STUDENT DISCIPLINE/CODE OF CONDUCT

Levels of Disciplinary Action

Disciplinary Procedures

The Principal or designee is directly responsible for the implementation of a just system of student rights and responsibilities.

Referral of a student to an administrator is used as a last resort, after teachers have exhausted other preventive and corrective measures. When a student is referred to an administrator, the case will be dealt with as rapidly, firmly and fairly as possible.

In all cases, when a student has a disciplinary conference with an administrator, a letter is sent to the parents or guardians of the student. When a student is suspended, every effort will be made to supplement the letter with a telephone call.

When a student is suspended out-of-school, the parents/guardians are required to contact the school administrator in order to establish a conference appointment.

Parent/guardian conferences will be held during the school day only.

It is understood that during the suspension, the student may not attend classes, participate in school activities nor visit the school grounds. After a student's re-admittance, the staff will provide that student an opportunity to make up all work missed. However, it is the student's responsibility to contact each teacher regarding make up work.

Listed below are the levels of disciplinary action to be used in a disciplinary case. Each circumstance will be considered independently of any other. These levels are a guide. A student will move to succeeding steps for subsequent occurrence of misconduct which requires disciplinary action. Infractions with numbers in brackets may be entered at any level indicated by those numbers.

Level 1: Conference, Detention and Potential Loss of Privileges

1. Profanity/vulgarity of the incidental type
2. Failure to follow school rules and procedures
3. Dress code violation
4. Failure to log off computer
5. Failure to carry/present a student ID
6. Removing food from the cafeteria
7. Driving/parking violation - first offense

Level 2: Extended Detention and Loss of Privileges, Including Parking

1. Disruptive behavior

2. Violation of Technology Acceptable Use Policy
3. Accessing an unauthorized area
4. Failure to follow directions/requests of teachers, administrators, or other supervisory personnel
5. Disrespectful behavior toward staff or other students
6. Forgery of signatures, notes, passes or other official documents
7. Cheating or plagiarism: penalties noted in addition to academic penalties
8. Defacing of school property not considered vandalism
9. Driving/parking violation - second offense
10. Driving to school without a parking permit (After 1st offense, vehicle is eligible to be towed)

Level 3: One Day Suspension/Two or Three Extended Detentions/Loss of Privileges, Including Parking/Legal Action May Result

1. Driving/parking violation - third offense
2. Possession and/or use of a laser pointer
3. Profane gestures or words directed towards another person
4. Leaving school grounds without permission - First Offence
5. Truancy

Level 4: Two or Three days of Suspension/Loss of Privileges, Including Parking/Legal Action May Result:

1. Insubordination (including disregard of parking monitor's directive)
2. Vandalism—willful or malicious defacing or damage of school property (restitution for damage will also be assessed)
3. Theft—the unlawful taking of another's possessions without his or her consent
4. Gambling
5. Leaving school grounds without permission - Second Offence
6. Endangering the welfare of students
7. Inciting and/or creating a disturbance
8. Reprisal against anyone who has reported harassment, intimidation, or bullying

Level 5: Three to Five Days Out-of-School Suspension and Loss of Privileges, Including Parking/Legal Action May Result

1. Tampering with defibrillator/AED
2. Tampering with fire alarm, fire doors or fire extinguishers
3. Tampering with security cameras
4. Tampering with drug testing procedures
5. Threatening behavior or language directed at students or staff
6. Hazing other students
7. Endangering the welfare of staff
8. Possession of fireworks
9. Fighting - first offense

10. Possession of pornography
11. Behavior with malicious or discriminatory intent/hate speech (*definition of hate speech: Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation*)

Level 6: Ten Days Out-of-School Suspension/Loss of Privileges, Including Parking/Possible Recommendation for Additional Consequences up to and Including Expulsion/Legal Action May Result/Law Enforcement May be Involved

1. Premeditated fight
2. Fighting - second offense
3. Gang or group fighting
4. Hate crimes/bias acts *(definition of hate crime: A crime motivated by bias against race, color, religion, national origin, sexual orientation, gender, gender identity or disability.)*
5. Possession of cutting implements such as knives or box cutters
6. Possession or use of explosives including fireworks
7. Possession of a gun or replica
8. Arson
9. Setting a false fire alarm
10. Assault/aggravated assault
11. Repeated threats toward students or staff
12. Bomb threat

<u>Tobacco/Nicotine/Vaping Use or Possession of Tobacco/Nicotine-Related/Vaping Device or Paraphernalia</u>
(All materials will be confiscated and students will be required to submit to a drug test)

1. First Offense:
    a) Minimum of one (1) day out-of-school suspension and three (3) days of in-school suspension up to a maximum of ten (10) days out-of-school suspension.
    b) 7 calendar days of no sports, clubs, parking or activities following the completion of the suspension.
    c) Minimum of 3 counseling sessions with the Student Assistance Counselor
    d) Municipal fine as per local ordinance
2. Second Offense:
    a) Minimum of three (3) days out-of-school suspension and three (3) days of in-school suspension up to a maximum of ten (10) days out-of-school suspension.
    b) 14 calendar days of no sports, clubs, parking or activities following the completion of the suspension.
    c) Minimum of 5 counseling sessions with the Student Assistance Counselor
    d) Municipal fine as per local ordinance
3. Third Offense:
    a) Minimum of ten (10) days out-of-school suspension.
    b) 30 calendar days of no sports, clubs, parking or activities following the completion of the suspension.

c) Minimum of 5 counseling sessions with the Student Assistance Counselor
d) Municipal fine as per local ordinance

Substance Abuse Violations (Regulation 5530 Substance Abuse)

Use of alcohol/drug/anabolic steroid and/or possession and/or refusal to submit to drug screening or tampering with the drug screening sample.

1. First Offense:
    a) Minimum of two (2) days out-of-school suspension and five (5) days of in-school suspension up to a maximum of ten (10) days out-of-school suspension.
    b) 14 calendar days of no sports, clubs or activities following the completion of the suspension.
    c) Permanent loss of parking privileges
    d) Minimum of 5 counseling sessions with the Student Assistance Counselor and 5 prevention/education groups
    e) Must obtain substance abuse evaluation from approved licensed facility and follow through with evaluation recommendations.
    f) Referral to law enforcement.
2. Second Offense:
    a) Minimum of four (4) days out-of-school suspension and six (6) days of in-school suspension up to a maximum of ten (10) days out-of-school suspension.
    b) 30 calendar days of no sports, clubs or activities following the completion of the suspension. Removal from any sport, club or activity leadership positions.
    c) Minimum of 5 counseling sessions with the Student Assistance Counselor and 5 prevention/education groups
    d) Must obtain substance abuse evaluation from approved licensed facility and follow through with evaluation recommendations.
    e) Referral to law enforcement
3. Third Offense:
    a) Student will be automatically suspended and a meeting scheduled before the Superintendent and/or Board of Education to determine placement options for the student. Referral to law enforcement

Selling, buying and/or distributing alcohol/drugs/anabolic steroids or any controlled substance.

1. First Offense:
    a) Minimum of ten (10) days out-of-school suspension.
    b) 30 calendar days of no sports, clubs or activities following the completion of the suspension. Removal from any sport, club or activity leadership positions.
    c) Permanent loss of parking privileges
    d) Minimum of 5 counseling sessions with the Student Assistance Counselor and 5 prevention/education groups
    e) Must obtain substance abuse evaluation from approved licensed facility and follow through with evaluation recommendations
    f) Referral to law enforcement.

2. Second Offense:
    a. Student will be automatically suspended and a meeting scheduled before the Superintendent and/or Board of Education to determine placement options for the student. Referral to law enforcement.

Parking Privileges:
Students may be denied parking privileges for infractions of school rules. Student parking privileges may be suspended for tardiness to school, excessive absences, motor vehicle violations or disciplinary referrals.

Students involved in a substance abuse infraction will be permanently denied the right to drive to school.

Incidents of Harassment, Intimidation and Bullying will be handled on a case by case basis. Consequences may include remedial action and discipline that may range from detentions to out of school suspensions.

Cutting and Tardiness

1. Cutting Class

    Students are expected to attend school whenever it is in session. In addition to school-imposed discipline, students who are truant are subject to fines and other civil penalties through the municipal court.

    Cutting Class:

    - 1st cut—one extended detention
    - 2nd cut—two or three extended detentions, potential loss of privileges, including parking
    - 3rd cut—two or three days in-school suspension, potential loss of privileges, including parking
    - 4th cut—three/five days in-school suspension, privileges suspended for one month, including parking
    - 5th cut—five/ten days in-school suspension or out-of-school suspension, privileges suspended for two months or permanently, including parking

2. Unexcused Tardy to School or Class

    - Three unexcused tardies to school/class - one detention, parent notification

- Six unexcused tardies to school/class - one extended detention and potential loss of privileges, including driving.
- Nine unexcused tardies to school/class - two extended detentions/parent notification/ privileges suspended for one month, including driving
- Twelve unexcused tardies to school/class – in-suspension, parent notification, privileges suspended for two months or permanently, including driving

Please note that students are to attend school every day that it is in session. Excessive absences from school may be reported to the local municipal court.

Electronic Devices

Students are prohibited from the use of cell phones/internet-enabled devices on school grounds during the school day in accordance with the Board of Education Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b.

Dress Code

The home and school need to cooperate in the matter of student attire. In order to create a positive school atmosphere, attire and grooming should be school appropriate, reasonably modest and neat. A student's appearance must not disrupt the teaching or learning process; therefore, the below guidelines must be followed:

- Appropriate and safe footwear must be worn at all times. (i.e. bare feet, slippers, cleats, roller shoes, etc. are not permitted)
- Heads should be uncovered at all times (hats, hoods, bandanas, and sweatbands are not to be worn during school hours)
- Leggings, yoga pants or other excessively tight pants must be worn with an appropriate length shirt/top and must conform to other elements of the dress code.
- Skirts, shorts, and dresses must be an acceptable length (just below fist level when arms are straight) and may not be excessively tight (micro/tube skirts, spandex/exercise shorts, or other excessively tight apparel is not permitted)
- All clothing must cover undergarments, midriff, and cleavage.
- Clothing that excessively exposes the anatomy is not permitted (i.e. halter tops, strapless tops, open backs, tube tops, clothing worn below the hip line, any garment that is see through, etc.)
- No tank tops/sleeveless shirts of any kind are permitted to be worn by boys.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco, weapons, or gang affiliations; slogans that contain offensive or obscene words, symbols, or signs; or slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, sexual orientation or drug-related messages are not allowed.
- Any articles of clothing or accessories with studs, chains, spikes or cleats that could cause damage to other students or to property are not permitted.
- Outdoor jackets or coats are not permitted except when entering or leaving the building, and when there is a defect in the heating system.
- Non-prescription sunglasses and glazed and tinted glasses are not permitted except as prescribed by the pupil's doctor.
- Any articles of clothing which are considered distracting or disruptive to the educational process are subject to administrative review.

Students who violate the policy may receive one after-school detention, with increasing penalties for subsequent offences. Students will be sent to the Main Office and asked to change into more appropriate dress. Parents should understand that they might be asked to bring a change of clothing to school for students who are in violation of this school policy. The school

administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events. If parents cannot be reached to bring appropriate clothing to the school, the student will be placed in the In-school Suspension Room until such time as appropriate attire can be provided.

Discipline Appeal Process

1. Appeals will proceed through the progressive levels of administration.
2. No appeal will be heard without a copy of the referral, a written description of the discipline meeting with the student, teacher and parents if applicable, and the student's discipline file.

Detention

Detention may be assigned by an individual teacher and students will be expected to report to the specific area on the assigned date and time. If the student refuses to honor the assigned detention, this will be referred to the Disciplinarian as insubordination, a serious infraction.

In assigning detention, the student is allowed at least one day's notice so that any necessary transportation might be arranged.

Official in-school detention is assigned only through the Disciplinarian and is more serious. The student will be directed to report to the supervised detention room. Any student who intentionally ignores the detention is liable to suspension.

If the student refuses to honor the assigned detention, it will be referred to the Disciplinarian as insubordination.

Official after school detention is assigned only by an administrator. The student will be directed to the supervised detention room. Any student who intentionally ignores the detention will be dealt with severely and possibly suspended.

Extended After School Detention

In an effort to impress upon students the importance of following school rules, and yet not to penalize them by removal from classes, an Extended Detention program as an intermediate disciplinary step between After-School Detention and In-School Suspension will be held each Wednesday and Thursday from 2:30 p.m. until 5:20 p.m.

Students must report to the Supervised Detention Room on time and be prepared to study quietly.

If asked to leave an assigned extended detention, or if refused admittance because of late arrival, the student will be referred to the administrator for increased disciplinary action.

In-School Suspension

In-school suspension is used as a last resort to indicate that continued disregard for established school regulations will result in an out-of-school suspension. The atmosphere, one of quiet study for the entire school day, is to develop better study habits, make up missed work for classes cut, and reflect upon the infraction that made this disciplinary measure necessary.

Failure to comply with the in-school suspension rules will result in an out-of-school suspension.

Out-of-School Suspension

Most out-of-school suspensions are an indication that the school is seeking parental involvement, responsibility and cooperation in effecting change in that student's behavior patterns.

It is the responsibility of the student's parents to notify the student's guidance counselor with a request for class assignments. These assignments should be completed during the out-of-school suspension period. Parents who follow this prescribed procedure will make this disciplinary measure a learning experience.

Students placed on out-of-school suspension are prohibited from the school grounds for any reason.

Make Up Work

Any student absent from classes for any reason including suspension, will be required to make up all work missed. The school believes that the student being disciplined should be given the opportunity to maintain his/her academic standing. However, it is the responsibility of the student to see his/her teachers if he/she feels their help is needed to make up the work missed.

P. Disciplinary Procedures

1. Parents will be given notice of the rules of conduct and disciplinary procedures through the Parent-Student Handbook, which is available on each school's website, and any other school rules binding on student conduct.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
    1. Orally inform the pupil of the conduct for which he or she is being disciplined; and
    2. Offer the student an opportunity to deny the charge or to present extenuating circumstances.

4. Disabled students may be disciplined only in accordance with section O above and Policy and Regulation No. 2460.6. Unless the circumstances pose an imminent peril to the student and/or others or cause a substantial disruption to the educational program, the disciplining staff member will ascertain whether a misbehaving student is classified as educationally disabled before any discipline is imposed.
5. Where the discipline is greater than an admonishment, the student's parent or legal guardian will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal or designee.
6. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent prior to the informal hearing conducted in accordance with section O above.
7. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policy Nos. 5610 and 5620.

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For further clarification, please refer to the North Hunterdon-Voorhees District & Board of Education Policies and Regulations.