

SUMMIT PUBLIC SCHOOLS/SUMMIT HIGH SCHOOL
STUDENT CODE OF CONDUCT/HANDBOOK RECEIPT FORM
2018-2019 SCHOOL YEAR

STUDENT'S NAME

GRADE

ADDRESS

HOME PHONE #

I understand that my conduct affects my success at Summit High School. I also understand that it is a privilege to participate in an extracurricular activity. Since I am aware that I represent myself, my family, community, and school, I agree to the following code of conduct and those listed in the Summit High School student handbook.

A. General Guidelines

1. I understand that my academic commitments have the highest priority.
2. I will adhere to all rules and regulations as set forth by the Summit Student Handbook and Board of Education Policies and Regulations as well as those designated and in writing by the coach/advisor.
3. I will adhere to the eligibility standards as established by the New Jersey State Interscholastic Athletic Association and the Summit Board of Education.
4. I will safeguard and properly care for all books, calculators, equipment, uniforms and materials issued to me. I understand that I am financially responsible for these items at the end of the class or season. No new equipment will be issued until these obligations are met.
5. I understand that I may appeal the decision of any disciplinary action to the Principal, Superintendent of Schools, Board of Education and State Commissioner of Education.

B. Behavior Guidelines

I will demonstrate the principles of good citizenship and sportsmanship. I will not cheat, plagiarize, gamble, steal, vandalize, fight, haze, harass, or bully. I understand that if I fail to comply with these guidelines, the situation will be reviewed by the program supervisor, coach/advisor and administration to determine the penalty and possible suspension period. I am aware that I will be held responsible for the penalties stated in the student handbook for these offenses and any further action deemed appropriate by the coach/advisor and administration. Other consequences, depending on the severity of the action and any prior infraction, may include loss of leadership positions, removal from the activity and/or the team, as well as suspension from the team and/or school. Violations of certain school rules and district policies are cumulative through a student's advancement in grade regardless of season or year in which they occur.

C. Harassment, Intimidation, and Bullying Guidelines

Harassment, intimidation and bullying means any gesture, written, verbal, physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14. Whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that
2. Take place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils.
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing the pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils; or
5. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, a cellular phone, computer, or pager.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

- 1) An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by the school's Anti-Bullying Specialist.
- 2) The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
- 3) The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation.

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- 4) The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- 5) The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
- 6) Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
- 7) A parent or legal guardian may request a hearing before the Board of Education after receiving the information.
- 8) At the next Board of Education meeting following its receipt of the report, the Board of Education shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
- 9) A parent, pupil, legal guardian, or organization may file a complaint with the Division of Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group.

Discipline for any violation of harassment, intimidation, or bullying will follow Board policy.

D. Substance Guidelines

I understand that the Summit Board of Education prohibits the use, possession, distribution and/or being under the influence of a substance on school premises, at any function or event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by this Board or used in conjunction with a school sponsored function or event.

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be discipline accordingly. Any student suspected of being under the influence must submit to a drug/alcohol screening immediately. Please be aware that pursuant to Board of Education Policy #5530, and immediate medical examination is one that is conducted within four (4) hours of the referral. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

Violations of this policy are cumulative through a student's advancement in grade and regardless of the season or the year in which they occur.

First Offense:

1. A four day suspension from school;
2. If the student has not received medical clearance to return to school, then the student must have an additional medical examination, verifying that the student is no longer under the influence, and physically and mentally able to perform in school, such medical verification to be presented to the Principal at a re-entry conference at which a parent(s) must be present;
3. A re-admit conference with the family, student, Principal or designee, and the Student Assistance Counselor;
4. Two mandatory follow up meetings with a Student Assistance Counselor;
5. Students who are suspended from school are not permitted to attend school events or activities, be on school grounds or attend classes during the period of suspension;
6. A 30-calendar day suspension from athletic and/or extra-curricular activities. If there are any remaining suspension days at the end of the school year, these days will carry over to the beginning of the fall athletic, if applicable, or the beginning of the school year. Leadership positions will be revoked for the activity period or entire school year.

Consequences for additional offenses are listed in the Student Handbook and must be reviewed before signing this sheet.

The Superintendent may impose additional restrictions in connection with this Policy, if, in the Superintendent's reasonable discretion, the nature of the offense warrants such additional restrictions.

Please initial and sign below:

_____ **Student:** I have read and understand the above guidelines and penalties. The student handbook was reviewed and explained by my homeroom teacher. I have read and understand this information.

_____ **Parent/Guardian:** I have read and reviewed these policies and the information located in the student handbook with my child.

DATE

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF STUDENT