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THIS AGENDA BOOK BELONGS TO:

WELCOME

Dear Students and Parents,

Welcome to Clearview Regional for what promises to be an exciting and challenging year. The start of another school year offers new opportunities for educational growth and it is our hope that your experience at Clearview will be beneficial and rewarding.

This handbook has been prepared to assist you with learning about the policies and procedures of our district as well as to inform you about the many activities and opportunities available for students.

We suggest that you keep this handbook available for easy reference throughout the school year. If you have any questions or concerns, please do not hesitate to contact the school administration for more information.

We take great pride in the history of our school district and encourage all students and parents to become active and contributing members of our school community.

Sincerely,

*John Horchak III
Superintendent of Schools*

ALMA MATER

O Clearview High to you we sing, Our Alma Mater's praises ring. Long may you stand in majesty, O Clearview High School, Hail to thee. Now Clearview High we pledge to hold, Upward the Green, the White and Gold. Honor and Truth our goals will be, Dear Clearview High School, hail to thee.

School Colors
Green and Gold

School Mascot
Pioneer

SCHOOL CALENDAR		2017-2018
September	1 & 4	Labor Day Holiday
	5 & 6	Teacher In-Service
	7	School Opens for Students
October	9	Teacher In-Service (No school for students)
November	8	County In-Service Prof. Dev. (No school for students)
	9 & 10	School Closed – NJEA Convention
	22, 23 & 24	School Closed – Thanksgiving Holiday
December	6	Early dismissal for students – Prof. Dev. PM
	22	Early Dismissal
	25 - 29	School Closed – Winter Break
January	1	School Closed – Winter Break
	4	Early dismissal for students – Prof. Dev. PM
	15	School Closed – Martin Luther King, Jr. Day
February	15	Teacher In-Service (No school for students)
	16 & 19	School Closed – President’s Day Holiday
March	19	Early dismissal for students – Prof. Dev. PM
	29 & 30	School Closed – Spring Recess
April	2 & 3	School Closed – Spring Recess
	26	Teacher In-Service (No school for students)
May	28	School Closed – Memorial Day
	31	Early dismissal for students – Prof. Dev. PM
June	1	School Closed
	19	Last Day for Students & Teachers (Tentative)

(Weather/Emergency Closing – Make-up Dates: June 20, 2018, June 21, 2018, June 22, 2018)

EMERGENCY SCHOOL CLOSING

In the event that school is closed due to inclement weather or any unforeseen emergency, the decision will be communicated through the District’s Website, local news stations and a call to the home number listed in the student database. **Clearview’s Code Number is 802.** If school is closed in the morning it will remain closed for all activities scheduled that day and evening. **To contact the Middle School Main Office, dial 223-2740.**

MISSION STATEMENT

Clearview Middle School recognizes the unique characteristics of young adolescents with a program that meets the changing physical, social, emotional, and intellectual needs of these students. The staff, students, parents, and community function as a team to develop caring, responsible, ethical, and competent citizens.

The Clearview Middle School is a continuous and coordinated process utilizing a team approach that:

Creates a growing awareness of self and others; Recognizes individuals and builds self-esteem; Stresses the acceptance of others; Fosters the dignity and diversity of all individuals; Fosters cooperation and concern for others; Allows students to connect with the larger community, encouraging them to make a difference in the world around them; Creates a developmentally responsive curriculum to include: Opportunities for independent and cooperative learning, Involvement of students with projects and activities, to explore their needs, interests, talents, and skills, Interdisciplinary and integrated teaching, Teaching strategies that recognize different learning styles in a commitment to reach each child, The full range of communication skills and technologies in purposeful contexts.

Focuses on mastery of basic skills; Fosters the expression of creativity; Develops higher order-critical thinking and creative problem solving skills; Includes a caring environment that: Provides gradual transition from elementary to a readiness for high school, Provides an exploratory program of courses that addresses the transitory nature of student interests, which will serve to provide a background for career and course selection in later grades, Provides a safe place for students and staff to work, learn, and develop interpersonal relationships, Provides support services that promote stability, growth toward self-realization, increasing independence and responsible behavior.

Provides experiences and challenges designed to address the rapid changes and varied physical needs of students; Encourages parental involvement; Promotes shared decision-making for the organization and for the experiences of middle school grade students; Stresses student and staff commitment to continuous improvement; Develops leadership, independence and responsibility; Promotes, encourages and supports staff development and professional growth opportunities to increase their effectiveness in working with middle school students.

GRADING SYSTEM

Achievement is recorded in numerical grades ranging from:

A = 100 – 93 B = 92 – 85 C = 84 – 76 D = 75 – 70 FAILING = 69 & BELOW

ACADEMIC HONOR LISTS

At the conclusion of each marking period, student academic achievement shall be recognized at two (2) levels: Superintendent's List – Grades in all subjects being studied are at 93 or above.

Honor Roll – Grades in all subjects being studied are at 85 or above.

TENTATIVE GRADE REPORTING DATES FOR 2017-2018

The following dates are subject to change by the administration:

1st marking period – 9/7/17 – 11/7/17

2nd marking period – 11/13/17 – 1/26/18

3rd marking period – 1/29/18 – 4/10/18

4th marking period – 4/11/18 – 6/19/18

PROMOTION PROCEDURE GRADES SEVEN AND EIGHT:

Students will be required to attend the **Summer School Program** if the following occurs:

1. Pupil fails any combination of two full-year Core courses (ELA, Math, Science or Social Studies)
2. Pupil fails Math or English

*If a student fails to attend the Summer School Program, he/she may be retained.

Retention Policy: Pupils who fail three or more core subject (Math, ELA, Science, or Social Studies) may not have the option to attend Summer School. Students' grades and attendance will be reviewed by administration to determine their eligibility for summer school, retention, or promotion.

I. BOARD POLICIES

To view our Board Policies, please refer to the District Web Page at (www.clearviewregional.edu)—Click on Administration, Board of Education, Board Policies.

II. ATTENDANCE

The Clearview Regional Board of Education has a legal and moral obligation to insure that all pupils attend school so they may be taught. Absence from school jeopardizes any pupil from satisfactorily completing the prescribed course of study. Unless pupils are present for all scheduled classes, the Board cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all course of study are predicated. The curriculum is designed to achieve maximum educational benefits for pupils within the allotted number of school days. Therefore, the Board of Education can neither condone nor permit absences from school, and will not issue credit for courses if required pupil attendance is not attained. The following rules and regulations have been prepared to insure that the intent of this policy is implemented.

ABSENCE VERIFICATION

School attendance is a basic responsibility of the pupil and parent/guardian. Parent is required to report their child's absence by calling the Attendance Officer at 223-2743. Upon returning to school, a student should turn in a note/verification of the absence to the main office. Administration reserves the right to verify doctor's notes. Vacations are not an excused absence. Acceptable reasons for absence:

- a) Illness (Doctor's note only – must be received within ten days of the absence).
- b) Death in immediate family.
- c) Religious Holidays.

LOSS OF COURSE CREDIT

Pupils missing 11 school days for a year-long course will be reviewed by a credit completion committee to determine promotion/retention. Students will be required to make up time as determined by the committee as per the following guidelines.

EXCESSIVE ABSENCES

Students with excessive unexcused absences will be required to make up missed time. Administrative discretion may be applied on a case by case basis. Days in credit completion are assigned according to time missed during the school year.

Absences: 18-21 days = two weeks (8 days) credit completion
 22-25 days = three weeks (12 days) credit completion
 26+ days = four weeks (16 days) credit completion

Letters will be sent home at 6, 12, 18 and 24 attendance incidents.

Parents or guardians of pupils missing 25-30 days will be notified that a conference will be required with the school Principal. The Board of Education may exclude a student with excessive absenteeism from school.

TARDIES (LATENESS)

A student is considered late to school if he/she does not report to class by the 7:35am bell. Students who are late must report to the main office to sign in and get a late pass to go to their class. Students must present a doctor's note when late to be excused. **Students with excessive tardies will be required to make up missed time.** Administrative discretion may be applied on a case by case basis. Days in credit completion are assigned according to tardies during the school year. See Discipline Section for consequences.

CONSECUTIVE ABSENCES

Any pupil who misses ten consecutive school days, or is chronically absent, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five days. Failure to do so may result in legal action against the parent/guardian or the student (if of 16 years of age or more.) If a child accumulates 10 medically excused absences, a mandatory meeting with the principal and school nurse will occur.

RECORD KEEPING

Reporting of pupil absences and tardiness shall be accomplished in the following manner:

1. Absences and tardiness for school shall be recorded in an appropriate manner on report cards.
2. A letter of notification will be mailed to parents/guardians alerting them of the danger of noncompliance with the attendance requirements.
3. Notification will be mailed indicating a pupil's non-credit status.
4. Students will be given the opportunity to serve credit completion during the school year.

EARLY DISMISSAL

The Clearview Regional School District recognizes seven situations which create a legitimate need for release from school:

- 1) Illness, which manifested itself after having reported to school – verified by the School Nurse.
- 2) Verified appointment with a physician/dentist. (Note from doctor required within 5 days of visit)
- 3) Driver's test with verification of appointment.
- 4) Court issued orders.
- 5) College visitation.

- 6) Death in the immediate family.
- 7) Approval from Assistant Principal or Principal.

For number one and/or two above, the school nurse will review and verify the conditions. For numbers three, four, five, six and/or seven, a written note from the appropriate source must be submitted prior to release from school. All students must turn notes in to the main office and must sign out on the appropriate form before leaving the building.

III. STUDENT CONDUCT

STANDARD OF BEHAVIOR

Effective Citizenship requires a spirit, which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each student understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all students. Disruption and interference with the education of others, a lack of respect for rights or properties of others and an inability to do as directed are examples of behavior necessitating action. Therefore, the community which includes the Clearview Regional School District, adheres to the following four basic standards for student behavior.

Student Responsibility - Standard of Behavior at Clearview

Clearview Students:

1. Attend school and class regularly.
2. Make a concerted (honest) effort to complete all assignments and prepare for tests.
3. Demonstrate respect for self and others.
4. Demonstrate care and respect for school property and the property of others.

It should be noted that students at Clearview are guaranteed the basic rights of all students under the Constitution of the United States and the State of New Jersey. These rights are balanced against individual student responsibility. The safety of the student body, teachers and the total school community will be protected and guaranteed at all times.

If a student has difficulty upholding these standards of behavior, his/her schedule could be modified to better suit his/her social and academic needs to ensure their success

Student Rights

Students have the right to be treated with respect. Students have the right to a safe and orderly environment.

Student Responsibility - Students have the responsibility and are expected to treat peers with respect and teachers with respect. Students have the responsibility to respect school property and the property of others while behaving in a manner which guarantees a safe and orderly school environment.

DISCIPLINE

Discipline problems will be treated with positive methods before more punitive measures are found necessary. It is intended that consequences, when assigned, will encourage improved student behavior.

Should a student show improvement by not repeating an offense for one semester in any of the following listed areas,

disciplinary action taken in a given area may revert back to the previous penalty administered by school authorities. Please note that this applies only to the following sections/infractions: Section A, Section B, and Section C.

In areas not specifically covered by the discipline policy, punishment will be administered at the discretion of the administration. Administrators may change a Detention to a Restricted Study, or Restricted Study to an Out-of-School suspension at their discretion, based upon the circumstances of the infraction.

The administration shall keep a file on a student who has violated the rules. It shall be the responsibility of the administration to see that, for each subsequent infraction, a concise account and record shall be communicated to the home in order to keep the parent informed of any change in the student's status.

Any student who accumulates a combination of ten (10) or more days of Detention, Restricted Study or Out-of-School Suspension will not be permitted to attend any school function(s) (including all dances and school trips).

Any student who is not passing two or more classes, or accumulated more than 14 lates or 10 absences, may not be permitted to attend any school function(s) including all dances and school trips. (Administrative Interpretation may be exercised).

Students who are suspended (either Restricted Study or Out-of-School) are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. Eligibility for attendance or participation will be restored when the student is re-admitted to school or regular classes. Example: A student is suspended at the close of school on Thursday for one (1) day. That student is then immediately prohibited from attending all school activities until reinstated to school on Monday. However, scheduling a student to serve a suspension in Restricted Study many times requires a one or two day delay. Therefore, in an effort to provide consistency of punishment, the exclusion for extra-curricular activities or curricular functions which take place after regular class hours shall begin immediately upon suspension, and will continue for the length of suspension in spite of the fact that the student may continue to attend regular classes.

Eventually, the student will serve the suspension in the Restricted Study room. Example: a student is suspended on Monday afternoon for two (2) days in Restricted Study but cannot be scheduled in the Restricted Study room until Thursday or Friday...that student is excluded from all extra-curricular activities and curricular activities which take place after regular school hours immediately on Monday and will regain eligibility for such activities on Thursday morning (two school days from time of sentence), despite the fact that he/she has not yet served the suspension from regular classes as yet. This same prohibition would be in place for all weekend activities if the days of suspension include a Friday.

If the number of times a student commits an offense is greater than the number listed on the Code, that student shall be suspended out of school pending a conference with the Superintendent.

Note: If there is a difference in interpretation of a student offense between the administrator and the reporting staff member, a private conference will be held between the administrator and staff member prior to the consequences being administered to the student.

Pupil conduct that occurs outside the school may result in consequences if it causes any interference or disturbance to the daily function and/or operation of a school day.

Administrative Interpretation may be exercised on all discipline measures listed below.

CLEARVIEW CELL PHONE POLICY

- Students are allowed to bring cell phones into the school zone during school hours.
- All students' cell phones must be turned off once they have entered the school zone.
- Students may only have their cell phones on inside the school zone for two reasons:
 - They have been authorized by the school to turn the cell phone on for a specific purpose, or
 - They have been commanded by the school to turn it on for a special reason (crisis, critical incident, etc.)

- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy
- The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities
- Whether or not or when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of violation
- Remember: cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or criminal investigation by the police.

ATTEND SCHOOL AND ALL CLASSES REGULARLY

1. TRUANCY/LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1st offense	1 Day Restricted Study; Parent Notification; Attendance Personnel Notification
2nd offense	2 Days Restricted Study; Parent Conference; Attendance Personnel Notification
3rd offense	3 Days Restricted Study; Parent Conference; Principal's Probation; Attendance Personnel Notification; Complaint signed in Municipal Court
4th offense	Day Out-of-School Suspension; Parent Conference with Building Principal

2. Cutting Class (Including homeroom and leaving class without permission). A cut is considered when the student is out of class for more than 5 minutes without permission or in an undesignated area without permission).

1st offense	2 Detentions; Parent Notification
2nd offense	One Day Restricted Study; Parent Conference
3rd offense	2 Days Restricted Study; Parent Conference; Counseling
4th offense	1 Day Out-of-School Suspension; Parent Conference with Building Principal; Placed on Principal's Probation

3. Middle School Late to School

5 th Late to School in Semester	2:30-3:30 Detention
10 th Late to School in Semester	2:30-3:30 Detention
15 th Late to School in Semester	(2)2:30-3:30 Detentions
20 th Late to School in Semester	(2)2:30-3:30 Detentions
25 th Late to School in Semester	(2)2:30-3:30 Detentions
Every 5 Lates to School after 25	(2)2:30-3:30 Detentions

4. Late to Class

1st & 2nd offense	Teacher Warning
3rd - 5th offense	Teacher Consequence; Teacher Detention; Parent Notification
6th – 9th offense	Referral to Assistant Principal; Administrative Detention
10th offense	Referral to Assistant Principal; 1 Restricted Study
15th offense	Referral to Assistant Principal; Parent Notification; Out-Of-School Suspension pending hearing with Principal

5. Cutting Detention

1st offense	2 Detentions; Parent Conference
2nd offense	1 Day Restricted Study; Parent Conference; Counseling
3rd offense	1 Day Out-of-School Suspension pending Parent conference with Building Principal
4th offense	2 Days Out-of-School Suspension pending Parent Conference with Building Principal
5th offense	Out-of-School Suspension pending hearing with the Superintendent of Schools

MAKE A CONCERTED EFFORT TO LEARN INFORMATION PRESENTED AND COMPLETE ALL LEARNING ASSIGNMENTS

Academic Integrity & Plagiarism

All Clearview Regional High School programs require high standards of academic integrity. All forms of dishonesty whether by act or omission, but not limited to, cheating, plagiarism and knowingly furnishing false information to the school district are prohibited.

Students at CRHS are explicitly taught how to integrate secondary source material into original works. CRHS currently relies upon the conventions of the Modern Language Association whose approach requires students to parenthetically document resources. This approach is supported by the Media Center and in all disciplines. Some teachers also expose students to the conventions of the American Psychological Association (APA) or the newer Chicago format, usually expected in higher education.

Students who plagiarize an original composition (research paper, literary analysis, science lab, news journalism, other compositions) will receive 2 Days of Detention for the offense. Teachers may use their discretion to determine if a secondary assignment will be provided.

1st offense	2 Detentions; Parent Notification
2nd offense	1 Day Restricted Study; Parent Conference with Assistant Principal
3rd offense	1 Day Out-Of-School Suspension; Conference with Building Principal

Cheating can also take the following forms; cheat-sheets, crib-sheets, answers written on pencils, hats, notebooks, appendages (arms, legs, hands), calculators, or when students rely upon the utilization of cell phones, text-messaging or listening devices (MP3 players, iPods, laptops) to copy and transfer information while completing an assessment is not ethical. Likewise, the sharing of answers during assessment periods via whispering, talking, or due to placement on the desk, constitutes a violation of the ethical code of conduct, as does the sharing and subsequent copying of homework assignments.

1st offense	1 Detention
2nd offense	1 Day Restricted Study; Parent Notification
3rd offense	2 Days Restricted Study; Parent Notification

Teachers are not required to provide make-up work when students are caught cheating; teachers may provide a secondary assessment.

DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS -

1. Pupil Misconduct

1st offense	1 Detention; Parent Notification
2nd offense	2 Detentions; Parent Notification
3rd offense	1 Day Restricted Study; Parent Notification; Teacher Conference with Parent and Assistant Principal
4th offense	2 Days Restricted Study; Parent Conference
5th offense	1 Day Out-of-School Suspension pending Parent Conference with Building Principal

2. Misuse of Hall Pass (also to include altering of pass)

1st offense	1 Detention
2nd offense	2 Detentions; Parent Notification
3rd offense	1 Day Restricted Study; Parent Conference
4th offense	1 Day Out-of-School Suspension pending Conference with Building Principal

3. No Eating or Drinking in Classrooms or Hallways (except when permitted by Administration)

1st offense	Warning
2nd offense	1 Detention
3rd offense	1 Day Restricted Study; Parent Notification
4th offense	Out-Of-School Suspension; Parent Notification; Meeting with Building Principal

4. Throwing Food or Objects (Administrative Interpretation may be exercised)

1st offense	1 Day Restricted Study; Parent Notification
2nd offense	2 Days Restricted Study; Parent Notification; Parent Conference with Building Assistant Principal
3rd offense	1 Day Out-Of-School Suspension; Parent Conference with Building Principal

5. Disrespectful, Defiant, Irrational or Insubordinate In or Outside Classroom

1st offense	1 Day Restricted Study; Parent Conference
2nd offense	2 Days Restricted Study; Parent Conference
3rd offense	1 Day Out-Of-School Suspension; Parent Conference with Building Principal
4th offense	Out-of-School Suspension Pending Parent Conference with Superintendent of Schools

6. Disrespectful, Defiant or Insubordinate In Restricted Study

1st offense	Out-of-School Suspension Pending Parent Conference
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7. Smoking, E-Cigarettes, or Chewing Tobacco on School Premises or During Any School Activity

1st offense	3 Days Out-of-School Suspension; Mandatory Parent Conference with Assistant Principal; SAC Referral
2nd offense	3 Days Out-of-School Suspension; Mandatory Parent Conference with Assistant Principal; SAC Referral; Complaint Signed with Municipal Court
3rd offense	5 Days Out-of-School Suspension; Parent Conference with Building Principal; Complaint Signed with Municipal Court
4th offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools

8. Lighting Matches/Lighters, Possession of Cigarettes, E-Cigarettes, Cigars, Pipes, Chewing Tobacco during any School Activity, Students Guarding or Warning Smokers of Teachers Approach

1st offense	1 Day Out-Of-School Suspension; Parent Conference; Counseling
2nd offense	3 Days Out-Of-School Suspension; Parent Conference; Counseling
3rd offense	Out-of-School Suspension pending Parent Conference with Building Principal; Principal's Probation
4th offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools

STUDENTS MAY NOT BE IN POSSESSION OF ABOVE

9A. Obscene or Vulgar Language or Possession of Obscene Material

1st offense	1 Day Restricted Study; Parent Notification
2nd offense	2 Days Restricted Study; Parent Conference; Counseling
3rd offense	1 Day Out-of-School Suspension Pending Parent Conference with Building Principal; Principal's Probation

9B. Inappropriate Language

1st offense	1 Detention
2nd offense	2 Days Detention; Parent Notification; Counseling
3rd offense	1 Day Restricted Study; Parent Conference; Counseling
4th offense	1 Day Out-of-School Suspension Pending Parent Conference with Building Principal; Principal's Probation

10. Overt/Unusual Outward Physical Display of Affection or Irregular Behavior toward or with another Student (Kissing).

1st offense	Warning
2nd offense	1 Detention
3rd offense	1 Day Restricted Study; Parent Conference

11. Lewd/Bizarre Behavior

1st offense	1- 3 Days Out-of-School Suspension; Parent Conference; Principal's Probation; Police Notification
2nd offense	3 - 5 Days Out-of-School Suspension; Child Study Team Referral; Police Notification
3rd offense	5 Days Out-of-School Suspension Pending Hearing with Superintendent of Schools

12. Gambling/Selling Goods (food, beverages, etc.)

1st offense	1 Day Detention; Parent Notification
2nd offense	1 Day Restricted Study; Parent Conference with Building Assistant Principal; Possible Police Notification; Principal's Probation
3rd offense	Out-of-School Suspension Pending Hearing with Building Principal; Possible Police Notification

13A. Possession of Fireworks

1st offense	5 Days Out-of-School Suspension Pending Hearing with Superintendent of Schools
2nd offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court

13B. Setting off Fireworks

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court
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14. Possession/Setting off Poppers/Caps/Stink Bombs

1st offense	1 Day Out-Of-School Suspension; Parent Conference;
2nd offense	2 Days Out-Of-School Suspension; Principal's Probation
3rd offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools

15. Possession of Bombs

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification
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16. Setting off Bombs/Explosives

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification
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17. Possessions or Use of Alcohol or Controlled Dangerous Substance or Medication (including over-the-counter, prescription, diet, herbal, or detox supplements) within the Drug-Free School Zone during any School Activity; or While Participating or Attending any School-Sponsored Activity

1st offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Parent Notification ; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extra-Curricular Activities if and when Reinstated to School
2nd offense	Expulsion hearing with Superintendent of Schools and BOE

18. Possession or Use of Drug Paraphernalia or “Look-alikes” Within the Drug-Free School Zone During Any School Activity; or While Participating or Attending any School-Sponsored Activity

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion ; Parent Notification ; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities if and when Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

19. Sale/Exchange #17 or #18

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion; Parent Notification; Police Notification; Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities If and When Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

20. Refusal to Submit to Drug Screening

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE for Possible Expulsion; Parent Notification; Police Notification/Complaint Signed; Assessment with Student Assistance Coordinator (Parent and Student); Child Study Team Referral; 30-Day Exclusion from all Extracurricular Activities If and When Reinstated to School
- 2nd offense Expulsion hearing with Superintendent of Schools and BOE

21. Extortion/Taking Money or Valuables from an Individual through Threats

- 1st offense 2 Days Restricted Study; Parent Conference; Counseling; Restitution
- 2nd offense 1 Day Out-of-School Suspension; Parent Conference with Building Principal; Counseling; Restitution; Child Study Team Referral; Police Notification; Principal’s Probation
- 3rd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools

22. Verbal Threats

- 1st offense 1 Day Restricted Study; Parent Conference
- 2nd offense 2 Days Restricted Study; Principal’s Probation
- 3rd offense 1 Day Out-of-School Suspension; Parent Conference; Counseling; Child Study Team Referral
- 4th offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE

23. Profanity Directed to School Employee

- | | |
|-------------|--|
| 1st offense | 1 Day Out-of-School Suspension; Parent Conference with Building Principal; Principal's Probation |
| 2nd offense | 2 Days Out-of-School Suspension; Parent Conference; Counseling; Child Study Team Referral |
| 3rd offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools |

24. Verbal Assault to Staff Members (Threatening the Well-Being of Staff Members)

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| 1st offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification |
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25. Injuring a Staff Member/Pupil as a Result of a Rules Infraction

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| 1st offense | Out-of-School Suspension; Principal's Probation; Parent Conference; Possible Complaint Signed with Municipal Court |
| 2nd offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools |

26. Violent Action Taken Toward a Staff Member

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| 1st offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Complaint Signed with Municipal Court |
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27. Fighting – Middle School

Police notification or complaints signed with Municipal Court may occur

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|-------------|---|
| 1st offense | 3 days out-of-school suspension; Mandatory Parent Conference |
| 2nd offense | 5 days out-of-school suspension; Parent Conference; Principal's Probation; Counseling |
| 3rd offense | 10 days out-of-school suspension; Hearing with Building Principal; Parent Conference; Child Study Team Referral |
| 4th offense | Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE |

28. Instigating, Initiating or Pre-Arranging Fights

This includes videotaping (via, camera, phone, etc.) or posting (via internet) a fight that occurred in school or outside of school

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|-------------|--|
| 1st offense | 1 Day Restricted Study; Parent Conference |
| 2nd offense | 1 Day Out-Of-School Suspension; Parent Conference; Principal's Probation; Counseling |
| 3rd offense | Out-of-School Suspension Pending Hearing with Superintendent of Schools |

29. Premeditated Assault/Battery or any Conduct Dangerous to the Physical Well-Being of Others

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|-------------|--|
| 1st offense | 3-5 Days Out-of-School Suspension; Parent Conference; Counseling; Possible Police Notification; Principal's Probation; Child Study Team Referral |
| 2nd offense | Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE; Police Notification |

30. Possession of Weapons or "Look Alikes"

- | | |
|-------------|--|
| 1st offense | Out-of-School Suspension Pending Disciplinary Hearing with Superintendent of Schools or BOE; Police Notification |
| 2nd offense | Expulsion hearing with Superintendent of Schools and BOE |

31A. Possession of Cellular Phones or Other Electronic Communications Devices without Proper Authorization

- | | |
|-------------|---|
| 1st offense | Confiscate Item; Reprimand; |
| 2nd offense | Confiscate Item; 1 Day Detention; Parent must pick up item |
| 3rd offense | Confiscate Item; 1 Day Restricted Study; Parent must pick up item |
| 4th offense | 1 Day Out-of-School Suspension; Parent Conference |

31B. Use of Cellular Phones or Other Electronic Communications Devices without Proper Authorization

- | | |
|-------------|--|
| 1st offense | Confiscate Item; 1 Day Detention; Parent must pick up item |
| 2nd offense | Confiscate Item; 1 Day Restricted Study; Parent must pick up item |
| 3rd offense | Confiscate Item; 2 Days Restricted Study; Parent must pick up item |

31C. Refusal to Turn in Phone/Battery to Administration

- | | |
|-------------|--|
| 1st offense | 1 Day Out-of-School Suspension pending parent conference |
|-------------|--|

32. Unwarranted/Inappropriate use of Cameras/Videos (Audio & visual cell phone included)

Consequence will rest at the discretion of Administration

DEMONSTRATE CARE AND RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF ALL OTHERS

1. Defacing School Property and the Property of Others

- | | |
|-------------|---|
| 1st offense | Administrative discretion will be used based on severity; restitution |
|-------------|---|

2. Destroying School Property and the Property of Others (Administrative discretion will be used based on severity)

- | | |
|-------------|---|
| 1st offense | 1-3 Days Out-of-School Suspension; Parent Conference; Counseling; Restitution |
| 2nd offense | Out-of-School Suspension Pending Hearing with Building Principal |

3. Stealing School Property and the Property of Others (Administrative discretion will be used based on severity)

- 1st offense 1-3 Days Out-of-School Suspension; Parent Conference; Counseling; Restitution; Police Notification
- 2nd offense Out-of-School Suspension Pending Hearing with Building Principal

4. Pulling Fire Alarm/Setting Fires

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

5. Causing False Public Alarm

- 1st offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

6. Misuse of School Computer/Technology Equipment (Administrative discretion will be used based on severity)

- 1st offense 2 Days Detention; Parent Conference; Restitution; Possible Loss of Privilege
- 2nd offense 1 Day Restricted Study; Parent Conference; Restitution; Possible Loss of Privilege
- 3rd offense 2 Days Restricted Study; Parent Conference with Building Principal; Restitution; Principal's Probation; Possible Loss of Privilege
- 4th offense Out-of-School Suspension Pending Hearing with Superintendent of Schools; Possible Loss of Privilege

7. Harassment (Sexual, Racial, Ethnic, Etc.) – Unwanted, uninvited, unwelcome behavior directed at a person causing a person to feel uncomfortable (may include, but not limited to behavior which is written, verbal, electronic, or gestures).

- 1st offense 1-3 Days Out-of-School Suspension; Parent Conference with Building Principal; Possible Police Notification; Conference with Affirmative Action Officer
- 2nd offense Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

Racial Slurs/Ethnic Slurs/Gender Related Bias and/or Inflammatory Statements: verbal, written or graphic actions that are intended to insult or demean a person based on race, religion, gender or ethnicity. *Administrative interpretation may be applied.* Possible Police notification.

- 1st offense 2-5 Days Out-of-School Suspension
- 2nd offense 3-10 Days Out-of-School Suspension
- 3rd offense Out-of-School Suspension Pending Hearing with Superintendent

Bullying/Intimidation (may include behavior that is physical, verbal, written or electronically sent via e-mail, internet, text message, Facebook, etc.)

- 1st offense Detention; Referral to Guidance Counselor; Parent notification
- 2nd offense 1 day Restricted Study; Referral to Guidance Counselor; Parent notification
- 3rd offense 2 days Restricted Study; Referral to Guidance Counselor; Parent conference
- 4th offense 1 Day Out-of-School Suspension; Referral to Guidance Counselor; Mandatory re-entry conference with administrator

8. Sexual Assault – A Violent Sexual Attack (Verbal or Physical) that may include threats or attempts to inflict offenses, physical contact or bodily harm on a person

1st offense	10 Days Out-of-School Suspension; Hearing with Superintendent of Schools; Police Notification; Conference with Affirmative Action Officer
2nd offense	Out-of-School Suspension Pending Hearing with Superintendent of Schools or BOE; Police Notification

HIB INFORMATION and HIB POLICY can be found the the Clearview website.

(HIB = Harassment, Intimidation and Bullying)

AFFIRMATIVE ACTION

Federal Law (Title IX) and State Law (Title 6:4) prohibit discrimination against students and employees in public schools. Title IX prohibits discrimination on the basis of sex; Title 6:4 goes further and prohibits discrimination on the basis of race, color, creed, religion, ancestry, national origin and social or economic status.

It is the policy of Clearview Regional District not to discriminate on the basis of the areas identified above. In order to ensure compliance with the regulations, state law requires the appointment of an affirmative action officer. Inquiries regarding compliance may be directed to: Debroah Wilson at 223-2740.

BUS CONDUCT

The school bus driver shall be responsible for the discipline of students while they are being transported. When student conduct requires disciplinary action, the driver shall report it on a Bus Incident Report form to the Building Principal at the student's school. A student may be suspended from bus transportation by the Principal/Assistant Principal for disciplinary reasons; in which case, the parents are responsible for the pupil's transportation.

Disciplinary action will be taken for student misconduct on school buses. The discipline assigned will take into account the severity of the offense and the frequency of infractions caused by the student. Disciplinary action will be assigned for the following:

- (1) Improper boarding/departure procedure – pushing, shoving other students, failure to remain seated, failure to sit in assigned seat, refusing to obey the driver, spitting, littering, unnecessary noise, rude or discourteous conduct
- (2) Fighting
- (3) Hanging out of the bus window
- (4) Throwing objects at other students, out of the bus, or at the driver
- (5) Lighting matches, smoking, etc.
- (6) Tampering or destroying bus equipment

CLASS ATTENDANCE & CONDUCT

1. Students are expected to be on time for class. Repeated lateness to class will result in disciplinary action.
2. Students are to be prepared with the necessary materials for class each and every day.
3. The teacher will establish guidelines for the class, which each student is to follow.

4. Absence from a class without a valid reason is considered cutting. **Students cutting may not make up work missed and are subject to disciplinary action.**
5. Permission must be obtained from the regular classroom teacher before the student misses a class due to a meeting, college interview, work for another teacher, etc. It is the student's responsibility to obtain permission and all assignments, before the class is missed. Failure to follow procedures will result in disciplinary action.

DETENTION - AFTER SCHOOL: HELD FROM 2:30 PM TO 3:30 PM FOR THE MIDDLE SCHOOL. TRANSPORTATION HOME IS PROVIDED FOR ALL STUDENTS ASSIGNED TO AFTER SCHOOL DETENTION.

DRUGS & ALCOHOL POLICY

I. Policy Statement, Definitions and Limitations: It is the responsibility of the Board of Education to protect the health and safety of the pupils in its care. Further, the Board recognizes that the use of drugs, alcohol, and tobacco constitute a hazard to pupils. Therefore, the Chief School Administrator shall direct development of a procedure for the evaluation of pupils possessing or using alcohol, drugs, or tobacco on school property or at school functions. The Drug and Alcohol Policy will be developed and reviewed annually through consultation with school personnel, community and local agencies.

1. The policy will be distributed annually to the parents through the Student Handbook, or through a separate mailing. All confirmed incidents of drug and alcohol abuse will be reported on the Violence, Vandalism, and Substance Abuse Incident Report Form. The Student Assistance Program (SAP) is designed to promote early identification of students with problems related to substance abuse issues before these problems develop to the point where treatment is more difficult and less successful. The Student Assistance Program provides the school with a systematic process for helping students who are having school-related difficulties as a result of their own alcohol/drug use, or the use by a family member. The Substance Awareness Coordinator shall assist the school district in the effective implementation of the requirements of N.J.S.A. 18A:40A-1 through 18 and N.J.A.C. 16-3 through 7.
2. The Board of Education is committed to the prevention of substance abuse and the rehabilitation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and exposure to drugs.

As required by law, the Board of Education shall provide for the evaluation, intervention, and referral to treatment of students whose use of alcohol and other drugs has affected their school performance, or who possess, consume, or who on reasonable grounds, are suspected of being under the influence of the following substances in school or at school functions (N.J.A.C. 6A:16-4.1).

3. The Board of Education realizes that assessment of students must be conducted by individuals who are certified by the New Jersey State Board of Examiners as Substance Awareness Coordinators, or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
4. For the purpose of this policy, the terms alcohol or other drugs shall mean:
 - A. Alcoholic beverages.
 - B. Any controlled dangerous substance as identified in N.J.S.A. 24:21-2
 - C. Any chemical or chemical which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A:170- 25.9

- D. Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, stupefaction or dulling of the brain or nervous system
 - E. Anabolic steroids
 - F. The provisions of this policy pertaining to possession or use shall not apply to the appropriate use of prescription medicines prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
5. The use, possession, sale, distribution, or possession with intent to sell/distribute any alcohol or other drugs at any time is prohibited:
- A. On school property
 - B. At any place where an interscholastic athletic contest is taking place
 - C. During the course of any field trip
 - D. During the course of any trip or activity sponsored by the Board of Education or its authorized agents
 - E. Upon school transportation vehicles
 - F. Prior to participation in the activities listed in a. to e. above
6. Any student found engaging in any of the foregoing prohibited activities will be subject to external suspension or expulsion from school, pursuant to existing administrative procedures for the discipline of school students, and any other applicable provisions of the law.
7. The Board of Education will enforce the laws of New Jersey requiring a program of alcohol and drug education, and provide a comprehensive curriculum for such instruction in grades seven through twelve. A minimum of ten clock hours per school year of alcohol and drug education, including anabolic steroids and tobacco, shall be integrated with the health curriculum, pursuant to N.J.S.A. 18A:40A-10.
- All educational staff members will receive annual in-service training in alcohol, tobacco, and other drug abuse prevention and intervention according to the requirements of N.J.S.A. 18-A:40A-3 and 15.
8. The Board of Education shall provide parent/guardian substance abuse educational programs offered at times and places convenient to the parents of the district, including articulation with programs offered by the Mantua/Harrison Municipal Alliance.
9. All information concerning a student's or staff member's involvement in a school intervention or treatment program shall be kept confidential, in accordance with applicable federal regulations (42 C.F.R. Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2).
10. Any incidence of substance abuse, possession, or attempt to distribute by students, staff, or others will be reported to the County Superintendent of Schools by the Superintendent in an annual report.
11. This policy will be reviewed annually and revised as necessary. Review/revision procedures will include the following.
- A. Consultation with local agencies recommended by the N.J. Department of Health, School Administrators and Child Study Team
 - B. Input from students, parent(s)/guardian(s), and community agencies
12. This policy will be made available annually to students, parents, community, and staff through publications such as the Student/Parent Handbook, Faculty Manual, Newsletters, and/or news releases.

II. Policy Procedures:

1. Students Suspected of Being Under the Influence of Alcohol or Other Drugs:

- A. Whenever it shall appear to any staff member (professional or support) that a student may be under the influence of alcohol or other drugs on school property or at a school function, such person shall report the matter as soon as possible to the School Nurse, and to the Principal or designee. In instances where the School Nurse or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
- B. The pupil shall be removed to a protective environment for observation and care by the School Nurse until his or her parent(s) or guardian(s) can be contacted. The Principal shall request the assistance of the certified or non-certified School Nurse in assessing the physical state of the pupil. This shall not be construed to limit or condition the right of a district Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis, and as an agent of the parent(s) or guardian(s), and for the welfare of the pupil.
- C. The Chief School Administrator or designee shall be immediately notified of the incident, and shall be provided a description of the situation and symptoms.
- D. The Principal or designee shall immediately notify the parent(s)/guardian(s) and arrange for an immediate examination of the student to determine whether the student is under the influence of alcohol or other drugs, other than anabolic steroids. The student shall be taken to the Access Center or emergency room of the nearest hospital (Kennedy Memorial Hospital or Underwood Memorial Hospital) for examination. The student shall be accompanied by the parent/guardian and by Principal or designee, or by the Principal/designee if the parent(s)/guardian(s) are unavailable. Such examination shall be at the expense of the Board of Education.

If, at the request of the parent or guardian, the medical examination is conducted by a physician selected by the parent, such examination shall not be at the expense of the BOE.

- E. The student shall be examined within two hours of the initial report of suspicion for being under the influence of alcohol or other drugs for the purpose of diagnosing whether or not the student is under such influence.
 - 1. The student will be tested as follows: Medical Examination plus Drug Screen, including THC-Marijuana. (Urine Analysis - with chain of custody)
 - 2. A written report of said examination and test results shall be furnished within twenty-four hours by the examining physician to the parent(s)/ guardian(s) and/or the student, if over age eighteen, and to the Principal. The Superintendent and Substance Awareness Coordinator will also be notified upon a positive diagnosis.
 - 3. If the written report of the medical examination is not submitted to the parent(s), Principal, and Chief School Administrator within twenty-four hours, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.
 - 4. Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31 and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.

2. Students Found to be Under the Influence:

- A. If there is a positive diagnosis from the medical examination indicating that the student is under the influence of alcohol or other drugs, the student shall be returned to the care of a parent/guardian as soon as possible.

- B. Attendance at school, if permitted, shall not resume until a written report has been submitted to the Principal from a physician licensed to practice medicine or osteopathy who has examined the student, certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school. Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14-2.8.
- C. According to N.J.A.C. 6A:16-4.1 (c), the student shall be interviewed by the Substance Awareness Coordinator or other appropriately trained staff member for the purpose of determining the extent of the student's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the Substance Awareness Coordinator, or staff member trained in assessment of alcohol and other drug abuse, may conduct a reasonable investigation, which may include interviews with the student's teachers and parents. The Substance Awareness Coordinator or other staff member may also consult experts in the field of alcohol or other drug abuse, as may be necessary and appropriate. If it is determined that the student's involvement with the use of these substances represents a danger to the pupil's health and well-being, the Substance Awareness Coordinator or other staff member shall refer the student to an appropriate treatment program which has been approved by the State Department of Health, Division of Addiction Services, out-of-state agency licensed by the appropriate state regulatory agency or private practitioner certified by the appropriate drug and alcohol licensing board.
- D. If, as a result of a screening in which a pupil is identified as having an alcohol or other drug abuse problem, there is reason to believe that his or her education appears to be affected by the alcohol or other drug use, a referral shall be made to the Child Study Team.
- E. The school may require additional evaluation by a certified substance abuse agency for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his or her school performance. If it is determined through such evaluation that the student's involvement with and use of substances represents a danger to the student's health and well-being, the Coordinator and/or substance abuse agency shall refer the student to an appropriate treatment program which has been approved by the State Department of Health or other agency/practitioner as outlined in II, 2-C.
- F. As required by law, the Board of Education shall provide for the evaluation and treatment of pupils whose use of alcohol or other drugs has affected their school performance, or who possess or consume alcohol or other drugs in school or at a school function, as required by the definitions of evaluation and treatment contained at N.J.A.C. 6A:16-4.1. This shall include referral to the Substance Awareness Coordinator. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside agency and/or organizations.
- G. While a student is receiving medical or therapeutic care for diagnosed alcohol or other drug dependency problem, provisions will be made for a program of intervention, curriculum, and related services.
- H. Based upon the assessment from an agency, the school will provide support to the agency through the Substance Awareness Coordinator and guidance facilities. The Guidance Department and Substance Awareness Coordinator will maintain communication with applicable residential centers and out-patient programs, and provide post-treatment services through program instruction, counseling, and related services, provided by the Board of Education, to insure a smooth transition if the student returns to the school.
- I. In cases of positive diagnosis of substance abuse, the student will be suspended (out of school), pending a disciplinary hearing with the Board of Education for possible expulsion. Additionally, the police will be notified; a complaint filed; the student and his/her parent/guardian shall meet with the Student Assistance Coordinator for an assessment; a review to determine whether a referral to the

Child Study Team is necessary; and if the student is permitted to return to school. (May result in exclusion from all extra-curricular activities if and when re-instated to school for the remainder of the year).

- J. Any staff member who reports a pupil to the Principal or his or her designee, in compliance with the provisions of this policy, shall not be liable in civil damages as a result of making such a report, as provided for under N.J.S.A. 18A:40A-14. In addition, 18A:40A-13 provides immunity for educational personnel, including Substance Awareness Coordinator and School Nurse, for actions performed in accordance with this policy.

III. Reporting, Notification, and Examination Procedures in Instances Involving Anabolic Steroids: The Following Shall Apply According to the Requirements of N.J.S.A. 18A:40A-12(b):

1. Whenever any teaching staff members, certified or non-certified School Nurse, or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, certified or non-certified School Nurse, or other educational personnel shall report the matter as soon as possible to the School Nurse or to the Principal (or in his absence, to his designee) or to the Substance Awareness Coordinator.
2. The Principal, or his designee, shall immediately notify the parent or guardian, and the Superintendent of Schools, and shall arrange for an examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent or guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
3. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil, and to the Superintendent of Schools or administrative principal.
4. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by the Substance Awareness Coordinator, or individuals who hold school nurse, school psychologist, school social worker or student personnel services endorsements and are trained to assess alcohol and other drug abuse, for the purpose of determining the extent of the pupil's involvement with these substances, and possible need for treatment. In order to make this determination, the coordinator or other teaching staff members may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents. The coordinator or other staff member may also consult with such experts in the field of substance abuse, as may be necessary and appropriate.
5. If it is determined that the pupil's involvement with the use of these substances represents a danger to the pupil's health and well-being, the coordinator or other staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health or other agency/practitioner as specified in II, 2-C.

IV. Students Possessing or Distributing:

1. Whenever any student shall be found to be in possession of alcohol or other drugs, or shall be found to be involved in the sale or distribution of same in school, on school grounds, or during school-sponsored activities, such student shall be reported immediately to the Principal, or designee, and all evidence of such possession, sale, or distribution shall be given to the Principal, or designee, at that time.
2. The Principal, or designee, shall immediately notify the parent(s)/guardian(s) of the student and appropriate law enforcement authorities. Any suspicious substances confiscated from said student shall be immediately turned over to the appropriate law enforcement authorities for analysis.

3. The following examples of misconduct will result in the disciplinary action listed.
 - A. Possession or Use of Alcohol or Controlled Dangerous Substance, Including Anabolic Steroids, Within the Drug Free School Zone During any School Activity; or While Participating or Attending any School Sponsored Activity:
 - Out of school suspension pending Board of Education hearing for possible expulsion
 - Parental notification
 - Police notification/complaint
 - Medical examination and drug assessment test within two hours of initial report (cost to be borne by student or guardian if student is not tested by physician selected by district), with report furnished within 24 hours of examination
 - Mandatory conference/assessment with Substance Assistance Coordinator (parent and student)
 - Thirty day exclusion from all extra curricular activities, if or when reinstated to school
 - Child Study Team evaluation if, as a result of the screening, there is reason to believe that the student's education appears to be affected by alcohol or other drugs
 - B. Under recent amendments to the New Jersey State Criminal Code, any person convicted of distributing or dispensing a controlled dangerous substance or controlled dangerous analog while on school property, or a school bus, or within 1,000 feet of school property, or a school bus, shall be subject to a mandatory prison term, as prescribed by law, and may be fined up to \$100,000.00. The Board of Education and school administrators will cooperate fully with law enforcement agencies in the enforcement of this criminal statute. Due to the severity of the offense, any violation can result in a more serious penalty than stated.
 - C. Possession or Use of Drug Paraphernalia or "Look Alikes" Within the Drug Free School Zone During any School Activity; or While Participating or Attending any School Sponsored Activity:
Procedures as in IV, 3-A.

V. Staff and Other Adults:

The Board of Education is concerned with the present broad-based problem with drugs, inclusive of anabolic steroids and alcohol, with our society, and recognizes its responsibility to our community and our students. The Board also believes that the responsibility for implementing this policy rests with all members of the Clearview Regional High School District staff, and expects all staff members to implement the policy, under the direction of the administration.

For the purpose of this policy, the term "drugs" or "substance" shall mean:

1. All alcoholic beverages
2. Any dangerous controlled substance, as identified in N.J.A.S. 24:21-2
3. Any chemical or chemical compound which releases vapors or fumes, causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A:170-25.9
4. Any prescription drug, except those for which permission for use in school has been granted, pursuant to Board Policy
5. Anabolic steroids

The use or possession of drugs, the sale of same, or functioning under the influence of drugs, is strictly prohibited on school property or at any school-sponsored event.

Any staff member found in violation of this policy shall be liable for disciplinary sanction by the Board of Education, up through and including, termination where appropriate. The Board also will refer for prosecuting any employee found

to be in violation of any drug statute.

Any staff member who is found in violation and not terminated will be responsible to re-enter through the Substance Awareness Coordinator, who will provide proper referral and information to the employee regarding the substance abuse and corrective measures.

Any staff member who voluntarily would like any information about drugs, alcohol, rehabilitation, and referral for counseling may get such information through the Substance Awareness Coordinator.

The Superintendent of Schools shall be responsible for developing specific procedures to implement Board policy. The Superintendent shall also be responsible for staff awareness in education, prevention, and enforcement.

VI. Use of Tobacco:

The Board recognizes that smoking or using tobacco presents a health hazard, which can have serious consequences for the smoker and/or non-smoker.

For purpose of this policy, "use of tobacco" shall include cigar, cigarette, pipe, chewing, and other smokeless tobaccos. Therefore, no one is permitted to use tobacco in school or on school property. Penalties for use are addressed in the Discipline Guidelines.

VII. Noncompliance:

In accordance with NJ Schools Substance Abuse Statutes (N.J.S.A. 18A:40A-8 et seq.), refusal or failure by parent(s)/guardian(s) to comply with the provision of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31), and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws, and referral will be made to the Division of Youth and Family Services, and/or the Gloucester County Court.

POSSESSION OF NON-SCHOOL ITEMS

Items that are not appropriate for use in the school setting are not to be brought to school. Disciplinary and/or legal action will be taken against students bringing inappropriate items to school, and they will be confiscated.

STUDENT DRESS CODE (DRESS AND GROOMING)

The following dress code was developed by the students, parents and faculty. If there are any problems with attire not addressed below, the administration will deal with individuals one a one-to-one basis.

Unacceptable Attire:

1. T-Shirts or jewelry with double meaning, crude phrases, reference to violence, alcoholic messages or promoting other substance abuse
2. Clothing with images and/or messages that could potentially disrupt the learning environment
3. Running shorts/short shorts (**Use the fingertip rule** – put your hands at your side: shorts and skirts should come to end of the fingertips, even with leggings or similar legwear).
4. Sunglasses
5. Hats, bandannas and other head coverings (including hair adornments or similar items).
6. Undergarments worn as outer garments/undergarments visible
7. Boxer shorts
8. Torn clothes (**no holes/tears above finger-tip length**).
9. Winter outerwear worn to class (coats, etc.)
10. Spaghetti-strap tops
11. Pajamas, flannel pants, blankets, and/or slippers

12. Chains, pointed rings, dog collars, bullet belts
 13. Tube tops (**including tube tops under shirts/sweaters or shirts worn under tube tops**).
 14. Low cut tops
 15. One-piece rompers.
 16. Shirts/tanks tops that reveal undergarments. Students' midsections should ALWAYS remain covered. NO SKIN should be exposed.
 17. Sagging pants are not permitted. Pants should be secured on waist at all times.
- *Students are not permitted to have E-Cigarettes, pacifiers, toothpicks, lollipops, popsicle sticks, or straws in their mouths.

Students failing to abide by the dress code will be required to change into school approved appropriate attire or PE uniform. We have "changes" for students in the nurse's office. Students may be directed to change into their PE uniform. Work missed from class will be the student's responsibility. **Students who refuse to change will be subject to disciplinary consequences.**

STUDENT DELIVERIES – Students are not permitted to receive deliveries during the school day, such as fast food, beverages, balloons, candy, flowers, pizza, etc.

IV. STUDENT RESPONSIBILITIES & INFORMATION

ACCIDENTS

Students involved in an accident or an injury on school grounds or during any school-sponsored athletic event must report it immediately to the person in charge or to the health office. Failure to do so may result in forfeiture of school insurance coverage.

ANNOUNCEMENTS

Information that is important to all students is announced daily. It is in the student's best interest to be attentive during these announcements. Lack of attention could cause students to miss important information and/or opportunities.

CAFETERIA SERVICES

The Clearview Regional Middle School District is a participant in the Federal Lunch and Milk Program and abides by its rules and regulations. Thus, students may purchase at a reasonable cost an adequate lunch consisting of; platters, hot and cold sandwiches, milk, and fruit. Students may bring a bag lunch. All students are to abide by the following regulations:

1. All food must be eaten within the cafeteria.
2. All papers and other refuse are to be deposited in the waste containers.
3. All trays and utensils should be returned to the service window area.
4. Students are to remain in the cafeteria until the end of the lunch period, unless excused by a teacher monitor.

CLASS TRIPS

Special trips have a definite place in the educational program of our school. Students are taken on these trips only with the permission of their parents. When a trip is being planned, permission slips will be sent home to be signed by the parents. No student will go on the trip unless such permission has been filed with the teacher.

FIRE DRILLS

In accordance with State laws, fire drills and security drills are to be conducted periodically, not less than twice a month. When the fire bell sounds all students and personnel are to evacuate the building quickly and quietly. The Administration will notify all when it is safe to re-enter the building.

FOOD

All food and drinks are to be consumed in the cafeteria only.

HALL PASSES

Students are required to have their agenda book at all times, it will serve as their hall pass.

HEALTH OFFICE

The health office is available for students in need of medical attention and for personal health conferences. To be admitted to the health office, students must obtain a health pass from their teacher. The school nurse makes all determinations of student health status. If the nurse determines that a student is too ill to remain in school, contact with the parent/guardian will be made. Students that call their parents from personal cell phones will not be medically excused from school.

High School Nurse: Phone# 223-2719

Middle School Nurse: Phone# 223-2755

School Physician: Dr. Gregory Herman, Phone# 853-2056 or 853-2059

INSURANCE

Accident insurance is provided for each student free of charge by the Board of Education. The insurance is a secondary coverage providing payment of the balance within the policy limits after the parent's policy, which provides primary coverage. Questions regarding the school policy should be directed to the school nurse. Twenty-four hour insurance is available, the cost to be paid by the parent/guardian – call the Business Office.

INTERNET USE

The Internet is an electronic communications network, which provides vast, diverse, and unique resources. In providing this service to teachers, staff and students, the Clearview Regional Board of Education seeks to continue to promote educational excellence in the Clearview Regional Schools by facilitating resource sharing, innovation, and communication.

Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated, and future access will be denied. Some violations may also constitute a criminal offense, and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges, and any other District disciplinary options. Students will be required to sign an agreement that evidence of "illegal or inappropriate" behavior posted on the Internet could be grounds for disciplinary action.

LOCKERS

A locker is provided for each student at the beginning of the school year for the purpose of storing school materials. The locker is and remains the property of the Board of Education throughout the school year. Once the locker has been assigned, the student is responsible for its condition and contents. The lock combination for the locker is a valuable item. **Keep the combination to the locker secure and secret. All student lockers are subject to regular inspections/searches at any time, without notice.**

LOST AND FOUND

The lost and found is located in the receiving area. An article that has been found by a student should be brought to the main office. When looking for a lost item, check the lost and found in the office to see if it is there. Proper identification of the article is required to reclaim it. **If a lost article is believed to be stolen, bear in mind that the Clearview Regional School District provides no insurance for protection of possessions.** Students are cautioned not to bring large amounts of money or valuables to school and are urged to keep track of their personal belongings at all times.

PHYSICAL EDUCATION

Uniforms: All students are required to wear a uniform consisting of green shorts and a gold top. For your convenience, these items may be purchased at the high school. Uniforms may also be purchased elsewhere.

Locker Room Lockers: Students are encouraged to purchase a lock to secure personal items during physical education classes. **Bear in mind that the Clearview Regional School District provides no insurance for protection of possessions.**

POSTERS/ADVERTISEMENTS

To place an announcement on the walls of any hallway, the poster must be approved by an administrator. After its usefulness, the announcement must be removed.

RELIGIOUS HOLIDAYS

The Board of Education recognizes all religious holidays approved by the Commissioner of Education. Those students, who want to exercise their beliefs by observing a religious holiday, must bring a note from home prior to that observance. By stating their intention to observe the holiday in advance, the student's absence is excused.

MAKE UP WORK

The rule of thumb for the time allowed to make up work missed is equal to the amount of time absent. The responsibility to obtain and complete all make up work lies with the pupil. Pupils choosing to cut classes or otherwise found truant may not make up work missed during these infractions.

STUDENT PASSES

To leave class for any reason, students must first be given permission by the teacher and be issued a pass. The pass will state the student's name, the time and the destination. It is the student's responsibility to secure this pass. Students without passes or found misusing a pass are subject to disciplinary action.

STUDENT GRIEVANCE PROCEDURE: (Board Policy #5145.6)

The Board recognizes that students, as citizens, have the right to request redress of grievances. Definitions:

1. A grievance shall be defined as a claim allegedly caused by a misinterpretation, violation, or inequitable application of policies of this Board of Education.
2. Days shall be designated as only school days. Holidays and weekends are not to be considered applicable.

Procedures:

1. A student must initiate definite action on a grievance within ten days following the event or occurrence, which is the basis for such, or the complaint shall be considered invalid (and therefore waived.)
2. The student should meet privately with the staff member involved, with both attempting to resolve the issue informally and directly.

Note: Timid students may request the Assistant Principal to make such contact. If the grievance has not been resolved to the student's satisfaction, then the student must utilize step three immediately below.

3. If the grievance is not resolved in step two above, the student shall:
 - A. Prepare a written statement of his/her grievance setting forth the:
 1. specific nature of the grievance
 2. facts giving rise to the grievance
 3. relief sought
 4. reason(s) why he/she feels entitled to such relief.
 - B. Submit a copy of the written statement to the Principal, who will then discuss the grievance with all parties involved, including the student's parents, if necessary. Following such, the principal shall render a decision to all parties involved, in writing, within ten days after receiving the grievance. Note: the student may choose a representative of the Student Council to assist him/her in discussion.

If the student is not satisfied with the Principal's decision, he/she may appeal to the Superintendent. The Superintendent will discuss the grievance with all parties, including the student's parents, if necessary. The student may have a Student Council representative assist him/her in the discussion. The Superintendent shall render a decision to all parties involved within ten days of receiving the appeal.

If the student is not satisfied with the Superintendent's decision, he/she may appeal to the Board of education. If the student and/or his/her parents wish to pursue the grievance further, they have recourse to appeal to the Commissioner of Education. Should they wish to appeal the Commissioner's decision, they may pursue the matter with the State Board of Education.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or expensive items to school, this includes all electronics, Students are urged to keep track of their personal items at all times as well as lock them up. Students, not the school, are responsible for personal items.

TELEPHONE CALLS TO TEACHERS

The best interest of all the students requires that the teacher give his/her undivided attention to the class. Therefore, teachers will not be called out of classes for telephone messages. Parents who want to contact a teacher may do so by dialing **223-0377** and leaving the message on the teacher's voice mail. Appointments to meet with teachers should be made through the guidance office at 223-2750.

TELEPHONE CALLS TO STUDENTS

Personal calls/messages to students are **not** permitted. In the event of an emergency, the call/message will be directed to the Administration for verification.

TEXTBOOKS

The Clearview Regional High School district furnishes students with textbooks for their courses. These books, once issued for the year, are the responsibility of the student. Unreasonable damage to the textbooks will result in a fine commensurate with the replacement cost. Fines are also assessed for any textbooks that are not returned. **Students are to keep all textbooks covered throughout the school year.**

USE OF MEDICATIONS

The Clearview Regional Board of Education, in keeping with the State Department of Education, discourages the administration of medication at school. Every effort should be made to have the child take medication before or after school. Realizing that under certain circumstances it will be necessary for pupils to take medication during the school day, the following regulations shall be followed:

1. All prescription and non-prescription medications (i.e. Tylenol, Advil, etc.) require a physician's written order, and written permission from a parent. The notes will be kept on file in the Nurse's Office. Only students with life threatening illnesses* and a completed self-medication indemnification form may carry their own medications.
2. If the prescription is to be given on a regular basis (i.e., Ritalin), the doctor's certificate and parent's note shall be re-evaluated and resubmitted to the Nurse each school calendar year.
3. Prescription medications must be in the original container, with a drug store label or physician's label, stating the student's name, name of medication, dosage, frequency of dose, and description of anticipated adverse reactions.
4. Over the counter drugs (non-prescription: aspirin, Tylenol) must include the student's name, name of the medication, dosage, frequency of administration, and duration of therapy. Medication must be in original container.
5. The school Nurse shall maintain a record of the student to whom medication may be administered, the name of the prescribing physician, dose, and time of medication.
6. Medications can only be administered in life threatening situations. *

*Note: Life threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated, may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack, or the use of an adrenaline injection to treat a potential anaphylactic reaction.

VISITORS

Visitors are welcome at Clearview Regional High School. All visitors must report to the main office and sign for a Visitor's Pass to have permission to be in the building.

Except in the case of an emergency, parents/guardians are encouraged to call for an appointment. This helps to reduce disruption in the educational process.

Student guests are not permitted during regular school hours.

V. GUIDANCE

COUNSELING SERVICES

Counselors offer many services for assisting pupils to adjust to the school's organization, plan of studies, and program of activities. Counseling services at Clearview are mainly in the areas of: individual counseling, orientation, providing occupational and educational information, course selection, developing and using student records, testing, and educational research project. A carefully planned system of individual and group guidance activities by counselors and teachers has been established so that each pupil will be able to get the most out of his/her school life and mature intellectually and emotionally, as well as physically, to his/her highest possible level. Counselors help student plan a program of studies which is best suited for their individual interests, abilities, aptitudes, and desires. Students should feel free to turn to their counselors for information and help concerning personal and school adjustments, problems dealing with choice of courses, and vocational planning.

GUIDANCE/SCHEDULING INFORMATION

For guidance or scheduling information contact the guidance office by calling 223-2750.

GUIDANCE COUNSELORS (Letters indicate student last names)

<i>Middle School -</i>	Mrs. Sherin Blose (Gr-O) – 223-2753	<i>Supervisor of Guidance</i>
	Mrs. Deborah Wilson (A-Go) – 233-2752	Mr. Dodd Terry – 223-2713
	Mr. Michael Zappala (P-Z) – 223-2754	

SPECIAL EDUCATION

Information concerning Special Education curriculum offerings are available through the Director of Student Personnel Services at 223-2770.

COURSE CHANGES

Consideration for course changes will be given through the first two weeks of school. An appointment must be scheduled with the guidance office. Course changes (for second semester courses) will also be considered at the beginning of the second semester through the first two weeks. After this date, a course may be dropped with an "F" on the permanent record.

VI. CO-CURRICULAR & ATHLETIC CONDUCT CODES

CO-CURRICULAR CONDUCT CODE

Students participating in co-curricular activities who are found to be:

1. In possession of illegal drugs
2. Using illegal drugs
3. In possession of alcoholic beverages
4. Drinking alcoholic beverages
5. Involved in a theft
6. Demonstrating flagrant misbehavior (examples: vandalism, assault arrest, verbal assault directed at advisors, officials or general public).

First Offense: Will be reported by the activities advisor to the school's administration to be disciplined according to the school's established disciplinary code.

Second Offense: Will be dismissed from the organization/activity for the remainder of the school year. If the incident should occur during the last two weeks of the organization's activities season, the individual will be ineligible to participate in the activity the following year.

Smoking: Students participating in co-curricular activities may not smoke or chew tobacco:

1. On school buses
2. On school property

Students who are found to be in violation of the above stated regulations will be reported, by the activities advisor to the school's administration to be disciplined according to the established disciplinary code. Please note that the Athletic Conduct Code supersedes the co-curricular conduct code for any athlete during his/her season.

ATHLETIC CONDUCT CODE

Participation in athletics at Clearview is a privilege that sets a student/athlete apart from other students. The basis for participation in athletics implies the development of a strong body and good moral character. Consistent with this philosophy, the following code of conduct has been developed for Clearview Regional student athletes:

Use of alcoholic beverages, tobacco, and/or the use of controlled dangerous substances by any participant is prohibited in school or out of school. Violators will be subject to disciplinary action by their sponsor, the Director of Athletics, and the Principal.

Participants are required to attend meetings/practices on a regular basis, as prescribed for their individual/co-curricular/athletic programs.

Students on school suspension are not allowed to participate in school related activities or affairs.

1. Rules

- A. All sponsors/coaches have the autonomy to establish their own rules and to enforce these rules.
- B. Although the philosophy is to allow autonomy, all activities differ, and some consistency involving the rules must exist for the entire co-curricular program. The following rules will be an area of common agreement:
 - 1) No use of alcohol
 - 2) No use of controlled/dangerous substances
 - 3) No stealing
- C. Participants are reminded that they are in the public eye and may be subject to guilt by association. They should avoid parties where drinking or drugs are known to be used. They are expected to be good citizens in the community since they are participating in a privileged activity. They may be removed from their program if they disregard the rules as observed by faculty, administration, coaching staff, verified by police referral or records.
- D. All sponsors/coaches must give their members a list of their activities' specific guidelines for behavior and conduct.

2. Minor Club Discipline:

- A. Minor club discipline will rest with the head sponsor/coach. Examples of this include:
 - 1) Breaking club/activity rules
 - 2) Tardiness to practice/meetings
 - 3) Disrespect/profanity
 - 4) Not attending practice/games/meetings
 - 5) Use of tobacco
- B. *Actions* (may include, but are not limited to, any one of combination of actions below, relative to severity of frequency of violation, as set forth in the sponsor's/coach's club guidelines):
 - 1) Equipment detail
 - 2) Extra condition/drill work
 - 3) Reductions on depth chart
 - 4) Suspension from contest(s)/activities

- 5) Conference with sponsor/coach
- 6) Verbal reprimand/warning
- 7) Dismissal from squad – not for the first offense, however

3. Major Squad Discipline:

A. Major squad discipline will rest with the Athletic Director, in consultation with the School Principal and Head Coach. Examples include.

- 1) Use of alcohol
- 2) Use of controlled/dangerous substance
- 3) Stealing
- 4) Any behavior that brings the school or athletic program into an unfavorable light within the community.

B. *Actions:* A first major infraction may, upon proper verification result in either a level one or level two action, dependent upon the complete review of the nature of the violation and the discipline history of the participant in question.

4. Description of Level One Action:

- A. Loss of eligibility from any interscholastic competition for the next three (3) consecutive varsity interscholastic contests or three (3) weeks, whichever is greatest.
- B. Loss of eligibility will not exceed one-third of the total interscholastic contests scheduled that season.
- C. The participant will be expected to attend practice/meetings, and abide all established rules/regulations throughout this loss of eligibility.
- D. The participant will be referred to the substance abuse counselor in cases that involve alcohol or controlled/dangerous substances for appropriate counseling.

5. Description of Level Two Action:

- A. After confirmation of violation, the participant will lose all remaining eligibility for the remainder of the season and forfeit all awards/honors.
- B. After confirmation of violation involving alcohol or a controlled/dangerous substance, the participant must fully complete an appropriate counseling program in order to reestablish his/her eligibility for the next season.
- C. Eligibility for the following year will only be reestablished when proper verification has been provided.

6. Amendments:

- A. A participant cannot quit to avoid fulfilling the requirement set forth in the Major Discipline Procedures.
- B. Any participant who quits must finish any remaining portion/requirements upon return to the activity for which the violation occurred.
- C. In the event of alcohol or controlled/dangerous substance violations, all counseling requirements must be met before any eligibility can be reestablished, regardless of which activity season the violation took place.
- D. As students, the participants are still subject to the rules and policies that have been established by our school board.