



## WEST CALDWELL TECH

### Code of Conduct

Students and parents are asked to recognize that standards are put in place to create a school culture that fosters successful learning and a safe and productive school environment. The Essex County Schools of Technology is based on five principles for its students. Students must:

1. Actively pursue learning.
2. Contribute to classroom and school activities.
3. Respect themselves.
4. Respect others.
5. Respect school property and the property of others.

### Sanctions

1) After School Detention: Students may be assigned after school detention by teachers or school administrators for failing to maintain academic or school conduct standards. Detention lists are posted daily. It is the student's responsibility to inform their parents or guardian that he or she has been assigned detention and to attend the after-school session on the day it is scheduled. If a student does not report to the after-school detention, Saturday detention will be assigned by the building administrators.

2) Saturday Detention: Saturday detention is held on Saturday mornings from 9 a.m. to 12 noon at the Newark Tech Campus at 91 West Market Street, adjacent to Essex County College. The purpose of Saturday detention is to avoid out of school suspension whenever possible and to act as an escalating sanction for issues related to academics or Code of Conduct infractions.

3) Student Probation: Student probation consists of three days of after school detention. Parents will be notified, and a phone conference will be required.

4) In School Suspension: (ISS) is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work.

5) Out of School Suspension: Out of school suspension is the strongest sanction short of the return of a student to his or her sending district. Any student who is suspended more than three times during his or her four years at ECST will be returned to his or her sending district. Student suspensions will involve the participation of the guidance counselor, school administrator and potentially the school-based intervention services and referral team. Parental involvement is also required when an out of school suspension is necessary.

The procedures associated with out of school suspension are:

### 1<sup>st</sup> Suspension

A mandatory readmit parent conference is required. At this meeting, the principal and his or her designee will review the nature of the suspension and its implications for school progress with the parents or guardians. This conference may also result in exclusion from participating in school activities such as: prom, field trips, sports, clubs, pep-rallies, shows and graduation.

A student contract will be issued and signed by the student and parent or guardian.

A mandatory counseling session with the guidance counselor or outside agency will be scheduled based on the nature of the infraction.

### **2<sup>nd</sup> Suspension**

A mandatory readmit parent conference is required. The Intervention and Referral Services Team will convene a meeting to assist in developing a plan to support student progress, academic, social and emotional development. The plan will identify expectations and resources. The student and parent or guardian will be required to sign the plan, along with school personnel.

### **3<sup>rd</sup> Suspension in a School Year**

If a student receives a third suspension in a given year – or fourth school career suspension - he or she will be returned to the sending district.

Parents or guardians will be contacted to obtain transfer papers from the guidance office.

All school property, including uniforms, calculators, books, etc. will be collected.

### **Appeals Process**

Parents or guardians may appeal the decision for a student's return to the sending district. In order to appeal, the parent or guardian must place the reason in writing to explain why you are seeking to have the decision overturned. The appeal must be made to the Assistant to the Superintendent.

### **Zero Tolerance Policy**

Possession of a weapon or controlled substance with intent to sell on school property or a bomb or death threat will result in automatic return to the sending school district and an immediate complaint filed with the Essex County Sheriff's Department. The ECST maintains the right to return students to their sending district immediately upon the occurrence and severity of certain actions that threaten the safety and welfare of others.

ESSEX COUNTY SCHOOLS OF TECHNOLOGY WAS ORGANIZED IN 1923

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