

## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

### R 5600.1 STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

Effective citizenship requires a spirit which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each student understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals, while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all students. Disruption and interference with the education of others, a lack of respect for the rights or properties of others, and an inability to do as directed are examples of behavior necessitating action.

#### 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 7.9, 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 12.1.



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 7.9; 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 Student 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 students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Student records, creation, maintenance and retention, security and access, regulations, non-liability; 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
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



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

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.

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.



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- 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



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- 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. 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. 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.
8. 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 Student Discipline

#### Discipline Guidelines





Discipline problems will be treated with positive methods before more punitive measures are found necessary. It is intended that consequences, when assigned, will encourage improved student behavior.

In areas not specifically covered by the discipline policy, punishment will be administered at the discretion of the administration. Administrators may change a consequence at their discretion based upon the circumstances of the infraction.

The administration shall keep a file on a student who has violated the rules. It shall be the responsibility of the administration to see that, for each subsequent infraction, a concise account and record shall be communicated to the home in order to keep the parent informed of any change in the student's status.

Once a student accumulates 3 days of suspension, Seniors will not be eligible to participate in the Senior Trip. After accumulating 5 days of suspension, all students will be ineligible to participate in any school functions for the remainder of the school year.

Students who are suspended (out-of-school) are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. Eligibility for attendance or participation will be restored when the student is readmitted to school or regular classes. Example: a student is suspended at the close of school on Thursday for one (1) day. That student is then immediately prohibited from attending all school activities until reinstated to school on Monday.

If the number of times a student commits an offense is greater than the number listed on the Code, suspensions will progressively increase based on the occurrences.

### Senior Trip

- Based on the nature of the senior trip and the freedom that is afforded students on this trip, it is expected that all students attending the trip will be in good standing with regards to discipline and attendance. Any student who accumulates 3 days of suspension or 10 attendance points (or more) prior to the senior trip will not be permitted to attend the Senior Trip.
- Additionally, if there are any violations of the code of conduct while on the Senior Trip, the student will be sent home with a chaperone. The student will also lose the opportunity to participate in all extra-curricular activities



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

immediately at a cost to be paid for by the parent of the student for the remainder of the school year including prom and all other school functions, including graduation.

Note: Student conduct that occurs outside the school may result in consequences if it causes any interference or disturbance to the daily function and/or operation of a school day.

### 1. ATTEND SCHOOL AND ALL CLASSES REGULARLY (ATT)

- a. Truancy
- b. Leaving School Grounds without permission (Students may be subjected to re-entry search)
- c. Cutting class or detention (Unexcused lateness or more than five minutes will be considered as cutting)
  - (1) 1<sup>st</sup> Offense - Detention (II) 2:30 - 5:30
  - (2) 2<sup>nd</sup> Offense - Detention (III) 2 Days - 2:30 - 5:30
  - (3) 3<sup>rd</sup> Offense - 1 Day OSS, Parent Conference with an administer
  - (4) 4<sup>th</sup> Offense – Progressive Discipline
- d. Late to Class
  - (1) 1<sup>st</sup> & 5<sup>th</sup> Offense: Teach warning/Classroom consequences/Parent contact
  - (2) 6<sup>th</sup> Offense: Detention 2:30 - 3:30
  - (3) 9<sup>th</sup> Offense: Detention, 2:30-5:30
  - (4) 12<sup>th</sup> Offense: Detention (2) 2:30-5:30
  - (5) 15<sup>th</sup> + Offense: 1 Day OSS, Parent Conference

Note: Lateness to class is cumulative on an annual basis

### 2. MAKE A CONCERTED EFFORT TO LEARN INFORMATION PRESENTED AND COMPLETE ALL LEARNING ASSIGNMENTS

Intellectual integrity is at the heart of any academic endeavor. Students are expected to be honest in all academic work.

#### Academic Integrity & Plagiarism

All Clearview Regional High School programs require high standards of academic integrity. All forms of dishonesty whether by act or omission, including, but not limited to, cheating, plagiarism and knowingly furnishing false information to the school district are prohibited.



Students at CRHS are explicitly taught how to integrate secondary source material into original works. CRHS currently relies upon the conventions of the Modern Language Association whose approach requires students to parenthetically document resources. This approach is supported by the Media Center and in all disciplines. Some teachers also expose students to the conventions of the American Psychological Association (APA) or the newer Chicago format, usually expected in higher education.

Students who plagiarize an original composition (research paper, literary analysis, science lab, news journalism, and other compositions) will receive consequences as outlined below for the offense(s). Teachers may use their discretion to determine if a secondary assignment will be provided.

Cheating can also take the following forms: cheat-sheets, crib-sheets, answers written on pencils, hats, notebooks, appendages (arms, legs, hands), calculators, or when students rely upon the utilization of cell phones, text-messaging or listening devices (MP3 players, iPods, laptops) to copy and transfer information while completing an assessment is not ethical. Likewise, the sharing of answers during assessment periods via whispering, talking, or due to placement on the desk, constitutes a violation of the ethical code of conduct, as does the sharing and subsequent copying of homework assignments.

Disciplinary consequences will be assigned at the discretion of the administration based on severity.

Teachers are not required to provide make-up work when students are caught cheating; teachers may provide a secondary assessment.

Resource Webliography: Parents, Guardians and Students should access the following scholarly websites for review

## MLA

Comprehensive guide from Purdue University on using MLA guidelines in research papers, and citing all sources from a single book to government documents.



<http://www.mla.org/>

The Modern Language Association is the official guide to non-fiction writing. The site includes a guide to MLA style.

APA

<http://www.uwsp.edu/psych/apa4b.htm>

A Hypertext Writing Guide. Provides a summary of how to write scientific papers using the format of the American Psychological Association.

<http://www.dianahacker.com/resdoc/>

The information on this site is also available in a print booklet, *Research and Documentation in the Electronic Age*, Fourth Edition, by Diana Hacker.

### 3. DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS

Student Misconduct: includes but not limited to the following infractions:  
(Administrative discretion will be applied in determining the severity of the infraction and consequences)  
(GMS)

- 1<sup>st</sup> Offense – Detention (I) 2:30 – 3:30
  - 2<sup>nd</sup> Offense – Detention (II) 2:30 – 5:30
  - 3<sup>rd</sup> Offense – Detention (III) 2 days 2:30 – 5:30
  - 4<sup>th</sup> Offense – 1 Day OSS, Parent Conference with Principal
  - 5<sup>th</sup> Offense – Progressive Discipline
- a. Defiant, disrespectful, insubordinate, or irrational behavior in or outside the classroom (Administrative interpretation may be exercised)
  - b. Misuse of Hall Pass (also to include altering of pass: Administrative interpretation may be exercised).



- c. No eating or drinking in classroom or hallways (except when permitted by administration)
- d. Throwing food or objects (Administrative interpretation may be exercised)
- e. Inappropriate attire - dress code violation.
  - (1) \*Students failing to abide by the dress code will be required to change into appropriate attire or sent home. Work missed from class will be student's responsibility.
- f. Inappropriate, Obscene or Vulgar Language or Possession of Obscene Material.
- g. Lewd/Overt/Unusual Outward Physical Display of Affection or Irregular Behavior Toward or With Another Student (Administrative Interpretation)
- h. Use of Electronic Devices:

Clearview Regional High School is concerned about academic achievement as well as student safety. Electronic devices can detract from the learning environment and negatively impact school safety/security. Cell phones and ear buds are permitted before and after school as well as during a student's scheduled lunch period. Cell phones are not to be used or visible at any other time during the school day.

  - 1<sup>st</sup> or 2<sup>nd</sup> offense – Reprimand
  - 3<sup>rd</sup> and 4<sup>th</sup> offense – 2:30-3:30 detention
  - 5<sup>th</sup> and 6<sup>th</sup> offense – 2:30-5:30 detention
  - 7<sup>th</sup> and 9<sup>th</sup> offense – (2) 2:30-5:30 detention
  - 10<sup>th</sup> + offense – 1-day OSS
- i. Smoking and/or Possessing E-Cigarettes or Vaporizers (Vaping) Paraphernalia on School Premises or During Any School Activity (Tobacco – Non-Narcotic)



STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- (1) 1<sup>st</sup> Offense: 1 Day OSS; mandatory tobacco free education course provided through Tobacco Free for a Healthy NJ (TFHNJ)
  - (2) 2<sup>nd</sup> Offense: 2 Day OSS; mandatory counseling with Student Assistance Counselor
- j. Gambling/Selling Goods (food/beverages, etc.)
  - (1) 1<sup>st</sup> Offense: 1 Day OSS, Parent Notification, Parent Conf. w/Building Principal, Possible Police Notification
  - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/the Superintendent, Possible Police Notification
- k. Driving Carelessly/Reckless Endangerment with a Vehicle/Driving Behind the High School/Driving-Parking Without Privileges
  - (1) Administrative interpretation will be applied. Possible OSS or loss of driving privileges.
- l. Possession of Fireworks, Poppers/Caps, Stink Bombs
  - (1) 1<sup>st</sup> Offense: 1-5 Days OSS pending a Hearing with the Superintendent of Schools, Police Notification
  - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Complaint signed w/the Municipal Court
- m. Possession of Setting Off Fireworks/Bombs/Explosives
  - (1) 1<sup>st</sup> Offense: Minimum 10 days OSS pending Hearing w/the Superintendent of Schools or BOE, Complaint signed w/the Municipal Court
- n. Possession or Use of Alcohol, Controlled Dangerous Substance or Prescribed Medication within the Drug Free School Zone During Any School Activity, or While Participating or Attending any School Sponsored Activity (consequences are cumulative for 9th - 12 grades)



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- Possession or Use of Drug Paraphernalia or "Look-A-Likes" within the Drug Free School Zone During Any School Activity; or While Participating or Attending Any School Sponsored Activity (consequences are cumulative for 9th - 12th grades)
- Sale/Exchange (consequences are cumulative for 9th -12th grades and students will be suspended pending a hearing with the Superintendent to determine educational placement in addition to being subject to random drug screenings for the remainder of high school career.)
- Possession of Urine
  - (1) 1<sup>st</sup> Offense: Minimum 10days OSS pending Hearing w/the Principal
  - (2) 2<sup>nd</sup> Offense: Minimum 10 days OSS pending Hearing w/the Superintendent of Schools, Subcommittee of the Board or BOE for possible expulsion, Parent Notification, Police Notification/Complaint Signed, Counseling w/Student Assistance Coordinator (parent & student), Possible Child Study Team Referral. (May result in exclusion from all extra-curricular activities if and when re-instated to school for the remainder of the year).
  - (3) 3<sup>rd</sup> Offense: Hearing w/Superintendent of Schools and/or BOE sub-committee, the student will not walk in the graduation ceremony.
- Refusal to submit to drug screening (consequences are cumulative for 9th-12thgrades; however, prior consequences from the Middle School will be considered).
  - (1) 1<sup>st</sup> Offense: Minimum of 10 Days OSS, Police Notification
  - (2) 2<sup>nd</sup> Offense: Automatic placement in Evening Alternative School
- o. Extortion, Taking Money or Valuables from Individual Through Threats (Administrative discretion will be applied in determining the severity of the infraction and consequences)



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- (1) 1<sup>st</sup> Offense: 2 Days OSS, Parent Conf., Counseling  
Restitution, if applicable a referral will be made to the anti-bullying specialist.
  - (2) 2<sup>nd</sup> Offense: OSS Parent Conf. w/Building Principal,  
Principal's Probation, Restitution, Possible Child Study  
Team Referral, Police Notification
  - (3) 3<sup>rd</sup> Offense: OSS pending Hearing w/Superintendent of  
Schools
- p. Verbal threats, profanity, verbal assault directed to students or staff  
members (Administration Interpretation May be Exercised)
- (1) 1<sup>st</sup> Offense: 2 days OSS, Principal's Probation
  - (2) 2<sup>nd</sup> Offense: 3 OSS Parent Conference with Building  
Principal, Counseling, Possible Child Study Team Referral
  - (3) 3<sup>rd</sup> Offense: Minimum 4 Days OSS pending Hearing w/the  
Superintendent of Schools
- q. Violent Act/Injuring a Staff member, Student or their Property as a  
Result of a Rules Infraction (Administration Interpretation May be  
Exercised)
- (1) 1<sup>st</sup> Offense: OSS, Principal's Probation, Parent Conf.,  
Possible Complaint Signed w/Municipal Court
  - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/the Superintendent of  
Schools
- r. Fighting - High School (Administrative interpretation will be  
exercised in determining each individual's level of aggression and  
responsibility in the altercation) (Consequences are cumulative for  
9<sup>th</sup> - 12<sup>th</sup> grades)
- (1) 1<sup>st</sup> Offense: Minimum 10 Days OSS, Police Notification,  
Mandatory Parent Conf.
  - (2) 2<sup>nd</sup> Offense: Automatic placement in Evening Alternative  
School
  - (3) 3<sup>rd</sup> Offense: OSS, pending Hearing w/Superintendent of  
Schools





## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- s. Instigating, Initiative or Pre-Arranging Fights
    - (1) 1<sup>st</sup> Offense: 1-3 days OSS, Parent Conf., Principal's Probation, Counseling
    - (2) 2<sup>nd</sup> Offense: OSS Pending Hearing w/Superintendent of Schools
  - t. Pre-Meditated Assault/Battery or Any Conduct Dangerous to the Physical Well-Being of Others (Administrative interpretation may be exercised), (Consequences are cumulative for 9th-12th grades) (Includes food fights)
    - (1) 1<sup>st</sup> Offense: Minimum 10 days OSS depending on severity, Parent Conference, Counseling, Possible Police Notif., Principal's Probation, Possible Child Study Team Referral
    - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Police Notification
  - u. Possession of Weapons (Administrative interpretation may be exercised), (Consequences are cumulative for 9th - 12 grades)
    - (1) 1<sup>st</sup> Offense: Minimum 10 days OSS pending hearing w/the Superintendent of Schools or BOE, Police Notification
    - (2) 2<sup>nd</sup> Offense: Expulsion hearing w/the Superintendent of Schools and BOE
  - v. Unwarranted/Inappropriate use of Cameras/Videos (Audio and visual cell phones included) (Consequences will rest at the discretion of Administration)
  - w. Disruption of School Environment/Operation (Administrative discretion based on severity)
4. DEMONSTRATE CARE AND RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF ALL OTHERS
- a. Defacing, destroying, stealing school property and the property of others (Administrative interpretation)

Disciplinary consequences will be assigned based on severity.



STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

- b. Pulling Fire Alarm/Setting Fires/Causing False Public Alarm
  - (1) 1<sup>st</sup> Offense: Minimum of 10 days OSS pending hearing w/the Superintendent of Schools or BOE, Police Notification
- c. Misuse of School Computer/Technology Equipment  
(Administrative discretion will be used based on severity)
  - (1) 1<sup>st</sup> Offense: Detention (III), Parent Conf., Restitution, Possible Loss of Privilege
  - (2) 2<sup>nd</sup> Offense: 1 Day OSS, Parent Conf., Restitution, Principal's Probation, Possible Loss of Privilege
  - (3) 3<sup>rd</sup> Offense: OSS pending Hearing w/Superintendent of Schools, Possible Loss of Privilege
- d. Inappropriate Sexual Contact – Unwanted, uninvited, unwelcomed contact (Including touching, grabbing, ‘de-pantsing’)
  - (1) 1<sup>st</sup> Offense: 1-5 days OSS based on severity, Parent Conf. w/Building Principal, Conf. w/Affirmative Action Officer, Possible Police Notification, Mediation meeting (if applicable)
  - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/Superintendent of Schools or Board of Education (full Board or sub-committee).
- e. Sexual Assault - A violent sexual attack that may include attempts to inflict offenses, physical contact or bodily harm on a person (consequences are cumulative for 9th - 12th grades)
  - (1) 1<sup>st</sup> Offense: 10 Days OSS, Hearing w/Superintendent of Schools, Police Notif., Conf. w/Affirmative Action Officer
  - (2) 2<sup>nd</sup> Offense: OSS pending Hearing w/the Superintendent of Schools or BOE, Police Notif.
- f. Racial Slurs/Ethnic Slurs/Gender Related Bias and or/  
Inflammatory Statements: verbal, written or graphic actions that



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

are intended to insult or demean a person based on race, religion, gender or ethnicity. *Administrative interpretation may be applied.* Possible Police notification.

- (1) 5 Days OSS; possible sensitivity training/mediation
- (2) OSS Pending Superintendent and/or Hearing with Board of Education
- (3) Alternative School Placement

5. 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.
6. 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.
7. 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.
8. 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



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

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.



## STUDENT DISCIPLINE/CODE OF CONDUCT - HIGH SCHOOL (M)

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.

When the district's schools are in a hybrid/remote learning environment due to COVID-19, this regulation will be amended as follows:

General Misconduct/Misbehavior will be recorded as in past years. However, detentions will not be held. Due to the unique nature of the start of the school year, students will receive disciplinary consequences at the discretion of the school administration. Consequences could include meetings with students' counselor/case manager, student assigned to remote learning for a defined period of time, etc. Students who are suspended from school will not participate in remote learning for the time that is assigned to them although they are permitted to contact their teachers during "office hours."

At Home Guidelines: Students are to have appropriate Google icons while on remote learning and use ear buds.

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