

## CODE OF CONDUCT

Please note that the Camden Prep Code of Student Conduct will be equitably applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other legally protected distinguishing characteristics. All students are afforded records and privacy protections pursuant to Federal and State laws and regulations.

The Camden Prep Code of Student Conduct applies to school grounds, school sponsored events, and school buses.

The School recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. The School also recognizes that students with disabilities have rights to certain procedural protections whenever school authorities intend to impose discipline upon them. The School is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### EXPECTATIONS

#### **Core Values**

Core values are at the heart of Camden Prep's community and represent the cornerstones of the school's Code of Conduct. It is expected that all students will try to live by the values outlined in the School Culture section of this manual.

### ATTENDANCE AND TARDINESS

To succeed at Camden Prep, students must be present. So much learning goes on each day that cannot be sent home and made up. Students who miss excessive amounts of school do not perform as well as those who attend every day. Therefore, students are expected to come to school on time every day.. If a child is to be out, the parent must call the school before 9:00 am and explain the reason for the absence. Students must not stay home to babysit their siblings. In addition, every effort should be made to schedule routine dentist and doctor's appointments outside of school hours. A student's right to attend Camden Prep is irrespective of his or her marriage, pregnancy or parenthood status.

- **Three Unexcused Absences in a Quarter or Six Unexcused Absences in a Year:** If a student is absent three times in a Quarter or six times in a year, it is considered a serious issue. At this point, the parent/guardian will be called to the school to meet with the Dean of Students or the Principal. At the meeting, the problem will be discussed and an attendance plan will be developed.
- **Nine Unexcused Absences in a Year:** If a student is absent nine times in a year, the student is considered a truant. At this point, the student is at risk of not being promoted to the next grade. The parent/guardian will be called to the school to meet with the Dean of Students or the Principal. The Principal reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Department of Children and Families.
- **Ten Unexcused Absences in a Year:** Parents/guardians of students who demonstrate a pattern of 10 or more unexcused absences will be notified that their child is truant, pursuant to N.J.S.A. 18A:38-27, and that the school may refer the matter to the Truancy Officer/Court Program

Please be aware of the following specific policies pertaining to absences:

- Excused absences are defined only as those which are accompanied by a doctor's note verifying the dates of absence which were due to illness, those which are due to a religious observance, or those which are due to a death in the family. Under certain circumstances, Camden Prep will also consider students' IEPs, accommodation plans, individualized health care plans, and the observations and determinations of school staff regarding the health of the student in determining whether an absence is "excused." If not "excused" as provided herein, the absence is considered an Unexcused Absence.
- Excessive total absences (including excused absences and tardies) are a factor in retention at all grade levels. Should a student miss more than 20 total days (including excused and/or unexcused) in one school year, it will be at the school's discretion to determine if retention is appropriate for the current grade.
- High School students with excessive unexcused absences or tardies may be assigned summer school to make up the lost educational time.

Punctuality is very important at Camden Prep. See the School Policies section of this manual for specifics related to arrival expectations (e.g., time the school starts). Students may be excused from being tardy **only for extreme situations**, such as serious family emergencies or extreme weather events. Final decisions as to what may qualify as an extreme situation are made by a School Leader.

### Consequences for Tardiness

**Three Tardies Equals One Absence:** Every three tardies will equal one absence and be recorded as such in the student's attendance record.

**Six Tardies in a Quarter:** If a student is late six times in a quarter, it is considered a serious issue. Upon the sixth tardy, the student may be subject to significant consequences as determined by school leaders.

Since every three tardies will be recorded as an absence, excessive tardiness is a truancy problem. If a student is absent nine times (and some or all of these absences may actually be due to excessive tardiness), the student will be at risk of not being promoted to the next grade.

Excessive tardiness or absences may result in the creation of an action plan by school leaders to ensure punctual and consistent attendance.

### REQUIRED IMMUNIZATIONS

Parents must provide updated records of their child's immunizations prior to the student beginning instruction and updated as required by New Jersey law. Any student without the required immunizations, per New Jersey Law, N.J.A.C 8:57, Immunization of Pupils in School, will not be permitted to attend school until records are provided.

**LOST OR STOLEN PROPERTY:** The school is not responsible for lost, damaged or stolen items brought to school grounds, school sponsored events, or school buses. The school will not pay for, repair or replace, lost, damaged, or stolen student property. Please leave items not related to performing academic tasks at home.

### SCHOOL SEARCHES

Camden Prep authorizes the School Leader and his/her designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or any of Camden Prep's rules. In authorizing searches, Camden

Prep acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than Camden Prep's employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Camden Prep employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. Camden Prep exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials. Camden Prep will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

## STUDENT TECHNOLOGY POLICIES

### ***Student Internet and Computer Use***

The Camden Prep computer network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. Access entails responsibility.

Students are responsible for good behavior using any and all technology, just as they are in a classroom or school hallway. Computer network storage (hard drives and personal folders) may be treated like school lockers. Users should not expect that files stored on school file servers will always be private. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students must not allow others to use their network accounts (both Internet and school accounts).

The following misuses of Camden Prep's computer system are not permitted. Additionally, misuse of personal electronic devices off campus may result in discipline, as outlined in the Conduct Off of School Grounds section below.:

- Sending and/or displaying hateful or pornographic messages or pictures
- Using abusive, threatening or inappropriate language
- Harassing, insulting or attacking others
- Engaging in or promoting violence
- Engaging in racial, gender, or other slurs
- Receiving or transmitting information pertaining to weapons, such as bombs, automatic weapons, illicit firearms or explosive devices
- Damaging technology equipment (computer systems, computer networks, TVs, VCRs, digital cameras, scanners, etc.)
- Violating copyright laws (copying internet or other materials without permission)
- Using others' passwords

- Trespassing in other students and/or teachers' folders, work, or files
- Intentionally wasting limited resources
- Employing the computer network for commercial purposes
- Transmitting personal information without written parental consent
- Accessing areas considered borderline without written parental consent
- Accessing social networking, blogging, chat and other user groups without approval from the supervising teacher
- Downloading from the internet without approval from the supervising teacher
- Hacking (attempt to gain unauthorized access to files, folders, and/or other systems)
- Accessing private internet providers from a school computer
- Any use of the systems that violates Camden Prep's HIB policy will be dealt with according to the HIB policy

All student internet usage is monitored and managed with our electronic monitoring systems. The school will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Violations will result in loss of computer use as well as other disciplinary or legal action.

### ***Cell Phone or Smart Watch Use***

In the interest of student safety during commuting, students are permitted to bring cell phones or smart watches to school. Specific allowances for on-campus (including all school-sponsored events, whether on or off-campus) cell phone or smart watch use can be found in the School Policies section of this manual. Students who use cell phones or smart watches at unauthorized times will face escalating consequences. Cell phone or smart watch offenses may result in confiscation of the phone or watch, suspension, or other consequences at the school leaders' discretion. In the event of such a confiscation the students' parent or guardian will be promptly informed and arrangements will be made for the return of the student's property.

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

The Board of Camden Prep prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation or bullying" is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager), whether it by a single incident or a series of incidents, that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds/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) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b) has the effect of insulting or demeaning any student or group of students; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying that occurs off school grounds in cases in which a school employee is made aware of such actions or in which a school administrator should have known of the incident of harassment, intimidation or bullying.

Camden Prep expects students to conduct themselves in keeping with its Core Values. In addition, Camden Prep strongly believes that passive action can be as significant as active action—witnessing a wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform a Camden Prep staff member.

Consequences and/or remedial action for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including the developmental age and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be discipline in accordance with school policies, procedures, and agreements.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to verbally report alleged violations of this policy to school leadership on the same day when such school employee witnessed or received reliable information regarding the alleged violation. All acts of harassment, intimidation or bullying shall be reported in writing to school leadership within two school days of when the school employee witnessed or received reliable information that a student had been subject to harassment, intimidation or bullying. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from school leadership to submit a written or electronic report. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

School leadership, including the principal or the principal's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. School leadership shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. The 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 a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. 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. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information. The results of each investigation shall be reported to the Board no later than the date of the Board meeting next 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 principal. Parents or guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with federal and State law and regulation, 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. A parent or guardian may request a hearing before the Board after

receiving the information, and the hearing shall be held within ten days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents. At the next Board meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the principal'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. A parent, student, guardian, or organization may file a complaint with the Division on 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 as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building, all-school network level, or by law enforcement officials.

Remedial measures at both the individual and the institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, all-school network) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Camden Prep prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, be they student, school employee, volunteer, or visitor. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act.

Students, school employees, volunteers, and visitors may not falsely accuse another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be discipline in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

This policy, as part of the Camden Prep Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Camden Prep website and is distributed annually to all school staff, students, parents and guardians.

## SCHOOL UNIFORMS

Camden Prep students are young professionals who are learning the habits of adult professionals, including the habits of professional dress. Full school uniforms must be worn at all times (including appropriate and approved belts and shoes). They are meant to stress the fundamental equality of all students and to remove the distractions created by the status consciousness associated with clothing and sneaker fashion. These distractions, in many schools, lead to unwholesome competition and even violence. The school is a place for serious work and learning. Students who do not have the full uniform will not be allowed to attend class. Please see the School Policies section of this manual for detailed description of uniform requirements.

**Uniform violations:** Parents will be informed if their child is out of uniform, and will be asked to bring the proper uniform to school immediately. Students who come to school with a uniform violation that cannot be corrected (e.g. an item is missing) will receive the following consequences:

**First offense:** The student will be required to wear a substitute uniform, stay in the Dean's Office, or will be sent home.

**Second offense:** Parent will be called and the student may be sent home for an out of school suspension.

### COMPLAINT POLICY

**Informal Complaint Procedure** (e.g., a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or food service): Anyone with an informal complaint against a school policy or member of the school community is encouraged to contact the appropriate staff member at the school by telephone. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing.

If an informal complaint is not responded to or is not resolved promptly or satisfactorily, the group or individual should contact the Principal or Director of Operations to discuss the matter. The Principal or Director of Operations shall respond in person, by telephone, or in writing. Should any complaint involve a potential violation of law, please contact your school's Principal or Director of Operations for a copy of Camden Prep's complete Complaint Policy.

### ACADEMIC INTEGRITY (CHEATING & PLAGIARISM)

Cheating is considered a serious offense at Camden Prep. If a student copies another student's work or if a student gives another student his or her work, it is considered cheating. Plagiarism involves the stealing and passing off of someone's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's own original work. See the School Policies section of this manual for further details on academic integrity.

Plagiarism and Cheating carry severe consequences:

**1<sup>st</sup> Offense:** Student fails assignment and may receive a one-day suspension

**2<sup>nd</sup> Offense:** Student fails assignment and receives up to a two-day suspension

**Continued Offenses:** Student may fail the course and may face additional consequences, at the discretion of school leaders, up to and including expulsion.

All matters of plagiarism require a conference with the student, parent/guardian, and School Leader.

### SUBSTANCE ABUSE POLICY

Each fall, parents or guardians may request a copy of Camden Prep's complete Substance Abuse policy. In short, any student who is suspected to be under the influence without legal authority of a controlled dangerous substance will be required to have an immediate physical examination and drug test by a physician. Any examination or test completed by a physician of the parent or guardian's choice will be at the parent/guardian's expense, per N.J.A.C. 6.25-6.3a. If a student's parent/guardian cannot arrange an immediate examination then the school will take the student to the school's physician at the school's expense. The student will also be subject to suspension for up to 24 hours while the school determines the results of

these tests. If the test results are positive then the student will have to have an evaluation and assessment done by a drug and alcohol counselor to determine the nature and severity of the problem. The student must then follow the given recommendations and treatment in order to continue at Camden Prep. Repeated violations may result in escalation up to and including expulsion. Possession of, selling or use of controlled dangerous substances on school property, without legal authority, may also result in expulsion. . Additionally, students may be sanctioned for being intoxicated, inebriated or otherwise under the influence while on school grounds. Such sanctions may include, but are not limited to, suspension and will be consistent with N.J.A.C. 6A:16-4.4 and 7.

### SECURITY OF OUR STUDENTS

Camden Prep is committed to protecting our students' right to attend a safe and secure school. As such, students are never allowed to admit anyone to the school premises except for a teacher, staff member or fellow student unless a staff member is present and gives permission.

Students who make any threat directed at others will be instructed to seek immediate psychiatric care and the student will be restricted from returning to the school until they provide a letter from a doctor indicating that the student is no longer considered a threat to themselves or others.

If a school staff member receives any indication that a student is contemplating harm to themselves and/or suicide the School staff member shall immediately notify the school social worker and the school staff shall notify the student's parent or guardian and request that the parent/guardian come to the school immediately for a conference. The student will be kept under adult supervision by at least one staff member until the parent/guardian is contacted. At the conference, school staff shall encourage the family to agree on an intervention plan, which shall include immediate emergency psychiatric screening. The parent/guardian will notify the school of the results of the screening and provide written psychiatric medical clearance prior to the pupil's return to school.

### **Staff Responsibilities**

Camden Prep staff members are obligated to notify the Division of Child Protection and Permanency of an instance of child neglect.

### **Parent Behavior**

Parents are expected to model good behavior for the children. All concerns may be brought to the Principal and discussed professionally. However, Camden Prep is not a school that will tolerate shouting, threats, or cursing by parents. Such behaviors will result in severely limiting a parent's access to teachers and to visiting the school, and may result in consequences for the children. In extreme cases school leaders may engage local authorities.

### DISCIPLINARY PROCEDURES

The disciplinary procedures apply to behaviors that occur on school grounds, at school-sponsored events, or on school buses. Additionally, students may be disciplined for behavior that occurs off of school grounds if it jeopardizes the safety or well-being of other students, teachers or school property.

### **Group Consequences**

Camden Prep retains the right, during particularly difficult circumstances, to keep groups of students or an entire class of students during lunch or after school. The school does not seek to punish the good with the bad, but it believes that we are all responsible for each other – that the actions of some of us do impact, and are impacted by, the entire group.



**Other Rules**

Camden Prep retains the right to create other rules and consequences as required by specific situations.

**Consequences**

When students break the code of conduct, the teacher will correct them, review the correct behavior and practice the behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by all the teachers and parents. These consequences progress in a hierarchy designed to deter a student from poor choices. In administering consequences, school personnel will take into account such factors as the severity of the offense, the age of the student offenders, students' histories or inappropriate behaviors, and any other factors deemed relevant.

**Behavior Intervention and Remediation**

When deemed appropriate by School Leaders, a student may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. Students not meeting the goals in their behavior plan face consequences as outlined below. Supportive interventions and referral services (I&RS) are available for all students with demonstrated need. When appropriate, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans.

**Seclusion and Restraint**

As part of our emergency procedures, physical restraint is permitted in limited circumstances where a student is in imminent risk of injury to him/herself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. No student will be placed in seclusion and/or restrained by school staff as a form of discipline or punishment. As soon as possible, during or after any such use of restraint and/or seclusion, the parent(s) or guardian(s) will be informed when any of these actions have occurred and will be provided with an account of the incident, including the circumstances that led to the use of seclusion and/or restraint. Additionally, situations where there is the potential for significant harm may be reported to crisis services for additional support.

**Zero Tolerance for Fighting**

There is zero tolerance for fighting. In almost every case, all involved students will be suspended. Parents will be required to come to school and to pick up the students involved in the fight on the day of the incident. The school encourages non-violent conflict resolution. Students are expected to use the techniques of conflict-resolution to settle all disputes in a non-violent manner. Faculty will work to spot problems and students are expected to report conflicts before they escalate.

**Loss of Privileges**

Camden Prep offers students many privileges that can be taken away as a consequence for poor behavior. These include but are not limited to arriving at school early or staying late on school grounds, participating in specials classes and after school clubs and teams, attending field trips, attending dances and social events, attending end of year events including graduation and other senior events, and using the computer room or other school equipment.

**Detention**

Teachers may keep students after school in "detention" due to behavior problems, tardiness, and/or poor or incomplete work. Parents will be informed of a child's detention record and of office referrals but may not receive daily contact about detentions. By signing the covenant the parent agrees to support all after school detentions and understands that their child will have to stay late on the day of his/her offense, without exception.

**In-School Suspension**

Camden Prep may require students to serve an in-school suspension during which they are not allowed to take part in their classes but must spend the school day doing their schoolwork away from their class. During an in-school suspension a student will be given work and grade-appropriate reflective essay assignments that must be completed and signed by his/her teachers before he/she can be dismissed.

Students who violate rules while on in-school suspension will be placed on Out-of-School suspension. Multiple in-school suspensions will result in an Out-of-School Suspension.

### **Out-of-School Suspension**

To create and maintain a safe, supportive, fair and reliable school community and culture, Camden Prep will suspend students from school when there are serious breaches of the Core Values or of the discipline code. A student may be suspended for one to ten days by a School Leader. In certain circumstances, the board may determine that a suspension of a greater length is appropriate. In all cases, parents or guardians will be informed of a suspension and will be required to attend a conference and the school will follow the appropriate procedures, as indicated in N.J.A.C. 6A:16-10.2. Suspended students are required to apologize before rejoining the community. Parents must meet with the Dean of Students or the Principal before the student is allowed back to school. While serving out-of school suspension, students may not be allowed to make up any work they have missed during the duration of their out-of school suspension unless approved by a School Leader. During any removal from school, students may not attend school or any school activities or events, or enter onto any Camden Prep property unless granted specific permission otherwise by a School Leader. The School reserves the right to contact legal authorities and/or take all other necessary action in the event a student violates his/her suspension and trespasses on School property.

Causes for student suspension, both in-school and out-of-school suspension, include, but are not limited to:

- ✓ Physical contact, fighting or physical assault of another student
- ✓ Physical harm or assault of a teacher, staff member, or other adult at school
- ✓ Taking or attempting to take money or property from another student, faculty member, or school
- ✓ Constant disruptive behavior or continued and willful disobedience
- ✓ Violation of Internet Use and Technology Policy
- ✓ Excessive disrespect of staff, teachers, peers, or other adults at school
- ✓ Harassment or violent threats, including cyber bullying of any kind and/or creating images or videos of another student in a manner intended to harass or exacerbate an incident of harassment
- ✓ Open defiance of authority
- ✓ Willfully causing or attempting to cause defacement or substantial damage to school property
- ✓ Skipping class or truancy—this may also result in a mandatory Saturday session
- ✓ Possessing, using, or dispensing controlled dangerous substances (as defined by N.J.S.A. 24:21-2) without legal authority, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.)
- ✓ Accruing many office referrals
- ✓ Repeated uniform violations
- ✓ Skipping detention or tutorial
- ✓ Failure of the parent to live up to other requirements of the covenant
- ✓ Failure of a child to serve a required detention because the child or parent refuses to have them serve it
- ✓ Repeated in-house suspensions
- ✓ Using a cell phone in school
- ✓ Engaging in sexual activity or inappropriate touching
- ✓ Academic integrity violations
- ✓ Significant lack of preparation for school (ie, failure to complete homework regularly, failure to complete multiple assignments)
- ✓ Gang recruitment and/or expression of gang membership through symbols, jewelry, insignia, etc.

- ✓ Possession of a weapon
- ✓ Arrest for criminal activity
- ✓ Other actions deemed suspendable offenses by a School Leader

### **Conduct Off of School Grounds**

A student may be subject to appropriate discipline for a violation of this Code of Conduct which occurs off school grounds if the school determines that the violation jeopardizes the physical or emotional safety, security, and well-being of the student, any other student, staff or school grounds, and/or materially and substantially interferes with the orderly operation of the school and a positive school environment.

### **Discipline, Including Removal From School, For Certain Offenses**

We will not tolerate violence, or the potential for violence, at school, and reserve the right to take all necessary steps to ensure a safe school for our students. There will be zero tolerance for weapons at school. This includes, but is not limited to, bringing a gun, knife, taser, or other weapon to school or for any assault on school employees or students. Students who do shall be immediately removed from school and disciplined as appropriate. This includes but is not limited to any of the following offenses:

- Conviction or adjudication of delinquency for possession of a deadly weapon, or for committing a crime while in possession of a deadly weapon, on any school grounds, on a school bus or at a school-sponsored function. Deadly weapon shall mean a “weapon” as defined by N.J.S.A. 18A:37-2.2.
- Possession of a firearm on any school grounds, on a school bus or at any school-sponsored function
- Assault with a weapon upon a teacher, administrator, other employee, board member or another student on any school grounds, on a school bus or at any school-sponsored function.
- Assault, without a weapon, upon a teacher, administrator, other employee or board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim’s relationship to the school.

This policy will be interpreted as broadly as necessary to ensure a safe environment for our students and staff.

### **Expulsion**

A student may be liable for expulsion for possession of any weapon on school grounds, on a school bus or at any school function; assault on any school official or another student; possession, use of, or selling of alcohol or controlled dangerous substances while on school property, such as a school bus or at any school-sponsored activity; for sexual misconduct; for intentional, severe or repeated violations of the Academic Integrity Policy; continued and willful disobedience or open defiance of authority; and/or any of the causes included in the Code of Conduct as suspendable offenses. For a student to be expelled, a process consistent with N.J.A.C. 6A:16-7.5 and N.J.A.C. 6A:14-2.7 and 2.8, as applicable, must be initiated by the principal and must include a formal hearing with the student's parents before the Board, a committee of the Board, a school administrator or an impartial hearing officer . Any student or parent challenging an expulsion may do so by way of petition to the Commissioner of Education, pursuant to N.J.A.C. 6A:3.