

POLICY

Lower Cape May Regional
Board of Education

Section: Students

5600. PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Date Created: October, 2008

Date Edited: November, 2014

5600- PUPIL DISCIPLINE/CODE OF CONDUCT (M)

M

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

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

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. 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. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences 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, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and

bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 21 October 2008
Revised: 16 December 2010
Revised: 22 September 2011
Revised: 26 April 2012
Revised: 20 November 2014

REGULATION

Lower Cape May Regional
School District

Section: Students

5600. PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Date Created: October, 2008

Date Edited: November, 2014

5600. PUPIL DISCIPLINE/CODE OF CONDUCT (M)

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
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 problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student

conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;

10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student 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 students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' 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, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing

Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

High School

- a. Renaissance Club
- b. Renaissance rallies
- c. Spotlight
- d. People's Choice
- e. Student Parking
- f. Participation in extra-curricular activities

RMT

- a. School-wide incentives
- b. Team incentives
- c. Awards Night
- d. Daily "Shout Outs" Weekly Team Tigers
- e. "Sole Student" program

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district

and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

a. 3 to 7 Program – High School

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of

the student offenders and their histories of inappropriate behavior that shall:

- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

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

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.

- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
- a. A student 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 will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
9. Expulsion
- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

- 1. Below is Charts of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to and are included in each school's student handbook:

HIGH SCHOOL OUTLINE OF INFRACTIONS AND CONSEQUENCES

A. LEAVING SCHOOL BUILDING AND/OR GROUNDS WITHOUT PERMISSION FROM SCHOOL AUTHORITIES (or FAILURE TO FOLLOW SIGN-OUT PROCEDURES. 10 Jeopardy pts.): STUDENTS MAY NOT LEAVE THE SCHOOL GROUNDS AT ANY TIME DURING THE SCHOOL SESSION WITHOUT PRIOR PERMISSION. THIS INCLUDES LUNCH PERIODS.

- 1. 1st time - detention, students who fail to serve their detention will not be given credit for the school day (absence) and will also be assigned an alternative educational placement (3-7)pm.
- 2. 2nd time – Two detentions. Failure to attend detentions will result in an absence for the school day and a (3-7 p.m.). alternative educational placement.

B. CUTTING CLASS: (10 Jeopardy pts.)

- 1. Detention.
- 2. Two detentions and warning that a further cut will result in loss of credit for course.

3. Loss of credit for course. Possible credit restoration at the end of year for reinstatement.

C. INAPPROPRIATE LANGUAGE / BEHAVIOR: (10-20 Jeopardy pts.)

1. First offense for disruptive behavior is detention -or alternative educational placement (3-7 p.m.) day depending on severity of infraction.
2. Alternative educational placement (3-7 p.m.) day available.

D. DISRESPECT / DEFIANCE OF AUTHORITY: (10-20 Jeopardy pts.)

1. First offense for disruptive behavior is detention -or alternative educational placement (3-7 p.m.) day depending on severity of infraction according to Assistant Principal.
2. 1 to 3 days Out-of-School Suspension with alternative educational placement (3-7 p.m.) program available.
3. Out-of-School Suspension depending on severity.

E. FIGHTING (30, 50, 100 Jeopardy pts.): 1 to 10 days Out-of-School Suspension, see Fight Policy for details.

F. INVOLVEMENT WITH OR POSSESSION OF DRUGS OR ALCOHOL (50 Jeopardy pts.): (This includes any school sponsored or school related activities.) Any or all of the following:

1. Up to 10 days Out-of-School Suspension and/or placement in our Substance Abuse Program.
2. Charges filed with police.
3. Student must provide a clean (negative) drug test prior to returning to school. If he/she fails to provide the school with a negative drug screen then the student will be assigned to the inbound/homebound program until a negative drug test is provided.
4. Upon return to school, student will be placed on a substance abuse contract. This contract includes information on counseling available and the school's right to conduct random drug screens.

5. STUDENT WILL LOSE PARKING PRIVILEGES (1 YEAR)

G. THEFT, VANDALISM AND/OR DESTRUCTION OF PROPERTY (20-50 Jeopardy pts): (School's or other person's property.)

1. 1 to 5 days Out-of-School with alternative educational placement (3-7 p.m.) program available plus restitution for damages.
2. Out-of-School Suspension plus restitution for damages and notification of police depending on severity; possible recommendation for expulsion.

H. SMOKING (20-50 Jeopardy pts):

1. One 4-hour alternative educational placement (3-7 p.m.) available. Referral to SBYS Group Program_ (Smoke Cessation Program).
2. Two out-of-school days with 4-hour alternative educational placement (3-7 p.m.) available.
3. Three Out-of-School Suspension days plus filing of legal charges with Lower Township Police Department.

I. POSSESSION OF CIGARETTES, E-CIGARETTES, SMOKING PARAPHERNALIA, OR OTHER TOBACCO PRODUCTS, VAPING (10-20 Jeopardy pts):

1. One detention for 1st offense.
2. Alternative educational placement program (3-7 p.m.) available for 2nd offense.
3. Three Out-of-School Suspension days for further offenses.

- J. EXCESSIVE UNEXCUSED TARDIES TO CLASS (5 Jeopardy pts):
1. Detention on the 3rd tardy.
 2. Detention for each subsequent tardy in multiples of three (6...9...12...15...18...). see parking privileges
 3. Chronic problems will be handled at the discretion of the Assistant Principal.
- K. LATE TO SCHOOL (5 Jeopardy pts):
- Students who sign in after 7:45 will be assigned a detention on the 3rd tardy.
Detention will be assigned for each subsequent tardy in multiples of three (6...9...12...15...18...).
- L. FAILURE TO SERVE DETENTION / 3-7 ALTERNATIVE EDUCATIONAL PLACEMENT PROGRAM (20 Jeopardy pts):
1. Failure to serve a detention will result in a 1 day 3-7 alternative educational placement program.
 2. Failure to serve a 3-7 alternative education placement will have the following consequences: Student will not receive credit for the day and will be marked absent. Student will receive a zero on all assigned school work and will not be allowed to make up any missed assignments. If a student does not attend a 3-7 he/she will not be permitted to make up the missed day at the end of the school year for credit restoration.
- M. BUS CONDUCT (20 Jeopardy pts): Disruptive behavior, disrespect, defiance, inappropriate language, fighting, involvement with alcohol or drugs, vandalism, smoking, etc. – any misconduct on the bus will result in the administration of penalties delineated and may also include the loss of bus riding privileges.
- N. INAPPROPRIATE DISPLAY OF AFFECTION (5-10 Jeopardy pts): Public displays of affection, other than hand-holding, are inappropriate in a high school environment. On the 1st occurrence a written warning will be issued. Subsequent activities will result in a detention.
- O. TRUANCY (20 Jeopardy pts): Truancy is absence from school without the knowledge of the parent and school authorities. Since truancy is regarded as a serious offense, all such cases will be referred to the Assistant Principals for disciplinary action. Court action may be taken against the parent(s) or guardian(s) of the student and a minimum of two detentions will result.
- P. VERBAL OR PHYSICAL ABUSE TO A STAFF MEMBER (30 Jeopardy pts): will not be tolerated and will result in a minimum of 3 days Out-of-School Suspension for verbal and 5 to 10 days Out-of-School for physical abuse and possible expulsion.
Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator, or other employee of the Board of Education, shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 21 calendar days from the date of the pupil's suspension.
- Q. WEAPONS (150 Jeopardy pts): Including, but not limited to knives, guns, starter pistols, compound bows, etc. Any type of these and other weapons are not permitted on school property. In addition, carrying and/or using mace is illegal. Any student found with any of these items will have a complaint filed with the police and will be suspended a minimum of 10 days and will meet with the superintendent for possible expulsion.
- R. CELL PHONES (Personal Electronic Devices-PEDs) (10-20 Jeopardy pts): The increased availability of cell phones has necessitated the need to regulate student use. This policy is designed to balance the need to maintain an educational environment while also providing access for students and parents for safety, security, and convenience.

The following guidelines are in effect with respect to student usage of personal electronic devices in school.

The extent to which learners are allowed to use personal electronic devices (PEDs) in class is up to the discretion of individual teachers. Teachers are encouraged to incorporate appropriate use of PEDs into the classroom to facilitate 21st century learning.

Students are not required to possess a PED nor is the district required to provide one.

PEDs include, but are not limited to: laptop computers, netbooks, iPads or other tablet computers, iPods and cell phones with relevant apps and/or data plans.

No technical support is provided for PEDs at school.

PEDs are not to be used for inter-learner communications (email, texting or telephoning) at any time, during or between classes unless authorized by a teacher. Learners may text or make calls during lunch in the cafeteria.

Students may not use the camera or recording features of PEDs without the written consent of a staff member and the person being photographed or videotaped.

PEDs are not to be used during testing without the express consent of the teacher.

Students shall be personally and solely responsible for the security of PEDs brought to school. The school shall not assume responsibility for theft, loss, damage or unauthorized calls made with a PED. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Use of PEDs for gaming or any unauthorized activity is prohibited.

Teachers and administrators may bar an individual learner from using PEDs as deemed necessary.

PEDs are subject to all provisions in the district's Acceptable Use Agreement.

Attempting to access the school's wireless network is strictly prohibited. Any expenses incurred during the use of the device are strictly the responsible of the student / device owner.

PEDs may be confiscated at any time if these guidelines are not followed. Return of the device may be contingent on the outcome of a meeting with the parents of the involved student(s).

CONSEQUENCES FOR VIOLATING POLICY

- 1st violation:
 - a. Electronic device confiscated
 - b. 10 discipline points + detention
 - c. Electronic device picked up by the student after school.
- 2nd violation
 - a. Electronic device confiscated
 - b. 15 discipline points + detention
 - c. Parent retrieves electronic device after school.
- 3rd violation
 - a. Electronic device confiscated
 - b. 20 discipline points + 3-7 detention
 - c. Parent retrieves electronic device after school
 - d. Loss of electronic device privilege at school for remainder of year.
- The use of an electronic device which invades an individual's personal privacy will result in suspension and will be referred to local law enforcement agency.

The use of an electronic device for the purpose of cheating will result in the loss of credit on the test or assignment, possible suspension, possible removal from the class and the loss of

the privilege to use electronic devices at school for the remainder of the year.

- S. **SEXUAL HARASSMENT (15-50 Jeopardy pts):** 3 to 10 days Out-of-School Suspension depending on the severity.
* Students in the 3 to 7 p.m. after school program will not be permitted on school grounds, other than from 3 to 7 p.m., nor will they be allowed to participate in any school-related activities.
- T. **RESPECT AND TOLERANCE (15-50 Jeopardy pts):** Student(s) shall not racially harass or intimidate other student(s) by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. Shall not at school, on school property, or at school activities, wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any items that denotes Ku Klux Klan, Aryan National – White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other “hate” group. This list is not intended to be all inclusive). Violations of this policy shall result in disciplinary action by school authorities. As a consequence, a first offense of the above would be a 1- to 3-day suspension followed by a 10-day suspension and referral to the Superintendent for possible expulsion.
- U. **DRESS CODE VIOLATIONS (10-20 Jeopardy pts):**

Students who are inappropriately dressed shall be sent to the Assistant Principal. In extreme cases, a student will be sent home to change his or her attire. Any continued occurrence of inappropriate dress will be considered willful disobedience and dealt with according to the discipline code. 1st incident – written warning and infraction sent home; 2nd incident – detention; 3rd incident

3-7 Alternative Educational Placement and meeting with parent.

V. **STUDENT DISCIPLINE CODE POINTS SYSTEM AND THE JEOPARDY PROGRAM**

In addition to our standard Student Conduct Code, a point system will be used to identify students who are continually disruptive to the educational process of the school. The point system is also intended to improve student behavior through increased student accountability. A point value is assigned to each infraction.

- When a student attains 70 points – Placement on the Jeopardy Program. In addition, students will lose their parking privileges.
- When a student attains 100 points – Student will lose all privileges to participate in school activities, including, but not limited to, field trips, assemblies, clubs, dances, homecoming, prom and all other school activities.

A student who has accrued 100 discipline points can remove Jeopardy points by going for an extended period of time (20 points for every month) without receiving an infraction.

This policy will not preclude an administrator from suspending a student for severe and/or continuous infractions.

The Assistant Principal will have the authority to assign different point values based upon the situation or severity of the incident.

JEOPARDY PROGRAM:

PURPOSE: Discipline consequences are designed as an attempt to modify student behavior. When a student does not modify disruptive or defiant behavior he/she puts him or herself in jeopardy of forfeiting their right to an education. Moreover, continual disruption and defiant behavior constitutes an interference with the instruction of other students. Thus, the disciplinary consequences increase geometrically with the chronic offenders.

HABITUAL OFFENDERS OF THE JEOPARDY POLICY

Students who reach 100 points or more for a second time will be placed in the Jeopardy Program for the remainder of the school year. There will not be a possibility for point reduction after entering the program a second time.

HABITUAL OFFENDERS OF DISCIPLINE CODE

Students who are habitual discipline offenders or commit a serious offense may be placed in an alternate educational setting.

RMT OUTLINE OF INFRACTIONS AND CONSEQUENCES

INFRACTION

Weapons
Involvement with or Possession of Drugs or

Alcohol
Fighting
Verbal or Physical Abuse to a Staff Member

Cell Phone Use – Calling, texting, ringing
Cell Phone in unauthorized area such as
classroom or lunchroom
Video recording/picture taking with cell phone or
camera without authorization
Sexual, racial harassment
Bullying
Theft, Vandalism and/or destruction of property
Smoking, e-vaping or use of inhalants
Possession smoking paraphernalia, e-cigarettes,
e-vaping paraphernalia, cigarettes, other tobacco
products
Leaving School without authorization, Truancy
Cutting Class
Dress Code

CONSEQUENCE

Suspension- 10 days
Suspension- 8 days 94 days if student
complies
with District wide substance abuse policy.
Suspension 3-10 Days
Suspension Verbal -5 days
Physical – 10 days
(1x) Det. 5:15 (2x) 2 – det. 5:15, (3x)
1 day suspension
Detention- 4:00
Suspension 1-3 days

Detention or suspension based on policy
Detention or suspension based on policy
Suspension 1-5 Days
Suspension – 1-2 days
Suspension – 1 day

Detention – 5:15
Detention – 5:15
1st Incident – Warning
2nd Incident- 4:00
3rd Incident – 5:15

Inappropriate language/Disruptive Behavior	Detention – 5:15
Disrespect/Defiance of Authority	Detention – (1-2) x 5:15
Failure to Serve Detention (5:15) Failure to Serve Detention (4:00)	Detention – 5:15
Bus Conduct	Detention – 5:15
Possession of iPods, MP3 player, cameras and other audio equipment	Detention or Suspension –Could include loss of bus privileges
Late to School – After 3rd incident	1st incident- Confiscation of item w/warning 2nd Incident 5:15 Detention
Excessive Unexcused Tardiness (3x) to class	Detention – Same Day Detention (4:00)
Inappropriate Display of Affection	Detention – 4:00
	1st incident- Warning
	2nd incident 5:15 detention

Note: Administration will have the authority to assign different consequences based upon the situation or the severity of the incident. Penalty for any infraction not listed above is subject to the judgment of the assistant principal and/or the principal.

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board’s policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student’s family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board’s Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. 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.

- b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student 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 the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop

recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 21 October 2008
Revised: 22 September 2011
Revised: 26 April 2012
Revised: 20 November 2014