

KINGSWAY REGIONAL HIGH SCHOOL



2023-2024 STUDENT HANDBOOK

Revised September 14, 2023

Kingsway Regional School District's Vision, Mission, and Core Values

Vision for Excellence: It is the vision of the Kingsway Regional School District to successfully prepare students for their unique path in life.

Mission: The Kingsway Regional School District, guided by our core values, engages students within a diverse and nurturing community dedicated to our Vision for Excellence.

Core Values

- **Growth:** We are committed to growing our students academically, socially, and emotionally. Through this commitment, students view the journey of education as a lifelong pursuit and continuous personal advancement beyond high school.
- **Belonging:** We are committed to ensuring every student feels included, supported, represented, valued, and celebrated at Kingsway. Through this commitment, students develop a lasting sense of worth for self and others.
- **Teamwork:** We are committed to providing a collaborative environment that invites participation and partnership from all stakeholders. Through this commitment, different perspectives and ideas are realized for the betterment of students.
- **Student-Centered:** We are committed to placing the safety, needs, and well-being of students at the forefront of decision-making. Through this commitment, the district remains focused on servicing the unique needs of every student.
- **Perseverance:** We are committed to cultivating resilience and self-reflection as students cope with life's hardships. Through this commitment, students emerge stronger and more confident as they work to achieve their goals.



KINGSWAY REGIONAL SCHOOL DISTRICT

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Megan Bruder, Supervisor of Science/STEM & Visual & Performing Arts
Charae Whetstone, Supervisor of Special Education
Balvir Singh, Supervisor of Math, Technology, & Business

KINGSWAY REGIONAL HIGH SCHOOL

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Emergency Closing No. 815



Dear Parents, Guardians and Students,

The items contained in this handbook are a small part of the many policies and regulations that the Board of Education has mandated for Kingsway Regional High School. This is not meant to be an exhaustive policy/procedure book, but it is a snapshot of the procedures, policies, and regulations that most often affect the students of Kingsway Regional High School. The full policies are available on the [District Website](http://www.krsd.org).

This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. Please read it carefully to become familiar with the important procedures, activities, rules, and expectations necessary for the effective operation of our school. Sound decisions are based upon a clear understanding of the outlined expectations.

Best Wishes,

The High School Administrative Team

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ACADEMICS

Learning Management System (Schoology)

Schoology (pronounced "Skoo-luh-jee"), Learning Management System (LMS), supports students' virtual learning and streamlines student, parent, and faculty interactions in an all-in-one virtual environment.

Parent Access to Schoology

Through Schoology, parents can view their children's activity, check grades, and communicate with teachers all within the Schoology platform. Sign in to access your parent account to stay involved as partners in your children's education. To learn more and access the parent guide, visit www.krsd.org/Page/1769.

Student Access to Schoology

Students can access our Kingsway Schoology site at kingway.schoology.com and sign in using your Kingsway Google App credentials. Schoology replaces Google Classroom and serves as a convenient one-stop shop for students to access courses, assignments, teachers, grades, and more. Schoology will also host virtual student clubs!

Student Technology Support In a Virtual Setting

If you are having difficulty with technology, please visit www.krsd.org/technology or call 856-467-3300 extension 4256 and leave a voicemail with detailed information on the issue and we will call back with assistance.

Virtual Learning Expectations

At times throughout the school year, students may find it necessary to learn virtually from home for a district approved reason. The following are learning expectations for the virtual classroom environment.

Virtual Learning Roles and Responsibilities

- Dedicate suitable time to learning, as guided by your teachers.
- Use appropriate behavior on Schoology & during live virtual meetings. Students may be "muted" from discussion boards if inappropriate behavior occurs.
- Check Schoology and emails daily for information on courses, assignments, and resources.
- Attend and participate in virtual school check-in times offered by each of your teachers.
- Identify a comfortable and quiet space to study/learn.
- Engage in the virtual school platform with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.

Student Expectations and Procedures for Live Virtual Meetings

1. **Notification to Students of Meeting:** Teachers will post a meeting code or link in Schoology prior to the meeting. **Students are not required to participate via video/audio but are highly encouraged.**
2. **Recording of Meetings:** All live sessions are recorded. **This means that students who participate in the session will also be recorded.** Students have the option of disabling the camera if one prefers not to be on screen. All instructional sessions will be uploaded into Schoology for students to reference.

3. Meeting Etiquette:

- a. Location: Must take place in an appropriate setting. Find a quiet place that is free from distractions (siblings, TV, pets, etc.)
- b. Attire: Students must be appropriately dressed (i.e. school dress code applies).
- c. Sound: Students should be muted upon entering. Almost all sounds from each location can be heard (whispering, dog barking, eating food, pencil tapping, page-turning, etc.).
- d. Questions: When you have a question, type it in the chat or raise your hand and wait for the teacher to call on you.
- e. Your Turn: Wait for the teacher to call on you before unmuting yourself. Only one student at a time should talk. Refrain from distracting activity such as cell phone usage, side conversations, etc.
- f. Stay Attentive: Pay attention to your teacher or other students who are speaking and be an active contributor during the synchronous class session; think before you respond to make your thoughts and ideas appropriate and clear. Remember, use the chat feature when commenting or asking questions.

- 4. Student Behavior:** Students are reminded that the Student Code of Conduct applies when participating in synchronous meetings. Adhere to the same standards of behavior during the video conferencing session that you would follow in any classroom (appropriate dress and language, appropriate background, respect for others, etc.).

Technology Related BOE Policies

- 2360 - [Use of Technology](#)
- 2361 - [Acceptable Use of Computer Network/Computers & Resources](#)
- 3283 - [Electronic Communication between Teaching Staff Members & Students](#)
- 4283 - [Electronic Communication between Support Staff Members & Students](#)
- 7523 - [School District Provided Technology Devices to Students](#)

Parent-Teacher Communication Protocol

Kingsway Regional High School prides itself in welcoming parent participation and involvement. Throughout the year, our teachers and staff will make every effort to keep you informed of your child's progress. Despite our very best efforts, questions and concerns may arise. In efforts to resolve matters quickly and effectively, we ask that parents and/or guardians first contact the teacher or school counselor before involving school administration.

Semester Timeline

The academic calendar is divided into two semesters. Please check the district website for these timelines as they are subject to change due to unforeseen circumstances (weather).

Genesis and Student Progress

Parents may access their child's grades through the district website. A username and password, which is emailed home during the summer, are required to gain access to the system. Parents may contact the school counseling department (ext. 4207) if they need additional assistance and/or misplace the username and password information.

Change of Address

When moving from one address to another within the district, a Change of Address Form must be filed with the [Registrar's Office](#). At this time, [proof of residency](#) will be required.

Senior Incentive Program

Seniors in Good Standing are identified as those who are not on the [academic ineligibility](#) list and are clear of any outstanding disciplinary infractions and/or monetary obligations. Students will be added or removed based on periodic records reviews. Seniors in good standing may be eligible to participate in Senior Privileges. This includes Senior Flex, Single Session, and Driving. Continued eligibility will be based upon the following and privileges will be revoked when the following criteria is not met:

- Attendance: Student must have no more than eight (8) unexcused absences.
- Discipline: Students must be in Good Student Standing
- Academics (Use of Semester Grades Only): Academic eligibility will be determined by semester grades and credits earned. [SEE ACADEMIC ELIGIBILITY](#)
 - A student who is on the ineligibility list at the end of their junior year is not eligible to apply for senior privileges until the second semester of their senior year; **full schedules will be given to seniors who are ineligible.**
- Obligations: All school obligations must be satisfied (see the North Main Office secretary in charge of obligations to either return or pay for the item in question).

A violation of one or more of the above criteria may result in the revocation of Senior Privileges. Students can remedy the situation in one of the following ways:

- Absences: Produce appropriate documentation to reverse any unexcused absences.
- Discipline: Refrain from any additional infraction to the disciplinary and attendance codes.
- Academics (Use of Semester Grades Only): Students deemed ineligible at the end of a semester will remain ineligible until the following semester, at which time grades will be reviewed and eligibility reinstated if the criteria defined above is met.
- Obligations: Pay for or return the item in question.

If a student fails to satisfy the required remediation, Senior Privileges will be revoked for the remainder of the semester.

Senior Flex Privilege—Late Arrival/Early Dismissal

Eligible seniors may arrive to school late or leave early on specific days when a study hall in their schedule occurs during 1st bell (Late Arrival) or 8th bell (Early Dismissal). On these days, Late Arrival students must sign in at the Attendance Office prior to 2nd bell class, and Early Dismissal students must sign out at the Attendance Office prior to 8th bell class and immediately leave the building and the campus.

Example of a Senior Flex Privilege schedule for a Senior in Good Standing.

Senior Academic Privilege Schedule		A	B	C	D
First Bell	A.M. WHEEL	1	4 (Late Arrival)	3	2
Second Bell		2	1	4 (Study Hall)	3
Third Bell		3	2	1	4 (Study Hall)
Fourth Bell	Lunch 1/Enrichment	S.M.A.R.T. Period			
Fifth Bell	Lunch 2/Enrichment	S.M.A.R.T. Period			
Sixth Bell	P.M. WHEEL	6	9	8 (Study Hall)	7
Seventh Bell		7	6	9	8 (Study Hall)
Eighth Bell		8 (Early Release)	7	6	9
DROP		4 (Study Hall)	3	2	1
		9	8 (Study Hall)	7	6

Note- The sample schedule is for a senior who has two study halls with an early release on A day and a late arrival on B day.

Senior Early Release Privilege

Eligible seniors who do not have P.M. wheel academic classes may sign out at 11:15am. Students are provided access to all of the SMART periods (L1 and L2). Students must utilize proper procedures when signing out daily.

Eligibility for Early Release

Only academically eligible seniors who have a Kingsway parking permit can apply for Early Release. To maintain eligibility, seniors must remain [academically eligible](#) and be in Good Student Standing or their early release and parking permit will be revoked.

Senior Driving & Parking Privilege

In the interest of safety and in order to make the best use of limited parking space, Kingsway Regional High School sells permits and issues parking spaces according to established protocols. Eligible seniors who have senior privilege can apply for a parking space. Students wishing to apply for a parking space must meet all eligibility requirements: free of all obligations (fines and discipline), in Good Student Standing and have passed ALL classes with a minimum of 100 credits toward graduation.

Seniors wishing to purchase a parking permit must submit a "Consent to Participate in Random Testing for Student Alcohol or Other Drug Use Program" form signed by a parent in order to be eligible to purchase a permit. For further details, please visit the school website and reference [Policy 5536., Random Drug Testing for Student Alcohol or Other Drug Use](#). In addition, students must submit a "Senior Driving Application", along with proof of insurance, a valid driver's license and vehicle registration. The cost of a parking tag and assigned space is \$50 and is non-refundable. Parking violations are subject to a \$10 fine per incident.

Information regarding the online application for the Senior Driving Privilege will be emailed to your child's school email account, e.g. 98765@krsd.us . Paper applications are also available in the Main Office. Please keep in mind that Senior Driving is a privilege—not a right.

Rules and Regulation for Student Drivers

- 1. UNREGISTERED VEHICLES OR VEHICLE'S PARKED IN AN UNAUTHORIZED AREA WILL BE TOWED AT THE OWNER'S EXPENSE AND RUN THE RISK OF LOSS OF PRIVILEGES.**
- 2. The District is not responsible for any damage or loss to vehicles nor to any personal property within vehicles.**
- 3. Parking on school grounds is a privilege and may be taken away at any time due to violations of the code of conduct or for concerns relating to safety and security.**
- 4. All students must park in their assigned space with their parking tag displayed at all times. Note: Parking tags must match the license plate number on file. Any unregistered or illegally parked vehicle is subject to being towed at the violator's expense.**
- 5. Parking permit holders are not allowed under any circumstance to switch their parking tag from the registered vehicle to another. Changing tags or vehicles must be done through the main**

office.

6. Speeding, reckless operation, driving in the wrong direction, exiting the campus through the road next to the transportation center, or making excessive noise on school property or near any school building will not be tolerated and may result in the loss of parking privileges. **Speed Limit on school property is 15 m.p.h.**
7. Drivers must “stop and stay stopped” for pedestrians in crosswalks, not just yield to them.
8. Sitting in parked vehicles while on campus is not permitted.
9. During the school day, students are not permitted to access their vehicle or school lots without authorization from administration.
10. **Students who are not in Good Student Standing due to lateness and/or discipline code violations will lose parking privileges until their standing improves.**
11. **Students who exceed eight (8) unexcused absences will become ineligible to drive to school and their parking privilege will be suspended. The students will then have ten (10) school days to produce appropriate documentation to reverse any unexcused days. If a student fails to provide documentation, the parking privilege will be revoked and the space will be reassigned.**
12. In addition to facing discipline, failure to follow the Driving Rules and Regulations will result in suspension of driving privileges for a period of time and fee depending on the seriousness of the incident or possibly for the remainder of the year without a refund.

Driving rules and regulations are listed under the Student Code of Conduct.

Promotion and Retention

The Board recognizes that personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The Superintendent shall direct development of and the Board shall adopt detailed regulations to govern progress of pupils through grades seven through twelve. The regulations shall include:

1. Standards of proficiency related to district goals and objectives;
2. Standards of attendance and provision for review of mastery;
3. Timely efforts to help all pupils achieve acceptable levels of proficiency;
4. Timely notification of parent(s) or legal guardian(s) when there is a possibility of failure;
5. Procedures for parent(s) or legal guardian(s) and adult pupils to appeal promotion/retention decisions; and
6. Provisions for involving parent(s) or legal guardian(s) in the design of the remedial program.

Parent(s) or legal guardian(s) will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities. Promotion and retention of pupils shall be related to district goals and objectives of the instructional program, which provides for the continuous progress of pupils from one grade to the next. The decision to promote or retain a pupil is to be made by the school administration based on a pupil's progress in meeting grade- level goals and the individual's achievement of established standards in the regular instruction program or an individualized education plan. Pupils and parent(s) or legal guardian(s) shall be notified each year of this policy and the procedures for assessment, grading, promotion/retention standards, and intervention efforts with preventive and remedial instruction. Each pupil shall be placed each year at his/her appropriate grade level of academic, social, and emotional development by the Principals. When reviewing a pupil's progress toward such placement in grades seven and eight, the criteria considered are:

1. Acceptable levels of achievement of proficiencies in all programs and coursework to meet established standards;
2. Continuous growth and achievement commensurate with the abilities of the pupil within the grade level or program expectations of assigned placement; and
3. Evidence of social and emotional maturity.

Within such same criteria, promotional procedures for the high school grade levels include the successful completion of coursework to the degree of proficiency required for the particular course, attendance of the required number of the sessions per course, and earning an accumulated total of credits toward graduation.

Promotional Procedures and Credit Accumulation

9th	10th	11th	12th
English I	English II	English III	English IV
Mathematics	Mathematics	Mathematics	
Science	Science	Science	
World History	U.S. History I	U.S. History II	
PE/Health	PE/Health	PE/Health	PE/Health

A total of 24 credits must be accumulated before graduation.

Additional graduation course requirements:

Visual and Performing Arts – 1.0 credits

World Languages – 1.0 credit

21st Century Life and Careers or Career Technical Education – 1.0 credit

Financial, Economic Business and Business Literacy – 0.5 credit

College & Career Seminar- 0.5 credit

Numerical Grading System

Beginning in the 2020-21 school year, Kingsway transitioned to a 10-point grading scale, implementing a plus and minus system (i.e. A+, A, A-, B+, etc.). This transition will not lower classroom rigor or standards of achievement as the strength of curriculum and teacher instruction will remain the same. For additional information, please visit the following address: <https://www.krsd.org/domain/425>.

Incomplete work must be made up according to the attendance policy. The amount of time for this work is equal to the amount of time missed.

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances. See Policy 5460, High School Graduation Requirements, for the administrative review procedure and application for early graduation. N.J.S.A. 18A:35-4.9

Reassessment Practice

Philosophy

Kingsway Regional School District values all learners as well as the learning process itself as we continue our commitment to excellence. To this point, we acknowledge that not all learners learn the same way, at the same pace, and at the same moment in time. Therefore, we believe students should take ownership of their learning by reflecting on errors and by taking steps to further engage in the learning process with the aim of demonstrated improvement. In carrying this belief forward, we wish to afford all students the opportunity to reassess so as to demonstrate proficiency on grade-level standards so they may successfully progress with confidence.

Kingsway Regional School District will continue to implement a uniformed reassessment practice in grades 7-12 that supports this rationale as well as the goals noted below.

- *Goal #1: To improve understanding of material and, hence, increase confidence as students' progress*
- *Goal #2: To assist students with understanding that mistakes can be an opportunity for growth*
- *Goal #3: To build upon study skills and accountability for own learning*

Retake Practice

- As a grade of an 83 (B) demonstrates *strong proficiency* within the district's grading scale, if a student receives a *grade of less than an 83 (B) on a secondary assessment/assignment*, he/she is *eligible* for another opportunity to demonstrate proficiency of the material. *The highest grade the student can receive as a result of the reassessment opportunity is an 83.*
- To take advantage of this opportunity, the student must reach out to the teacher within the allotted timeframe and let them know they would like to reassess. The teacher will then provide additional opportunities for the student to further engage in study/learning so the student can better understand what he/she did not previously. These opportunities are referred to as "*learning demonstration activities (LDAs)*" and are specifically designed by the course teacher.
- *Students have 5-10 school days (5 days is optimal) from receipt of the first graded assessment to engage in the "learning demonstration activities" and to take the reassessment. All "learning demonstration activities" must be completed before the reassessment is given.*

Principal's and Superintendent's Lists

To be on the Superintendent's List, a student must have all grades of 90% or higher for the semester. To be on the Principal's list, a student must have all grades of 80% or higher for the semester.

National Honor Society

The National Honor Society is an organization designed to recognize the student who has achieved in four areas: character, scholarship, service, and leadership. No one category is more important than another. The student who becomes a member of the society must possess all four qualities.

Membership in the Society is open to students in grades eleven and twelve. Students who have achieved a grade point average of 3.7 (weighted) or better on a scale of 0 to 4.0 will be invited to submit information sheets about their service and leadership in September of each school year. This information will then be reviewed by faculty council. If the student is determined to have met the criteria for membership, he/she will be informed by letter and inducted into the Honor Society in a formal induction ceremony to be held in November.

Scheduling For the Year & Change of Schedule Policy

During the winter, students must select their courses for the next school year through Genesis. Kingsway encourages students and parents to utilize the Program Planning Guide found online under the School Counseling tab to help with the scheduling process.

The master schedule for the upcoming school year beginning in September, will be set by the end of the prior school year ending in August. Schedule changes that include the exchange of one course for another or changing the level of a course will be considered through the end of August. Students should review the offerings in this handbook carefully before choosing electives for the upcoming school year as changes to student schedules once school begins will only be considered for the following reasons:

1. To meet graduation requirements or mandated program requirements.
2. If student failed with scheduled teacher in the previous year and another teacher is available.
 - a. Where necessary, such changes will be made at counselor discretion, and only after extensive review of the circumstances.

In all cases, parental permission or parental awareness is necessary in writing before any change can be made. All schedule changes made after the third Friday in August are subject to administrative approval. Students withdrawing with administrative permission will receive the following designations on report cards and transcripts:

W - Withdraw Passing - No Credit. Students who withdraw from a subject after the deadline will be assigned a "W" if they are passing the course at the time of withdrawal.

WF - Withdraw Failing - No Credit. Students who withdraw from a subject after the deadline will be assigned a "WF" if they are failing the course at the time of withdrawal.

Summer School

In accordance with [Board of Education Policy 5410](#), Promotion and Retention, pupils that do not earn credit in a subject as a result of a failing final grade have the option to attend a summer school program approved by the NJ Department of Education and the Board of Education, provided that the failing grade did not fall below a 45. Pupils that earn a final grade of 44 or below must repeat the course the following year or seek another full year course to accrue credit.

Vocational School

The district provides transportation for students traveling to and from vocational school each day. Attendance and disciplinary actions are coordinated between Kingsway Regional High School and the vocational school. Students must attend both schools each day to be counted as present. Students who are suspended out of school may not attend either school on the day(s) they are suspended. In the event Kingsway Regional High School is closed for vacation or teacher in-service day, and the vocational school is open, students must attend the vocational school. The district will provide transportation.

Academic Eligibility

1. To be eligible for the first semester (September 1 to January 31), a pupil must have passed 6 credits of the 24 credits required by the State of New Jersey for graduation, during the immediately preceding academic year.
2. To be eligible for the second semester (February 2 to June 30), a pupil must have passed 6 credits of the 24 credits required by New Jersey for graduation at the close of the preceding semester (February 1). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Athletic Eligibility

1. To be eligible for athletic competition during the first semester (September 1 to January 31), a pupil must have passed 6 credits of the 24 credits required by the State of New Jersey for graduation, during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 2 to June 30), a pupil must have passed 6 credits of the 24 credits required by New Jersey for graduation at the close of the preceding semester (February 1). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
3. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
4. ***No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade.***
5. There is a registration fee of \$95 per season, per student, \$500 maximum fee per family. A payment form will be sent home **after** your child has officially made the team.

A "[Consent to Participate in Random Testing for Student Alcohol or Other Drug Use Program](#)" form must be submitted in order to be eligible to participate in athletics and activities. For further details, please visit the school website and reference [Policy 5536., Random Drug Testing for Student Alcohol or Other Drug Use](#)

Participation Requirements and Eligibility for Extracurricular Activities, Athletics & Events

Students who are [academically ineligible](#) are not permitted to participate in school sponsored clubs and sports until the completion of the first semester of the school year, and until they obtain academic eligibility.

Students who are not in Good Student Standing will not be permitted to participate in, or attend, school-sponsored activities including, but not limited to, SMART, athletics, extracurricular activities, and school sponsored events, such as field trips, homecoming, the senior prom/picnic/trip etc. All decisions are at the discretion of the administration.

In addition, if a student exceeds eight (8) unexcused absences, the student will become ineligible for all school sponsored events and activities until proper documentation has been submitted and/or credit recovery is complete.

Class Trips, Senior Prom, Homecoming, and School-Sponsored Events Requirements

Class trips, the prom, and other school functions are very special events in the lives of our students. Considerable pride is taken in providing these special activities to students who exemplify hard work, dedication, courtesy, and politeness. It is fully realized that when students take part in these activities, they are representatives of Kingsway Regional High School. With this in mind, we would like to continue to offer these activities as special privileges to those students who exhibit acceptable academic and behavioral standards throughout the school year. In order to achieve this goal, a student must be in good standing in the following three areas:

- Attendance: Students must have no more than eight (8) unexcused absences.
- Discipline: Students must be in Good Student Standing
- Random Drug Consent: Students must submit a [Consent to Participate in Random Testing for Student Alcohol or Other Drug Use](#) form.

Random Testing For Alcohol and Drug Use

Kingsway will continue a *Random Testing for Student Alcohol or Other Drug Use Program* in the 2023-24 school year. (see [Superintendent's Announcement](#).) This program, as established through [Board of Education Policy 5536](#) and [Regulation 5536](#), enhances the District's ability to provide our students with a safe and drug free learning environment. The purposes of this random alcohol and drug testing program are to have a positive effect on attaining the important objectives of deterring alcohol and drug use, and to provide a means for early detection of students with substance abuse problems so that referral for evaluation or treatment may be offered.

Students in grades seven through twelve who participate in Kingsway's interscholastic athletic program, participate in extra-curricular programs, and/or those who receive a school-issued parking permit to drive/park a personal vehicle on school district property will be required to sign the [Consent to Participate in Random Testing for Student Alcohol or Other Drug Use Program](#). By signing the consent form, students agree to participate in the program for the duration of his/her time they are enrolled as students in the Kingsway Regional School District, regardless of whether the activity they participate in is out-of-season.

Remedial measures will be applicable for a student who tests positive for alcohol or drugs ([Summary of Remedial Measures for Positive Alcohol/Drug Test](#)). Remedial measures will result from a confirmed positive alcohol or drug test, a student's refusal to test when selected and/or tampering with or adulterating the specimen process.

No student will be penalized academically for testing positive for alcohol or other drugs under the school district's policy. Any action taken concerning any student who tests positive for alcohol or other drugs shall be limited to removal from or prohibition against participation in extra-curricular activities, including interscholastic athletics and revocation or denial of a student's parking permit.

The results of drug tests pursuant to this Policy will not be documented in any student's academic records or discipline file. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's parent will be notified at least seventy-two (72) hours before response is made by the Board of Education to the extent permitted by such subpoena or legal process. The Contractor will only provide the identity and results of those tested to the Designated Official.

For more information on Kingsway Regional School District's Alcohol and Drug Prevention Program, please visit our website - [ALCOHOL AND DRUG PREVENTION](#).

High School Bell Schedule

The daily bell schedule works on a four-day rotation. At the end of the four-day cycle, the rotation repeats itself. Each day, students will have six of eight possible classes: **three in the morning** and **three in the afternoon** with one (1) class from both the morning and afternoon being dropped. Students will go to each of their classes three times within a four-day cycle. Our **S.M.A.R.T. (Students Maximizing Achievement, Resources, Relationships, and Time)** period is split into two sessions (**L1/L2**).



Kingsway Regional School District

High School Bell Schedules 2023-2024 Student Maximizing Achievement Resources Relationships and Time

DAILY BELL SCHEDULE & ROTATION

BELL	TIME	DAY A	DAY B	DAY C	DAY D
	7:29	Teacher Arrival	Teacher Arrival	Teacher Arrival	Teacher Arrival
	7:34	Student Arrival	Student Arrival	Student Arrival	Student Arrival
1 st Bell	7:54-8:44	1	4	3	2
2 nd Bell	8:49-9:39	2	1	4	3
3 rd Bell	9:44-10:34	3	2	1	4
Homeroom	10:34-10:47	3	2	1	4
4 th Bell	10:50-11:15	S.M.A.R.T. Lunch 1	S.M.A.R.T. Lunch 1	S.M.A.R.T. Lunch 1	S.M.A.R.T. Lunch 1
5 th Bell	11:18- 11:43	S.M.A.R.T. Lunch 2	S.M.A.R.T. Lunch 2	S.M.A.R.T. Lunch 2	S.M.A.R.T. Lunch 2
6 th Bell	11:48-12:38	6	9	8	7
7 th Bell	12:43-1:33	7	6	9	8
8 th Bell	1:38-2:28	8	7	6	9
Classes not meeting		4,9	3,8	2,7	1,6
	2:28	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal
	2:44	Teacher Dismissal	Teacher Dismissal	Teacher Dismissal	Teacher Dismissal

SCHOOL POLICIES

Arrival and Departure

At the start of each day, students should report directly to their first bell class. Any student not in their scheduled class by 7:54 a.m., whether excused or unexcused, must sign in at the attendance office. Late arrival to school is subject to the Board approved Discipline Code of Conduct. At the conclusion of the school day, students should report directly to his or her school bus for departure. Students are not permitted in the building after school hours without proper approval.

Parent Drop Off and Pick Up

Cars and buses must follow a one-way traffic pattern around the building at all times. **Cars arriving on campus are to stay in the left lane. The right lane is for busses. Parents/guardians are to drop off and pick up students in the North Parking Lot (K-1) located in the front of the building.** Parents/guardians are to drop off students in the morning no earlier than 7:30 a.m. Hallway supervision is limited prior to that time.

Please be advised that there is always traffic congestion en route to Kingsway, especially during the morning commute. Late arrival because of traffic congestion will not be excused. Please plan accordingly when dropping off your child to school.

Early Dismissal

Students are not to leave the school grounds during school hours except with the permission of the attendance officer, an administrator, or the school nurse. Permission to leave school early will only be considered upon request from a parent/guardian and verification by the school. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation is required

Closing/Delayed Openings

In case of inclement weather or any other emergency, buses may be delayed. Announcements will be given on radio, school messenger, email, and TV broadcasts over all major stations. Kingsway will make every attempt to notify parents and staff via School Messenger (the automated phone system) as well as the district website (www.krsd.org). Please be sure school counseling is kept up to date with current phone numbers and contact information. **Our school number is 815.**

Bus Transportation

School bus service is maintained to provide transportation to and from school for all students. Please arrive at the bus stop ten (10) minutes prior to the scheduled pickup time and wait until ten (10) minutes after the scheduled pickup time before leaving the bus stop. It is our aim to provide efficient service and to insure the health and safety of all passengers. To accomplish this, please recognize that your bus driver is responsible for all students' personal health and welfare. Therefore, directions must be followed so the driver can concentrate on the road. **Students are to remain seated at all times and refrain from disruptive behavior. Failure to follow the directives of the bus driver and/or causing a disruption will result in discipline and/or removal from the bus.**

Note: Students are to ride only on their assigned bus and not on any other bus unless there is an emergency that has been brought to the attention of the administration and transportation.

Bicycles and Mopeds

Students are **NOT** permitted to ride bicycles/mopeds to or from school or use skateboards, roller blades, etc. on school property. Anyone in violation will be subject to the Discipline Code and the transportation means will be confiscated until a parent conference is held.

Alternate Transportation in an Emergency

Any student requesting permission to ride home on another student's bus or any other alternate form of transportation must have notes of approval from his/her parent/guardian and the parent/guardian of the student with whom he/she will be riding home. Students must present their notes at the main office prior to 6th period. Requests will be granted based on the nature of the emergency and the occupancy of the bus.

Note: These procedures apply to **emergency situations only** as we are not in a situation to honor requests for social conveniences. Telephone calls and emails will not be accepted.

Cafeteria and S.M.A.R.T. Lunch Procedures

With the implementation of the S.M.A.R.T. Lunch schedule, students will be permitted to bring food to a number of designated locations throughout the building in addition to the cafeterias. This may include locations where students can eat and access enrichment support and/or technological resources, as well as locations where they can meet in study groups or to engage in club meetings/activities. Certain locations may be designated as no food zones and are reserved exclusively for enrichment, activities, and/or intramurals. Students will not be permitted to eat in these locations.

As part of an allergy management plan, students will be prohibited from bringing nut products into the South Media Center. More information on Kingsway's Allergy Management Plan can be found in [Board Policy #5331 Management of Life Threatening Allergies in Schools](#), which is available under the BOE tab on our district website.

Students are expected to pick up after themselves, place trash and recyclables in the appropriate containers, and behave in an appropriate manner; improper behavior during S.M.A.R.T. (including leaving trash behind) will result in disciplinary action. Members of the faculty and administration will be present to supervise activities during the S.M.A.R.T. period. Failure to comply with student expectations during S.M.A.R.T. lunch may result in a loss of privileges.

Purchasing Lunch

The Kingsway Regional School District uses MySchoolBucks, an online payment service giving you a quick and easy way to manage and add funds to your child's meal account. You can review recent purchases, view your account balance, add money to your child's account, and set up low balance alerts.

Follow these steps to enroll:

1. Go to www.myschoolbucks.com (or download the mobile app) and register for a free account. A confirmation will be sent to the email address you provide; click on the link included in the email to activate your account.
2. Activate your account and begin adding your child. You will need the school name and student ID.
3. Add funds to your child's account(s) with your credit card, debit card or electronic check.

SAFETY AND SECURITY

Emergency Evacuation

Students and staff will be directed over the public address system to gather up all belongings and quickly evacuate the building. Students should not go to any other area (such as a locker) to secure belongings. Students should only take the items that are on their person. CELL PHONES ARE NOT PERMITTED TO BE USED DURING AN EMERGENCY EVACUATION.

Emergency Lockdown

Students and staff will be notified of an emergency lockdown over the public address system. Staff and students will quickly move into lockdown mode.

Visitors/Student Pick Up

All visitors must report to the north main office for information and a visitor's pass to be present in the building. Except in cases of emergency, parents/guardians are encouraged to make an appointment in advance. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation and identification will be required.

Health Services

There is a certified school nurse available during the school day to address the health care needs of the students. If a student is ill or injured during the school day, the school nurse will evaluate the student and determine whether he/she is able to return to class, needs to go home, or requires a medical referral. Medical treatment will be administered to your child according to standing orders from the school physician, and parent/guardian will be notified of any illness or injury. Unless in an emergency situation, students are to obtain a pass from their classroom teacher before reporting to the Health Office. For more information, please visit the school webpage and reference [Board Policy 5310](#).

A certified athletic trainer is available after school for medical care or emergencies for student athletes who have been cleared by the school physician. Athletic injuries should be reported to the athletic trainers for immediate attention and insurance documentation.

Medication in School

Prescription and Non-Prescription: Students who require medication during the school day must provide the school nurse with a note from a licensed health care provider and deliver the medication to the school nurse in a pharmacy-labeled container. The school nurse or a trained staff member administers all medication. Written permission from the school nurse, parent, and health care provider is required before a student may carry emergency medication, such as an inhaler or EpiPen. In addition, the parent/guardian must also sign an "Indemnification/Hold Harmless Agreement" indicating that the Kingsway Regional School District shall incur no liability because of any injury arising from the students' self-administration of the medication.

School nurses may only administer non-prescription medications for certain conditions (e.g., headache) with permission from both a parent/guardian and physician. **Any medication taken by a student on his/her own in school and not meeting the above specifications shall be subject to disciplinary action by the Administration.** Reference: [Board Policy 5330](#).

Athletic Physical Examinations

Each candidate for a school athletic team is to be examined within 365 days prior to the first practice session. A health care provider chosen by the student's parent/guardian must conduct the medical examination at the student's medical home. A full report of the examination, documented on an approved NJSIAA physical form, and dated and signed by the health care provider must be presented to the school nurse. A medical home is described as a health care providers' practice site chosen by the student's parent/guardian for the provision of health care. If the student does not have a "medical home," the district may provide the examination in the Health Office by the School Medical Officer.

Each parent/guardian will receive notification stating approval of the student's participation in athletics based upon the medical examination or the reasons for the denial of the student's participation. All forms required for sports participation are available on the [Health Services](#) webpage or may be downloaded from the Kingsway website: [Athletic Forms](#).

Physical Education Exemption

Students may be excused from physical education by the school nurse for **one** day with a parent note or at the discretion of the school nurse. Students needing a medical exemption for an extended period must provide documentation from a licensed physician. Requests for exemption will be verified by administration or the school nurse and determined on a case-by-case basis. Students excused from P.E will be provided with an alternative schedule.

STUDENT SERVICES

Child Study Team

The Child Study Team is a multi-disciplinary group of professionals who support students, staff, and parents in maximizing student achievement, particularly for students suspected or identified as having a disability. The high school team is comprised of two school psychologists, one learning disability teacher consultant, a school social worker, and a speech-language specialist. If your child is experiencing learning, social-emotional, or behavioral challenges in school, contact school counseling to discuss whether a referral to the Child Study Team is warranted.

Media Center

The media center may be used for research, for studying specific topics of interest, or for leisure reading. Students may visit the media center with their class or with a pass from their teacher during designated times only.

STUDENT ACTIVITIES

We believe that extracurricular activities contribute to a positive school climate. Not only does extracurricular participation increase happiness in school life, it also develops personality, establishes habits of good citizenship, and increases the power of self-direction.

Student activities in the high school provide opportunities for students to engage in special interests in addition to curricular experiences. Student activities help to develop student abilities necessary for leadership as well as those necessary for group participation. Students who have special talents in fields such as music, drama, or athletics are given an opportunity to improve their skills to an extent not usually afforded in the classroom.

While student activities are important for the all-around development of students, regular classroom work must take precedence. The needs and interests of students, the availability of faculty advisors, as well as other factors will determine the program of activities developed in our school. In keeping with the philosophy of Kingsway Regional High School, the administration and staff strive to develop a program of positive social activities planned in such a manner as not to interfere with the academic program. Minimum financial responsibility is placed upon the student, and care is exercised so that no student is excluded for financial reasons.

Concerts

Our music department presents several concerts annually. Concerts feature choral and instrumental music organizations. These activities enable students to demonstrate their ability and talents as performing artists. Such events are scheduled as evening performances to which students, parents/guardians, and other community residents are invited and welcome. We request appropriate concert etiquette. All cell phones should be turned off or on vibrate during all concerts.

Awarding of Varsity Letters

The Varsity Letter is an award designed to reward outstanding contributions to a specific school activity. The letter represents participation beyond the minimum level of attendance and performance.

Athletics Varsity Letter Awards

1. The head coach will determine the level of award that each athlete on his/her team will receive.
As a general rule of thumb, a varsity award is given to an athlete who is a legitimate varsity player. An athlete who consistently practices with the varsity, but does not play too often may be awarded a varsity letter, as per the head coach's decision.
2. A senior who has completed the season "in good standing" will receive a varsity award.
3. An athlete that has risen to varsity status, prior to being injured, may receive a varsity award. The head coach will determine if a varsity award is merited, based on the injured athletes' continued connection with the team.
4. A manager or statistician may be awarded a varsity award as per the head coach's determination.
5. The Director of Athletics must approve all awards.

Marching Band Varsity Letter Awards

A Marching Band Letter is an honor bestowed to first year members of the marching band based on actions and achievements reached during the current season. A band letter will be awarded at the end of the season to first year members of the marching band who meet all of the following requirements:

1. Perform in every scheduled performance including, but not limited to parades, football games, competitions, and other community events.
2. Attend and support every rehearsal (or follow the entire excusal policy as directed in the marching band handbook.)
3. Be properly prepared for every performance and rehearsal.
4. Participate in required fundraising activities.
5. Complete any tasks assigned by the director or staff members to handle the logistics of the band season.
6. Remain in good standing in the areas of academics, attendance and discipline.

Performing Arts Varsity Letter Awards

A varsity letter shall be awarded to a student who is selected for a role in the fall play or spring musical, accepts his or her role in that production, and successfully completes the season. The selection process and successful completion of the season shall include the following:

1. Completion of the audition process for on-stage roles and completion of the interview process for off-stage roles (crew and tech.)
2. Student response, acceptance of the role and recognition of commitment. Commitment to the activity shall be detailed at the first rehearsal and be supported by a signed statement.
3. Student attendance at rehearsals and adherence to the rehearsal attendance policy. The director shall set the rehearsal attendance policy, which will include acceptable excused absences, unexcused absences and the method of communicating such with the director.
4. Student adherence to the rehearsal schedule in regards to personal readiness. Students must rehearse with intent. Students must be prepared for rehearsals and meet deadlines such as the memorization of scripts, songs and dances.
5. Students must display a positive and supportive attitude.
6. Students must attend all performances.
7. Students must return any props or costumes issued to them in proper condition.
8. Students will remain in good standing in the areas of academics, attendance and discipline.

Letters shall be 7" letters and shall be awarded at the performing arts banquet in the spring. Students who are in multiple activities (play and musical) shall receive a letter for each activity and students who are in an activity for multiple years shall receive a letter for each year.

CARE OF SCHOOL PROPERTY

Students are to maintain a respect for school property at all times. Damage or destruction of school property is covered under the Student Code of Conduct.

Vandalism and Property Damage

The taxpayers of our district provide our school buildings and equipment. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension will result and may include exclusion from school activities as well as subsequent expulsion. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

School buses are property of the school. Any student who damages a school bus will be disciplined pursuant to the code of conduct and will be required to pay for loss or damages.

Book Fees

Students are responsible for their own books and will be required to pay for any books, which are damaged, lost or stolen. All books are to be covered. A teacher will assign students a text with a specific identification number. The student is responsible for this specific book identified by the assigned number. When books are collected, no other numbered book will be accepted in lieu of a lost book. The full cost of a replacement textbook will be charged when textbooks are lost or not useable because they are damaged beyond repair.

Obligations

Students are responsible for all obligations. Obligations may include, but are not limited to, the following: new student physical, lost/missing/damaged textbook, debt to the cafeteria, lost/missing/damaged library book, or unpaid fundraiser monies. Once an obligation is incurred, the student is notified in writing and given an opportunity to clear the obligation. If a student has an outstanding obligation at the end of a semester, then his/her report card is held in the School Counseling Office and access to Genesis is turned off until the obligation is rectified. **The student *may not* be allowed to attend any field trips or participate on an interscholastic athletic team until all obligations are resolved.** Students owing an obligation to the media center may also lose their Internet privilege until the obligation is resolved.

If an obligation should continue beyond the last day of school, the final report card/diploma will be held in the School Counseling Office and the parent/guardian is notified in writing. The obligation will carry over to the next school year unless it is resolved over the summer. Obligations continue to follow a student through high school and may ultimately ban the student from graduation until all outstanding obligations are met. Students transferring from the school district must rectify outstanding obligations in order to ensure the timely transfer of school records.

Student Identification Badges

Students are required to have identification badges in their possession while on school premises. Students will also be required to have their identification badge when passing through the lunch line. These identification badges are used for setting up lunch debit accounts. Identification badges will also be required for checking books out of the media center.

Lost or Damaged Identification Badge

There will be a \$5.00 charge to replace an identification badge. The student must request a replacement identification badge from School Counseling Office personnel.

Cell Phone Policy

Students are required to silence their phones/devices and put them away during class and study halls. Students who violate this policy will be held accountable pursuant to the code of conduct.

Lockers and School Issued Locks

Lockers are issued to each student. The school cannot assume responsibility for personal property. Students should keep lockers locked at all times. No student should share his or her locker with another student. All lockers will be cleaned out at the end of the school year. School lockers remain the property of the district even when used by the students. **Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant.** The principal and assistant principals may randomly conduct inspection of student lockers and storage facilities provided to the pupils for the storage of property.

Physical Education Lockers

Students are permitted to use the lockers in the locker rooms during their physical education class. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard these items. **Students are encouraged to bring a lock to school to secure their physical education locker during class.** It is virtually impossible for the high school administration to recover lost or stolen items from lockers; no security cameras are permitted in school locker rooms.

Sport Lockers

Sports lockers are assigned for a single season. At the conclusion of the season, all materials must be removed and the lock removed. If the lock is not removed, maintenance will remove it to free up the locker.

Hall Lockers

Each student will be assigned a locker when he/she enters school. Each school year, a school-issued combination lock will be assigned to each student to place on his/her locker. This lock is the property of the high school and must be returned at the end of the academic school year. Each student who does not return his/her assigned lock will receive an obligation of \$10.00 on his/her student account. It is the responsibility of each student to secure the school-issued lock on his/her assigned locker. A record of the combination and serial number will be kept on file in the North Main Office. Any locker that does not have a lock on it will be permanently sealed until the school-issued lock is presented to the assistant principal's secretary in the South Main Office, or the lock obligation is paid.

Students wishing help with any locker problem should see the assistant principal. Keeping the locker clean is a student responsibility. If anything is stolen from a locker, the student to whom the locker was assigned should report the theft to the assistant principal's office immediately. If a theft occurs on a locker with a lock, the student may request for administration to view the security cameras. If an item of value must be brought to school and the student cannot keep it on his/her person at all times during the day, he/she should leave it in the Main Office where it can be secured. Valuable items are not safe in school. It is highly recommended that students leave valuables at home.

1:1 Chromebooks

All students enrolled at Kingsway will receive a Chromebook computer to aid in their learning experience. This device will require wireless internet access to work from your home. Students are responsible for bringing the Chromebook to school, taking them home each day, and ensuring they are charged for use the following day. Students new to the district must read and sign off on the Technology User Agreement, which can be found at <https://www.krsd.org/Page/908>, so that their child can be provided with a Chromebook.

Students and Parents Agree to:

1. Read detailed Acceptable Use Guidelines that can be found here: <https://www.krsd.org/techagreement>
2. Use the device for school purposes – these are not intended for personal use. Only @[krsd.us](https://www.krsd.us) Google accounts will work. The school's code of conduct will apply for inappropriate use of technology.
3. Acknowledge that the district will record/collect information on your child's activity while using this device.
4. Understand that the device we are allowing your child to use will have a webcam installed. The Webcam may be used by teaching staff members for the purposes of delivering on-line instruction and/or may be used in the event the device was reported stolen. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of your child or any individual residing with your child.
5. Treat digital technologies with care, report any damages, security risks or violations to the technology department by going to www.krsd.org/technology
6. Keep the device until it is deemed end of life (including summer).
7. Return the device to your school's counseling office if your child transfers out of Kingsway Regional School District.
8. In the event a Chromebook is stolen, submit a formal police report and a copy forwarded to the district.
9. Acknowledge that the District will impose a "zero tolerance" policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the condition it was initially provided to the student considering reasonable use and care by the student. All repairs for Chromebook damage will be charged back to the parent/guardian. The chart below outlines the most common repair costs.

Part\Component	Cost
Chromebook Screen	\$100.00
Chromebook Keyboard	\$45.00
Replacement Hinges	\$25.00
AC Power Adapter	\$28.00
Chromebook Bag	\$20.00
Total Replacement (Chromebook, charger, and bag)	\$250.00

Lost and Found/Stolen Property

Students are discouraged from leaving items of value in a locker or elsewhere as the school is not responsible. If an item is lost or possibly stolen, it should be reported to the assistant principal immediately; however, the school cannot guarantee these items can be recovered.

DRESS CODE

Dress Code Philosophy:

It is the District's expectation that all students dress appropriately for the school day, virtual meetings, athletic competition, activity and any school sponsored event. The Student Dress Code is designed to support equitable educational access and should not increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

While we believe that the primary responsibility for a student's attire resides with the student and his or her parent(s) or guardian(s), the school takes its responsibility to establish and enforce a dress code that:

- does not interfere with the health or safety of any student;
- does not contribute to a hostile or intimidating school environment;
- respects the District's intent to sustain a community that is inclusive of a diverse range of identities; and,
- affords students opportunities for responsible decision making.

1. The items below adhere to our district's dress code philosophy and are allowable:

- a. Pants/jeans or the equivalent worn at the hips or higher (i.e. sweatpants, skirt, non-sheer leggings or yoga pants, shorts).
- b. Pants/jeans or the equivalent cannot be any shorter than fist length.
- c. Shirts that cover the front, back, and sides (i.e. Tank tops, including spaghetti straps, off-the-shoulder shirts and halter tops are permitted);
- d. Religious headwear and/or headwear worn for purposes that administration has provided advanced approval
- e. School approved athletic uniforms

2. The items below do not adhere to our District's dress code philosophy and are not allowable:

- a. Clothing or accessories with offensive, distasteful or suggestive images or language. (e.g. profanity, hate speech, and erotic language/images.)
- b. Clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, weapons or other illegal conduct or activities.

- c. Clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- d. Excessively ripped or revealing clothing, that expose a disproportionate amount of skin (i.e. rips in pants cannot be above fist length.)
- e. Shorts, skirts, dresses that are above fist length.
- f. Pants/jeans or the equivalent worn below the hip.
- g. Tube tops, midriff baring shirts, crop tops.
- h. Sunglasses (unless prescribed by a doctor and a doctor's note is provided).
- i. Accessories that could be considered dangerous or could be used as a weapon.
- j. Pajamas or pajama pants, slippers, robes, blankets, pillows.
- k. Outerwear & head coverings (heavy jackets, overcoats, rain gear, gloves, hoods, hats, baseball caps, bandanas).
- l. Costumes, capes, banners and/or flags.

Students are expected to abide by the dress code expectations noted above, and teachers will enforce compliance in a manner that is fair and consistent and aligns with the District's communicated philosophy, ensuring there is not an increase in marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status or cultural observance.

Dress and Grooming ([Board Policy 5511](#))

The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal shall publish the Student Dress Code in the handbook/agenda each school year.

STUDENTS' RIGHTS

Click here for a full list of [BOE Policies Concerning Student Rights](#)

MISCELLANEOUS

Make-Up Work

In Grades 9 to 12, the student and/or parent is responsible for requesting missed assignments and any assistance required. Students absent for any reason are expected to make up the work missed. Teachers will provide make-up assignments as necessary. In general, students will be allowed one day to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for students if circumstances warrant additional time. A student who missed an assessment because of an excused absence shall be offered an opportunity to take the assessment or an alternative assessment. **Students who cut class will still be expected to complete the assignment/assessment but must do so in detention.** In no case will a student who missed an assessment because of his or her observance of a religious holiday be denied an opportunity to make up the assessment. The rescheduled date shall not exceed the number of days absent.

Employment Papers

The principal of the school is designated by the Board of Education as the issuing officer for employment certificates. Employment papers are required for most positions for minors under eighteen years of age. Before accepting a position, the student should check with the North Office personnel if there is any doubt as to whether or not employment papers are required. Usually the following requirements are needed in order to obtain the papers:

- Promise of employment filled out by an employer; Proof of age, e.g. birth certificate, baptismal certificate, passport, insurance policy that has been in effect more than one year; school record filled out by principal; certificate of health from a Physician; signatures from parent/guardian and the minor child.
- Administrative signature may necessitate a wait time for pick up. Please allow one day for the papers to be processed.
- Working papers for minors is digital. Visit MyWorkingPapers.nj.gov for the application.

Parent Item Drop Off

In order to minimize disruptions to the academic environment and promote students' personal responsibility, it is respectfully requested that parents attempt to avoid dropping off food items during the school day. Instructional time will not be interrupted for routine issues or to ask a student to come pick up forgotten food items. In addition, the main office does not have a secure place to leave such items. For emergencies, Kingsway Regional High School has implemented the following policy with regard to items dropped off at school by parents.

- Student lunches that are delivered after the start of the school day will be able to be claimed by the student at the start of their lunch period.
- Please make sure the item(s) are in a bag and clearly labeled with the student's name and grade level.
- At no time will fast food/pizza/beverages or any other items from restaurants or outside vendors be accepted.

Thank you for your support, assistance, and understanding as Kingsway seeks to maintain an effective and distraction-free classroom environment. If a child forgets his/her lunch, the cafeteria will always allow them to eat the meal labeled as the Standard option, and the lunch will be charged to the student's account. No student will be refused a meal if one is needed. Kingsway Regional High School offers multiple lunch options in the cafeteria. **Note: Ordering food from outside establishments is not permitted.**

ATTENDANCE

Late Arrival and Early Dismissal ([Board Policy 5230](#))

The Board of Education requires that pupils attend the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for good cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances. No pupil under the age of eighteen will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Late to School (LTS)

Students who are not in their first period class by 7:54 a.m. are considered late to school. Once the 7:54 a.m. bell rings, any student in the halls or entering the building must report to the Attendance Office for a late pass. The lateness will be entered into our system. Once a student accrues 3 latenesses to school, the student will be subject to discipline via the Student Code of Conduct. Excessive latenesses may impact Good Student Standing.

Late to Class (LTC)

To alleviate loitering in the halls between classes and hold students accountable for lateness to class, the following procedure for LTC has been established: Teachers are to record in Genesis all students who are LTC. Upon the third offense, the teacher will issue a lunch detention to be served during S.M.A.R.T. Each additional offense will result in a referral in which administration will administer consequences in accordance with the Student Code of Conduct.

KRHS Attendance FAQ ([Board Policy 5200](#))

Why is my student's attendance calculated and tracked at Kingsway Regional High School?

Kingsway Regional High School calculates and tracks a student's (1) daily attendance and (2) period attendance for the purposes of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. Pursuant to *N.J.S.A. 18A:38-25 and 26* and *N.J.A.C. 6A:32-8.3*.

What is the difference between daily and period attendance?

Daily attendance is the frequency of days that a student attended school. Period attendance is how often your student attended each class.

- *Note – Students who are marked absent in two or more classes during the course of school day without a verified A.M. or P.M. excused absence will be marked absent for the full school day.*

What happens if my child is persistently absent from school?

Students that accumulate an excess of eight (8) unexcused absences during the course of the school year shall be placed on No Credit Status and may not earn credit for the school year.

What counts as an excused absence?

Participation in New Jersey's "Take Your Child to Work Day, religious observance, documented chronic illness, court ordered appearances, death in the immediate family, medical quarantine, and days relating to sickness/wellbeing as documented by a licensed medical practitioner.

- *Note – Vacation days and sick days without a note from a licensed medical practitioner are considered unexcused.*

Are there any other circumstances that could be considered an excused absence?

Upon review and prior approval from Administration, college visitation or a meeting with a military recruiter will be excused upon receipt of proper documentation (up to 3 days per school year, only for students in grades 11 and 12). In addition, emergencies or other unusual circumstances will be considered at the discretion of the principal.

- *Note – A motor vehicle driver's test, doctor/dentist appointment, or job interview will be considered an A.M. or P.M. excused absence pending proper documentation (Board Policy 5230).*

What happens if my child has excessive daily absences?

Any pupil who is absent for ten (10) consecutive unexcused school days and does not appear on homebound instruction, and/or is not under the care of a physician, shall be considered truant (*N.J.A.C.*

6A:16-1.3) and will be issued a written notification to report back to school within five (5) school days. Failure to comply with the provision of the law may cause the parent to be deemed a disorderly person and subject to a fine (*N.J.S.A. 18A:38-28 through 31*); Pupils above the compulsory age who do not comply with the notice and who do not return to school after five (5) days shall be dropped from the rolls of the school.

Absenteeism

Students in grades 9-12 are required to attend each class every day that school is in session. In order to be eligible to participate in extracurricular activities, a student must arrive to school prior to 10:00 A.M., or have a documented A.M./P.M. excused absence. Students who are absent from school are not permitted to be on school property for any reason.

Chronic Illness

Parents should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following

guidelines in order to have the absence recorded as excused: (1) after a chronic illness note from a physician is on file in the high school attendance office, a parent may write up to ten single-day absence notes. (2) After ten single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature, i.e. the note must state the chronic condition as the reason for the absence. (5) Should the status of the chronic illness change, the parent must notify the attendance office. (6) The chronic illness diagnosis must be renewed annually, at the beginning of the school year, by the physician. The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted, photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

Readmission to School After An Absence

- A pupil returning from an absence of any length must present to the attendance office a written statement on the day of his or her return, dated and signed by the parent or adult pupil, stating the reasons for the absence. The note must verify the date(s) of absence.
- If a doctor verifies a personal illness, the doctor's note must be submitted on the day the student returns to school. Only original doctor's notes will be accepted.
- A note explaining a pupil's absence for non-communicable illness for a period of more than five days' must be accompanied by a physician's statement of the pupil's illness.
- A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the School Nurse written evidence of being free of communicable disease, in accordance with [Board Policy 8451](#).

Vacation

Please be advised that **vacation taken while school is in session will be considered as unexcused absence**. However, if the vacation is unavoidable, the student is required to obtain work from his/her teachers. The student must follow the steps below:

1. At least one week prior to vacation, written notice of the said vacation must be submitted to the attendance office. Once the form is submitted, a Notice of Vacation Form will be provided to the student. Note: A copy of the form is available electronically through the Parent Portal of Genesis.
2. Once the Notice of Vacation Form is filled out, the student is to obtain signatures from each of his/her teachers and obtain any assignments that he/she will be missing while away. Teachers will initial this form to confirm talking with student. Work given to the student prior to the vacation must be completed upon returning to school or arrangements made with teachers prior to leaving.
3. Once all signatures are received, the form is to be returned to the attendance office for processing. Once processed, a copy of the completed vacation form will be given to the student to take home and a copy will be placed in his/her file.

Dropped From the School Rolls

When a student age sixteen or over is absent for ten (10) consecutive full days or a total of twenty (20) full school days, for unknown reasons, the parent/guardian will be notified that their child will be dropped from the school rolls. Prior to dropping the student from the rolls, the parent/guardian will be requested to meet with the principal to determine the reason(s) for the absences. If the parents do not present appropriate reasons(s) for the absences, they will be notified that their son/daughter has been dropped from the school rolls.

Loss Of Course Credit For Absences

Any student attending Kingsway Regional High School full-time who exceeds eight (8) unexcused days absent in a school year and any student attending Kingsway Regional High School on a shared basis at a vocational school who exceeds six (6) unexcused days absent in a school year will be denied credit for all courses taken at Kingsway Regional High School.

Attendance Letters

- When a student reaches **five (5) days** of unexcused absences, a letter will be sent home. A counselor will meet with the student if the threshold occurs before March 31st or if deemed necessary by the counselor. In addition, a phone call will be made to the parent/guardian to inform him or her.
- When a student reaches **eight (8) days** of unexcused absences, a letter signed by an assistant principal will be sent home. The assistant principal and/or designee will meet with the student as a follow up to the letter.
- At the **10-day unexcused** absence threshold, a parent conference will be scheduled through the principal's office.
- At the **12-day unexcused** absence threshold, a certified letter from the principal's office will be sent indicating that the attendance matter will be brought to the attention of the court. The court hearing will be attended by the Assistant Principal.

Credit Recovery

Students may attend Credit Recovery in efforts to earn credit for unexcused absences. A total of five (5) school days may be made-up. For each unexcused absence, a student must attend two (2) credit recovery sessions from 2:30 to 5:00. The number of days in which a student is able to schedule Credit Recovery (CR) is limited, therefore administration strongly encourages students to schedule and attend CR within thirty days of exceeding eight (8) unexcused school days.

Eighteen-Year-Old Students

At no time will 18 year-old students be permitted to sign out of school without officially declaring the age of majority and demonstrating his/her emancipation from his/her parent(s)/guardian(s). Please note that once a student declares the age of majority, i.e. 18, and effectively demonstrates his/her emancipation, the school will sever all educational ties with the student's parent(s)/guardian(s), and will deal directly with the student regarding all educational matters. Students may declare majority status by expressing in writing their wish to exercise their rights to the high school principal. **It will then be up to the student to demonstrate his/her emancipation to the administration by providing evidence of his/her financial and living independence from his/her parent(s)/guardian(s).** Upon receipt of the student's declaration of the age of majority, the administrative staff will contact the student's parent(s)/guardian(s) to advise them of the declaration, as well as the age of majority and emancipation. Any parent wishing to object to such a declaration may do so in writing to the Kingsway Regional High School Principal.

DISCIPLINE

Discipline Philosophy Statement

It is our goal to develop young adults who are capable of making good, sound decisions regarding both their academic preparation and the manner in which they conduct themselves in our school and outside our four walls. It is our expectation that students will conduct themselves as “responsible” young adults. The interventions and consequences imposed adhere to our overarching goal of keeping students in class and engaged in meaningful activities designed by our teachers.

We hold students to a very high standard. Those who meet this standard will have opportunities and privileges to participate in activities outside the classroom and during the S.M.A.R.T. period. However, those students who do not meet the expectations outlined in the code will be held accountable for the decisions they have made and therefore will no longer have access to the multitude of privileges that responsible students will enjoy. The goal will be to guide these students to making more responsible decisions. Disciplinary consequences imposed in response to discipline code infractions are designed, not to “punish,” but rather to redirect students to engage in appropriate and productive behaviors. Administrators will apply the discipline code in a manner that is fair and consistent, and above all, with the goal of encouraging appropriate, responsible behavior moving forward.

Pupil Discipline/Code of Conduct ([Board Policy 5600](#))

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

The discipline code is intended as a guideline for interpreting the possible disciplinary action to be taken by faculty and/or administration for various disciplinary offenses. This discipline code is not all-inclusive and may be altered, modified, or applied in response to student conduct or events at any time deemed by the administration.

The discipline code can be applied progressively or at the discretion of the administration and may result in placement in the district’s alternative program. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning. Teachers are urged to contact parents about student disciplinary issues in the classroom in conjunction with teacher warnings, teacher detentions, and administrative referrals.

BEHAVIORAL INTERVENTIONS

Teacher Lunch Detention (TLD)

Teacher Lunch Detention (TLD) is designed to give teachers the use of another corrective measure to change a student’s behavior with regard to classroom misconduct and tardiness. Teachers may assign lunch detention as necessary to address inappropriate behavior. In accordance with the Code of Conduct, failure to report to TLD or follow the established guidelines will result in further disciplinary action.

Administrative Lunch Detention (ALD)

Duration – L1&L2

Primary behavioral intervention used to address most Tier I and Tier II discipline code violations.

After School Detention (ASD)

Monday through Thursday from 2:30- 4:15 p.m.

ASD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in more serious consequences. Assignments to ASD are made by administrators.

Extended School Day (ESD)

Monday through Thursday from 2:30 to 5:00 p.m.

An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. ESD is an additional three hours of school; it begins at 2:30 p.m. and concludes at 5:00 p.m. Students are responsible for providing their own transportation home from ESD. **While assigned to an ESD, students are not allowed to practice or participate in any extracurricular activities, e.g. athletics, clubs, concerts, field trips, etc.**

Out-of-School Suspension (OSS)

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or attendance at school-sponsored activities. Such suspensions are made by the administration in accordance with the policies of the Kingsway Regional School District. All suspensions may be appealed to the Principal and are subject to Due Process Procedure.

Upon return to school, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed tests. All makeup work and tests retaken are to be given full credit if completed within the time allowed.

Loss of School and Senior Privileges

Students who display a pattern of behavior that is not reflective of our discipline code expectations may no longer have access to the multitude of privileges that responsible students will enjoy. Students may be prohibited from participating in and/or attending extracurricular activities and/or receiving privileges at the discretion of administration based on student behavior. Senior privileges will be assessed at the beginning of the school year and will continue to be monitored throughout the year. For example, if a senior cuts class or school, his or her driving privileges could be revoked. The following are examples of school privileges and extracurricular activities that can be in jeopardy if students do not adhere to the discipline code:

- Late arrival/early release (senior privilege)
- School parking (senior privilege)
- Attending school related functions (dances, games, etc.)
- Participating on sports teams and /or participating in extracurricular activities (clubs and activities)
- Office/Nurse/Media Center Aide
- Full day schedule resulting in withdraw from college course if necessary

Good Student Standing

All students will begin the school year with a status known as “Good Student Standing.” A student with “Good Student Standing” may be eligible to attend any extracurricular activity offered by Kingsway Regional High School.

If a student receives an Out of School Suspension (OSS), in addition to the consequences of the suspension, the student will lose their Good Student Standing. This means that the student is denied the ability to attend all extracurricular activities, including S.M.A.R.T., for the number of school days explained below. These days will apply immediately following a suspension. In the event an activity occurs when school is not in session (weekends or holidays), those days will count when determining the student’s Good Student Standing. Activities in this policy include the following: wellness activities, all clubs, school sponsored tournaments, sports, dances, plays, musicals, talent shows, non-curricular field trips, and any other special extracurricular activity that may be scheduled.

Administrative Discipline per Code	Number of Days Loss of Good Student Standing
Any infraction resulting in OSS	10 days per infraction upon return
Students who fail to comply will receive additional consequences pursuant to the code of conduct, including additional loss of good student standing.	

Key Terms

Multiple Offenses, One Incident: A single incident can consist of multiple incident types. For example, a student might make a criminal threat toward another student while holding a knife. This would be entered into the SSDS as a single incident of criminal threat and weapon use.

Alternative Education Program: A comprehensive educational program designed to address the individual learning, behavior, and health needs of students who are not succeeding in the general education program or have been mandated for removal from general education, pursuant to N.J.A.C. 6A:16-5.5, 5.6 and, as appropriate, 5.7. The alternative education program shall provide a variety of approaches to meet the State-adopted standards, such as through nontraditional programs, services, and methodologies to ensure curriculum and instruction are delivered in a way that enables students to demonstrate the knowledge and skills specified for all students in N.J.A.C. 6A:8.

Assault: A person attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another.

Fight: Mutual engagement in a physical confrontation in which the offenders understood that the confrontation may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match. Each participant must be classified as an offender.

False Public Alarm: Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe, or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

Bias-Related Act: Incidents determined to be Bias-Related means that it is an incident directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice. A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. Bias-Intimidation is an incident that was confirmed by a law enforcement official to be bias-intimidation.

Bias-Intimidation: New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) (1) with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity; or (2) knowing that the conduct constituting the offense would cause an individual or group of individuals to be intimidated because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity. A person is guilty of the crime of bias intimidation if he commits, attempts to commit, conspires with another to commit, or threatens the immediate commission of an offense specified in chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.2C:33-4; N.J.S.2C:39-3; N.J.S.2C:39-4 or N.J.S.2C:39-5.

Expulsion: Pursuant to policy #5620, that expulsion from this district is the most severe sanction that can be imposed upon a student. It is when a school district is no longer required to provide educational services to a general education student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2. An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17.

Formal Charge: A formal allegation made by a law enforcement official asserting that somebody has committed a crime. A stationhouse adjustment would not be considered a formal charge. (A stationhouse adjustment is an alternative method that law enforcement agencies may use to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time avoiding a formal juvenile delinquency record.)

Hate or Hateful Behaviors: Hate or hateful behaviors relate to beliefs or practices that attack, malign, delegitimize or exclude an entire class of people based on immutable characteristics, including their ethnicity, religion, gender, sexual orientation, or disability. Hate actors are understood to be individuals, groups or communities that actively and overtly engage in the above activity, as well as those who implicitly attack classes of people through, for example, the use of conspiracy theories and disinformation. Hateful activity is understood to be antithetical to pluralism and the universal application of human rights.

Suspensions: Pursuant to policy #5610, administration recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and

Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq. For the purposes of this policy, “suspension” means the temporary removal of a student from the regular instructional program. Suspension is the denial of school attendance and of participation in or attendance at school-sponsored activities. “Short-term suspension” means a suspension of not more than ten days, and “long-term suspension” means a suspension of more than ten days. All suspensions may be appealed to the principal and are subject to Due Process/Appeals Procedure.

Due Process / Appeal Procedures

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible. Appeals begin with the administrator who administered the disciplinary infraction. The purpose of the Appeals Procedure is to provide a student/parent/guardian (complainant) with an administrative remedy to dispute alleged violations, misinterpretations, and misapplications of Board policies, regulations, procedures, and practices and/or law. Based on the merits of the written report filed by the complainant, the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied. All suspensions will be served immediately. Detentions are not considered appealable in that they do not deprive a student of his/her educational program.

An appeal must be filed in writing within three (3) school days of the date the aggrieved knew or should have known of the circumstances, which caused the appeal/grievance. The administrator shall render a decision within fifteen (15) school days from the date the appeal was originally filed. When requesting an appeal, the complainant must include the following information:

1. Student Name
2. Date of decision and/or incident that you are appealing
3. Briefly describe the reason you are appealing the decision in this matter. Cite relevant laws, policies, or regulations that you believe have been violated
4. Provide a detailed statement with supporting facts and evidence to support your appeal of the disciplinary decision. The district will not consider additional evidence and/or claims at subsequent levels.
5. Please indicate the remedy or outcome you are seeking:

Appeal to the Principal: If a complainant is not satisfied with the written decision rendered by the administrator for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the principal within five (5) school days of receiving the administrator’s written decision. The Complainant will be provided with the opportunity to present witnesses and evidence in support of his/her cause. The principal shall render a decision within fifteen (15) school days from the date the appeal was filed with the principal.

Appeal to the Superintendent: If a complainant is not satisfied with the written decision rendered by the principal for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Superintendent’s Office within five (5) school days of receiving the principal’s written decision. The appeal must request a review of the complaint, include the principal’s decision and all pertinent information, and state the remedy requested. Within fifteen (15) school days of the receipt of

the appeal, the Superintendent or his/her designee will render a written decision and send it to the complainant and the principal.

Appeal to the Board of Education: If a complainant is not satisfied with the written decision rendered by the Superintendent or his designee for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Board of Education within five (5) school days of receiving the Superintendent's written decision. The appeal must request a review of the complaint, include the decision of the Superintendent/Designee and include all pertinent information, and state the remedy requested. The Board of Education will hear the appeal at the next scheduled Board meeting.

Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Conduct shall be implemented in accordance with the components of the applicable plans.

Substance Abuse ([Board Policy 5530](#))

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. The full policy is available on the District Website under the BOE tab at the top of the webpage

Search and Seizure ([Board Policy 5770](#))

School officials maintain the right to search a student's person and/or personal effects or vehicle whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Student lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections or searches of lockers at any time without notice, without student consent and/or without a search warrant. Students should have no expectation of privacy in the use of a school locker. A "drug dog" may be brought in by a police officer to check hall lockers or cars parked on school property. Examples of items subject to this regulation include, but are not limited to drugs, drug paraphernalia, weapons, pornography, stolen goods, firearms, explosives, alcohol, tobacco, electronic cigarette devices, or cigarette lighters. Under no circumstances shall a search be conducted based solely upon an anonymous tip and /or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

Reasonable Suspicion

Alcoholic Beverages and Controlled Dangerous Substances

Procedures:

1. If there is reasonable suspicion that a student may possibly be under the influence or impaired, (slurred speech, excessive sleepiness, erratic behavior, decreased motor skills, etc.), that student is referred immediately to the school principal or designee.
2. Pursuant to *NJSA 18A:40A-12 and NJAC 6A: 16-4.3(a)2ii*, the student is given a brief examination

by the school nurse to ensure he or she is not in immediate danger. Refusing the required medical examination will be considered admission of use.

3. Upon examination, if reasonable suspicion exists, Administration has the right to require a student to undergo a drug screening and to search the student as well as his or her belongings.
4. The parent/guardian is contacted and must transport the student to the District's contracted vendor for a drug test and full examination immediately following pick up from school. The parent/guardian may choose to use his or her own physician to conduct the test and examination at parent/guardian expense. **PLEASE NOTE: The test and complete examination must be conducted within 24 hours of notification.**
5. **A positive screening will result in a four (4) day external suspension and principal's probation. Refusal to comply, a diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.**
6. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of admission, the student will be disciplined according to District policy and procedures.
7. Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct.
8. A Principal's Meeting will be scheduled upon reentry to school to discuss further expectations and actions.

Harassment, Intimidation and Bullying ([Board Policy 5512.01](#))

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated 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 [handicap] disability, or by any other distinguishing characteristic**, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; 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.

CODE OF CONDUCT

The Code of Conduct applies in all settings and schedules (in-person, hybrid, and virtual).

CONSEQUENCES, HOURS, AND LOCATIONS

ALD - Administrative Lunch Detention: (L1 & L2) – Room 129
ASD - After School Detention: 2:30-4:15 (1.75 hours) – Room 129
ESD - Extended School Day: 2:30-5:00 (2.5 hours) – Room 216
FTS - Failure to Serve/Appeal
OSS - Out of School Suspension

LOSS OF GOOD STUDENT STANDING

All students will begin the school year with a status known as “Good Student Standing”. A student with “Good Student Standing” may be eligible to attend any extracurricular activity offered by Kingsway Regional High School.

If a student receives an Out of School Suspension (OSS), in addition to the consequences of the suspension, the student will lose their Good Student Standing. This means that the student is denied the ability to attend all extracurricular activities, including S.M.A.R.T., for the number of school days explained below. These days will apply immediately following a suspension. In the event an activity occurs when school is not in session (weekends or holidays), those days will count when determining the student’s Good Student Standing. Activities in this policy include: wellness activities, all clubs, school sponsored tournaments, sports, dances, plays, musicals, talent shows, non-curricular field trips, and any other special extracurricular activity that may be scheduled.

Administrative Discipline Per Code	Number of Days Loss of Good Student Standing
Any infraction resulting in OSS	10 days per infraction upon return
Students who fail to comply will receive additional consequences pursuant to the code of conduct, including additional loss of good student standing.	

VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the high school setting beyond what is described within this Code of Conduct. When these violations occur, they need to be dealt with more severely because of the implications they can have for the safe, orderly operation of our school. Discipline will begin at a minimum at the third offense.

TIER I: INFRACTIONS RELATING TO ATTENDANCE and SCHOOL RULES & PROCEDURES

Infraction	Disciplinary Action / Number of Offenses		
	1	2	3
A. Improper Use of a Hall Pass	Warning	ASD (1)	
B. Dress Code Violation	Warning & Student will be asked to change	ASD (1) & Students will be asked to change	
C. Littering	Warning	ASD (1)	
D. Unauthorized Use of Earbuds/Headphones	Warning	ASD (1)	
E. Riding an Unauthorized Bus without Administrative Approval	Warning	ASD (1)	
F. Solicitation/Sale of Goods or Services without Administrative Approval and/or Food Delivery During School Hours <i>Note: For Drugs and Alcohol, see Tier IV.E</i>	Warning	ASD (1)	
G. Eating in Non-Designated Areas/Bringing Food/Beverage (not water) out of the Cafeteria	Warning & Food Confiscated	ASD (1) & Food Confiscated	
H. Academic Integrity <i>Pursuant to Policy #5701</i>	See Plagiarism / Academic Integrity Code <i><u>Note:</u> Students who distribute copies of assessment/assessment questions and/or answers will warrant a heightened response of two (2) ESD, zero on the assignment, and LGSS for 10 days.</i>		
I. Late to School (LTS) (3 LTS equals 1 offense)	ALD (1)	ASD (1)	
J. Late to Class (LTC) (3 LTC equals 1 offense) <i>Note – A student is referred to administration after he/she has been LTC on three occasions and their teacher of record has already addressed the issue with lunch detention after the first offense.</i>	ALD (1)	ASD (1)	ASD (2)
K. Cutting Class - Leaving without permission & lateness/missing from class for over ten minutes.	ALD (2)	ASD (2)	ESD (1)
L. Teacher Detention - Failure to Serve	ALD (1)	ASD (2)	
M. ALD - Failure to Serve	ASD (1)	ESD (1)	
N. ASD - Failure to Serve	ESD (1)	OSS (1)	
O. ESD - Failure to Serve	OSS (1)	OSS (2)	

P. Unauthorized Use of Technology – Including but not limited to the use of cell phones, smartwatches, etc.	ALD (2)	ASD (2)		
	Devices may be confiscated by faculty and/or administration and parental pickup may be required.			
Q. Failure to Follow Rules and/or General Misconduct on School Transportation	ALD (2) & Possible Seat Change	ASD (2) & Seat Change		ASD (2) & Possible Two-Week Bus Suspension
R. General Misconduct – Including, but not limited to, excessive noise, running in halls, disruption, and public display of affection	ALD (2)	ASD (2)		
S. Inappropriate/Vulgar Language and Gestures/Inappropriate Materials	ASD (1)	ASD (2)		
T. Disrespect to Another Student – Including, but not limited to, name-calling, horseplay, and teasing	ASD (1)	ASD (2)		
TIER II: INFRACTIONS RELATING TO SAFETY & SECURITY				
Infraction	Disciplinary Action / Number of Offenses			Possible complaint filed with WTPD, restitution for loss, and board action
	1	2	3	
A. Restricted Area/Unauthorized Entry – In an unauthorized area without permission/supervision/pass before, during, or after school	ASD (2)	ESD (2)	OSS (2)	N/A
B. Disturbance to the School and/or Learning Environment – Including, but not limited to, SMART, a larger population, hallway misconduct, and assemblies <i>*Behaviors that result in a disturbance during S.M.A.R.T. will additionally result in Loss of Good Student Standing and removal from S.M.A.R.T. for eight (8) school days.</i>	ASD (2)	ESD (2)	OSS (2)	N/A
C. Defiance/Insubordination/Failure to Follow Directives, Rules, and/or Expectations – Including, but not limited to, academic environment/classroom,	ASD (2)	ESD (1)	OSS (2)	N/A

after school activities, school-sponsored events, ALD, ASD, and ESD				
D. Disrespect to Faculty and Staff	ASD (2)	ESD (1)	OSS (2)	N/A
E. Inappropriate, Rude, Disrespectful Behavior – Including, but not limited to, comments and/or actions directed at another student that cause a disruption to the school or learning environment and/or impede the learning of a student <i>Note: For comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks see Tier III.C Violating the Rights of Others</i>	ESD (2)	OSS (2)	OSS (4)	N/A
F. Falsification of Records/Alerting of Documents/Lying – Including, but not limited to, forging/altering signatures	ASD (2)	ESD (1)	OSS (1)	N/A
G. Leaving School Grounds without Proper Authorization/Cutting School	ESD (2)	OSS (2)	OSS (4)	N/A
H. Gambling	ESD (2)	OSS (2)		X
I. Breach of Security/Violation of regulations, requirements, procedures, or guidelines that compromises the safety and security of staff and students – Including but not limited to opening perimeter doors without authorization	ESD (2)	OSS (2)		N/A
J. Tampering with Locks and/or Magnetic Strips – Including, but not limited to, theft of lockdown magnet	ESD (2)	OSS (2)		N/A
K. Trespassing	ESD (2)	OSS (2)		X
L. Vandalism/Misuse of School Equipment	ESD (2)	OSS (2)		X
M. Distribution/Possession of Inappropriate or Pornographic Material (video, pictures...) <i>(For incidents relating to child pornography, see Tier IV.F.)</i>	ESD (2)	OSS (2)		N/A

N. Theft and/or Possession of Stolen Goods (Less than \$10 in value)	ESD (2)	OSS (2)	X	
O. Parking in an Unauthorized Area and/or Unregistered Spot	ASD (2)	ESD (2) Seniors forfeit driving privileges. Juniors forfeit driving privileges for S1 of their Senior year.	X	
TIER III: MISDEMEANORS				
Infraction	Disciplinary Action / Number of Offenses		Complaint filed with WTPD	Principal's Hearing & Probation
	1	2		
A. Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds (More than \$10 in value)	OSS (2)	OSS (4)	X	X
B. Jeopardizing the Safety of Others/ Hazardous, Reckless, or Physically Dangerous Conduct – Including but not limited to misuse of staff/security/administrative resources, putting others in harm, or failure to report hazardous/reckless conduct	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
C. Violating the Rights of Others (physically and/or verbally - spoken, written, or electronic) - Including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements and derogatory comments	OSS (2)	OSS (4)	X	X
	INCIDENTS THAT CAUSE A DISRUPTION TO THE SCHOOL AND/OR COMMUNITY WARRANT A HEIGHTENED RESPONSE OF EIGHT (8) DAYS OSS AT MINIMUM			
D. Tampering with Fire Alarms or Cameras and/or False Public Alarm	OSS (2)		X	X
E. Inappropriate Language and/or Gestures Directed at Faculty & Staff/Gross Disrespect to Faculty and Staff	OSS (2)	OSS (4)	X	X
F. False Accusations <i>Pursuant to Policy #5512.01, Section J, Consequences and Appropriate Remedial Action for False Accusation</i>	OSS (2)	OSS (4)	X	X
G. Possession of Lighter / Matches	ESD (2)	OSS (2)	OSS (3)	X

<p>H. Distribution of Over the Counter Medicine</p> <p><i><u>Note:</u> Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, enhanced focus, stupefaction, and/or dulling of the brain or nervous system.</i></p>	OSS (4)	OSS (8)	N/A	X
<p>I. Smoking on school grounds/possession of cigarettes, vaporizers, and/or e-cigarettes</p> <p><i><u>Note:</u> The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. See Tier IV.M. Pursuant to the “New Jersey Smoke-Free Air Act, N.J.S.A. 26:3d-55, et. seq., Persons found to violate the Act are subject to fines and penalties established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense.”</i></p>	OSS (4)	OSS (8)	X	X
<p>J. Under the Influence of Alcohol or a Controlled Dangerous Substance - Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy</p> <p><i><u>Note:</u> The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute. See Tier IV.M. Pursuant to Policy #5530, Section C, Substance Abuse.</i></p>	OSS (4)	OSS (8)	N/A	X

Mandatory counseling sessions will be scheduled for students struggling with substance abuse.

- Mandatory counseling with the Wellness Counselor
- Confiscated devices/products turned over to law enforcement
- Complaint filed with Woolwich Township Police Department
- Mandatory drug screening for possession or use of electronic devices and/or related juice, wax, or oil.

Note: Refusal to test will be recorded as a positive test; Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program.

- Minimum of three (3) sessions with the Wellness Counselor
- Confiscated devices/products turned over to law enforcement.
- Mandatory drug screening.

Note - Positive results will require mandatory enrollment in an appropriately recognized and certified prevention/education program or a drug/alcohol rehabilitation program within seven calendar days of the confirmed positive test result. Refusal to test will be recorded as a positive test.

TIER IV: MAJOR OFFENSES

Infraction	Disciplinary Action		Complaint filed with WTPD	Principal's Hearing & Probation
A. Refusal to Comply with a School Employee	OSS (4)	OSS (8)		X
B. Failure to Disperse - Including, but not limited to failure to follow directives during a fight, riot, safety drill, or engagement in behaviors that are disrupting, inappropriate, likely to cause alarm and/or harm	OSS (4)	OSS (8)		X
C. Incitement to Fight/Verbal Altercation - Including but not limited to verbal or electronic threat, battery/unwanted physical contact, one-sided pushing/shoving of another student	OSS (4)	OSS (8)		X
D. Unauthorized Social Media Posting / Inappropriate Use of Technology – Including, but not limited to, images taken within the school and/or of the staff and student body, posting commentary, content, video, or defamatory images, harassing, or misrepresenting/slander the district, school, staff or student body and/or creating a hostile environment. <i>Note: The use of any electronic mobile device that has recording capability, be it video, photo or any other electronic image and audio recording of any kind is strictly prohibited in locker rooms, dressing rooms, bathrooms, or other areas of the school where there may be a reasonable expectation of personal privacy. Any use or attempted use of an Electronic Mobile Device to capture, record, or transfer the image of an individual in any stage of undress is strictly prohibited and will result in immediate referral to police and appropriate disciplinary action as outlined in the district's Student Code of Conduct.</i> <i>Behaviors that produce, post and promote hate or discrimination; uses</i>	OSS (4)***	OSS (8)***		X

<i>creative effects, music, and/or narration to produce, post and promote bias-related behaviors and/or bias intimidation; uses imagery or voiceover for such purpose; uses hashtags to gain broader appeal/viewership of hateful or bias-related content will additionally be found to violate Tier IV.O Bias-Related Act.</i>				
E. Disorderly Conduct / Lewd Behavior	OSS (4)	OSS (8)		X
F. Physically Resisting Detainment	OSS (8)		X	X
G. Possession of a Fireworks, Hazardous Materials, Knife, or a Look-a-Like (i.e. water gun)	OSS (8)***		X	X
H. Fighting (Physical Altercation)	OSS (8)***		X	X
I. Assault – knowingly and purposely intending to cause <u>serious</u> bodily injury	OSS (8) ***		X	X
J. Act of Aggression and/or Threat Towards a School Employee <i>Note: Implicit or explicit threats with intent to harm or act out violently against an agent of the board of education.</i> <i>Pursuant to NJ Rev Stat § 18A:37-2.1</i>	OSS (8) ***		X	X
K. Possession of a Weapon or Weapon Related Paraphernalia with the Intent to Threaten/Harm - Including but not limited to a pocket knife	OSS (8) ***		X	X
L. Terroristic Threat (written, verbal or electronic) - A threat having the purpose of terrorizing or acting with reckless disregard for a third party and is imminent and can potentially be carried out.	OSS (8) ***		X	X
M. Solicitation/Distribution/Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia (Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice) Pursuant to District	OSS (8) ***		X	X

<i>Policy 5530. Section C – Substance Abuse.</i>			
N. Distribution/Possession of Child Pornography	OSS (8) ***	X	X
<p>O. Bias-Related Acts - Incidents determined to be Bias-Related mean that it is an incident directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice.</p> <p>A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. Bias-Intimidation is an incident that was confirmed by a law enforcement official to be bias-intimidation. New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) “with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity.”</p>	OSS (8) ***	X	X
<p>*** Date of Return to School May Be Contingent Upon Safety Evaluation and/or Psychological Evaluation and Will Result In One (1) to Three (3) Mandatory Counseling Sessions</p>			

Other Disciplinary Items

HARASSMENT, INTIMIDATION & BULLYING

According to [Board Policy 5512.01](#), “‘Harassment, intimidation, or bullying’ means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated 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 [handicap] 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.2010, chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 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; or
- Has the effect of insulting or demeaning any student or group of students (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- 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.”

ANTI-HAZING

According to [Board Policy 5541](#), “A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to all schools within the district. ‘Hazing’ in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.”

RETALIATION DISCRIMINATION

The Federal civil rights laws prohibit discrimination based on race, color, national origin, sex, disability and age in programs or activities receiving Federal financial assistance. In addition to prohibiting discrimination, each of these civil rights laws also prohibits retaliation against individuals who assert their rights. The ability of individuals to oppose discriminatory practices and to participate in investigations and other proceedings is critical to ensuring equal educational opportunity in accordance with Federal civil rights laws. For this reason, agents of the Board of Education shall refrain from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Federal civil rights law.

AFFIRMATIVE ACTION

The district's Affirmative Action Team provides a forum to address and resolve issues related to discrimination. For more information related to Affirmative Action, please click [HERE](#).

ACADEMIC INTEGRITY/HONOR CODE

The administration and staff intend to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty. Every student is expected to observe the highest standards of integrity in meeting the course requirements of his or her educational program. *Violations of academic integrity for a **primary assessment** or **secondary assessment** will result in the mandatory re-completion of the assignment (an original or different version) by all student(s) who participated in the offense, as well as two after school detentions for each student (except infraction #7). Due dates for the re-completion are at the discretion of the teacher. Violations of academic integrity for a **supportive assessment** will result in the mandatory re-completion of the assignment (an original or different version) and one after-school detention for each student involved.*

Note: Students who distribute copies of the assignment or assessment questions and/or answers will warrant a heightened response of one (1) ESD, a zero on the assignment, and loss of “Good Student Standing” for 10 days.

Examples of infractions that warrant these disciplinary actions are as follows:

- Obtaining help from or giving help to another student during a test or quiz.
- Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual’s effort.
- Using books, notes, or any other unauthorized sources of information during an examination.
- Obtaining or giving information concerning a primary, secondary, or supportive assessment that is to be administered.
- Altering any answers on any test or assignment after it has been submitted for grading.
- Copying another student’s homework or giving homework to another student.
- Reproducing and distributing copies of assignments, quizzes, tests, or examinations. I

Infractions which compromise the educational process will result in further disciplinary action, which may include withholding of credit, detention, suspension, restriction from school activities, disqualification from awards and scholarship eligibility, and exclusion from the Renaissance Program.