

The Newark Board of Education
765 Broad Street, Newark, NJ 07102

Roger Leòn
Superintendent

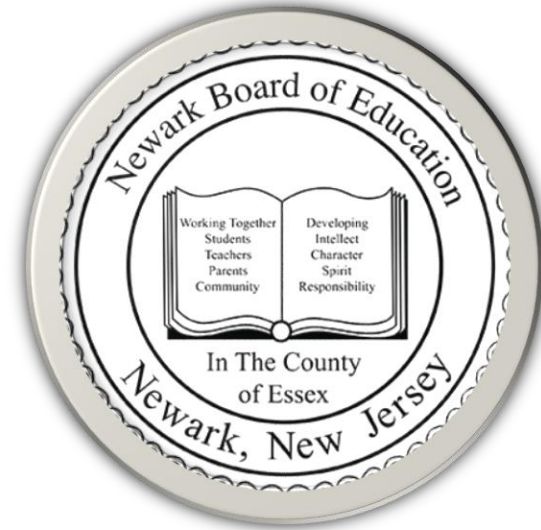
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STUDENT DISCIPLINE POLICY

Student/Parent Guide



This brochure is made available to parents, grandparents, foster parents and guardians of children attending The Newark Board of Education schools. It is designed to explain the process through which school-related problems and concerns are to be addressed.

Key Issues

- Procedures for dealing with disciplinary issues/incidents that occur in school
- Levels of Misconduct
- Weapons and Dangerous Instruments Policy
- Memorandum of Understanding

SCHOOL DIRECTORY

Abington Avenue	973-268-5230	Ivy Hill	973-351-2121
American History HS	973-733-6903	John F. Kennedy	973-733-6788
Ann Street	973-465-4890	Lafayette Street	973-465-4860
Arts HS	973-733-7391	Lincoln	973-351-2121
Avon Avenue	973-733-6750	Louise A. Spencer	973-733-6931
Bard Early College HS	973-733-8363	Luis Munoz Marin	973-268-5330
Barringer HS	973-268-5125	McKinley	973-268-5270
Belmont-Runyon	973-733-6920	Malcom X Shabazz HS	973-733-6761
Benjamin Franklin	973-268-5250	Michele Obama	973-268-5400
Bruce Street	973-705-3952	Mount Vernon	973-374-2090
Camden Street	973-733-6994	Newark Evening HS	973-733-6977
Central High	973-733-6897	Newark Vocational HS	973-733-8792
Chancellor Avenue	973-705-3870	NJ Regional Day	973-705-3820
Cleveland Elementary	973-733-6944	Oliver Street	973-465-4870
Dr. E. Alma Flagg	973-268-5190	Park	973-268-5999
Dr. William H. Horton	973-268-5260	Peshine	973-705-3890
Data Science & Information Technology	973-350-5088	Quitman Street	973-733-6947
Eagle Academy	973-705-3847	Rafael Hernandez	973-481-5004
East Side HS	973-465-4900	Ridge Street	973-268-5210
East Ward	973-522-4036	Roberto Clemente	973-268-5291
ECC North	973-268-5220	Salomè Ureña	973-412-1171
ECC South	973-705-3860	Science Park HS	973-733-8689
ECC Central	973-733-7257	Sir Isaac Newton	973-733-8765
Elliot Street	973-268-5360	South Seventeenth St	973-374-2570
Fashion & Design HS	973-268-5111	South Street	973-465-4880
First Avenue	973-268-5240	Speedway	973-374-2740
Fourteenth Avenue	973-733-6940	Sussex Avenue	973-268-5200
George Washington Carver	973-705-3952	Technology HS	973-481-5962
Global Studies HS	973-268-5160	Thirteenth Avenue	973-733-7045
Harriet Tubman	973-733-6934	University HS	973-351-2010
Hawkins Street	973-465-4920	Weequahic High	973-705-3903
Hawthorne Avenue	973-705-3960	West Side High	973-733-6977
		Wilson Avenue	973-465-4910

OFFICE OF THE SUPERINTENDENT

Dear Students and Parents:

The Newark Board of Education is committed to a safe, caring, and nurturing environment. In order to establish this positive learning environment and school culture, it is essential that there be a consistent discipline policy across the district which is fair and equitable in its implementation. Students need to be treated fairly and also be held accountable for their actions.

The District will enforce the Code of Conduct, but we will also provide supports and interventions for students. These positive interventions will assist students to achieve success. We are requesting that you confirm your adherence to the policy by completing the "Memorandum of Understanding".

We will uphold high standards for our students and create supportive school cultures.

Sincerely,

Roger Leòn
Superintendent

CREATING SAFE LEARNING ENVIRONMENTS

STANDARDS OF CONDUCT

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board expects students and staff to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of themselves, other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-awareness and self-discipline. Such an atmosphere must include respect for self and others, as well as for Board and community property.

In its efforts to promote positive student behavior and creating safe learning environments, the Board believes that student engagement is critical. The Board and its schools shall offer meaningful opportunities for students to participate collaboratively with all members of the school community. Students should have the opportunity to participate in school-wide initiatives and leadership development activities, and to provide meaningful input in the development of positive behavior systems.

SCHOOL SUPPORT STRATEGIES

POSITIVE BEHAVIOR SUPPORTS AND INTERVENTIONS

Every effort will be made to encourage and promote positive student development and student behavioral expectations. Positive behavior supports and suggested interventions are included in the Student Discipline Code of Conduct with every Inappropriate or Disruptive Behavior level.

Each school has developed strategies for Progressive Discipline that uses incremental interventions to encourage accountability and behavioral change. Prevention and intervention strategies include instruction of social and emotional skills; and the use of restorative practices, conflict resolution, mediation, violence prevention, and peer leadership.

In addition, specific plans for incentives and rewards in a systematic structured manner for acceptable behavior will be reflected at the school site.

INTERVENTION & REFERRAL SERVICES COMMITTEE (I&RS)

As mandated by state code (N.J.A.C. 6A:16-8), each school must implement a coordinated system for the planning and delivery of intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties.

The Newark Board of Education has selected a collaborative model for the operation of the school-based I&RS Team. Consistent with the model, team members and the individuals requesting assistance jointly identify the specific student problem and, by consensus, develop and implement an I&RS pupil action plan. The action plan is usually implemented by the classroom teacher(s) and monitored by an I&RS Team member. Within a specified timeframe, the I&RS Team reconvenes to determine the effectiveness of the action plan. Based on data collected, appropriate next steps address the student's needs.

LEVEL 1 – CODE OF CONDUCT – RESTORATIVE RESPONSE

A Working Guide to Student Code of Conduct with Suggested Interventions and Disciplinary Responses

Level 1 – Inappropriate or Disruptive Behavior

- Cheating
- Disruptive behavior
- Failure to follow instructions
- Wearing hats or other apparel disruptive to the educational process
- Failure to wear ID
- Harassment, Intimidation, Bullying (HIB)

Level 1 - Restorative Response

- Verbal corrections
- Written reflection and apologies
- Classroom community conferences
- Teacher-student conferences
- Family conferences
- Community Service
- Peer or community mediation
- Conflict Resolution
- Restorative circles
- Restorative conferences
- Newark Youth Court
- Restitution

Student Misconduct

These behaviors/disruptions consist of a student impeding the orderly classroom procedures or interferes with the orderly operation of the school.

This behavior allows the student and adults to take responsibility for his/her actions, understand what could have been done differently, and be given an opportunity to learn pro-social behaviors to repair the harm.

Restorative/Disciplinary Response

There is immediate intervention by the staff member who is supervising the student or who observes the inappropriate or disruptive behavior.

A proper and accurate record of the code of conduct and restorative/disciplinary response is maintained by the staff member.

Students may not be suspended for dress code violations.

(Please sign the reverse side of this page and return to your teacher)

LEVEL II – CODE OF CONDUCT

Level 2 – Inappropriate and/or Disruptive Behavior

- Unexcused or excessive tardiness
- Cutting class/truancy
- Leaving school without permission
- Scholastic dishonesty, e.g., plagiarism
- Using forged notes or excuses
- Minor disruption on the school bus or public transportation
- Continued Level I Behavior
- Defamation
- Defying the authority of school personnel
- Profane, obscene, indecent, immoral, or seriously offensive language and/or gestures
- Wearing gang related apparel or accessories which indicate gang membership
- HIB, continuation
- Interfering with school authorities or program through walk-outs or sit-ins
- Instigating, encouraging, or forcing another to commit or attempt to commit a violation of the *Code of Conduct*
- Smoking on school property
- Inappropriate sexual contact
- Indecent exposure
- Technology Acceptable Use Policy Violations
- Unauthorized sale or distribution of printed materials
- Unauthorized Use of music devices
- Improper urination or defecation

Student Misconduct

These inappropriate and/or disruptive behaviors occur with frequency or seriousness tend to disrupt the learning climate of the school.

Student's misconduct is usually a result from the continuation of Level I behaviors/disruptions.

Level 2 – Behavior Modification

- Schedule change
- Seat change
- Detention
- Intervention and Referral Services (I&RS)/Student Support Team (SST)
- Harassment, Intimidation, and Bullying (HIB) referrals
- Restitution
- Functional Behavioral Assessment & Behavioral Improvement Plan
- Individual behavior contracts
- Peer or community mediation
- Restorative conferences
- Service Learning Projects
- Referrals to social service agencies, including government agencies (non-law enforcement), community-based organizations, and health-based organizations
- Referrals to mentor programs
- School-based and therapeutic interventions

Behavior Modification/Disciplinary Response

In these instances, it is recommended that systematic processes are used to identify the root causes of the student's behavior. Strategies to prevent or correct student misconduct be implemented to assist in modifying student behavior. It is always recommended to allow for restorative responses, when possible.

As with any inappropriate and/or disruptive behavior, a proper and accurate record of the code of conduct and restorative/disciplinary response is maintained by the staff member. In addition, parental/guardian contact needs to be had so they are aware of the misconduct.

MEMORANDUM OF UNDERSTANDING



The Newark Board of Education Memorandum of Understanding

We, the undersigned, have reviewed and read the "Student Code of Conduct." We understand its content and will adhere to the rules and regulations of the district. My child understands that any threat to his/her person is to be reported immediately to the building principal for his/her safety.

It is my understanding that such reporting will be kept confidential. I also know that I may ask questions and review the "Student Code of Conduct" at a regularly scheduled meeting at my child's school every year. I also understand that I have the right to appeal suspensions.

Student's Signature

School

Grade

Parent's/Guardian's Signature

Date

Level 3 – Misconduct

- Chronic absences
- Chronic truancy
- Fighting with another student
- Attack on student – causing no injuries, minor injuries
- Continued Level 2 Behavior
- Extreme defiance
- Continuously disruptive behavior
- Unauthorized possession, use or distribution of medication
- False activation of Fire Alarm - Creating false alarm
- Gambling
- HIB, continued threats
- Gender, racial, or ethnic harassment
- Sexual Harassment
- HIB, Cyber-Bullying
- Graffiti
- Vandalism, under \$500
- Threat Against School Personnel, Written or Verbal
- Theft – Stealing
- Trespassing
- Unauthorized use of cell phones or other communication devices
- Verbal or physical
 - Threats
 - Reckless endangerment
- Fireworks (possession or use)

Level 3 – Administrative I

- Schedule Change
- In-school suspensions
- Out-of-school suspensions
- Referrals for manifestation determination review (students with disabilities)
- Referrals to social service agencies, including government agencies (non-law enforcement), community-based organizations, and health-based organizations
- Mental Health Referral
- Behavioral Health Referral

health-based. Allow restorative response, when possible.

An administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

An administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary response.

An administrator notifies police when appropriate.

A proper and accurate record of offenses and disciplinary actions is maintained by the administrator and staff member.

There is restitution of damages by the parent or guardian of any minor, to be collected in any court of competent jurisdiction, together with costs of suit.

Student Misconduct

These inappropriate behaviors and/or disruptions are usually directed against persons or property.

Administrative/Disciplinary Response

These instances are disciplinary responses that remove students from the classroom for short durations (i.e., 4 days or less), and referrals to social service agencies, including government, community-based organizations, and

LEVEL IV – CODE OF CONDUCT

FILE CODE 5131.7 – WEAPONS AND DANGEROUS INSTRUMENTS

Level 4 – Misconduct

- Attack on student – causing major injuries, serious bodily injuries
- Continued Level 3 Behavior
- Possession or distribution of drugs or other controlled substances, including alcohol, marijuana, prescription drugs, inhalants, paraphernalia, and other intoxicants
- Use of drugs or other controlled substances, including alcohol, marijuana, prescription drugs, inhalants, paraphernalia, and other intoxicants
- Extortion
- False Activation of Fire Alarm – Pulling fire alarm
- Fire setting or arson
- HIB, assault/threats
- HIB, cyber-stalking
- Intentional attack on school staff or other adults
- Vandalism, over \$500
- An act of sexual penetration
- Use of cellular phone to facilitate the commission of a crime or to inflict injury or harm to persons or property
- Theft, possession, or sale of stolen property
- Terroristic threats
- Possession or Use of:
 - Weapons
 - Biohazard materials
 - Dangerous weapons
 - Explosives

Student Misconduct

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

Level 4 – Administrative II

- School transfer
- Superintendent suspensions
- Expulsions
- Referrals to social service agencies, including government agencies (non-law enforcement), community-based organization, and health-based organizations
- Referrals to law enforcement

Disciplinary Response

Student misconduct within Level 4 infractions result in disciplinary responses that remove students from the classroom for long durations (i.e., no more than 10 days), and referrals to social service agencies, including government, community-based organizations, and health-based. Allow for restorative response, when possible.

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while in route to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to pupils, staff or property.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the Superintendent/designee to remove the pupil from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the appropriate Assistant Superintendent. The Superintendent may modify a pupil's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A pupil found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the Superintendent/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

Assault by a pupil with a weapon on a teacher, administrator, board member or other employee of the board is strictly prohibited and shall result in the pupil's immediate removal from the general education program for a period not exceeding one calendar year. Subject to a hearing before the board, the pupil shall be placed in an alternative education program.

The Superintendent shall determine at the end of the year whether the pupil is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against pupils who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. Classified pupils shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided (see policies 5114 Suspension and Expulsion and 5131 Conduct/Discipline).

A violence and vandalism report shall be filed whenever a pupil is found to be in possession of a firearm, other weapon, or dangerous instrument.

If You Have Any Questions....

If there is any information you would like to have clarified, or if you have concerns about your child's behavior, please speak with the principal of the school first.

The telephone numbers of all of the district schools and pertinent central office departments appear in this brochure.

DRUGS, ALCOHOL, TOBACCO (Substance Abuse)

Drugs, Alcohol, Tobacco and Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the pupils in its schools. The Board recognizes that the misuse of drugs, alcohol, steroids, and tobacco threatens the positive development of students and the welfare of the entire school community. As such, the Board must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Newark Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that pupil and the welfare of the entire school community. The Board is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

The Board recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the Board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as Smoke, Section 4303.

Pupils

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 *et seq.* and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 *et seq.*

The district Board prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all pupils. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are appropriately certified and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment services for pupils who are affected by alcohol or other drug use will be provided by individuals who are certified or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. Treatment will not be at the Board's expense.

Availability of Policy

Copies of the entire policies and procedures contained herein are available at the schools' and Newark Board of Education's Website.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the District's Language Arts Literacy Component. The Board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The Board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the Board approved Code of Student Conduct in the Discipline Plan and Policy, which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Discipline Plan and Policy outlines the four levels of the Code of Conduct as it pertains to harassment, intimidation and bullying. The principal shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the principal shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The principal has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.5.

The principal has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. "Harassment, intimidation or bullying" is defined as 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 disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, 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/her person or damage to his/her property; or
- B. Insulting or demeaning any student or group of students; or
- C. Creating a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

CONSEQUENCES AND REMEDIAL MEASURES FOR ACTS OF HARASSMENT, INTIMIDATION OR BULLYING

Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the District approved Discipline Plan and Policy Code of Student Conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

Consequences

- A. Admonishment;
- B. Temporary removal from the classroom;
- C. Deprivation of privileges;
- D. Classroom or administrative detention;
- E. Referral to disciplinarian;
- F. In-school suspension during the school week or the weekend; not to exceed four days (Level 3)
- G. Out-of-school suspension; not to exceed four days (Level 4)
- H. Legal action; and (Level 4)
- I. Expulsion (Level 4).

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, in accordance with law, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Refer to NBOE District website for further clarification and to review the complete policy.

PUPIL SAFETY

The Board of Education recognizes the safety of its pupils as a consideration of utmost importance. The Superintendent shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The Superintendent shall oversee development of a districtwide safety program with emphasis on accident prevention.

Student Access To Personal Cell Phones

Safety is the primary concern for the Board of Education (the "district") and the ability of parents and guardians to communicate with their children in an emergency situation is essential. Further, the district understands that students may need access to their cell phones when walking home from school or for after school activities that they may attend immediately upon leaving the school premises.

As such, the district allows students to carry cell phones concealed on their persons or carrying bags under the condition that the cell phones remain off (not on a silent ring or "vibrate" setting) at all times during the school day, on school premises, or at school functions. In the event of an emergency, the school administration (or the classroom teacher upon the direction of the school administration) will direct the students when they may safely turn on a cell phone.

If the student desires to carry a cell phone during the school day, the parent/guardian and student must execute a User Agreement specifically identifying the cell phone and acknowledging that the district assumes no responsibility for any loss or damage to the cell phone. The form must be on file in the school office before the device is brought to school.

Violation of this policy may be punishable as a Level III offense under the district's Discipline Plan and Policy. Further, the student's cell phone will be confiscated, the student's parent/guardian will be contacted to retrieve the phone, and cell phone carrying privileges may be suspended or revoked.