

REGULATION

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SCHOOL DISTRICT

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R5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

These regulations are intended to achieve the following purposes:

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

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:



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- a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- b. Create disorder or disruptions on school premises;
- c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;



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- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law;
- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.



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3. Pupils assigned to a school bus must obey all school rules, and
 - a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security,



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and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

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

1. Admonishment

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

2. Temporary Removal from Classroom

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



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3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

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

4. Detention

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

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit



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assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

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

7. Suspension from School

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

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be



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imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

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

1. Restitution and Restoration

a. The pupil may be required, to:

- (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
- (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.

b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.

b. The counselor will explain:

- (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,



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(2) What the consequences of continued misconduct are likely to be, and

(3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:

(1) The Child Study Team,

(2) Intervention and Referral Team,

(3) A public or private social agency, or

(4) A legal agency.

3. Parent Conferences

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

4. Alternate Educational Program

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

E. Chart of Disciplinary Infractions

Conduct offenses generally fall into three categories of severity, with Category 3 infractions being subject to mandatory and serious disciplinary action. If a student repeatedly commits a Category 1 offense, the next occurrence



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may be elevated to a Category 2 offense and will be subject to more severe forms of discipline.

1. Category I offense

Penalties include: notification of parent/guardian; possible referral to counseling; possible detention before school, after school, at lunch, or on Saturday.

- a. Violation of dress code - failure to comply with school dress code.
- b. Failure to report for detention - absence from detention without a valid, documented excuse.
- c. Use of obscene or profane language or gestures - use of language or gestures that are foul, abusive, derogatory, or demeaning.
- d. Failure to produce school identification card upon request - failure to produce District-issued student identification card for inspection by a school staff member.
- e. Noncooperation or defiance - discourteous, uncivil, or insolent conduct that demonstrates a lack of respect for the authority of teachers or other school staff members.

2. Category II offenses

Penalties include: immediate notification of parent/guardian; parent/guardian conference with the administrator; possible restitution for damages; possible referral to law enforcement, to counseling, or to HIB Officer; possible detention before school, after school, at lunch, or on Saturday; possible in-school or out-of-



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school suspension for up to five (5) days; possible expulsion.

- a. Repeated recurrence of a Category I offense.
- b. Theft - unauthorized taking of property that belongs to the District or to another person.
- c. Use of profane language or gestures toward staff - use of foul, abusive, derogatory, or demeaning language or gestures toward school staff.
- d. Disruptive or disorderly conduct - willful conduct that creates public inconvenience, hazard, annoyance or alarm.
- e. Unauthorized departure from school or class - departure from class, from the school building, from school grounds, or from a school-sponsored activity without the permission of a supervising staff member.
- f. School bus misconduct - willful violation of school rules or transportation safety requirements as a passenger in a school vehicle.
- g. Smoking policy violation - violation of District policies on smoking in school or at off-site school functions.
- h. Trespass or unauthorized entry onto school premises - entry onto school premises or access to a portion of the premises without permission and without authority.
- i. Aggressive physical contact - hitting, pushing, or shoving a person other than a District employee.



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- j. Possession of an automatic paging device (beeper) - possession of a prohibited electronic paging device on school grounds or at a school-sponsored function.
- k. Sexual harassment - inappropriate speech or conduct that may constitute sexual harassment.
- l. Gambling - wagers of anything of value on games of skill or chance.
- m. Prohibited use of electronic device - use of District-issued or privately-owned technology in a manner or for a purpose that would interfere with or inhibit the educational mission of the school.
- n. Possession of an imitation firearm - possession of an object or device reasonably capable of being mistaken for a firearm.
- o. Harassment, intimidation and or bullying - any act or communication that is directed at a student based on any distinguishing characteristic and which has the effect of physically or emotionally harming a student or damaging a student's property.

3. Category II offenses

Penalties include immediate notification of parent/guardian; parent/guardian conference with the administrator; possible restitution for damages; possible referral to law enforcement or DCPD, to HIB Officer, to counseling, or to Child Study Team; possible detention before school, after school, at lunch, or on Saturday; possible elimination of after-school activities; possible expulsion; possible in-school or out-of-school suspension for up to ten (10) days.



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- a. Repeated recurrence of a Category II offense
- b. False fire alarm, bomb threat, or tampering with the alarm system - any act that causes an alarm for fire, bomb, or other hazardous condition to sound where no emergency exists or that causes such alarm to be disabled for any period of time.
- c. Assault with an imitation firearm or weapon that is not a firearm - attack upon a person, or threatened attack, with an object or device reasonably capable of being mistaken for a firearm, or with an object or instrument that is not a firearm but is readily capable of lethal use or of inflicting serious bodily injury
 - (1) Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.
- d. Substance abuse policy violation - violation of District policies on drugs or alcohol in school or at off-site school functions.
 - (1) Mandatory referral for immediate medical examination in accordance with Policy 5530.
- e. Arson - intentional or reckless act that causes a fire for a malicious purpose on school grounds.
- f. Extortion/Robbery - use of force or threatened force to obtain a thing of value from another person.
- g. Vandalism - act of defacement that causes damage to the property of the District or of another person.



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- h. Assault of a District employee - attempted, threatened or willful act for the purpose of causing bodily injury to a person who is employed by the District.
 - (1) Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.
- i. Assault of a person other than a District employee - attempted, threatened or willful act for the purpose of causing bodily injury to a person who is not a District employee.
- j. Possession or use of explosive device - possession, transfer, or detonation of any explosive device on school grounds.
 - (1) Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.
- k. Academic dishonesty - cheating, plagiarism or other use of another's academic work without proper source citation.
- l. Forgery or fraud - falsification of documents or of an adult's signature on a school document.
- m. Sexual assault - use of force, threatened force, or intimidation to coerce a sexual act.



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F. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the building administrator.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.



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7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for one to three school day(s);
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for five school days; and
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than ten school days or more than one semester or the balance of the school year, whichever is less.



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

G. Pupils with Disabilities

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

H. Pupil Rights

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

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;



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6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

I. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.



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- 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).

J. Annual Report

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



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1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 17 June 2009
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