

Maywood School District Code of Conduct Student/Parent Contract

Please read the Student/Parent Code of Conduct found on the ensuing pages.

This also will be thoroughly discussed at the class meetings to be held during the first week of school.

Maywood School District Code of Conduct

Overall Responsibilities

Student Responsibilities

Since the Constitution and State law safeguard students' rights, each student has the responsibility to protect his/her and other's right to an undisturbed education. All students shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contributes to good order as established by the acceptable standards of school and community.

Parent Responsibilities

Discipline is the primary responsibility of the parents and the student while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded of members of a democratic society. It is the parent's obligation to develop in the student good behavior habits as well as proper attitudes toward school. To ensure student's success, parents should, at regular intervals, check with officials concerning that child's school conduct.

School Responsibilities

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior.

Harassment, Intimidation & Bullying

The BOE prohibits acts of harassment, intimidation and bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Student Behavior Code

The following types of behavior will result in disciplinary action, which may include detention or suspension from school:

- Tardiness
- Class disruption
- Lunchroom/playground misbehavior, Assembly misbehavior
- Running in the hallways and stairwells
- Gum chewing
- Throwing snowballs
- Disturbing school neighbors
- Failure to return parent notices with signatures
- Fighting, disruption or interference with school activities.
- Stealing of school or private property while on school premises, or while under the supervision and control of the school, or in the course of a school related activity, or possession/sale of stolen property.
- The use of obscene or profane language or gesture.
- Deliberate refusal to obey a teacher.
- An unauthorized "walk-out" from a classroom or a school building.
- Physically abusing a student or member of the staff or a school official.
- Blackmailing, threatening, or intimidating other students or teachers.
- Possessing on school property or school bus, or during any school function, any kind of weapon.
- Possession or distribution of materials, which would interfere with the educational process.
- Possession, sale or consumption of drugs or alcoholic beverages.
- Smoking while on school premises or while under the supervision and control of the school, or in the course of a school-related activity.
- The willful damage or destruction of school property.
- Inappropriate display of affection while on school premises or while under the supervision and control of the school, or in the course of a school-related activity.
- "Hazing," A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator or member of the school staff by written, verbal or by gesture.
- Repeated violations-any series of behavioral violations that create a pattern of misconduct may result in suspension. Any other conduct, which substantially disrupts or materially interferes with the educational process being conducted by the school.
- Unauthorized use of the Internet, including the accessing of sites containing inappropriate text or graphics.
- Abuse, damage or vandalism of the district's computer facilities including hardware and software.
- Other inappropriate student behavior

Dress Code

The Maywood Avenue School dress code, as per board policy, is implemented in order to create a reasonable and appropriate learning environment. All students are expected to dress appropriately while attending school and school sponsored functions. Dress code violations may result in the student being asked to change the attire to meet the standards. Continued violations may result in disciplinary actions.

Head Wear

Hats, bandannas, and hoods shall not be worn in school, with the exception of religious reasons.

Jewelry

For safety reasons, choke chains, spiked collars or other jewelry, and pocket chains are prohibited. Safety pins may not be used as a form of jewelry.

Sleepwear

Sleepwear, including boxer shorts and pajamas may not be worn as outerwear or exposed in the classroom.

Footwear

Flip Flops and Adidas-type sandals are not permitted in order to promote safety.

Shorts and Skirts

Short shirts, short skirts, or rips in jeans can be no more than one hand length above the knee. Spandex shorts and form-fitting sweat pants are prohibited.

Shirts

Shirts, tops and blouses that expose the following are prohibited: chest area, midriff, and lower back. Specifically, halter tops, half shirts, tube tops, spaghetti straps, mesh shirts, or shirts with excessively low cut arm holes are prohibited.

All clothing will be considered inappropriate if they are sexually suggestive, promote alcohol, tobacco or drugs, gang related or if they are the cause of any disruption. No undergarments may be showing at any time. While classroom teachers have the major responsibility for enforcing these standards, the building principal has the final decision. The building principal shall have full discretion to temporarily suspend the dress code during after school activities and/or special theme days. Specifically organized learning activities (eg. field trips, concerts) may reasonably dictate variations from the dress code of the normal classroom setting.

Maywood Avenue School Plagiarism/Cheating Policy

This policy is designed to enhance and enrich the academic and ethical education of students at Maywood Avenue School. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor and to substantiate that cheating of any kind is prohibited.

Plagiarism/Cheating includes:

Directly Copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.

Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.

Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.

Recycling previously submitted work. *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.

Copying another student's work and/or Providing the work to another student.

Both the person copying the work and the person who allows the copying of the work to take place are in violation of this policy.

Consequences of Cheating/Plagiarism:

First Offense

- A zero on the assignment
- Referral to the assistant principal/principal
- Parent notification/meeting with the principal, guidance counselor, teacher and parents
- Conduct grade with 10 points assigned

Subsequent Offenses

- A zero on the assignment
- 2 day out of school suspension
- Conduct grade with 15 points assigned
- Shall be removed from extracurricular involvement

Discipline Framework

Detentions

Tuesday and Thursday 3:00 PM – 3:45 PM

- Detentions will be served in Room 213.
- No detentions will be served outside of Mr. Timmins' or Mr. Jordan's offices
- Failure to report to detention results in a second detention assigned.
- No food or drink is allowed in the detention room
- A student assigned to a detention will not be allowed to attend an extracurricular activity until the detention is served. No exceptions.

Electronic Devices

All electronic devices are to be off and **should not be seen** during the school day.

- 1st Offense Detention, Student pick up
- 2nd Offense Detentions, Parent Pickup
- 3rd Offense In School Suspension, Parent Pick-up

Tardies

Students are expected to be here by no later than 8:15 AM. Students are not allowed into the building until 8:05 AM. Supervision begins at 8:05 AM.

- Detention for every late after 3rd late in each marking period

Leaving School Grounds

At no time is a student allowed to leave the grounds of the school
Immediate Out of School Suspension

Dress Code Violation

All dress code violations require the student to either change completely or change the attire so as to make it acceptable.

- 1st Offense Warning
- 2nd Offense 1 detention
- 3rd Offense 3 detentions

Insubordination, Disrespect, Disruptive Behavior

Behavior of this kind is unacceptable at MAS.

- Range of discipline including Detention, ISS, OSS and revoking of extracurricular privileges.

Fighting/Physical Contact

No fighting (playful or deliberate) is allowed.

- No Tolerance
- Immediate Out of School Suspension
- Administrative Review of Eligibility for Class Trips

- Danielson Jordan
 - Rubrics
 - Scoring Outline
 - TeachNJ regulations
 - Observation schedule and protocol
 - Danielson video review

- Business Office Pfohl
 - Payroll
 - Purchase Order Protocol
 - Reimbursement Protocol

- Board Office Baliatico
 - Review of necessary paperwork for new employees
 - Attendance procedures, i.e sick, professional, personal day paperwork
 - Tuition Reimbursement application and reimbursement
 - Conference Approval and reimbursement
 - Employee portals

- Daily Schedule Halligan and Timmins
 - Parking
 - Report time
 - Prep time
 - Duty Periods
 - Class Schedule
 - I&RS and 504 Protocol
 - Dismissal Times
 - Extra Help Protocol
 - Events Calendar of Activities
 - Stipend Positions

- Technology Marie
 - E-mail accounts
 - Client/server accounts(Logging in to server)
 - Chromebook usage/training
 - Google classroom
 - GoGuardian
 - Google Meet
 - Smartboard/Promethean Board usage/training
 - Planbook.com
 - Genesis - Attendance / Report Card
 - Genesis - Employee Portal
 - Teacher webpage review/training
 - Think Central usage/training
 - Tech Cheatsheet
 - Teacher Tech Resources website

- CST Spencer
 - Co Teaching Model
 - Resource Room
 - Referral Process
 - Case Management
 - Regular Education Role in Special Ed

- Guidance Leto and Byrnes
 - Overview
 - I&RS
 - 504
 - SEL