

**PUPIL DISCIPLINE/CODE OF CONDUCT**

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual and/or other harassment of pupils or staff members;
  - f. Violate codes of conduct adopted for organizations of pupils;
  - g. Possess or use weapons or any implement intended to harm others;

- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
  - i. Convey information about other pupils or staff members known to be false;
  - j. Act so recklessly as to endanger the safety of others;
  - k. Procure the property of others by threat or intimidation;
  - l. Enter school premises or any specific portion of the premises without permission and without authority;
  - m. Vandalize school property, real or personal;
  - n. Create litter on school property;
  - o. Be truant from school or class;
  - p. Cheat or otherwise engage in academic dishonesty;
  - q. Persistently refuse to complete homework and other assignments;
  - r. Engage in illegal gambling;
  - s. Smoke on school property;
  - t. Falsify an excuse or any school document;
  - u. Set fire to or cause a fire in any way on school premises;
  - v. Possess or explode a firecracker or other explosive device on school premises;
  - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
  - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
  - y. Join a secret society prohibited by law;
  - z. Commit an act of harassment, intimidation, or bullying; or
  - aa. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
  - b. Enter and leave the bus in an orderly manner;
  - c. Ride only the bus to which they have been assigned;
  - d. Be and remain seated while the bus is in motion;

- e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
  - f. Talk in a reasonable tone of voice and avoid loud noises;
  - g. Extend no portion of the body or other object out a bus window;
  - h. Keep aisles clear at all times;
  - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
  - j. Refrain from smoking, eating, and drinking on the bus; and
  - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or 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. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

### C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

#### 1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

#### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

#### 3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,

- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the district.
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.

- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

#### D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

##### 1. Restitution and Restoration

- a. The pupil may be required, to:
  - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
  - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

##### 2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
  - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
  - (2) What the consequences of continued misconduct are likely to be, and
  - (3) Appropriate alternate behaviors.
- c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
  - (1) The Child Study Team,
  - (2) Intervention and Referral Team,
  - (3) A public or private social agency, or
  - (4) A legal agency.

##### 3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil 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 pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Deprivation of privileges;
- (4) Classroom or administrative detention;
- (5) Referral to disciplinarian;
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

2. Remedial Measures

Remedial measures 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, or bullying.

## F. Chart of Discipline

### PUPIL DISCIPLINE/CODE OF CONDUCT – GRADES 6-12

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below.

| STUDENT INFRACTION                                 | OFFENSE                 | ACTION   | COMMENTS  |
|--|-------------------------|--|---|
| <b>Disruptive Behavior<br/>(Policy #5600)</b>      | 1 <sup>st</sup> offense | Teacher handles<br>/possible teacher det.          | Teacher should<br>contact parent.   |
|  | 2 <sup>nd</sup> offense | WARNING Meeting<br>with VP and teacher<br>possible | Student's schedules<br>may be changed<br>administratively due to<br>chronic disruption. |
|  | 3 <sup>rd</sup> offense | Detention  |   |
|  | 4 <sup>th</sup> offense | Saturday School<br>VP. /Parent teacher<br>Conf.    |   |
|  | Subsequent              | ISS or OSS   |   |
| <b>Eating/Drinking in<br/>Other than Cafeteria</b> | 1 <sup>st</sup> offense | Teacher Issued<br>Warning                          |   |
|  | 2 <sup>nd</sup> offense | Central Detention                                  |   |
|  | 3 <sup>rd</sup> offense | Saturday School                                    |   |
| <b>Littering on School<br/>Property</b>            | 1 <sup>st</sup> offense | Warning  |   |
|  | 2 <sup>nd</sup> offense | Detention  |   |
|  | 3 <sup>rd</sup> offense | 2 detention  |   |
| <b>Offensive language/<br/>Written/Gestures</b>    | 1 <sup>st</sup> offense | Warning  |   |
|  | 2 <sup>nd</sup> offense | Detention  |   |
|  | 3 <sup>rd</sup> offense | Detention/Parent Conf.                             |   |

| STUDENT INFRACTION  | OFFENSE                 | ACTION                             | COMMENTS |
|---|-------------------------|------------------------------------|----------|
| <b>Out of Class Without Pass</b>                          | 1 <sup>st</sup> offense | Warning                            |          |
|   | 2 <sup>nd</sup> offense | Detention                          |          |
|   | 3 <sup>rd</sup> offense | Detention                          |          |
| <b>Disorderly Behavior in Cafeteria</b>                   | 1 <sup>st</sup> offense | Warning                            |          |
|   | 2 <sup>nd</sup> offense | Detention                          |          |
|   | 3 <sup>rd</sup> offense | 2 Detention                        |          |
|   | Subsequent              | Saturday school/ ISS or OSS        |          |
| <b>Disrespect to School Personnel</b>                     | 1 <sup>st</sup> offense | Saturday School/ Parent notified   |          |
|   | 2 <sup>nd</sup> offense | 2 Saturday School/ Parent notified |          |
|   | Subsequent              | ISS or OSS                         |          |
| <b>Excessive Display of Affection</b>                     | 1 <sup>st</sup> offense | Warning                            |          |
|   | 2 <sup>nd</sup> offense | Detention                          |          |
|   | 3 <sup>rd</sup> offense | Detention                          |          |
| <b>Forging any Official Document</b>                      | 1 <sup>st</sup> offense | 1 Day Out-School Suspension        |          |
|   | 2 <sup>nd</sup> offense | 2 Days Out-School Suspension       |          |
|   | 3 <sup>rd</sup> offense | 3 Days Out-School Suspension       |          |
| <b>Gambling/Card Playing</b>                              | 1 <sup>st</sup> offense | Warning                            |          |
|   | 2 <sup>nd</sup> offense | Detention                          |          |
|   | 3 <sup>rd</sup> offense | Saturday School                    |          |
| <b>Inappropriate Behavior at School Program</b>           | 1 <sup>st</sup> offense | Saturday School                    |          |
|   | 2 <sup>nd</sup> offense | 2 Saturday School                  |          |
|   | 3 <sup>rd</sup> offense | ISS /OSS                           |          |
| <b>Loitering on School Grounds While Absent/Suspended</b> | 1 <sup>st</sup> offense | 1 Saturday School                  |          |
|   | 2 <sup>nd</sup> offense | 2 Saturday School                  |          |
|   | 3 <sup>rd</sup> offense | OSS                                |          |



| <b>STUDENT INFRACTION</b>  | <b>OFFENSE</b>          | <b>ACTION</b>                         | <b>COMMENTS</b>                         |
|--|-------------------------|---------------------------------------|---|
| <b>Refusal to Hand Over<br/>Unauthorized Device to<br/>School Personal /Electronics /cell<br/>phone<br/>(policy #5131.9)</b> | 1 <sup>st</sup> offense | Detention                             | Student can pick up<br>after detention. |
|  | 2 <sup>nd</sup> offense | 2 Detention /parent<br>notified.      |   |
|  | 3 <sup>rd</sup> offense |                                       |   |
| <b>Theft<br/>Personal/School<br/>Property</b>  | 1 <sup>st</sup> offense | Saturday School/<br>Parent notified   | Possible police<br>contacted            |
|  | 2 <sup>nd</sup> offense | 2 Saturday School/<br>Parent notified |   |
|  | Subsequent              | ISS or OSS                            |   |

|   |                            |   |   |
|---|----------------------------|---|---|
| <b>Insubordination</b>  | 1 <sup>st</sup> offense    | Detention   |   |
|   | 2 <sup>nd</sup> offense    | Saturday School   |   |
|   | 3 <sup>rd</sup> offense    | ISS/OSS   |   |
| <b>Bias Incidents (Sexual<br/>Harassment, Racial/Ethnic Slurs)</b>                  | 1 <sup>st</sup> offense    | Saturday School and<br>Counseling   |   |
|   | 2 <sup>nd</sup> offense    | 2 Days OSS and<br>Counseling  |   |
| <b>Truancy<br/>(Policy #5110)</b>   | 1 <sup>st</sup> offense    | 2 Saturday schools<br>"0" grade per class<br>1 cut for each class   | Can be referred to<br>Municipal Court.  |
|   | 2 <sup>nd</sup> offense    | Denial of credit after /<br>ISS   |   |
| <b>Harassment/Intimidation/Bullying<br/>(HIB) (policy #5512)</b>                    |                            | As indicated in policy  |   |
| <b>Destruction of Property/Stealing/<br/>Arson/False Alarm<br/>(Policy #5131.5)</b> | 1 <sup>st</sup> offense    | 5 Days OSS &<br>Restitution for<br>Damages  | Police called & parent<br>notified.<br>Possible charges   |
|   | 2 <sup>nd</sup> Subsequent | 10 Days OSS &<br>Restitution for<br>Damages   |   |
| <b>Possession/Distribution of Hate<br/>Material</b>                                 | 1 <sup>st</sup> offense    | 2 Days OSS  |   |
|   | 2 <sup>nd</sup> offense    | 3 Days OSS  |   |
| <b>Vandalism</b>  | 1 <sup>st</sup> offense    | 2 Days OSS  | Parent notified and<br>police contacted.<br>Possible charges.   |
|   | 2 <sup>nd</sup> offense    | 4 Days OSS  |   |
| <b>Verbally Threatening a Staff<br/>Member<br/>(policy #5131.5)</b>                 | 1 <sup>st</sup> offense    | 3 Days OSS & Parent<br>Conference   | Student may be sent<br>to S.A.P. program.<br>Police may be notified   |
|   | 2 <sup>nd</sup> offense    | 10 Days OSS & Parent<br>Conference  |   |
| <b>Fighting</b>   | Any Offense                | OSS 3 days (or more<br>depending on severity)<br>Parent notified<br>Possible police<br>charges<br>Peer mediation<br>Conflict Resolution | If definite self-defense<br>is proven, only the<br>instigator may be<br>punished.<br>S.A.P. may be set up<br>for student to attend. |

| STUDENT INFRACTION   | OFFENSE                 | ACTION   | COMMENTS   |
|--|-------------------------|--|--|
| <b>Attire Gang Related in Nature</b>   | Any Offense             | Discretion of Administration, Paraphernalia confiscated  |  |
| <b>Possession of CDS</b><br>(policy #5131.6)   | 1 <sup>st</sup> Offense | Indefinite suspended pending assessment & Referral to S.A.C.   | Referral to S.A. C.  |
|  | 2 <sup>nd</sup> Offense | 10 Days OSS &  |  |
| <b>Sale &amp; Distribution of CDS</b><br>(policy #5131.6)  | Any Offense             | May include:<br>10 Day OSS/Expulsion<br>Meet with S.A.C.<br>Referral to Community Agency<br>Referral to CST<br>Police notification | Seller of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing. |
| <b>Use of Controlled Substance/Possession/Alcohol</b><br>(policy #5131.6)  | 1 <sup>st</sup> Offense | Suspended pending assessment & Referral to S.A.C.  |  |
|  | 2 <sup>nd</sup> Offense | 10 Days OSS & Referral to S.A.C  |  |
| <b>Dress Code Violation</b><br>(Making appropriate changes may require students to leave school with parental consent)<br><br>(policy #5132) | All                     | Removal from class until change of clothes is available<br>Parent may be notified  |  |
|  | 1 <sup>st</sup> Offense | Warning  |  |
|  | 2 <sup>nd</sup> Offense | Detention  |  |
|  | 3 <sup>rd</sup> Offense | Saturday School  |  |
| <b>Late to Class</b>   | 1 <sup>st</sup> Offense | Teacher handles  |  |
|  | 2 <sup>nd</sup> Offense | Detention  |  |
| <b>Smoking</b>   | 1 <sup>st</sup> Offense | Saturday School  | Police may be notified.  |
|  | 2 <sup>nd</sup> Offense | 2 Saturday Schools   |  |
|  | 3 <sup>rd</sup> Offense | 4 Saturday Schools   |  |
| <b>Cutting Class</b><br>(policy # 5110)  | 1 <sup>st</sup> Offense | 3 Detentions for each cut  | If student behavior disrupts the learning process after being denied credit, the student may be removed.<br>S.A.P. may be set up for student to attend.                      |
|  | 2 <sup>nd</sup> Offense | Saturday Schools<br>ISS & Denial of Credit   |  |
| <b>Weapons/Firearms/Zero Tolerance</b><br>(policy # 5131.7)  | Any Offense             | Up to 10 Days OSS<br>Parents notified<br>Police complaint filed  | Police charges may be filed. Possible S.A.P.   |

| STUDENT INFRACTION                         | OFFENSE                              | ACTION                             | COMMENTS                                   |
|--|--------------------------------------|------------------------------------|--|
| <b>Tardy for school</b><br>(policy # 5110) | 1 <sup>st</sup> thru 6 <sup>th</sup> | Detention for each unexcused late. | Late 15 min. or more is considered absent. |
|  | 7 <sup>th</sup> Offense              | Saturday School                    |  |
| <b>Cutting Detention</b>                   | 1 <sup>st</sup> Offense              | 2 Detention                        |  |
|  | 2 <sup>nd</sup> Offense              | Saturday School                    |  |
|  | Subsequent                           | ISS/OSS                            |  |

## PRE-K – 5 PUPIL DISCIPLINE/CODE OF CONDUCT

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 4 & 5 **ONLY**.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below.

| STUDENT INFRACTION                           | OFFENSE                 | ACTION   | COMMENTS   |
|--|-------------------------|--|--|
| <b>Disruptive Behavior</b><br>(Policy #5600) | 1 <sup>st</sup> offense | Teacher warning  |  |
|  | 2 <sup>nd</sup> offense | Teacher must notify parent   |  |
|  | 3 <sup>rd</sup> offense | Referral to the Principal/Parent Notification                        |  |
|  | 4 <sup>th</sup> offense | Referral to the Principal/ Parent Notification/Principal's Detention |  |
|  | 5 <sup>th</sup> offense | Referral to the Principal/Principal's Detention/Parent Conference    |  |
|  |                         |  | Subsequent offense may include: ISS/OSS or Alternative Placement |

| STUDENT INFRACTION           | OFFENSE                 | ACTION   | COMMENTS |
|------------------------------|-------------------------|--|----------|
| Littering on School Property | 1 <sup>st</sup> offense | Referral to the Principal/Warning                                    |          |
|                              | 2 <sup>nd</sup> offense | Referral to the Principal/Parent Notification                        |          |
|                              | 3 <sup>rd</sup> offense | Referral to the Principal/ Parent Notification/Principal's Detention |          |

|   |                         |  |  |
|---|-------------------------|--|--|
| Offensive Language/Written/Gestures   | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification                        |  |
|   | 2 <sup>nd</sup> offense | Referral to the Principal/ Parent Notification/Principal's Detention |  |
|   | 3 <sup>rd</sup> offense | Referral to the Principal/Principal's Detention/Parent Conference    |  |
| Insubordination - Refusal to Hand Over Unauthorized Device to School Personal /Electronics /cell phone (policy #5131.9) | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification/Principal's Detention  | Subsequent offense may include: Referral to the Guidance Counselor |
|   | 2 <sup>nd</sup> offense | Referral to the Principal/Principal's Detention/Parent Conference    |  |
|   | Subsequent              | Referral to the Principal/ISS/Parent Conference                      |  |
| Forging an Official Document  | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification/Principal's Detention  |  |
|   | 2 <sup>nd</sup> offense | Referral to the Principal/Principal's Detention/Parent Conference    |  |
|   | 3 <sup>rd</sup> offense | Referral to the Principal/ISS/Parent Conference                      |  |

| STUDENT INFRACTION   | OFFENSE                              | ACTION  | COMMENTS                                       |
|--|--------------------------------------|---|--|
| Theft Personal/School Property   | 1 <sup>st</sup> offense              | Referral to the Principal/Parent Notification/Principal's Detention | Police may be notified at any level of offense |
|  | 2 <sup>nd</sup> offense              | Referral to the Principal/Principal's Detention/Parent Conference   |  |
|  | Subsequent                           | Referral to the Principal/ISS/Parent Conference                     |  |
| Destruction of Property/Stealing/Arson/False Alarm<br>(Policy #5131.5) | 1 <sup>st</sup> offense              | Up to 5 Days OSS & Restitution for Damages                          | Police Contacted/<br>Parent Notification       |
|  | 2 <sup>nd</sup> & Subsequent offense | Up to 10 Days OSS & Restitution for Damages                         |  |

|   |                         |   |  |
|---|-------------------------|---|--|
| Vandalism/Graffiti                                      | 1 <sup>st</sup> offense | Referral to the Principal/Parent Notification/Principal's Detention                   | Police may be notified at any level of offense   |
|   | 2 <sup>nd</sup> offense | Referral to the Principal/ISS/Parent Conference                                       | Possible Restitution   |
| Verbally Threatening a Staff Member<br>(policy #5131.5) | 1 <sup>st</sup> offense | Referral to the Principal and Guidance Counselor/ ISS/Parent Conference               | Police may be notified at any level of offense   |
|   | 2 <sup>nd</sup> offense | Referral to the Principal and Guidance Counselor/ OSS/Parent Conference               | Subsequent offense may include:<br>Alternative Placement   |
| Fighting  | Any offense             | Referral to the Principal and Guidance Counselor/ ISS/Parent Conference               | If definitive self-defense is proven, only the instigator may be punished.<br><br>Police may be notified<br><br>Subsequent offense may include: OSS or Alternative Placement |
| Possession of CDS<br>(policy #5131.6)                   | Any offense             | Indefinite suspension pending assessment and Referral to Student Assistance Counselor | Police will be notified<br><br>Subsequent offense may include:<br>Alternative Placement  |

| <b>STUDENT INFRACTION</b>  | <b>OFFENSE</b>          | <b>ACTION</b>  | <b>COMMENTS</b>  |
|--|-------------------------|--|--|
| <b>Sale &amp; Distribution of CDS</b><br>(policy #5131.6)  | Any offense             | May include:<br>10 Day OSS/Expulsion<br>Referral to Student<br>Assistance Counselor<br>Referral to Community<br>Agency<br>Referral to Child Study<br>Team<br>Police will be notified | Seller of drugs and/or<br>controlled dangerous<br>substances while on<br>school property or at<br>school sponsored<br>events, are to be<br>suspended<br>immediately pending<br>an expulsion hearing. |
| <b>Use of Controlled<br/>Substance/Possession/Alcohol</b><br>(policy #5131.6)  | 1 <sup>st</sup> offense | Suspension pending<br>assessment and<br>Referral to Student<br>Assistance Counselor  | Police will be notified  |
|  | 2 <sup>nd</sup> offense | 10 Days OSS and<br>Referral to Student<br>Assistance Counselor   | Subsequent offense<br>may include:<br>Alternative Placement  |
| <b>Dress Code Violation</b><br>(Making appropriate changes may<br>require students to leave school with<br>parental consent)<br><br>(policy #5132) | All                     | Referral to the<br>Principal/Parent<br>Notification/Removal<br>from class until change<br>of clothes is available  |  |
|  | 1 <sup>st</sup> offense | Warning  |  |
|  | Subsequent              | Principal's Detention  |  |

|   |                         |   |   |
|---|-------------------------|---|---|
| <b>Smoking</b>  | 1 <sup>st</sup> offense | Referral to the<br>Principal/Parent<br>Notification/Principal's<br>Detention          | Police may be notified  |
|   | 2 <sup>nd</sup> offense | Referral to the<br>Principal/Principal's<br>Detention/Parent<br>Conference            | Possible Referral to<br>the Student Assistance<br>Counselor           |
|   | 3 <sup>rd</sup> offense | Referral to the<br>Principal/ISS/Parent<br>Conference                                 |   |
| <b>Leaving School Grounds without<br/>Permission</b>        | Any offense             | Police will be notified<br>Referral to the<br>Principal/ISS/Parent<br>Conference      | Subsequent offense<br>may include:<br>Alternative Placement           |
| <b>Weapons/Firearms/Zero Tolerance</b><br>(policy # 5131.7) | Any offense             | Up to 10 Days OSS/<br>Parents Notification/<br>Police complaint filed                 | Police charges may be<br>filed.<br>Possible Alternative<br>Placement  |
| <b>Tardy for school</b><br>(policy # 5110)                  |                         | Please refer to the<br>Elementary School K-5<br>Absences and Excuses<br>section above | Referral to the<br>Intervention and<br>Referral Services<br>Committee |
| <b>Cutting Detention</b>                                    | 1 <sup>st</sup> offense | Referral to the<br>Principal/Parent<br>Notification/2<br>Principal's Detentions       | Subsequent offense<br>may include: ISS<br>and/or OSS                  |
|   | 2 <sup>nd</sup> offense | Referral to the<br>Principal/2 Principal's<br>Detention/Parent<br>Conference          |   |

| STUDENT INFRACTION                                       | OFFENSE | ACTION                 | COMMENTS |
|--|---------|------------------------|----------|
| Harassment/Intimidation/Bullying (HIB)<br>(policy #5512) |         | As indicated in policy |          |

G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
  - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
  - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
  - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
  - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
  - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
    - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for one school day;
    - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for two school days; and

- (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than three school days or more than one semester or the balance of the school year, whichever is less.

- d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

#### H. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

#### I. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2,

Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.



## J. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
  - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
  - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
  - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
  - d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
  - e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

## K. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
  - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
  - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.

4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Approved: August 25, 2011

Revised (First Reading): September 20, 2012