

REGULATION GUIDE

PUPILS
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Pupil Discipline/Code of Conduct
Mar 89
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[See POLICY ALERT Nos. 140, 147, 176 and 193]

R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to provide:

1. Pupils, parents, and staff members with a clear description of behavior that is unacceptable because it interferes with the maintenance of a school environment conducive to learning and protective of members of the school community;
2. Pupils with an opportunity to modify unacceptable behavior;
3. Consistency and predictability in the administration of pupil discipline; and
4. A program of sequential discipline.

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:
 - 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;



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- 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;
- 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;



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- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law; or
 - z. Engage in any other activity expressly prohibited by a school staff member in authority.
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. Pupils may be disciplined for misconduct away from school premises and school-sponsored events when that conduct interferes with the administration of the instructional program or jeopardizes the maintenance of order in the school.

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.



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1. Admonishment

A school staff member in authority will admonish the pupil for his or 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 will direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will immediately 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.

3. Deprivation of Privileges

The pupil will 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.

4. Detention

- a. The pupil will be required to report before or after the school day to a detention room for a period of supervised study.
- b. 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.
- c. Transportation will be the responsibility of the district when district transportation is scheduled. The pupil's parent(s) or legal



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guardian(s) will be responsible for transportation when district transportation is not available.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (§B2p and §B2q) 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 will be removed from his or 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 No. 5610.

7. Suspension from School

- a. The pupil will be denied the right to attend school for a period of time pursuant to Policy No. 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 No. 5610.

8. Expulsion

- a. The pupil will be required to withdraw permanently from school pursuant to Policy No. 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his or her right to a thorough and efficient education and will not be imposed without the due process set forth in Policy No. 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.



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1. Restitution and Restoration

a. The pupil will be required to:

(1) Make restitution, in kind or cost or labor, for any loss he or she has caused; or

(2) Restore to its former condition, by his or 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 ¶C.

2. Counseling

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

b. The counselor will explain:

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

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

(3) Appropriate alternate behaviors.

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) A public or private social agency, or

(3) A legal agency.

3. Parent Conferences

The pupil will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the pupil's behavior,



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possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil will be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, building principal and/or other individuals designated by the Superintendent.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying.

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Deprivation of privileges;
- (4) Classroom or administrative detention;
- (5) Referral to disciplinarian'
- (6) In-school suspension during the school week or the weekend;
- (7) After-school programs;
- (8) Out-of-School suspension (short-term or long-term);
- (9) Reports to law enforcement or other legal action;
- (10) Expulsion; and
- (11) Participating in school district-sponsored programs

2. Remedial Measures

Remedial Measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the



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victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

F. Rules of Discipline

Joseph C. Shaner Memorial School - Pre-K through Grade 1

Discipline guidelines have been developed to assist the professional staff and administration with various behavior situations at Shaner School. These guidelines are to be used as a tool to solve the problems that may occur on any given school day.

Administrative consequences will vary, depending on the severity of the infraction committed, the age and grade level of the student, and the discretion of the administration for the particular school in which the offense occurs.

OR-W Office Reprimand/Warning
 R-TO Recess Time Out
 L-TO Lunch Time Out
 O-TO Office Time Out
 BS Bus Suspension
 ES External Suspension

Offense	Consequence			
	1 st	2 nd	3 rd	4 th
1. Inappropriate physical behavior				
2. Fighting	O-TO 1 day	O-TO 2 days	ES 1 day	ES 2 days
3. Bullying/harassing/intimidating behavior	O-TO ½ day	O-TO ½ day	O-TO 1 day	O-TO 2 days
4. Making threats toward others	O-TO ½ day	O-TO ½ day	O-TO 1 day	O-TO 2 days
5. Inappropriate language	OR/W	R-TO	O-TO ½ day	O-TO 1 day
6. Defiance toward authority	OR/W	R-TO	O-TO ½ day	O-TO 1 day
7. Disruptive behavior	OR/W	R-TO	O-TO ½ day	O-TO 1 day
8. Disobeying classroom rules	OR/W	R-TO	O-TO ½ day	O-TO 1 day
9. Disobeying playground rules	OR/W	R-TO	O-TO ½ day	O-TO 1 day
10. Disobeying cafeteria rules	OR/W	L-TO	O-TO ½ day	O-TO 1 day
11. Throwing objects	R-TO	O-TO ½ day	O-TO ½ day	O-TO 1 day
12. Possession of a dangerous object	O-TO 1 day	O-TO 2 days	ES 1 day	ES 2 days
13. Possession of a weapon	ES 1-5 days	ES long term		
14. Inappropriate bus behavior	OR/W	BS 1 day	BS 3 days	BS 5 days
15. Defacing school property	O-TO ½ day	O-TO 1 day	O-TO 2 days	ES 1 day



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16.Theft of school property	O-TO ½ day	O-TO 1 day	O-TO days	2	ES 1 day
17.Stealing	O-TO ½ day	O-TO 1 day	O-TO days	2	ES 1 day

Bus Discipline Information – Grades Pre-K – 1

New Jersey School Law, Title 18A:25-2, states: “A pupil may be excluded from the bus for disciplinary reasons by the principal, and the child’s parents shall provide for the child’s transportation to and from school during the period of such exclusion.”

Students ride the bus to and from school every day. Students need to realize that they need to behave themselves on the school bus to ensure everyone’s safety. The following rules have been developed to guide the students to have a safe bus ride:

1. Always listen to the bus driver.
2. Boys and girls may not sit together.
3. Stay in your assigned seat, facing front with seatbelt securely fastened.
4. Quiet talking.
5. No eating food, drinking beverages or chewing gum on the bus.
6. Hands and feet must remain out of the aisles.
7. Bodily parts must not be placed outside the window.
8. Be respectful of others.
9. Inappropriate language is not permitted.
10. Do not throw objects on the bus.
11. Inappropriate physical contact with others is not permitted.



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12. Toys, playing cards, electronic games and electronic devices are not permitted.

The following consequences have been developed for those students who behave inappropriately on the bus:

1st Offense Notice of misbehavior on the bus
Notice sent home, warning
Office reprimand
More severe infractions may result in loss of privileges

2nd Offense Notice of misbehavior on the bus
Bus privileges denied for one day

3rd Offense Notice of misbehavior on the bus
Bus privileges denied for one week

4th Offense Notice of misbehavior on the bus
Bus privileges denied for two weeks

5th Offense Notice of misbehavior on the bus
Bus privileges denied for one month

6th Offense Notice of misbehavior on the bus
Bus privileges revoked for the remainder of the school year

*Fighting on the bus will incur more severe measures

HESS EDUCATIONAL COMPLEX - PRE-K THROUGH GRADE 5

Student behavior is a vital part of the educational process. Students need to learn responsibility and make good decisions. Encouraging proper student behavior is a team effort between teachers, parents, and administration. Many times a behavior problem can be solved with direct contact between the teacher and the parent, a student-teacher conference, a student-team meeting, a referral to the guidance counselor or a teacher's detention. Related Arts Teachers are also responsible for creating rules and consequences for their classes and follow the same procedure as the Homeroom Teacher. Teachers are expected to develop class rules and consequences with their classes during the first week of school. The class rules and consequences should be posted in the classroom. The rules should be limited to the seven rules listed below:

1. Listen to and respect all teachers.
2. Treat our school with kindness and care.



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3. Keep your hands, feet, objects and unkind words to yourself.
4. Be prepared for class, listen carefully, and follow directions.
5. Raise your hand to speak or leave your seat.
6. Walk and speak quietly in class and in the hall.
7. Treat others the way you would like to be treated.

During the development of the rules, the teacher should guide the class into creating these rules and discuss them in a positive manner. After the class has developed the classroom rules, teachers should test the students on the rules and have parents sign the test.

When handling student behavior, teachers need to keep the following in mind:

1. Be firm, but fair and consistent. Teachers need to be sure to react to the behavior and not the student.
2. Contacting the parent/guardian in most cases will alleviate the problem.
3. Every teacher is responsible for the conduct of all students regardless of grades.
4. Certain types of discipline techniques are not permitted. Some examples include:
 - a. Standing a student in the hall.
 - b. Ridiculing, embarrassing, and/or derogatory comments directed toward the student.
 - c. Writing repetitive assignments.
 - d. Corporal punishment of students is not permitted by New Jersey Law. Teachers may use reasonable force when necessary:
 - (1) to quell a disturbance threatening physical injury to others.
 - (2) to obtain possession of a weapon or dangerous objects.
 - (3) for the protection of persons or property.



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Discipline guidelines have been developed to assist the professional staff and administration with various behavior situations. Teachers should review the school rules and discipline guidelines with their classes during the first week of school. Teachers should remember that the students are children learning to function in society and try to be fair with each student as an individual.

Teacher Interventions: Grades 2-5

- Level 1: The teacher's Classroom Management Procedures
- Level 2: Parent contact by telephone to discuss concern
- Level 3: The teacher contacts the parent, develops a Behavior Modification Plan with the parent and student, and establishes a daily monitoring sheet for two weeks.
- Level 4: Parent/teacher/administrator/student meeting - Develop a behavior contract - timeline is developed in the contract.
- Level 5: Refer to the Intervention & Referral Services Committee
- Level 6: Behavior referral to vice principal

Repeat Offenders

Upon receiving a 5th referral, the student will be referred to the school's Discipline Review Committee. A pupil may be referred sooner, if warranted. Upon the 8th referral, the student must appear before the principal; upon the 10th referral, the Superintendent; upon the 12th referral, the Board of Education.

Discipline Review Committee

The Discipline Review Committee may consist of the Principal, Vice Principal, Guidance Counselor, Case Manager, 504 Coordinator, Mental Health Crisis Counselor, and teacher representatives. The purpose of the committee is to meet with a student experiencing chronic behavior problems and his/her parent(s) or guardian(s):

1. To review and discuss behavior concerns,
2. To attempt to identify and analyze cause of student behavior,
3. To develop a contract detailing expectations and consequences.

Discipline Review Committee Progression for Repeat Offenders



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# of Referrals	Possible Action	People Involved
1-4	Teacher intervention, documentation	Classroom teacher, parent
5	Vice-principal's Meeting Functional Behavior Assessment to be followed by Manifestation Determination Hearing (Special Education Student or student with a 504 Plan)	Vice-principal, Teacher, parent, case manager/ guidance counselor/ 504 Coordinator, student
8	Principal's meeting	Principal, vice principal, teacher, parent, case manager/ guidance counselor/mental health crisis counselor, and student
10	Superintendent's meeting	Superintendent, vice principal, parent, student
12	Board of Education hearing	Superintendent, vice principal, principal, parent, student, Board of Education member

If prior to the 8th referral, a student commits a 3rd offense that results in external suspension, the student must appear in front of the principal. A student suspended from school more than nine days during the school year must appear in front of the superintendent for a hearing as well.

The above discipline code is only a guide for the administration. In all instances, the administration has the responsibility to handle each student as an individual.

Discipline Guidelines

Administrative consequences will vary, depending on the severity of the infraction committed, the age and grade level of the student, and the discretion of the administration for the particular school in which the offense occurs.

AD Administrative Detention



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IS/TO Internal Suspension/Time Out
 ES External Suspension

Offense	Consequence			
	1 st	2 nd	3 rd	4 th
1. Fighting				
A.Equal aggressor/high intensity	ES 5 days	ES 5 days	ES 10 days	ES 10 days
B.Equal aggressor/low intensity	ES 2 days	ES 3 days	ES 5 days	ES 10 days
C.Minor physical contact (pushing and shoving)	IS/TO 1 day	IS/TO 2 days	IS/TO 3 days	ES 1 day
D.Instigator of fight between two other students	IS/TO 1 day	IS/TO 2 days	IS/TO 3 days	ES 1 day
E.Bullying/confrontational or intimidating behavior	IS/TO 1 day	IS/TO 2 days	IS/TO 3 days	ES 3 days
F.Initiator/restrained/failure to stop	(Add one day to each of above A-F)			
2. Obscene behavior toward a student or staff member	IS/TO 1 day-----to-----ES 10 days			
3. Disruptive/insubordinate behavior in and around the school	AD 2 days	AD 3 days	IS/TO 1 day	IS/TO 2 days
4. Harassment of student or staff member	IS/TO 1 day-----to-----ES 10 days			
5. Threats to students or staff members	IS/TO 1 day-----to-----ES 10 days			
6. Behavior that endangers the safety of others	IS 2 days	ES 2 days	ES 5 days	ES 10 days
7. Leaving your/failure to go to assigned teacher/area	AD 3 days	IS/TO 1 day	ES 1 day	ES 2 days
8. Administrative removal from a classroom or internal suspension	IS/TO 1 day-----to-----ES 2 days			
9. Poor behavior in detention or cutting detention	AD 3 days	IS/TO 1 day	IS/TO 2 days	IS/TO 3 days
10.Walking to and from school/trespassing	AD 3 days	IS/TO 1 day	ES 1 day	ES 2 days
11.Possession of dangerous objects/obscene material	ES 5 days	ES 10 days	Superintendent Meeting	
12.Possession of dangerous objects with intent to harm others (weapons)	ES 10 days	Police Notification	CST Referral	
13.Willful defacing or destruction of school property	IS/TO 2 days	ES 1 day	ES 3 days	ES 5 days
14.Stealing	AD 4 days	IS/TO 1 day	ES 1 day	ES 4 days
15.Truancy	IS/TO 1 day	IS/TO 2 days	IS/TO 3 days	IS/TO 4



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				days	
16.Possession/use of over the counter medicines or drugs	Parents immediately notified and consequences will depend upon the severity of the incident				
17.Possession and/or use of drugs, controlled dangerous substances, imitation drugs or alcohol See district "Substance Abuse Procedures"	ES 10 days	Long-term			
18.Distribution and/or selling of drugs, controlled dangerous substances, imitation drugs or alcohol See district "Substance Abuse Procedures"	ES 10 days	Long-term			
19.Assault on a student or staff member	ES 3 days-----to-----ES 10 days			Police Notification	
20.False emergency alarm-fire/bomb/911	ES 10 days - pending Superintendent Hearing or Board of Education Hearing				

Bus Discipline Information - Grades 2-5

New Jersey School Law, Title 18A:25-2, states: "A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of such exclusion."

Students ride the bus to and from school every day. Students need to realize that they need to behave themselves on the school bus to ensure everyone's safety. The following rules have been developed to guide the students to have a safe bus ride:

1. Always listen to the bus driver.
2. Stay in your assigned seats with seatbelts securely fastened.
3. Quiet talking.
4. No eating food or chewing gum on the school bus.

The following consequences have been developed for those students who behave inappropriately on the school bus:

First offense - one to five (1-5) days bus suspension for:

1. Profane or abusive language directed to driver or any other on school bus
2. Fighting of any kind



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3. Intentional physical injury against another student
4. Jumping seats (jumping over/crawling under seats)
5. Throwing any object/objects inside or outside the school bus
6. Damaging any part of the school bus (must also pay for repairs)
7. Any other offense the principal may deem serious

Offenses other than above:

First referral: An administrative detention (grades 5 and 6); a recess detention (grades 2-4)

Second referral: One to five (1-5) days bus suspension. Parent conference prior to returning to school bus.

Third referral: Five to ten (5-10) days bus suspension. Parent conference prior to returning to school bus.

Fourth referral: Ten to fifteen (10-15) days bus suspension. Parent conference prior to returning to school bus.

Fifth referral: Thirty plus (30+) days bus suspension. Parent conference prior to returning to school bus.

Students may be required to take Bus Safety courses during their Recess Period while on Bus Suspension and conduct points will be lost.

Administrative Lunch/Recess Detention Guidelines

1. Students may be assigned lunch/recess detention by the principal or vice principal.
2. Students assigned to a lunch/recess detention will report to the back of the cafeteria at the end of the lunch period. A staff member will escort these students to the Time Out Room.
3. The Time Out Room teacher will receive a list of students having lunch/recess detention from the vice principal's office.
4. The arrangements for pick-up and delivery will be made by and among the participating teacher(s) and administrator(s).



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5. Rules during detention are:
 - a. Students are to remain in the room during the entire detention (restroom emergency is the only exception).
 - b. Students must do school work.
 - c. Students are to refrain from talking or communicating in any way.
 - d. Students who misbehave will be sent to the office for further disciplinary action.
6. At the end of the period, the students will report back to their classrooms, if at all possible. Individual teachers are encouraged to pick up their students from the Time Out Room and escort them back to class.

William Davies Middle School – Grades 6-8

The following guidelines apply to both the William Davies School.

Please note that administrative detentions refer to an after school detention assigned by the administration only, that students serve from 2:10 to 3:30 p.m. Students will receive twenty-four hours notice before being required to serve a detention, except in extenuating circumstances. The student receives a letter explaining the infraction to the parent and a copy is also sent in the mail to the home.

Suspension refers to the temporary removal of the student from regular classes. This suspension served either on an internal or external basis, depending on the circumstances of the individual case, previous infraction, etc. A student may be externally suspended for major infractions incurred while serving an internal suspension.

Parents will be contacted by the Vice-Principal's office with a letter and a telephone call for internal suspensions. Parents must have a conference and/or return with the student in the case of an external suspension. Externally suspended students will be afforded the opportunity to complete any assignments missed during their suspension.

* A student suspended more than nine days during the school year must appear in front of the Superintendent. The teachers should use these guidelines for all discipline offenses referred to the administration. The formal referral should be turned in only when the nature of the offense is serious enough for immediate administrative action or when a teacher has exhausted the various options



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available. If these various options have not been taken, the administration may only issue a warning and file a referral if it's a minor infraction. Unless otherwise noted, penalties will be increased by one for each offense.

Repeat Offenders

Upon receiving a fifth referral, the student will be referred to the school's Discipline Review Committee. A pupil may be referred sooner, if warranted. Upon the eighth referral, the student must appear in front of the Superintendent. Upon the tenth referral, the pupil must appear in front of the Board of Education.

Discipline Review Committee

The Discipline Review Committee consists of the Principal, Vice Principal, Guidance Counselor and teacher representatives from the Discipline Committee.

The purpose of the committee is to meet with a student experiencing chronic behavior problems and his/her parent(s) or guardian(s):

1. To review and discuss behavior concerns,
2. To attempt to identify and analyze cause of student behavior,
3. To develop a contract detailing expectations and consequences.

Discipline Guidelines

Administrative consequences will vary, depending on the severity of the infraction committed, the age and grade level of the student, and the discretion of the administration for the particular school in which the offense occurs.

D Detention
 IS/TO Internal Suspension/Time Out
 ES External Suspension

*Noncooperation		
First Offense	D1	
Second Offense	D2	
Third Offense	IS1	
*Disruption		
First Offense	D1	
Second Offense	D2	
Third Offense	IS1	



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*Disobedience		
First Offense	D 2	
Second Offense	D 3	
Third Offense	IS 1	
*Insubordination		
First Offense	D 2	
Second Offense	D 3	
Third Offense	IS 1	
Administrative Removal from the Classroom		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	ES 1	
*Recklessness – Behavior that endangers the safety of others		
First Offense	IS 2	
Second Offense	ES 2	
Third Offense	ES 5	
Extreme PDA (i.e. Kissing)		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	IS 3	
*Language Misuse – Obscene Language/Gesture Directed towards others		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	ES 1	
POSSESSION of OBSCENE MATERIALS – add one day to each offense above.		
SHARING of OBSCENE MATERIALS with OTHERS – add two days to each offense above.		
*Code Violation - Dress		
All Offenses	Parents contacted for a change of attire. If unable to obtain appropriate clothing the student will be placed in the internal suspension room for the day and such placement will be counted on their discipline record. Parent notification by guidance or V.P.	
*Cheating		
First Offense	D 2	
Second Offense	D 3	



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Third Offense	IS 1	
*Forgery		
First Offense	D 2	
Second Offense	D 3	
Third Offense	IS 1	
*Falsifications		
First Offense	D 2	
Second Offense	D 3	
Third Offense	IS 1	
*Cutting Detention/Inappropriate Behavior		
First Offense	3 D	
Second Offense	IS 1	
Third Offense	IS 2	
Leaving Assigned Area/Teacher Failure to Report to Assigned Area/Teacher Loitering/Wandering Halls		
First Offense	D 3	
Second Offense	IS 1	
Third Offense	IS 2	
*Littering		
First Offense	Warning	
Second Offense	D 1	
Third Offense	D 2	
*Theft /Damage		
First Offense	D 4	
Second Offense	IS 1	
Third Offense	ES 1	
Vandalism	Parent(s)/Guardian(s) immediately notified and held financially responsible for the repair and/or the replacement. Possible filing of complaint with the police. Parent(s)/Guardian(s) immediately notified and held financially responsible for the repair and/or the replacement. Possible filing of complaint with the police.	
First Offense	IS 2	
Second Offense	ES 1	
Third Offense	ES 3	



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*Wrongful Entry – Trespassing/ Walking to and from school		
First Offense	D 3	
Second Offense	IS 1	
Third Offense	ES 1	
*Truancy		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	IS 3	
*Misuse of Computer Networks/Computers - Regulation 2361		
First Offense	D1	
Second Offense	D 2 – Short Term (1-5 days) Suspension of Network/Computer Privileges	
Third Offense	IS 1 – Long Term (6-10 days) Suspension of Network/Computer Privileges	
CYBERBULLYING	Long Term Suspension of Network/Computer Privileges in addition to consequences as per District Regulation 5600 and/or 5512.	
Secret Memberships (Gang Related Activity)		
First Offense	IS 2	
Second Offense	ES (short term 1-4) depending on severity of incident; police notification	
Third Offense	ES (long-term 5-10) depending on severity; police notification	
*Fighting – Equal Aggressor/High Intensity		
First Offense	ES 5	
Second Offense	ES 5	
Third Offense	ES 10	
Fighting – Equal Aggressor/ Low Intensity		
First Offense	ES 2 or more	
Second Offense	ES 3	
Third Offense	ES 5	
Fighting - Minor Physical Contact (pushing and shoving)		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	IS 3	
Fighting - Instigating		
First Offense	IS 1	



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Second Offense	IS 2	
Third Offense	IS 3	
*Use of Force – Assault on Student or Staff		
Any Offense	ES 3 days to long term depending upon the severity of the incident; police notification	
Harassment, Intimidation, Bullying –Based in Regulation 5512 and 5512.01		
Any Offense	Procedures outlined in Regulation 5512.01 to be followed. Consequences will be based upon the outcome of the investigation and can range from admonishment, deprivation of privileges, temporary removal from the classroom, internal suspension, external suspension (short or long term), reports to law enforcement or other legal action. (for complete details please see Reg. 5512)	
*Sexual Harassment		
First Offense	ES 5	
Second Offense	ES 8	
Third Offense	ES 10	
For all incidents: Superintendent Notified, Police Notified - complaint may be filed with the police, Affirmative Action Officer Notified – meeting to take place		
Possession / Use of Over the Counter Medicines or drugs		
All Offenses	Parent(s)/Guardian(s) immediately notified; consequences will depend upon the severity/number of the incident(s).	
Possession of Tobacco/Lighter/Matches		
First Offense	IS 1	
Second Offense	IS 2	
Third Offense	ES 1	
*Smoking		
First Offense	ES 5	
Second Offense	ES 8	
Third Offense	ES 10	
*Lateness/Early Dismissal – Consequences dictated by Regulation 5230		
5 th Occurrence	Upon the fifth lateness/early dismissal, the student will receive an administrative detention.	
10 th Occurrence	Upon the tenth lateness/early dismissal, the student will receive an internal suspension and notification of this will be mailed home. There must be a mandatory conference between the parent, the student	



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	and the Vice-Principal to discuss solutions to the problem. They will also be informed that the fifteenth lateness/early dismissal evokes two internal suspensions and converts to an unexcused absence.
15 th Occurrence	Upon the fifteenth lateness/early dismissal, the student will receive two internal suspensions, the lateness/early dismissal will be converted to an unexcused absence and notification of this will be mailed home.
20 th Occurrence	Upon the twentieth lateness/early dismissal, the student will receive an external suspension, the lateness/early dismissal will be converted to an unexcused absence and notification of this will be mailed home. There will be a mandatory conference between the parent, the student, and the Principal.
25 th Occurrence	Upon the twenty-fifth lateness/early dismissal, the student will receive two external suspensions, the lateness/early dismissal will be converted to an unexcused absence and notification of this will be mailed home. There will be a mandatory conference between the parent, the student, and the Superintendent.

A. Policy Regarding Assemblies

A student is ineligible and will be excluded from such events if he/she:

1. has been internally/externally suspended (combined total) 10 or more days during the school year
2. has been internally/externally suspended within five school days of the event
3. has been involved in an incident in which he/she received a long-term suspension (ten or more days) during the school year

B. Field Trips, Dances, After School Clubs and Activities

A student is ineligible and will be excluded from such events if he/she:

1. has been internally/externally suspended (combined total) 10 or more days during the school year
2. has been internally/externally suspended within Five school days of the event
3. has been involved in an incident in which he/she received a long-term suspension (ten or more days) during the school year



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C. Extracurricular Activities

The Davies School offers to the student many extra-curriculum activities. The district provides late bus transportation which operates 2-3 days a week for these activities. Activities for the school year will take place between 2:20 p.m. and 4:00 p.m.

Students should listen to the announcements for any additional activities during the school year.

Activities are considered privileges and the students must be in good standing in order to participate. Listed below are guidelines for participation in interscholastic sports, clubs, and activities:

1. Academic

- a. If a student has a failing grade when report cards are issued, in any subject he/she is ineligible.
- b. If a student has a failing grade at the time interims are issued, he/she must meet the following conditions to participate in non-academic clubs/activities and/or sports.
 1. Meet with guidance to develop an academic intervention contract;
 2. Adhere to and successfully meet the goals outlined in the contract;
 3. Failure to comply with the intervention contract will result in the student not being able to participate, until the conditions of the contract are met.

2. Conduct/Behavior

- a. All detentions assigned by the staff have precedence over any practices/games, club meetings or rehearsals.
- b. All students suspended (external/internal), as a result of a school policy infraction, will be immediately suspended from the team or club. A student remains ineligible to participate in such activities for a period of 5 school days from the last day of the internal/external suspension.

- (1) He/she must submit a letter to the principal within 5 days of the infraction in order to be considered for reinstatement. A meeting may occur (depending on the principal's determination) with the student, the advisor/coach, and the principal. At that time, a decision will be made on the eligibility of the student. Two suspensions during the



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course of the season or marking period permanently removes a student from the activity. A decision will be made as to whether the student will be allowed to participate in other activities during the remainder of the school year pending a mandatory meeting between the principal, the student, coaches, and the parents.

Policy Regarding Graduation and Other Eighth Grade Special Activities or End of the Year Events:

A student is ineligible and will be excluded from such activities if he/she:

1. has been internally/externally suspended (combined total) 10 or more days during the school year
2. is in violation of the school-wide Behavioral Management Plan unless he/she has 5 or less referrals during the entire school year. If this is true, then a letter must be written to the building principal explaining what he/she did wrong and a request to be allowed to participate. This letter will be reviewed by a staff committee, and a determination will be made as to whether or not the student will be permitted to participate.
3. has been involved in a serious discipline matter (long term suspension of 10 days)
4. has been internally/externally suspended within 5 school days of the event

D. Lunch Detention/Partial Suspension

The administration reserves the right to assign a lunch detention to a student for a behavioral problem that occurs in school. The student will report to the internal suspension room during his/her lunch and will eat there. He/she will then remain there in a quiet fashion for the remainder of the period.

Partial suspensions may also be given for infractions occurring during the school day.

E. Bus Discipline Information

New Jersey School Law, Title 18A:25-2 states: "A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his parents shall provide for his transportation to and from school during the period of such exclusion."

The safety of our students is of primary importance. The following guidelines have been instituted in conjunction with the Board of Education.



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A letter will be sent to the parent/guardian advising what course of action is being taken. Depending on the severity of the offense, as viewed by the building administrator, the student may be given a warning or suspended from the bus.

First offense, one to five days bus suspension for:

1. Profane or abusive language directed to driver or any others on school bus.
2. Fighting of any kind.
3. Intentional physical injury against another student.
4. Jumping seats (jumping over/crawling under seats).
5. Throwing any object/objects inside or outside the school bus.
6. Damaging any part of the school bus (must also pay for repairs).
7. Any other offense the Principal may deem serious.

Offenses other than those above:

- 1st referral: An administrative detention.
2nd referral: 1 to 5 days bus suspension.
Parent conference prior to returning to school bus.
3rd referral: 5-10 days bus suspension.
Parent conference prior to returning to school bus.
4th referral: 10-15 days bus suspension.
Parent conference prior to returning to school bus.
5th referral: 30+ days bus suspension.
Parent conference prior to returning to school bus.

**All infractions should also include consequences from the school's discipline code.

Excessive rowdyism, fighting, or another reason causing the bus to be pulled over and the police called, will result in external suspensions and possible charges being filed.

Additional Guidelines:

1. Regular Bus Suspension



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A student during a regular bus suspension is not permitted to stay after school for any activity and ride the activity bus.

2. Activity Bus Suspension

If a student misbehaves on the activity bus, the student cannot participate in any activity for the following amount of time:

1st offense 2 weeks
2nd offense 4 weeks
3rd offense 6 weeks

G. 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 or 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 or legal guardian will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Vice Principal or Principal involved.
5. 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 ¶F3.
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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H. 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.

I. 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;
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



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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.

J. 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.
 - 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).

K. Annual Report



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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:

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.

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