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Pupil Discipline/Code of Conduct (M)

Good pupil discipline is essential to the success of school programs. Without good discipline, a school cannot meet its goals to develop citizenship, and pupils lose opportunities to realize their potential for growth. In maintaining discipline, teachers must be assured they will receive support from the school administration and the Board of Education. To that end, the Board establishes the following guidelines:

1. Good discipline is constructive and positive rather than destructive and negative in nature.
2. Disciplinary action should be administered in such a way that pupils are not embarrassed before their social groups. Teachers should neither make denigrating remarks to pupils about other pupils nor should they engage in classroom interactions, which will cause or reflect discredit upon pupils before their peers.
3. Teachers must hold conferences with parent(s)/guardian(s) in an effort to improve a pupil's behavior. Teachers may assign after school detention as a disciplinary measure provided transportation home is arranged when needed. Teacher detentions should be used to meet with the pupil to discuss appropriate classroom behavior.
4. After ordinary and usual well-documented methods of behavior modification prove ineffective and a pupil's behavior interferes with teaching and learning, a teacher may remove the pupil from that situation for the rest of that period by sending the pupil to the Vice-Principal. A brief written report, which states the problem, must accompany the pupil. Teachers must follow up such incidents with continued individual efforts to modify that pupil's behavior.
5. School administrators may establish after-school detention and/or Full Day Detention (FDD) supervised by teachers. Only Vice-Principals and Principals may assign pupils to administrative detention. (See Policy 5600)
6. The school Principal or his/her designee shall be authorized to suspend pupils out of school for specific periods as provided in this and other Board policies or pending a parent/guardian conference. In accordance with statute, the Principal shall report all out of school suspensions in writing to the Superintendent.

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7. The following behavior incidents must be referred to the Office of the Vice-Principal in writing, in accordance with procedures established by the Building Principal.
 - a. Smoking
 - b. Fighting or any violence directed at another pupil or a member of the staff, including carrying a weapon of any type.
 - c. Commit an act of harassment, intimidation, or bullying;
 - d. Possession of a weapon of any kind.
 - e. Teacher / pupil bullying, harassment, and/or intimidation
 - f. Possession/use of alcohol/drugs, including steroids
 - g. Truancy, which also includes cutting or excessive lateness to class or school
 - h. Cutting class or detention
 - i. Insubordination (lack of obedience) and/or profanity
 - j. Theft / extortion
 - k. Damage to school property or the property of others
 - l. Frequent or excessive absence or tardiness
 - m. Removal from class for major disciplinary reasons
 - n. Setting off a fire alarm or making a bomb threat
 - o. Dress code violation
 - p. Sexual harassment
 - q. Other matters, which a teacher believes, should come to the attention of supervisors or administrators but which are not minor in nature.

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8. 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.

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- d. Pupils found to have violated the tobacco use and possession policy shall be treated in accordance with that policy. (See Regulation 5530)
- e. Pupils referred for major infractions could be suspended out-of-school pending a parental conference and could be assigned to remain out of school for a period of time as punishment. (See Policy 5600) In accordance with New Jersey law, a suspension may not continue beyond the second Board meeting following the first day of suspension.

Out-of-school suspensions must be reported to the Superintendent in accordance with New Jersey statutes.

- f. Pupils involved in fights, or other forms of violence, will not be permitted to return to school until assurances exist that further violence will not result. (See section on Fighting contained in this Regulation).

An initial act of violence, or any subsequent incidence of violence, could result in an expulsion hearing before the Board of Education. (See Policy 5620)

- g. Major infractions also could result in probation of pupils. (See section on Probation of Pupils contained in this regulation).
- h. Major infractions, and an accumulation of minor infractions, can result in the assignment of FDD at the discretion of school administrators. (See Policy 5600)
- i. Vice-Principals may refer a pupil to the Principal for a meeting with parents for major infractions or an accumulation of minor incidents. The Principal may invoke any of the disciplinary measures described herein and any others deemed appropriate.
- j. When a pupil is experiencing unusual disciplinary problems in a given course, or with a given teacher, the Principal may alter the educational program of that pupil, including a reduction of the school day, to resolve those problems.
- k. When all efforts at behavior modification prove ineffective; if a disciplinary matter of significant consequence occurs indicating the pupil

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presents a danger to himself/herself, to other pupils, or to school personnel; or the pupil's chronic behavior is disruptive to the educational process; a Principal may request a Superintendent's/designee level conference with the parents and pupil. A copy of all documents showing disciplinary problems and attempted remedies must accompany such a request. A pupil may be suspended out-of-school pending such a conference. The Superintendent/designee may utilize any of the disciplinary measures described herein or others that are deemed appropriate. If the Superintendent/designee believes the pupil is exhibiting behavior, which could be linked to learning problems, he/she may order an immediate Child Study Team evaluation.

- l. If efforts at the level of the Superintendent do not result in appropriate and sufficient behavior modification, a referral to the Child Study Team does not result in classification, and the pupil has not previously been classified, the Superintendent may bring the matter to the Board of Education in the form of a recommendation for expulsion. A written statement of reasons and grounds for the recommendation, including a copy of the pupil's entire disciplinary file, shall be served upon the pupil and parents/guardians at least five calendar days prior to the Board's contemplated action on the Superintendent's recommendation. The Board will honor any request of parents/guardians and/or their representatives to meet with the Board in closed session before the Board acts upon the Superintendent's recommendation.
 - m. Any pupil who damages school property shall be expected to compensate the Board for the cost of replacement and/or repairs. (See Policy 9260) The Principal also may file a complaint with the local police department and bring charges in such matters.
 - n. Parents/guardians may be required to bring proper attire to school for pupils who are not dressed properly to finish the day. Failure to comply could result in assignment of the pupil to detention and/or suspension.
10. At all levels, the due process rights of pupils and parents/guardians shall be preserved. Appeals to higher levels of administration shall be honored.
11. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

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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 or full-day detention 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.

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Acts or Incidents of Dating Violence At School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address that act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

a. Consequences may include, but are not limited to, the following:

- i. Admonishment;
- ii. Temporary removal from the classroom;
- iii. Classroom or administrative detention;
- iv. Full Day Detention;
- v. Out-of-school suspension;
- vi. Reports to law enforcement; and/or
- vii. Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

- i. Parent conference;
- ii. Pupil counseling (all pupils involved in the act or incident)
- iii. Peer support groups;
- iv. Corrective instruction or other relevant learning or service experiences;
- v. Supportive pupil intervention (Intervention and Referral Services – I&RS)
- vi. Behavioral management plan; and/or
- vii. Alternative placements.

School Threat

The school threat policy continues to be "zero tolerance." However, "zero tolerance" does not mean that every child must be charged under every circumstance that could be perceived as a school threat. "Zero tolerance" means that law enforcement will not tolerate the disruption caused by these school threats. Under this school threat policy, all schools are required to and shall immediately report to local law enforcement all incidents of school threats. In addition, local law enforcement will then immediately report all incidents of school threats to the Juvenile

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Unit of the Camden County Prosecutor's Office, by direct communication with a Juvenile Unit investigator at (856) 225-8400 or after hours through Central Communications at (856) 783-1333. Furthermore, every allegation of a school threat will be fully investigated and when appropriate charges will be filed. The decision to charge is to be a joint decision between local law enforcement and the Camden County Prosecutor's Office at the conclusion of a full investigation.

For purposes of this policy, a school threat is defined as, but is not limited, to any one of the following acts being committed on or off school property when the event has a direct impact on the safety and well-being of anyone in any school:

- 1) A bomb threat - a threat to deploy an explosive and/or incendiary device;
- 2) A hit list - a written or verbal pronouncement to do harm to one or more persons;
- 3) A direct threat - a threat to commit an act of violence against an individual or group; OR
- 4) An indirect threat - being in possession of a firearm or ammunition or any other dangerous weapon while on school property.

An example of a direct threat would be a student stating at any time at any place "I am going to bring a gun to school." An example of an indirect threat would be a student being in possession of a firearm, ammunition or other dangerous weapon while on school property. School property includes, but is not limited to, all actual physical school buildings and surrounding grounds, all school buses and transportation vehicles, all school bus stops and all school sponsored events.

Fighting

In addition to the disruption of the educational process caused by pupils fighting in school, a significant risk exists for injury to occur to the pupils who are fighting, to spectators and to staff members who must intervene. Pupils need to understand that resorting to violence seldom resolves differences. To protect our staff and pupils and to discourage fighting in the school setting, the Board establishes the following procedure.

1. In an effort to prevent pupil fights, the Board encourages school administrators to develop conflict resolution avenues and methods for pupils. Community and school resources should be employed in this effort. These measures should include a way for pupils or parents/guardians to warn school officials of a possible conflict so that conflict resolution can be attempted to prevent a potential fight or assault.

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2. On every occasion in which two or more pupils are involved in a fight or one or more pupils commit an assault upon another pupil, member of the staff or any person on school property; on a school bus, at a bus stop, or at a school-sponsored event held off school premises; the police will be called in to arrest the combatants or assailants and remove them from the scene. Where a fight or scuffle occurs by mutual consent of the participants, school officials shall bring petty disorderly offense charges against the combatants. Where deemed appropriate and applicable under the law, school officials shall bring simple assault or aggravated assault charges.
 - a. A copy of an agenda book will be given to each pupil outlining the discipline policy and regulation.
 - b. Copies of the agenda book shall be kept in the Guidance Office where a copy shall be given to each pupil enrolled.
3. Instances of intentional or accidental assault on a staff member growing out of a pupil fight situation or use of a weapon by a pupil in a fight or assault, shall be subject to the provisions of Policy 5610.1; Suspension and Expulsion. School officials also shall bring aggravated assault charges against any pupil who displays or uses a weapon in a fight or assault situation.

On the first occasion a pupil who is determined to have participated in a fight will be assessed a three to four days out of school suspension. The purpose of this suspension is to provide a cooling off period and to conduct a meeting with the parties and their respective parents/guardians to resolve what differences exist and to determine when a return to school will not create a risk for others. If the circumstances surrounding the fight were considered unusually violent, the pupil may be referred to the Superintendent for consideration of expulsion. Depending upon the circumstances surrounding the fight, the Principal also may place the pupil on Principal's probation.

4. If a pupil participates in a second fight, the pupil will be suspended out of school for a minimum of ten days. Depending upon the circumstances surrounding the fight, the Principal also may place the pupil on Principal's probation.
5. Any additional fights shall result in a mandatory suspension period pending a meeting with the Superintendent/designee and a possible expulsion hearing before the Board of Education. If the pupil is or was ever classified, the Superintendent

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shall direct an immediate child study evaluation to determine if the fighting behavior is the manifestation of a learning disability. A Child Study Team evaluation for pupils who are not and have never been classified is optional. If parents/guardians or an adult pupil denies approval for the evaluation, or if the team determines the fighting behavior is not a manifestation of the pupil's classification, the Superintendent shall bring the matter before the Board for a hearing.

6. Classified pupils shall be treated in the manner prescribed by applying New Jersey and Federal statutes and code.
7. Injured parties and staff members may bring charges and lawsuits for damages against fight participants. Under no circumstances will action by the Board be subject to or delayed by those separate actions.

In situations where a Vice Principal or Principal believes one pupil assaulted another pupil and the victim of that assault only defended himself or herself, the victim may not be suspended or subject to discipline. When two or more parties appear at a prearranged location, self-defense cannot be considered to be a mitigating circumstance.

Probation of Pupils

The process of probation shall be employed as a disciplinary punishment measure for serious or continued infractions of school rules by pupils. Only the Principal, Superintendent/designee or the Board of Education may invoke probation.

If a student has disciplinary infractions that exceed a total of 100 points, the student will be placed on Principal's Probation for 30 days or for an amount of days determined by the Principal. During Principal's Probation, students may not participate in extra-curricular, co-curricular, and/or athletic events, contests, practices, and/or meetings. In addition, a student on Principal's Probation may not attend events like proms, senior trips, and other privileges extended to pupils. The period of probation shall be at the discretion of the Principal, Superintendent/designee or Board of Education. Including cases of drug or alcohol use, probation shall be as described in this regulation.

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During a probationary period, a pupil:

1. Must attend school on time. A day will be added to the assessed period of probation for each unexcused absence from and/or tardiness to school.
2. Who commits any further disciplinary infractions may be suspended.
3. May be declared ineligible to participate in any extracurricular activity including but not limited to athletics, clubs, dances, athletic events, student government, service organizations, band, and dramatics; but not class related field trips on school time unless specifically directed by the Principal.
4. May be removed from any club, class and/or student government office. When applicable, the local chapter of the National Honor Society will determine if removal from that organization also should occur.

The conditions of probation shall remain in effect during an appeal process unless specifically lifted by the Superintendent/designee. To prevent possible harm to an innocent pupil, the appeal process shall be moved along quickly.

In cases where a pupil has violated Policy 5530 Substance Abuse (See Regulation 5530), on the first occasion the period of probation shall be a minimum of 30 days and a maximum of 120 days, at the discretion of the Principal. For a second offense the probationary period shall be a minimum of 180 days with a maximum to be determined by the Principal, Superintendent/designee or Board of Education. A third offense shall result in a permanent exclusion from school activities and athletics.

In addition, the following shall apply to all pupils, including those who have violated the Substance Abuse policy:

1. The period of probation shall continue from one school year to the next. The days school is not in session during summer months shall not count in the number of days probation is assigned.
2. The period of probation assigned could cause an athlete to remain ineligible for the season in progress at the time of the infraction and one additional athletic season. For the first probation assignment, the Principal shall be certain the period does not extend into a third athletic season.

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3. At the end of a probation period, a pupil will be reinstated into an activity, sport, or organization but may not be returned to an office or leadership position held at the time of the infraction.
4. A period of probation may not run beyond the date of graduation but will include nonparticipation in graduation and related events. To ensure pupils and parent/guardians understand the possible adverse effect of misbehavior on the Senior Trip, a statement of possible penalties shall be distributed and signed by pupils and parent/guardians. A student who violates this discipline code on the Senior Trip will not participate in the graduation ceremony. A similar statement shall be developed and signed by the same parties with respect to alcohol use and abuse during the prom.

In light of the possible drastic consequences of the probation concept, except as described for drug and alcohol offenses, it should be invoked for relatively short periods of time for initial offenses. The period should be increased with each assignment of probation.

Disability Students with Disabilities

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

1. The pupil's behavior is not primarily caused by his/her educational disability;
2. The program that is being provided meets the pupil's needs.
Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

Administrative Probation Carry-Over into The Next Year

1. Students who end the year with 200 points will be placed on administrative probation for 30 days at the start of the new school year. They will be ineligible to participate in interscholastic sports or other co-curricular programs, activities and social events. However, these points would not be carried over to the student's new school year discipline record.

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If the student completes the first 30—days of school (Sept. 1 through 30) without any discipline referrals, the student would then be eligible for sports, co-curricular participation and/or school social events with no points on their record.

Any disciplinary infractions that generate a referral during the probationary period would result in the assignment of points relative to the reported infraction. The probation would extend a minimum of 30 days from the point of the infraction. As the educational leader of the school, the Principal retains the right of discretion in applying the consequences as outlined in the student code of conduct relative to Principal's probation.

Implementation

The Chief School Administrator shall insure that the rules for these procedures are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies and regulations on a regular basis. The need for flexibility in handling pupil discipline must be recognized. This grid is an effort to preserve the integrity of the school's authority while at the same time maintain fairness and appropriateness in dealing with pupils. With respect to type and duration, building administrators reserve the right to exercise their judgment and prerogatives in the assignment of consequences. Administration will subtract 30 points every 30 days a student goes without a referral.

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<i>Offense</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>	<i>Fourth Offense</i>	<i>Fifth Offense</i>
1. Chronic Lateness to Class	TD	TD + TC	AD double +5 pts	AD double +10 pts	AD double +15 pts
2. Chronic Lateness to HR per marking period (3x)	AD - single +5 pts	AD double +5 pts	AD double +5 pts	AD double +10 pts	FDD + 20 pts
2a. Lateness to School (per semester)	AW	AD – single	AD – single	AD double +5 pts	AD double +10 pts
3a. Cutting HR/Class/ Lunch	AD – double +5 pts	AD – double +5 pts	AD – double +10 pts	FDD +20 pts	FDD + 20 pts
3b. Leaving school without permission	1 FDD + 20 pts AC	Consequences may include, but not be limited to: FDD, AC, PC, LB, CP, 20 pts.			
4. Truancy	Refer to Policy and Regulation #5200 +CM				
5a. Smoking	AC + \$25.00 + SACM	AC + \$50.00 + SACM	PM + \$100.00 +SACM	1-FDD + \$100.00 + 20-pts +AC	2-FDD + \$100.00 + 20 pts + AC
5b. Possession of tobacco or paraphernalia	AC + \$10.00	AC + AD+\$20.00 + SACM + 20 pts	1 FDD+ PM + AC+AD+ \$30.00 + 20 pts	1 FDD + \$30.00 + 20-pts +AC	2 FDD + \$30.00 + 40-pts +AC
6a. Cutting Teacher Detention	TD + TC	AD Double +5pts	AD Double +5pts	AD Double +10pts	FDD + 20pts
6b. Cutting Administrative Detention	AD Double + 5 pts + AC	AD Double / FDD + 10 pts +AC +CM + AC +LB	1 FDD + 20 pts + PC+LB	2 FDD + 20 pts +AC +PM+AC+LB	OSS + 20 pts + AC+LB

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<i>Offense</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>	<i>Fourth Offense</i>	<i>Fifth Offense</i>
7. Insubordination, Verbal assault, inappropriate, obscene or abusive language, uncooperative behavior.	Consequences may include but not be limited to AD, AW, CST*, FDD, OSS, PB, PC, PM, RS, SP, TC, CP, TWI, 10-50 pts.				
7a. Bullying, Harassment, or Intimidation	Consequences may include but not be limited to AD, AW, CST*, SACM, CM, EX, FDD, OSS, PB, PC, PM, RS, SP, TC, CP, TWI, 10-50 pts. Refer to HIB Policy and Regulation #5512.01 & 5512.02				
8. Fighting or inciting to fight	OSS(3-4)+PC+PB +CP+PM +CM + 100 pts	OSS(5-10) +PM+PB+CP + 100pts	OSS(10) + SP + PB + CST + EX + PM + TWI + 100 pts.		
9. Assault/ Battery to staff	Consequences may include, but not be limited to OSS + SP+ CP + CST* + TWI+EX + PM+ 200 pts				
10. Threatening a staff member	OSS(3-4) +PC+CP +PM +100 pts	OSS(5-10)+PC +CP + 125 pts	OSS(10) + SP + CP + CST* + EX + TWI + 150 pts		
11. Stealing/Theft	OSS(1)+PM +RR+CP +CM +25 pts	OSS(2)+PM +RR +CP+CM+- +PB+ 50pts	OSS(3)+RR+CP+CM+PM+PB + 100 pts		
12. Destroying or defacing school property, buildings or grounds	Consequences may include but not be limited to AD, AW, CST*, EX, FDD, OSS, PB, PC, PM, RR, SP, TC, CP, TWI (10-50 pts)				
13. Possession of fireworks/ smoke bombs	Consequences may include but not be limited to AD, AW, CST*, EX, FDD, OSS, PB, PC, PM, RR, SP, TC, CP, TWI (10-50 pts)				

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<i>Offense</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>	<i>Fourth Offense</i>	<i>Fifth Offense</i>
14. Setting off fire alarm or calling in a bomb scare	Consequences may include but not be limited to OSS+CP+CST*+EX+PM + TWI + 100 pts				
15. General misconduct in class/ detention, school activities/ honor code violations; AUP Violations	Consequences may include but not be limited to AD, AW, CST*, FDD, OSS, PB, PC, PM, RS, SP, TC, CP (10-50 pts)				
16. Violation of dress code	Consequences may include but not be limited to AD, AW, FDD, OSS, PB, PC, PM,, TC, CP, CM (10-50 pts)				
17. Unauthorized use of tape recorder, radio or pager, cell phone, CD player, I-Pods, and/or <i>Electronic devices</i>	Consequences may also include but not be limited to AD, AW, CST*, EX, FDD, OSS, PB, PC, PM, RS, SP, TC, CP, TWI (10-100 pts). Refusal to turn over your cell phone or electronic device to a staff member will result in two days full day detentions.				
18. Failure to honor a pass or being out of class without a pass	Consequences may include but not be limited to AD, AW, FDD, OSS, PB, PC, PM, RS, TC, CP, CM (10--50-pts)				
19. Possession or sale of alcohol or other controlled dangerous substance	Policy & Regulation #5530; Consequences may also include but not be limited to EX, FDD, OSS, PB, PC, PM, RS, SP, TC, CP, TWI + 150 pts				
20. Possession of a weapon	OSS+PM+CP or OSS+SP+CP+CST*+EX+TWI + 150 pts		* <i>Zero tolerance for Guns Act</i> 18A:37-7 Short Title adopted. L. 1995, c. 127, s2 effective June 22, 1995		
21. Under the Influence	SACM +AC+ PM+ PB + (50-150pts) + Refer to Policy & Regulation #5530				
22. School Threat	Consequences may also include but not be limited to AD, AW, CST*, EX, FDD, OSS, PB, PC, PM, RS, SP, TC, CP, TWI (10-100 pts)				
* For pupils who have never been classified, a Child Study Team evaluation is optional					

Point Reduction/Accelerated Point Reduction:

- Students will have 30 points removed from their discipline record for each 30-days of good behavior (no discipline referrals, including lateness).

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- Students may elect to accelerate their point(s) reduction by doing one or more of the following:
 - Attend extra help sessions with a teacher(s) with resulting improvement in grades and behavior -10 to 30 points may be deducted at the discretion of the vice-principal in consultation with the teacher(s).
 - Provide community service as approved by the principal or vice-principal; 10 to 30 points may be deducted at the discretion of the vice-principal after reviewing the scope and extent of the community service provided. The vice-principal will be responsible for monitoring the point reduction(s), community service involvement, extra-help attendance, and developing a mechanism/form for students and staff to use relative to recording extra-help and community service hours. All community service will be assigned with certified staff members.

KEY:

AC	Administrative Call		FDD	Full Day Detention/No extracurricular activities; 7:30am-3:30pm	RR	Restitution required
AD	Administrative after school detention		LB	Referral to Twp/ Borough, if applicable	RS	Referral to Supervisor
AW	Administrative Warning		OSS	Out of School Suspension	SP	Superintendent's Parent Conference
CC	Complaint sent to court		PB	Administrative Probation	TC	Telephone call to parents by teacher
CP	Complaint filed with police		PC	Parental Conference required	TD	Teacher Detention
CST	Child Study Team referral		PM	Principal's meeting with parents plus Possible referral to Superintendent/BOE	TWI	Consideration of Twilight Program Placement
EX	Expulsion hearing before Board				SACM	Student Assistance Coordinator Meeting
CM	Counselor Meeting					

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

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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).

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