

## **Tenaflly Public Schools Student Code of Conduct**

The Tenaflly Public Schools values a community of students who work together to create a productive learning environment in which all students feel safe, secure and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning, and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violations of which they are aware with the expectation of no retaliation for such reporting, to respect others' person and property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others.

In accordance with New Jersey Administrative Codes, 6A: 16-5.1 and 18A: 25-2, the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct. These include fighting, physical contact (both that considered a danger and that not considered a danger), non-sexual harassment and bullying (both verbal and written—including notes and hit lists), internet in-school violation (inappropriate use), internet out-of-school violation (in appropriate use, e.g., slander or threats), sexual harassment and bullying (verbal—both mild and severe—physical—exposing oneself or sexual assault including exposing another), vandalism (both minor and major). Disciplinary sanctions include a number of responses to such disruptive behaviors ranging from a student and/or parent conferences to detention or suspension. The degree of sanction is contingent upon grade level (i.e., primary, intermediate, middle or high school) and whether or not the misconduct is a first or second offense. Violations regarding weapons or substance abuse, bullying or harassment are addressed in Board Policies. Students and their families will be afforded the due process procedures as set forth by N.J.A.C. 6A:16-7.2 through 7.6. The first step in this process is a conference with the principal who will designate the appropriate consequence with reference to the guidelines for district code of conduct. Dissatisfaction with the consequence can be appealed to the superintendent or his/her designee. Appeals to the Board can be made only in accordance with New Jersey code and statute. Students are responsible for being familiar with these policies.

The Tenaflly Elementary Schools are committed to a proactive approach to student conduct where programs, policies, and interventions are designed to help students make appropriate choices. To this end, deliberate efforts are made at each grade level to instill positive behaviors in students. Administration and school counselors maintain a current list of community-based health and social service provider agencies that can be shared with families, as appropriate, as well as a list of legal resources available to serve the community.

## Guidelines for Elementary School CODE OF CONDUCT (as of 07/19/17)

<b>PROHIBITED CONDUCT</b>	<b>ELEMENTARY SCHOOL CONSEQUENCES K-2</b>	<b>ELEMENTARY SCHOOL CONSEQUENCES 3-5</b>
CAFETERIA MISBEHAVIOR	Conference with student; time out from lunch and recess period (1-2 days); possible referral to school counselor	Conference with student; time out from lunch and recess period (1-5 days); possible referral to school counselor
STUDENT CONFLICT	Conference with students, possible parent conference, mediation, referral to school counselor, time out from lunch and recess period.	Conference with students, possible parent conference, mediation, referral to school counselor, time out from lunch and recess period.
CELL PHONE MISUSE	Confiscate phone till end of school day; parent conference	Confiscate phone till end of school day; recess detention (1-3 days); parent conference
ACADEMIC DISHONESTY	N/A	Conference with parent; complete assignment appropriately; possible referral to school counselor
VIOLATION OF TECHNOLOGY "ACCEPTABLE USE POLICY"	Loss of computer privileges; parent conference, discipline as outlined in the Acceptable Use Policy	Loss of computer privileges; parent conference, discipline as outlined in the Acceptable Use Policy
MISUSE OF INTERNET OUT-OF-SCHOOL (libel or threat)	Parent Conference, discipline as outlined in the Acceptable Use Policy, may be subject to HIB or police investigation.	Parent Conference, discipline as outlined in the Acceptable Use Policy, may be subject to HIB or police investigation.
INSUBORDINATION AND/OR DEFIANT BEHAVIOR	Parent conference; recess detention possible referral to school counselor,	Parent conference; recess detention possible referral to school counselor
TOBACCO (paraphernalia, possession, or use)	Parent conference; possible referral to school counselor	Parent conference; referral to school counselor
THEFT OR VANDALISM	Apology of Action; parent conference; recess detention; restitution by parents; possible referral to school counselor	Apology of Action; parent conference; recess detention; out of school suspension; restitution by parents; referral to school counselor
PHYSICAL CONFRONTATION	Conference with student; parent conference; recess detention; out of school suspension; possible referral to school counselor	Conference with student; parent conference; recess detention; out of school suspension; referral to school counselor
HARASSMENT AND BULLYING (hate crimes and bias incidents)	Parent conference; recess detention; out of school suspension; possible referral to school counselor	Parent conference; recess detention; out of school suspension; meeting with Affirmative Action Officer; referral to school counselor
SEXUAL HARASSMENT (verbal, printed, computer, video, text messaging)	Parent conference; recess detention; out of school suspension; referral to school counselor	Parent conference; recess detention; out of school suspension (1-5 days); meeting with Affirmative Action Officer; referral to school counselor
SEXUAL EXPOSURE AND/OR CONTACT	Parent conference; referral to school counselor	Parent conference; recess detention; out of school suspension; referral to school counselor
DRUGS AND ALCOHOL	Parent conference; recess detention; referral to school counselor	Parent conference; out of school suspension; referral to school counselor
FIRECRACKERS, STINK BOMBS	Parent conference; recess detention; possible	Parent conference; recess detention; out of school

(firework type devices)	referral to school counselor	suspension; possible referral to school counselor
SEXUAL ASSAULT	Parent conference; referral to school counselor	Parent conference; out of school suspension (4-10 days); referral to school counselor; extended suspension pending Board hearing; meeting with Affirmative Action Officer
WEAPONS	Contact Central Office; parent and student conference; referral to counselor; firearm automatic 1-year suspension	Contact Central Office; parent and student conference; referral to counselor; firearm automatic 1-year suspension
TERRORISTIC THREATS (hit lists; bomb scare; bodily threat against student or staff)	Parent conference; referral to school counselor; recess detention; out of school suspension	Parent conference; referral to school counselor; recess detention; out of school suspension
FALSE ALARM OR 911 CALL	Meeting with parents; recess detention; possible suspension; referral to school counselor	Meeting with parents; recess detention; possible suspension; referral to school counselor

This chart is not all inclusive. The administration reserves the right to use discretion in all cases. Consequences per incident may not necessarily be imposed in order listed based on previous infractions. No child will be discriminated against based on race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Behavior interventions for students with disabilities will be administered in accordance with the requirements of N.J.A.C. 6A:14.

Further, any incident that demonstrates that the student may have serious emotional problems or can endanger him/herself or others will be referred to the Child Study Team and/or for a psychiatric evaluation. If a student has been referred for psychiatric evaluation, the student will not be able to return until the District receives permission from the psychiatrist that the student can return to school.

In addition:

- The Child Study Team will be involved when appropriate.
- Parents can be notified of any incident listed above and may result in a meeting with the administration.
- Consequences may be combined should a student engage in more than one of the above-mentioned categorized misbehaviors.
- A Board of Education hearing will be required for suspensions longer than 10 days.
- The district is responsible for students both during the school day and on the way to and from school.
- School officials have the right to discipline students for events happening outside of school hours where it is necessary for the student's physical or emotional safety and well-being, or for the safety and well-being of other students, teachers, or school property.

Note: The police will be contacted about illegal misbehaviors and charges may be filed.