

## R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

### A. Overview

Good student discipline is essential to the success of school programs. Without good discipline, a school cannot meet its goals to develop citizenship, and students 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 students are not embarrassed before their social groups. Teachers should neither make denigrating remarks to students about other students nor should they engage in classroom interactions, which will cause or reflect discredit upon students before their peers.
3. Teachers must hold conferences with parent(s)/guardian(s) in an effort to improve a student's behavior. Teachers may assign lunch detention or after school detention as a disciplinary measure provided transportation home is arranged when needed. Teacher detentions should be used to meet with the student to discuss appropriate classroom behavior.
4. After ordinary and usual well-documented methods of behavior modification prove ineffective and a student's behavior interferes with teaching and learning, a teacher may remove the student from that situation for the rest of that period by sending the student to the Vice-Principal. A brief written report, which states the problem, must accompany the student. Teachers must follow up such incidents with continued individual efforts to modify that student's behavior.
5. School administrators may establish administrative lunch detentions (ALD), and/or after-school detention (AD) supervised by support staff or teachers. Only Vice-Principals and Principals may assign students to administrative detention. (See Policy 5600).



6. The school Principal or his/her designee shall be authorized to suspend students 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.

B. 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.

C. 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.

D. 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, and/or the property of another student or staff member;
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.



12. 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.;
13. Smoking;
14. Possession of a weapon of any kind;
15. Fighting or any violence directed at another student or a member of the staff;
16. Setting off a fire alarm or making a bomb threat;

## E. 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.

## F. 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:

- a. verbal praise and encouragement;
- b. tangible reinforcers, as applicable;
- c. specific social privileges, as applicable

### 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 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 school principal, and agreed upon by the Superintendent and/or his/her designee.
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.
- G. **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.
- H. **Description of School Responses**
- School responses to violations of behavioral expectations are listed below:
1. **Admonishment/Reprimand**

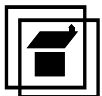


- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
    - a. The classroom teacher may direct the student report to the office of the administrator 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/intra-scholastic 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 during lunch or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
  - b. Transportation to detention 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



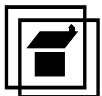
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

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.

I. Specific Incidents and Responses

- 1. When a student is referred to a Vice-Principal for the listed infractions, action will be taken in accordance with the following provisions of this regulation and/or other governing policies/regulations of the Board and the school and shall be documented at each step.
  - a. The first instance of cutting a class will result in a conference with the student and an administrative detention or minimum of 2 administrative lunch detentions. The second and subsequent offenses ~~shall~~ **may** result in additional detentions and/or further disciplinary action (See Student Discipline grid contained in this regulation)
  - b. In a case where a student does not attend an administrative detention or administrative lunch detention, which was reassigned, the student could be referred to the school's resource officer for potential charges of violations of municipal ordinances relative to curfew hour violations, if applicable.
  - c. Students found to have violated the substance use policy shall be treated in accordance with that policy. (See Regulation 5530)
  - d. Students found to have violated the tobacco use and possession policy shall be treated in accordance with that policy. (See Regulation 5530)



- e. Students 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. Students 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 students. (See section on Probation of Students 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 student 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 student is experiencing unusual disciplinary problems in a given course, or with a given teacher, the Principal may alter the educational program of that student, 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 student presents a danger to himself/herself, to other students, or to school personnel; or the student's chronic behavior is disruptive to the educational process; a Principal may request a Superintendent's/designee level conference with the parents and



student. A copy of all documents showing disciplinary problems and attempted remedies must accompany such a request. A student 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 student is exhibiting behavior, which could be linked to learning problems, he/she may order an immediate Child Study Team evaluation.

1. 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 student 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 student's entire disciplinary file, shall be served upon the student 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 student 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 students who are not dressed properly to finish the day. Failure to comply could result in assignment of the student to detention and/or suspension.
2. At all levels, the due process rights of students and parents/guardians shall be preserved. Appeals to higher levels of administration shall be honored.
3. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying



a. 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. 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 after school or lunch detention;
- (5) Referral to disciplinarian;
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-school suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs.

4. Acts or Incidents of Dating Violence At School

a. 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. Consequences may include, but not be limited to:

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

## 5. 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 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:

- a. A bomb threat - a threat to deploy an explosive and/or incendiary device;



- b. A hit list - a written or verbal pronouncement to do harm to one or more persons;
- c. A direct threat - a threat to commit an act of violence against an individual or group; OR
- d. 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.

6. Fighting

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

- a. In an effort to prevent student fights, the Board encourages school administrators to develop conflict resolution avenues and methods for students. Community and school resources should be employed in this effort. These measures should include a way for students 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.
- b. On every occasion in which two or more students are involved in a fight or one or more students commit an assault upon another student, 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.

- i. A copy of an agenda book will be given to each student outlining the discipline policy and regulation.
  - ii. Copies of the agenda book shall be kept in the Guidance Office where a copy shall be given to each student enrolled.
- c. Instances of intentional or accidental assault on a staff member growing out of a student fight situation or use of a weapon by a student 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 student who displays or uses a weapon in a fight or assault situation.

On the first occasion a student who is determined to have participated in a fight will be assessed a ~~four~~ **two-ten** days out of school suspension. **The administration will determine the length of out of suspension while considering all relevant factors surrounding the fight.** 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 student may be referred to the Superintendent for consideration of expulsion. Depending upon the circumstances surrounding the fight, the Principal also may place the student on Principal's probation.

- d. If a student participates in a second fight, the student 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 student on Principal's probation **and may invoke**





**other consequences (See chart of disciplinary consequences herein).**

- e. 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 student is or was ever classified, the Superintendent/designee shall may 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 students who are not and have never been classified is optional. If parents/guardians or an adult student denies approval for the evaluation, or if the team determines the fighting behavior is not a manifestation of the student's classification, the Superintendent shall bring the matter before the Board for a hearing.
- f. Classified students shall be treated in the manner prescribed by applying New Jersey and Federal statutes and code.
- g. 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.
- h. In situations where a Vice Principal or Principal believes one student assaulted another student 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.

## 7. Probation of Students

The process of probation shall be employed as a disciplinary punishment measure for serious or continued infractions of school rules by students. 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 Administrative Probation for 30 days or for



an amount of days determined by the Principal. During Administrative Probation, students may not participate in extra-curricular, co-curricular, and/or athletic events, contests, practices, and/or meetings. In addition, a student on Administrative Probation may not attend events like proms, senior trips, and other privileges extended to students. 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.

During a probationary period, a student:

- a. 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.
- b. Who commits any further disciplinary infractions may be suspended.
- c. 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.
- d. 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 student, the appeal process shall be moved along quickly.

In cases where a student 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 students, 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.
3. At the end of a probation period, a student 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 students 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 students 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.

8. Administrative Probation Carry-Over into the Next Year

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.

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.

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 student 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 students. 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.

## J. Chart of Discipline

1. Attachment A is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to, what is stated within the chart.

[Note – The school district may have separate sections of school responses for various grade levels such as K-5, 6-8, and 9-12]



2. 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).
  - 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.
3. 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.
4. 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.
5. 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.
6. 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.



7. Administrative Lunch Detentions (ALD): Students must arrive to detention and be seated by 10:23, or 5 minutes after the end of period 3 on modified bell schedule days. The detention will last for the entire lunch period. ALD will end 4 minutes before the start of the afternoon academic session. A student assigned to the ALD is expected to arrive with sufficient school related work or appropriate reading material and maintain attention to said work until dismissed. This includes facing forward and not leaving their seat unless directed by the detention supervisor. Preparation for leaving ALD may not begin until directed by the detention supervisor. Students must remain silent for the duration of ALD. Sleeping will not be permitted during this time. Students may not communicate with any other student in any way shape or form. Cell phones and other electronic devices will be collected and secured in a storage locker within the room. A student who fails to report or cooperate in ALD will be referred to an administrator and disciplined with appropriate consequences that may include additional dates of administrative lunch detentions, after school administrative detentions, or out-of-school suspensions. Students who do not turn in their electronic devices and are seen using them, will have the items confiscated and returned to a parent. Students assigned to ALD may choose to bring lunch from home or purchase a prepared lunch by the school cafeteria which will be delivered to the ALD room.
8. After School Administrative Detentions (AD): Students must arrive to detention and be seated by 2:05. The detention will last until 4:00. A student assigned to the AD is expected to arrive with sufficient school related work or appropriate reading material and maintain attention to said work until dismissed. This includes facing forward and not leaving their seat unless directed by the detention supervisor. Preparation for leaving AD may not begin until directed by the detention supervisor. Students must remain silent for the duration of AD. Sleeping will not be permitted during this time. Students may not communicate with any other student in any way shape or form. Cell phones and other electronic devices will be collected and secured in a storage locker within the room. A student who fails to report or cooperate in AD will be referred to an administrator and disciplined with appropriate consequences that may include additional dates of administrative lunch detentions, after school administrative detentions, or out-of-school suspensions. Students who do not turn in



their electronic devices and are seen using them, will have the items confiscated and returned to a parent.

K. 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.

L. 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.

M. 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.

N. 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).
- O. 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.



# 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.
- P. 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.

## See Attached Chart

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Revised: 20 August 2009  
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**1<sup>st</sup> Reading: 24 August 2017**

