's name student must give it. Giving your name is not an admission of guilt but it is necessary to maintain a safe and orderly environment.

Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Given the nature and severity of the incident, the offense may result in detention or suspension.

Consequences: Failure to identify oneself at the request of a faculty member is considered a serious act of insubordination and will result in suspension.

Loitering

Guidelines: The RHS Community respects the neighborhood. Students may not congregate on private property surrounding our school campus (including sidewalks in front of houses).

Consequences: A violation of this will result in the Grade Advisor assigning afterschool detention(s).

Open Campus

Guidelines: Open Campus is a privilege for all students. If parents/guardians do not want their child to have the open campus privilege they must contact their Grade Advisor who will assign the student to a study hall where attendance will be taken. Students who violate the Code of Conduct or Period 9 obligations may also lose the open campus privilege and be assigned study hall and restricted lunch periods. The campus will be considered "closed" for these students.

Consequences:

For the first offense, a student will be assigned a 3:15 P.M. detention and parents/guardians will be contacted by the Grade Advisor.

For a second offense, a student will be assigned two (2) 3:15 P.M. detentions. The student's parents/guardians will be contacted a second time and the Grade Advisor will impose a

RESTRICTED LUNCH period, during which the student must remain in one location for the entire Unit Lunch period.

Personal Audio/Visual Devices

Guidelines: Students may listen/view to personal audio/visual devices when they are not in classrooms. Larger personal audio devices are not permitted on school grounds.

Consequences: Violation of this guideline may result in the removal of the electronic device for the remainder of the day. Repeated offenses may result in afterschool detention(s).

Restricted Areas During Instructional Hours

While class is in session, students may not remain in the staff parking lot. Any area may become off limits if noise interferes with instruction. During the course of the school day, Heermance Place is regarded as part of the RHS Campus. As such, rules of behavior are similar to those for any other part of the school grounds.

While classes are in session, students are not to congregate in the hallways or areas of the building where classrooms are located. Under no circumstances are students to engage in behavior that is disturbing to the learning process going on in classrooms.

Students who are uncooperative or who are repeatedly disruptive will be referred to the Grade Advisor and will be subject to afternoon detention(s) and/or loss of Open Campus privileges.

Security Doors

Guidelines: Student and staff safety is a priority. All entrance doors to RHS will be locked during the school day. Students will be issued proximity cards which will allow students to enter at designated entrances. Students are responsible for their issued proximity card. If a student loses his or her card, he/she will be charged \$10.00 for a replacement card. Students are prohibited from tampering with any of the security doors, sharing proximity cards, propping doors open and/or opening doors for other students or persons. Any student that doesn't have his or her proximity card must enter through the main entrance on Ridgewood Avenue.

Consequences: Any student who tampers with the security doors, shares his or her proximity card, props a door open, or opens doors for other students or persons will be referred to the Grade Advisor. Consequences may include and are not limited to afterschool detention(s) and/or suspension.

Suspension

In-School Suspension (ISS) is used for very serious infractions of school policies and procedures which do not require immediate removal from school. A student who is "suspended" from his/her regular schedule will be assigned to a self-contained classroom monitored by a staff member. Students given ISS will not receive a zero (0) in each class missed nor will they be prevented from completing tests or other work missed. All make-up work, however, is the responsibility of the suspended student. Students will be provided work by their classroom teacher to complete during the suspension period.

During the term of the suspension, a student may not participate in any school-sponsored activity or interscholastic or intramural sport or function. Students serving ISS will eat lunch in an area designated by the Grade Advisor.

Out-of-School Suspension (OSS) is used for major infractions which are considered extremely serious breaches of the Code of Conduct and for continued misconduct. **A parent/guardian conference with the appropriate Grade Advisor is mandatory before a student is readmitted to his/her regular classes.**

Theft

Guidelines: Deliberately taking another's property constitutes theft, which is a criminal offense. This includes textbooks, library materials that are not signed out and/or cafeteria food that is not paid for. All students are urged to take proper care of their possessions. No student should leave bicycles or mopeds unsecured, lockers unlocked, carry large sums of money, or be otherwise careless with personal property. Students have an obligation to report any theft immediately to the office of the Grade Advisor. Students are encouraged to report information that may come to them regarding thefts. Gym lockers are provided for reasonable securing of clothing only; no items of value should be left in the gym lockers.

Consequences: Theft will be dealt with in a most serious fashion. Penalties will include suspension and police notification. Restitution will also be required.

Threatening Behavior

Guidelines: All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district. Students shall not create disorder or disruptions on school premises; use, threaten, or incite the use of physical force against other pupils or staff members, or visitors to the school.

Consequences: Any threatening behavior will be dealt with in the most serious manner. In addition to disciplinary action(s), any student who displays such behavior could be referred to the police and also medical professionals for an evaluation to determine whether or not the student poses a threat to self or others.

Tobacco, Vaporizers, and Tobacco-Like Products

Guidelines: RHS and the adjacent school property are tobacco-free. This policy includes all forms of tobacco products including the smokeless kind, and applies to all students regardless of age. Because of the known health risks to users and those who may be subjected to the effects of others using tobacco, the penalties for violating this policy are severe.

Consequences: Possession of tobacco products and tobacco-like products on school grounds and/or use of tobacco or tobacco-like products in line of sight of the school property will result in afterschool detention(s) and repeated offenses will result in suspension. Use of tobacco products and tobacco-like products on school grounds will result in a minimum of three (3) days suspension. A parent must accompany the student to a re-admit conference. The student will be required to schedule a meeting with the Crisis Counselor.

Unsafe Behavior

Guidelines: A school must maintain a safe learning environment in order for students to grow and learn socially, emotionally and academically. In addition to common sense, a number of classes have specific safety rules and procedures that are in place to assure student and staff safety.

Consequences: Any student that acts in an unsafe manner will be referred to his or her Grade Advisor and may receive detention or suspension.

Use of High School Computers and Chromebooks

Guidelines: Use of RHS computers and the network is a privilege, not an entitlement. The network, software and hardware are the property of Ridgewood Public Schools. Students must be familiar with the Acceptable Use Policy (Ridgewood B.O.E. R2361) and also the School District Provided Technology Devises to Pupils Policy (Ridgewood B.O.E. R7523.) Files stored on the RHS network

are regularly inspected by authorized staff to ensure compliance with the Acceptable Use Policy and laws governing software. Students **SHOULD NOT HAVE AN EXPECTATION OF PRIVACY** for files and information stored on the RHS network.

Consequences: Students who abuse their network privileges will have their account closed and the use of RHS computers denied with additional penalties if the administration deems them appropriate.

Vandalism

Guidelines: The community of Ridgewood has justifiable pride in its educational institutions. Vandalism, the willful or malicious destruction or defacement of school property, detracts from that environment.

Consequences: Any act of vandalism, including writing on desks or walls, will result in after school detention(s) and become part of a student's disciplinary record. Serious or habitual acts of vandalism will result in suspension and possible prosecution under the law. Students and/or parents/guardians will be held responsible for the costs involved in repairing any act of vandalism.

Weapons and Other Prohibited Items

Guidelines: A school must maintain a safe learning environment in order for students to grow and learn socially, emotionally and academically. Possession, use, sale, intent to sell, or distribution of any type of weapon (knives, incendiary devices [i.e. fireworks or smoke bombs], etc.) is prohibited in school buildings, on school grounds, on school buses and during school-sponsored activities. It is forbidden to bring knives, weapons, controlled dangerous substances (such as tobacco, illegal drugs, and alcohol), and incendiary devices (such as firecrackers and smoke bombs) to school. School authorities are required to report to the police department any incident involving these items.

Consequences: Possession, use, sale, intent to sell, or distribution of any type of weapon will be dealt with in a most serious fashion. Penalties will include suspension of ten (10) days and police notification.

Other Ridgewood Board of Education Policies and Regulations related to student conduct (2361, R 2361, 5240, R 5240, 5500, R 5500, 5511, 5513, R 5513, 5514, 5516, 5520, 5530, R 5530, 5533, 5535, 5560, R 5560, 5570, R 5570, 5600, R 5600, 5610, R 5610, 5611, R 5611, 5612, 5615, 5620, 5700, 5701, 5710, 5721, R 5721, 5751, R 5751, 5841, 5850, R 5850, 5851, R 5851) These may be found at the link www.ridgewood.k12.nj.us