

Highland Park Middle School

330 Wayne Street
Highland Park, NJ 08904
(732) 572-2400 ext. 3401
(732) 819-8410 Fax
www.hpschools.net

2022-2023 HANDBOOK



The mission of the Highland Park School District is to provide the community with the finest educational services through respect for diversity and commitment to collaboration, continuous improvement, and achievement of excellence.

From the Principal's Desk

The Highland Park Middle School is committed to providing an exceptional educational experience for our students. Each member of our faculty and staff is committed to middle level education, and is knowledgeable in the needs of the young adolescent. Each day, HPMS will work towards the intellectual, social, emotional, physical, and moral development of our students.

Our school community values our academically enriching programs that provide the challenges and supports our students need. We, as a middle school family, will always celebrate our individual uniqueness and our combined diversity.

We will help each student develop to his/her fullest potential. Knowing that our parents and community members are an integral part of the development of our students, we will make every effort to involve parents and community members in the educational process as often as possible. Every adult in the school is dedicated to providing the most effective middle school education.

We value your input and I will be responsive to your concerns. Your assistance and collaboration will be greatly appreciated so that together we can make HPMS the best educational environment for our students. Please feel free to contact me at any time. We look forward to our continued success!

HPMS Mission

The mission of Highland Park Middle School is to have students read and analyze text and data, synthesize information from a variety of sources, and clearly articulate original, creative, and artistic thoughts in written and spoken forms.

The mission of Highland Park Middle School is to have students use tools appropriately to collect, organize and interpret data, as well as identify and use patterns to create hypotheses and solve problems.

The mission of Highland Park Middle School is to have students become responsible school and community citizens who regularly display punctuality, organization, accountability, reliability, and empathy.

Affirmative Action

Highland Park School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Highland Park School District also does not discriminate in its hiring or employment practices.

For further information, please refer to: http://hpschools.net/district/affirmative_action

Important Phone Numbers

Main Office	(732) 572-3001
Ms. Caitlin Brady, Principal	Ext. 3098
Ms. Kristyn Suckow, Assistant Principal	Ext. 3097
Ms. Nina Attanasio, Admin. Assistant	Ext. 3001
Ms. Magdalena Santiago, Office Assistant	Ext. 3002
Mr. Marc Lo Bianco, Middle School Guidance Counselor	Ext. 3018
Mrs. Karen Kelly, Nurse	Ext. 3003
Mr. Craig Girvan, Athletic Director	Ext. 4016
Attendance Hotline	Ext. 3999
Community Teen Center	Ext. 4020
Media Center	Ext. 4400

District Staff Phone Numbers

Dr. Kristina Nicosia, Superintendent	Ext. 5812
Ms. Linda Hoefele, School Business Administrator	Ext. 5811

Ms. Didi Deitcher, Dir. of Ed. Services	Ext. 5000
Ms. Lisa Sacca, STEM Supervisor	Ext. 5849
Ms. Michele Rodrigues, Director of Curriculum & Instruction	Ext. 5848
Ms. Brooke Baldizzone, Supervisor of Funded Programs	Ext. 5847
Ms. Amy Coppola, Supervisor of Educational Services	Ext. 5001

ACADEMICS

Academic Progress

The HPMS staff is committed to meeting the needs of all learners. Students have the responsibility to do their very best in all of their academic endeavors. Everyone learns at HPMS! One of HPMS' goals is to teach students responsibility for their learning. Parents will be notified during the interim progress report period if a student is in danger of failing a course for the quarter. In order to ensure academic success and prevent course failure, students not meeting expectations will be placed on an improvement plan created by principal, guidance counselor, classroom teacher, parent(s), and student. The students' progress will be closely monitored by an identified staff member.

Parent Conferences

Parent-Teacher conferences are part of the ongoing communication process between home and school. Conferences can be requested at any time during the school year as needed. HPMS has specified times during the fall and spring for parent-teacher conferences. Information will be sent home with reference to specific dates and times.

Placement Criteria

Placement criteria to advance in math courses can be located on the middle school website. A combination of readiness tests, teacher recommendation, grades, MAP Testing and PARCC scores are given a point value in order to determine an appropriate placement.

Textbooks and School Equipment

In respect for future classes, students are responsible for all books issued to them and will be expected to pay for damaged or lost books by the end of the school year. All books should be covered throughout the year. Students are responsible for any equipment or materials loaned to them during the school year. (Example: library books, athletic uniforms, etc.....) Students who damage or disfigure school property (building, equipment, etc.) will be required to pay the repair or replacement costs and will receive appropriate disciplinary action.

GENERAL INFORMATION

School Hours

Regular Schedule Day	7:58 am – 2:50 pm
Early Dismissal	7:58 am – 12:30 pm
Delayed Opening	10:05 am – 2:50 pm

ACTIVITIES, ATHLETICS AND CLUBS

8th Grade Celebratory Activities

In an effort to celebrate the successful conclusion of their middle school years, 8th grade students will have the opportunity to participate in field day, a class trip, 8th grade dance, and moving up ceremony. Information regarding dates and times will be sent home through the main office.

Extra-Curricular Clubs and Activities

Band
Chorus
Orchestra
Battle of the Books
Newspaper
Students in Action
Student Congress
Science Bowl

Interscholastic Sports

Yearbook
Drama

Soccer
Flag Football
Basketball
Wrestling
Baseball
Softball
Track and Field

Criteria for Selection

It is the philosophy of the administration that students who participate in inter-scholastic athletics are representatives of the Highland Park Middle School and the school district. Therefore, it is expected that team members will display an exceptional degree of positive behavior and sportsmanship at all times. As always, student-athletes are expected to maintain a high degree of scholarship and integrity at all times.

In order to participate in athletic practices and games, a student must receive a satisfactory medical examination for the current school year and submit a properly signed athletic participation form for each sport.

Middle school athletes are expected to maintain the highest degree of individual scholarship. Any student who fails one or more subject areas is ineligible for participation in the athletic program during the next marking period. A student who fails or is failing a subject will be placed on an academic contract designed by the school and the student. For more details, consult my office.

Attendance Policy

Absence from School

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence.

After each absence from school, for whatever length, a note is required, and must be given to the main office upon returning to school. The note should include the reason for absence, the dates of absence, and the signature of a parent or guardian.

The State of New Jersey defines a full school day as a minimum of 4 hours according to Title 6A:32-8.3. A half day of attendance is defined as a minimum of 3.5 hours. Our Board of Education requires student attendance for a minimum of 4 full hours for students to participate in any extracurricular activities. Additionally, State administrative code 6A:16-7.8 & 18A:38-27 requires that more than ten undocumented absences for a student necessitate municipal court involvement for truancy. All efforts will be made to avoid court involvement; however, parent/guardian(s) are urged to provide proper documentation for absences.

Board of Education Policy 5200 defines an 'excused absence' as:

- a) pupil illness accompanied with a doctor's note
- b) observance of the pupil's religion on a day approved for that purpose by the State Board of Education
- c) pupil's suspension from school
- d) pupil's required attendance in court
- e) necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

Please call the attendance hotline, (732) 572-2400 extension 3999 when you are aware that the student will not be in school for the day.

Tardiness

Arriving on time is an important responsibility for all students. Students should be at school by 7:52 a.m. Any student arriving after 7:58am a.m. must report to the main office to receive a pass before entering class.

Board of Education policy 5240 defines "excused tardiness" as the following:

- a) pupil's illness
- b) emergency in pupil's family
- c) observance of religious holiday
- d) death in pupil's family
- e) pupil's compliance with a request or directive of an administrator

All other incidents of tardiness will be considered unexcused. In accordance with Board of Education policy 5200, every three unexcused tardies count as a full absence.

Arrival & Dismissal

Students arrive at school and are dismissed from school at different times according to the school calendar. Students, Parents and Guardians should be aware of the district calendar provided. All students should proceed to school as quickly as possible. Students should also proceed home upon dismissal unless supervised by a faculty member in a school activity. Students who need to be dismissed early from school need to submit written parental permission to do so. Students who take the school provided transportation

need to wait in the designated area for their bus. The administration can issue disciplinary consequences for misconduct that occurs off of school grounds during the reasonable amount of time it takes for a student to get home. All middle school students are expected to enter and exit school through the main entrance. Any student who violates this procedure will be issued the appropriate consequence.

Auditorium Protocol

The Protocol below will be used at all Highland Park Middle School Events

All audience members are expected to sit as close to the front as possible or sit in their assigned or ticketed seats. Remove all headgear, remain in their seats at all times, remember that feet are not permitted on chairs, refrain from taking, no electronic devices are allowed, refrain from eating, drinking and chewing gum, focus attention on the performers/speakers and only appropriate response is applause; yelling or calling out is inappropriate.

Closing of school

Except in cases of emergency, schools will be kept open in accordance with the school calendar. If it is necessary to close schools because of extreme weather conditions or other emergencies, the Honeywell Alert System will be activated. When school is in session and it becomes necessary to close school early because of extreme weather conditions or other emergencies, an announcement will be communicated through the Honeywell Alert System. In preparation for an early closing, please make arrangements with your child ahead of time.

Dress Code

The school affirms that acceptable standards of dress for students are predicated on neatness, cleanliness, modesty and safety. These guidelines apply to students in school as well as school-sponsored events. Dress and grooming that is potentially disruptive to the educational process is prohibited, including, but not limited to, the following:

- Clothing with reference to alcohol, drugs, gangs, cigarettes, and violence
- Clothing that displays profanity or sexual innuendo
- Bare midriffs or spaghetti straps
- Excessively short shorts or skirts
- Dangerously baggy pants
- Exposed undergarments

Please refer to the discipline chart for violation of the dress code.

Early Dismissal

Please refer to the district calendar for dates of early dismissal. It is the responsibility of the parent/guardian(s) and student to make arrangements prior to the day.

Emergency Closing/Delayed Opening

Parents, guardians and students will be notified of emergency school closings, delayed openings and early dismissals through the Honeywell notification system. If possible, the information will also be posted on the district website.

Electronic Communication

In an effort to provide parent/guardian(s) the opportunity to speak directly to staff members, HPSD has an email and voicemail system in place. Please refer to the website www.hpschools.net for a listing of email addresses and phone extensions. Parents can access their child's grades through the Genesis on-line parent portal. Please contact the main office if you need your access username and password.

Parent/guardian(s) can also sign up for our paperless email system to receive all school and district notices and communications electronically. Please contact the main office to register for our paperless system.

Emergency Drills

Fire drills, lockdown drills, shelter in place drills and evacuation drills are conducted for the safety of students and staff. All building occupants should know the specific directions for reaching a point of safety from any assigned area. Directions for fire and lockdown drills are posted in each room. General rules are to follow:

Fire and Evacuation Drills

- Students must follow designated exit instructions by walking to the appropriate exit and meeting at the predetermined assigned location for that classroom.
- Students will return to their assigned classrooms when instructed by their teacher or supervising adult.
- Visiting guests will not be permitted to enter the building during the fire and evacuation drills

Lockdown and Shelter in Place Drills

- Lockdown or Shelter in place announcement is sounded
- Students and staff stay away from windows and find a place in their location to hide where they are not visible
- Students in the hallway or outside should report to the nearest teacher and follow their directions.
- Regular activities will resume once the principal or his designee makes an announcement

Expectations for Student Behavior

The safety and education of our HPMS students is paramount. The expectations that follow will help ensure that students are given the opportunity to experience an optimum learning environment and to be emotionally and physically safe during the school day.

- Students are expected to display respectful behavior at all times. Should a student choose to behave in a manner that is considered disruptive, consequences may follow.
- Students are expected to cooperate respectfully with all staff members.
- Respectful and responsible students keep their hands to themselves at all times.
- Students are expected to respect the learning environment and each other at all times. Students are cautioned not to bring items to school that may disrupt the learning environment, compromise the safety of others, or have a large monetary value. The students, and not the school, will be responsible for their personal property.
- Students are expected to interact with each other in a positive and respectful manner. Any form of harassment, intimidation, or bullying will not be tolerated at HPMS.
- To ensure the safety of our learning community, all students must be accounted for at all times before, during and after school. The names of any students missing from class will be reported to the office.
- Students are responsible for any equipment or materials loaned to them during the school year.

Fighting

Student safety is of the utmost importance to the HPMS school community. Engaging in any form of fighting (regardless of whom initiated the fight), assault, or inciting a fight/assault is prohibited and is a violation of safety for others. Fighting/assault includes any other act in which a student intentionally inflicts or attempts to inflict bodily harm on another person.

Special Note: Return aggression will incur the same consequence as mutually combative behavior.

Violation of the school's fighting/assault/threats of violence policy may result in one or more of the following consequences:

- Office referral
- Detention
- Police notification/conference
- In-school suspension
- Out-of-school suspension
- Long-term suspension
- Parent Contact/Conference
- Other disciplinary action as deemed appropriate by school district administrator

Harassment, Intimidation, Bullying, (Verbal, Physical, Written, or Electronic)

Students are expected to interact with each other in a positive and respectful manner. Any form of bullying, harassment, or intimidation will not be tolerated at HPMS. Of all school expectations, these are the most crucial to maintaining a safe school. Therefore, actions which disrupt the harmony and safety of HPMS will incur the most severe reactions from the administration.

Definition: 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 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 a 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.

The following are examples of harassment/bullying/intimidation. This list only serves as a guide:

- | | | |
|-----------|---|--|
| Physical: | <ul style="list-style-type: none">• Hitting• Pushing• Shoving• Taking someone's possessions• Damaging or destroying someone's property• Physical acts that are humiliating, but not bodily harmful | <ul style="list-style-type: none">• Writing hurtful comments to, or about, someone• Excluding someone in a hurtful way from a group |
| Verbal: | <ul style="list-style-type: none">• Making fun of someone• Name calling• Hurtful teasing• Threatening a person | Racial/Ethnic: <ul style="list-style-type: none">• Jokes about racial or ethnic groups• Racial or ethnic slurs or put-downs• Physical or verbal attacks against an individual or group due to race or ethnicity |
| Social: | <ul style="list-style-type: none">• Gossiping• Starting rumors• Spreading rumors• Writing hurtful notes to, or about, someone | Sexual Harassment: <ul style="list-style-type: none">• Any unwanted or inappropriate physical or verbal behavior of a sexual nature Relational Aggression: <ul style="list-style-type: none">• Harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group• Exclusion.• Any act in which a relationship is used as a weapon, including manipulation. Includes the silent treatment, damaging ones self esteem, rumor spreading, ganging up against another, non-verbal gestures, or body language. |

Complaints alleging violations of this policy shall be reported to a trusted adult and the Principal. All school employees are required to report alleged violations of this policy to the Principal, and or the Anti-Bullying Specialist. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of the policy and complete a HIB report to be investigated. A complete copy of the Board Policy #5751 is available on our District's website at www.hpschools.net

Possible Consequences

The following is a list of possible consequences that the administration may utilize:

- | | |
|---|--|
| <ul style="list-style-type: none">• Parent Communication• Removal from Class• Detention• In-School Suspension• Out-of-School Suspension | <ul style="list-style-type: none">• Restorative Circle/communication• Behavior Contract• Community Service• Parent Conference• Administrative Disciplinary Conferences |
|---|--|

Personal Devices

All students are not to be utilizing personal devices throughout the school day. This includes cell phones, texting, iPods, iPads. etc. This is in accordance with **Board Policy 2363**:

Students in grades PK-8 may not use privately-owned technology during the school day under any circumstances, except when such use is permitted as part of a student's Individualized Education Program.

Please refer to the discipline chart for consequences.

Health Services

A registered, certified full-time nurse is available during regular school hours and may be contacted by calling [732-572-2400](tel:732-572-2400), ext. 3413. If a student wishes to make a routine visit to the nurse, the student is required to get a pass from their teacher. Emergency care is provided always during the day. If a student is ill, that student must sign out with the nurse and in attendance before leaving the building.

Lockers

All students will be assigned a hallway locker. At times, locker shortages may occur and alternate arrangements will be made for students. Lockers are for student use but are owned by the Highland Park Board of Education. The administration may inspect the contents of a student's locker without notice if there is a possibility that the safety and well-being of the school community is threatened or there is a serious infraction of school rules. The administration may also routinely search lockers at his/her discretion.

Students will be held responsible for any damage to the assigned locker and are expected to keep it clean at all times. Students are not permitted to share a locker with another student. Announced locker clean outs will be held to ensure cleanliness.

Lost and Found

Any found articles should be taken to the main office area where the item can be claimed. Students are urged not to bring valuable items or large sums of money to schools. Items left in lost and found are donated periodically. The school is not responsible for lost or stolen property. Each student is provided with a locker that locks.

Visitors

In order to ensure a safe, secure learning environment, **all visitors** must report to the main office upon entering the building. Please sign in at the main office to receive a visitor's pass and sign out upon leaving.

Signing Students Out of School

In the event that a parent/guardian needs to sign a child out of school please report to the main office to sign out your child/children. The main office will locate your child and call them to the main office for dismissal. If you know in advance that you will be signing your child/children out early, please send in a note with your child.

Discipline

Discipline situations that violate the safety and learning of our students are not acceptable forms of behavior. Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district's needs. Continued offenses will result in further disciplinary action. Various corrective measures may take the form of community service or taking part in a Restorative practice including group circles and individualized conversation.

The following table represents the infractions of school regulations and guidelines for determining consequences. The table is not all-inclusive and only serves as a guide for building administrators. The Principal and Assistant Principal have the right to augment the consequences as necessary. The consequences vary due to the intensity of the infraction. All discipline matters will be handled on an individual basis, and administrative discretion will be used in the final decision. Parents will be notified for infraction(s).

Highland Park School District Code of Conduct

Middle School

Level 1- This response will result in an adult-led discussion with the student about an action that may have caused harm to the community or to him/herself after being provided a "cooling off" period. The parent/guardian will be contacted by an adult about the incident and the school's response. The student will have had no prior incidents, and/or interventions may not have already been put in place.

Level 2- In addition to Level 1 intervention, this response will result in having the student assigned the suspension of a privilege (lunch detention, etc.). The student's behavior may be persistent and may have continued to cause harm to the community or to him/herself. Any parties involved will participate in a restorative circle facilitated by a fully trained restorative practitioner. The parent/guardian will be contacted by administration about the incident and the school's response.

Level 3- This response will result if the student has continued to violate the code of conduct and/or has continued to cause harm to the community or to him/herself. In-school suspension (ISS) up to four days may be warranted. The parent/guardian will be contacted by administration about the incident and the school's response. A re-entry meeting will be held with parents, student and administration. Any parties involved will participate in a restorative circle facilitated by a fully trained restorative practitioner and referral to the Teen Center may be made.

Level 4- This response will result if the student has violated the law and/or has caused such harm to another member of the school community as to require mental health support and/or medical attention. ISS or out-of-school suspension (OSS) of up to 10 days may be warranted, and referral to Teen Center will be necessary. A restorative conference will occur and will be facilitated by a fully-trained restorative practitioner. Police notification may be required according to legal obligations (see Law Enforcement Contact below).

Behavior Violation	Level 1	Level 2	Level 3	Level 4	Notes	SSDS Report Referral	Law Enforcement Contact
Absence/Tardiness							
Late to class	X				One, two, or three times in a marking period		
Late to class (exceeding 3x)		X			More than 3x in a marking period		
Excessive Tardiness		X	X		Level 2 or 3 is determined by the number of occurrences		
Excessive absences (10 or more unexcused)	X	X			Level depends on number of classes impacted		
Excessive absences (20 or more unexcused)	X	X			Referral to Municipal Court https://www.state.nj.us/education/students/safety/behavior/attendance/		
Bullying and/or Harassment (Verbal and Physical)							
Bias Incidents but unconfirmed HIB				X			
Racial Remarks but unconfirmed HIB		X	X		Level of response depends on severity	X	
Confirmed incident of HIB			X	X	Level of response depends on severity	X	Contacted if incident is believed to constitute a criminal offense
Extortion				X		X	Contacted if incident is believed to constitute a criminal offense

Repeated and continuous HIB/ bullying among another				X		X	Contacted if incident is believed to constitute a criminal offense
Disrespectful to Staff							
Profanity directed toward staff		X	X		Level 2 or 3 is determined by the nature of the profanity and number of occurrences		
Profanity directed toward student (becomes a level 3 depending of severity against student)		X	X		Level 3 depending of severity against student		
Electronic Devices							
Recording or photographing without permission	X	X			Once published it becomes a Level 3 offense		
Refusal to comply when asked to submit electronic device to staff	X	X			Level 1 or 2 is determined by the number of occurrences		
Refusal to put electronic device away	X	X			Level 1 or 2 is determined by the number of occurrences		
Using electronic device	X						
Use of electronic device to harm others		X	X	X	Level 2, 3 or 4 is determined by the number of occurrences and severity of		21

					offense		
Use of electronic device or violation of technology acceptable use policy that leads to a threat or any direct harm			X	X	Level determined by severity of the threat or harm	X	X
Fighting							
Fighting without injury		X					
Fighting with serious injury				X		X	X
Physical Assault with intent to harm staff member or another student				X		X	X
Physical Assault with serious bodily injury to staff member or another student					X	X	X
Horseplay	X	X	X		Level 1, 2, or 3 is determined by the nature of the horseplay and number of occurrences		
Recording or publishing a fight			X	X	Once published it becomes a Level 3 offense		X
Unwanted physical contact directed to student	X	X			Level 1 or 2 is determined by the nature of the contact and number of occurrences		

Unwanted physical contact directed to staff	X	X			Level 1 or 2 is determined by the nature of the contact and number of occurrences		
Non-Compliance							
Arson				X		X	X
Bias incident	X	X	X	X	Level 1, 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Being out of the classroom without a pass	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Bus misconduct	X	X	X		Level 1, 2, or 3 is determined by the nature of the incident and number of occurrences		
Cheating/plagiarism (any involved parties)	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Cutting class	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Dress code violation including refusal to wear a mask if mandated by the district	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Forgery of Notes		X	X	X	Level 2, 3, or 4 is determined by the		

					number of occurrences		
Failure to report to detention, ISS, or OSS		X	X	X	Level 2, 3, or 4 is determined by the number of occurrences		
False activation of fire alarm				X		X	X
Inappropriate use of the internet/Misuse of Internet	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Leaving the building without permission		X	X		Level 2 or 3 is determined by the number of occurrences		
Leaving the classroom without permission	X	X			Level 1 or 2 is determined by the number of occurrences		
Misuse of school property	X	X	X		Level 1, 2 or 3 is determined by nature of incident and number of occurrences		
Refusal to follow directives given by staff (in the classroom, cafeteria, or the hallways) including refusal to wear a mask if mandated by the district	X	X	X		Level 1, 2 or 3 is determined by the number of occurrences		
Using unauthorized exits		X					

Sexual in Nature

Inappropriate sexual conduct on school grounds		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Sending or receiving pornographic, violent, illegal, and/or discriminatory material			X	X		X	X
Sexual harassment			X	X			X
Sexual assault			X	X		X	X
Substance Abuse							
Confirmed drug/alcohol use				X		X	
Possession of drug/alcohol				X		X	
Distribution or sale of drugs/alcohol						X	X
Possession or use of tobacco, vape, electronic cigarettes, hookah or materials on school property			X	X			X
Theft							
Theft		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences	X	

Vandalism							
Vandalism of school property		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences	X	
Vandalism of another student's property		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Verbal Aggression							
Racial comments	X	X	X	X	Level 1- 4 is determined by the nature of the incident and number of occurrences		
Weapons							
Possession of weapons A threat assessment will be conducted to inform determination of the response level.			X	X		X	X