

PROCEDURE

FILE CODE: 5131

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

Pupils

CONDUCT / DISCIPLINE ELEMENTARY SCHOOL DISCIPLINE CODE

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
A. Attendance	See Attendance Policy and Procedure #5113				
B. Tardiness	Five occasions: Parent contact	Ten occasions: Letter to parents from building Principal and Parent Conference with Principal/Guidance Counselor to develop strategy for prompt arrival to school.	Fifteen occasions: Mandatory parent conference with principal and attendance officer. Possible referral to Superintendent for further action. Referral to I&RS Committee to develop interventions.		
C. Truancy	Zero grades 1-3 Administrative Lunch Detentions Parent Contact	Zero grades 3-5 Administrative Lunch Detentions Parent conference with principal/guidance counselor	Zero grades 6-10 Administrative Lunch Detentions or In-School Suspension Mandatory parent conference with principal and attendance investigator Referral to I&RS Committee to discuss interventions.		

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D. Cutting or Leaving Class or Assigned Location Detention Without Permission	1-3 Lunch detentions Parent contact	3-5 Lunch detentions Mandatory parent conference with Principal and Guidance Counselor	In-school suspension Mandatory Parent conference with Principal and Guidance Counselor	1 to 3 days Out of School Suspension. Mandatory readmission conference with Principal and Guidance Counselor. Referral to I&RS Committee to develop interventions.	
E. Cheating	"F" for assignment. Principal and parent notification by teacher. Guidance Counselor intervention (counseling).	"F" for assignment. 1-3 Administrative lunch detentions. Mandatory parent conference with principal/guidance counselor.	"F" for assignment. 3-5 Administrative lunch detentions. Mandatory parent conference with principal/guidance counselor. Referral to I&RS Committee to develop interventions.	"F" for assignment. 6-10 Administrative lunch detentions. Mandatory parent conference with principal.	

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<p>F. Inappropriate Conduct (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Slamming objects or doors, - Inappropriate dress - Littering - Playing or possession of radios, game boys, playing cards, trading cards, Yu-gi-oh cards, etc. - Using vulgar/profane or obscene language - Violating classroom rules - Public displays of affection.) 	<p>Teacher and or Guidance Counselor/Principal warning</p> <p>Parent contact</p>	<p>1-3 Administrative lunch detentions.</p> <p>Parent contact.</p>	<p>3-5 Administrative lunch detentions.</p> <p>Mandatory parent conference with principal/guidance counselor.</p>	<p>Indefinite Administrative lunch detentions.</p> <p>In-School and/or Out of School Suspension</p> <p>Mandatory parent conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	
<p>G. Inappropriate Lunch/Recess Behavior: (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Running - Throwing food - Not cleaning up garbage and food waste 	<p>Lunch aide intervention</p> <p>Lunch aide notifies classroom teacher who imposes consequence.</p>	<p>1-3 Administrative lunch detentions.</p> <p>Parent contact.</p> <p>Guidance counselor and student conference.</p>	<p>3-5 Administrative lunch detentions.</p> <p>Parent conference.</p> <p>Guidance counselor and student conference.</p>	<p>6-10 Lunch detentions or In-School Suspension</p> <p>Mandatory parent conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	

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<p>H. Willful Disobedience (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Disrespect to staff - Argumentative and/or Belligerent behavior 	<p>1-3 Administrative lunch detentions</p> <p>Parent contact</p>	<p>3-5 Administrative lunch detentions</p> <p>Mandatory parent conference with principal/guidance counselor</p>	<p>6-10 Administrative lunch detention or In-School Suspension</p> <p>Mandatory parent conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	<p>Out of School Suspension.</p> <p>Mandatory readmission conference with principal and possible central administrator.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	
<p>I. Hazardous/Unsafe Behavior (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Rough/horse play - Running - Pushing/shoving - Crowd loitering - Violation of school safety procedures, in class, hall or bus - Misuse of spray products - Possession/use of headphones, electronic games, toys, cell phone, matches and lighters, etc. - Throwing rocks, sticks, ice balls, snow balls, etc.) 	<p>1-3 Administrative lunch detentions</p> <p>Parent contact</p>	<p>3-5 Administrative lunch detentions</p> <p>Parent contact</p>	<p>6-10 Administrative lunch detention or In School Suspension</p> <p>Mandatory parent conference with Principal/Guidance counselor.</p>	<p>In School and/or Out of School Suspension for 1 to 3 days.</p> <p>Mandatory readmission conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	

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<p>J. Fighting/Violence (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Punching - Slapping - Biting - Kicking - Wrestling) 	<p>(Given age of student and degree of severity)</p> <p>In School and/or Out of School Suspension for 1-2 days.</p> <p>Mandatory readmission conference with principal.</p> <p>Guidance counselor intervention.</p>	<p>(Given age of student and degree of severity)</p> <p>2-4 days Out of School Suspension</p> <p>Mandatory readmission conference with principal.</p> <p>Guidance counselor intervention/</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory readmission conference with principal.</p> <p>Guidance counselor intervention.</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension.</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days.</p> <p>Mandatory Administrative conference with principal and central administrator.</p> <p>Referral to I&RS Committee to develop interventions.</p>	
<p>K. Theft/Vandalism/ Destruction of Property (school, staff, or student)</p>	<p>(Given age of student and degree of severity)</p> <p>1-5 Administrative lunch detentions and/or In or Out of School Suspension</p> <p>Parent conference with guidance counselor/ principal</p> <p>Guidance counselor intervention</p> <p>Possible police report.</p>	<p>(Given age of student and degree of severity)</p> <p>In School Suspension or 1-2 days Out of School Suspension</p> <p>Mandatory parent conference with principal</p> <p>Possible police report.</p>	<p>(Given age of student and degree of severity)</p> <p>2-4 Out of School Suspension days</p> <p>Mandatory readmission conference</p> <p>Possible police report.</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School Suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to discuss interventions</p> <p>Possible police report</p>	

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L. Terroristic Threat	<p>(Given age of student and degree of severity)</p> <p>1-5 Administrative lunch detention and/or In or Out of School Suspension for 1-2 days</p> <p>Mandatory parent conference with guidance counselor/principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police complaint or report.</p>	<p>(Given age of student and degree of severity)</p> <p>1-3 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention</p> <p>CIT referral and interventions</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to discuss interventions</p> <p>Police complaint</p>	

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<p>M. Bullying/Teasing/ Harassment (Sexual/Bias/Racial), including the use of electronic communication devices and/or the computer to harass, bully, or intimidate (“cyber-bullying”) (BOE Policies 4111.1/4211.1 and 5145.7)</p>	<p>(Given age of student and degree of severity)</p> <p>1-5 Administrative lunch detention and/or In or Out of School Suspension for 1-2 days</p> <p>Mandatory Parent conference with guidance counselor/principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police report or complaint</p>	<p>(Given age of student and degree of severity)</p> <p>2-3 days Out of School Suspension</p> <p>Mandatory readmission conference with principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention</p> <p>CIT referral and interventions (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to develop interventions</p> <p>Police complaint</p>	

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N. Possession of Weapon or Toy Weapon (used in a threatening manner)	(Given age of student and degree of severity) In or Out of School Suspension for 1-2 days Mandatory parent conference with guidance counselor/principal Guidance counselor intervention (counseling) Police report or complaint	(Given age of student and degree of severity) 2-3 days Out of School Suspension Mandatory readmission conference with principal Guidance counselor intervention (counseling) Police complaint	(Given age of student and degree of severity) 3-4 days Out of School Suspension Mandatory Readmission conference with principal Guidance Counselor intervention CIT referral and interventions (counseling) Police complaint	(Given age of student and degree of severity) 4 days Out of School Suspension Referral to Superintendent for possible extension to 10 Out of School suspension days Mandatory Administrative Hearing with principal and central administrator Referral to I&RS Committee to develop interventions Police complaint	
O. Inappropriate/ Unsafe Bus Behavior	Safety patrol coordinator/guidance counselor/principal warning and/or 1-3 Administrative lunch detentions Parent contact.	3-5 Administrative lunch detentions and/or In School Suspension Parent conference with guidance counselor/principal	Suspension of bus privilege for a period of time determined by Principal and/or In or Out of School Suspension Parent conference with principal	Referral to Superintendent to suspend bus privileges for the remainder of school year and/or 1-4 days of Out of School Suspension Mandatory conference with parent-principal and transportation director/central administrator.	

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<p>P. Assault with a weapon</p>	<p>Any student who commits an assault upon a Board member or employee or another student, with a weapon, on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a suspension or expulsion hearing before the Board. The student must be placed in an alternative educational placement pending a Board hearing to determine the student's guilt.</p> <ol style="list-style-type: none"> a. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. b. Students so removed, other than students with disabilities, shall be removed from the school's general education program for a period not exceeding one calendar year. (N.J.A.C. 18A:37-8) c. The principal or his or her designee shall: <ol style="list-style-type: none"> (i) Remove the student; (ii) Isolate the student and place the student under the supervision of school staff until such time as the parent or law enforcement official takes custody of the student; (iii) Immediately report the removal of the student to the Superintendent; (iv) Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and (v) Notify the student's parent of the following information: <ul style="list-style-type: none"> • The removal action; • The law enforcement notification; • The change of custody, if it occurs; and • The student's due process rights (including a disabled student's due process rights, as applicable). d. The Board must conduct a hearing within 30 days of the student's removal to determine whether the student committed the assault with a weapon. If found "not guilty" by the Board, the student must be returned to the regular education program. The Board's determination must be made within five days of the hearing. e. The Superintendent may modify the removal on a case-by-case basis. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or whether the student shall remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria: <ul style="list-style-type: none"> • The nature and severity of the offense; • The Board's removal decision; • The results of any relevant testing, assessments or evaluation of the student; and • The recommendation of the principal or director of the alternative program or home or other out-of-school instruction program in which the student has been placed. 				

