

# REGULATION

## A. Approval of Fundraising Activities

1. Requests for approval of fundraising activities must be submitted in writing to the Building Principal designated by Policy No. 5830 no later than 10 days prior to the scheduled beginning of the activity.
2. The request must include the name of the requestor, the name of the organization that will receive the funds collected, the purpose of the collection, and the name of a responsible adult member of the collecting organization.
3. Approval will not ordinarily be granted for the collection of funds for essential supplies or equipment to be used in regularly scheduled curricular or co-curricular activities. Such activities should be funded through regular district budgeting and purchasing procedures.
4. Approval will be granted only for fundraising that is carefully planned and dedicated to specific objectives.
5. Approval will not be granted for the collection of funds:
  - a. Without a specified purpose;
  - b. For the purpose of qualifying pupils for membership in an organization;
  - c. For the purpose of selling raffle tickets or conducting any activity that is based upon gain by chance;

## B. Time and Place of Fundraising

1. The Principal of each school will determine the times and places in which fundraising may take place, in accordance with these regulations.
2. Fundraising activities cannot interfere with the orderly operation of the instructional program. A class should not be interrupted for the sale of items.
3. No food, candy, soft drinks, or the like may be sold while classes are in session.
4. Fundraising activities should be coordinated to the greatest extent possible in order to control and limit the potential disruption to school operations.

## C. Accounting for Funds

1. All funds collected by pupils must be promptly turned over to the adult responsible for the fundraising activity.

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2. Funds collected for school organizations must be promptly deposited and reported to the custodian of the General Activities Fund. The report must include any New Jersey sales tax collected.
3. Neither the Board of Education nor any of its employees is responsible for the protection of or the accounting for funds collected by pupils for organizations not affiliated with the school district.

## D. Infractions

A pupil who collects money for any organization without having first secured approval in accordance with Policy No. 5830 or who misrepresents a fundraising activity in order to gain approval or who collects money for his or her own benefit must be reported to the Principal and will be subject to discipline in accordance with Policy No. 5600.

Date Adopted: 8/20/98

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## DISCIPLINE CODE/INFRACTION AND CONSEQUENCES

### Teacher Guidelines

Teachers are expected to notify parents by telephone and/or writing when students demonstrate non-compliant behavior. Teachers may impose consequences for students' misbehavior and inappropriate conduct. These consequences can range from warnings/parental notification to detention and loss of privileges\*.

### Administrative Guidelines

When teacher interventions require additional assistance to correct inappropriate behavior, the offending students may be referred to the Vice Principal who will administer discipline according to the following guidelines. In addition to losing privileges\*, one of the following consequences may be imposed:

Infraction	1st Offense	2nd Offense	Subsequent Offenses
I. Inappropriate/disruptive behaviors			
A. Continued failure to follow rules and willful disobedience.	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
B. Profane, abusive, and/or offensive language or gestures	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
C. Disruptive behavior/Defiance of authority/Disrespect	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
D. Presence in unauthorized area	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
E. Truancy/Cutting Class	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
II. Dangerous/Illegal behaviors			
F. Any act of aggression, including sexual harassment and verbal assault toward another student or staff member	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
G. Fighting, physical contact, confrontational behavior, bullying	1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
H. Property destruction/Theft/Vandalism	Restitution, 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
I. Possession or use of tobacco, alcohol, illicit drugs, fire-crackers, weapons, or other dangerous items.	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. medical/police.)	Expulsion proceedings may be implemented.	
J. Any criminal act (e.g. false fire alarms, etc.)	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. police.)	Expulsion proceedings may be implemented.	

**Parent Notice** will be made by telephone and/or writing.

**Detention** - not to exceed 4:00 p.m. The exact time for the detention will be stated in the notification.

**ISS** - In-School Suspension

**OSS** - Out of School Suspension

\*Privileges include but are not limited to field trips, dances, graduation ceremonies, and other after-hour school events.

**NOTE:** In all cases, the administration maintains its discretion for administering discipline for any and all infractions. A single occurrence may proceed directly to a suspension or an expulsion procedure given the severity of the incident. Likewise, an incident may be mitigated by circumstances such that an alternative consequence is warranted. Whenever a student is suspended, he/she will not be permitted on school property during the suspension period without expressed permission from the administration. Those students on ISS will be required to leave the school campus at 2:30 pm.