

Policy

---

CONDUCT/DISCIPLINE

The Mansfield Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Mansfield Township Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Mansfield Township Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The Superintendent shall establish the degree of order necessary to the educational program in which students are engaged.

Code of Conduct

The Superintendent shall oversee the development of and the board shall approve a Code of student Conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Code of Conduct shall be based on parent/guardian, student and community involvement, and locally determined core ethical values. The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The district Code of Conduct shall contain:

- A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;

CONDUCT/DISCIPLINE (continued)

- B. A description of behaviors that will result in suspension or expulsion;
- C. A description of the students' rights to:
1. Advance notice of behaviors that will result in suspensions or expulsions;
  2. Education that supports student development into productive citizens;
  3. Attendance in safe and secure school environment;
  4. Attendance in school irrespective of marriage, pregnancy, or parenthood;
  5. Due process and appeal procedures in accordance with law and board policy;
  6. Parent notifications consistent with board policy and law for law enforcement interviews (\*5145.11 Questioning and Apprehension), short-term and long-term suspension (\*5114 Suspension and Expulsion), due process and appeal procedures, and attendance (\*5113 Attendance, Absences and Excuses);
  7. Records and privacy protections (\*5125 Student Records).
- D. A description of behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including intervention and referral services, remediation, and intervention and supports services for students with disabilities;
- E. A description of graded responses to violations of the code of conduct that includes remediation, is consistent with law concerning corporal punishment, and is consistent with laws and board policies concerning violence/vandalism (\*5131.5) and, weapons and dangerous instruments (\*5131.7);
- F. Cover the board attendance policy (\*5113) and the harassment, intimidation and bullying policy (\*5131.1);
- G. Lists community-based health and social service providers, and local legal resources. A list of such providers and resources can be found on Schedule "A" of the Code of Conduct and in the Mansfield Township Elementary School Handbook.

\*These policies are included in and made a part of the Mansfield Township Elementary School Handbook.

Student Behavioral Infractions

Students who display chronic behavioral or academic problems may be referred to the child study team by the Superintendent for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the Administrative Code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the

CONDUCT/DISCIPLINE (continued)

local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

Harassment, Intimidation or Bullying

The Mansfield Township Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. **Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.**

**The Mansfield Township Board of Education prohibits acts of harassment, intimidation or bullying against any student, staff and visitors in accordance with board policy 5131.1 Harassment, Intimidation and Bullying, and law.**

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, and that:

- A. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students;
- B. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property; or
- C. Has the effect of insulting or demeaning any student or group of students; or
- D. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

CONDUCT/DISCIPLINE (continued)

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the board approved Code of Student Conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the Code of Student Conduct. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Superintendent shall annually:

- A. Disseminate the Code of Student Conduct to all staff, students and parents;
- B. Report on the implementation of the Code of Student Conduct to the board of education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv;
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

CONDUCT/DISCIPLINE (continued)Implementation

The Superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Date: September 25, 2003

Revised: December 14, 2006

Revised: February 28, 2008

Revised: December 11, 2008

Revised: March 11, 2010

Revised: August 11, 2011

**Legal References:**

<u>N.J.S.A.</u> 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
<u>N.J.S.A.</u> 2C:12-1	Definition of assault
<u>N.J.S.A.</u> 2C:33-19	Paging devices, possession by students
<u>N.J.S.A.</u> 2C:39-5	Unlawful possession of weapons
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
<u>N.J.S.A.</u> 18A:37-1 et seq.	Discipline of Pupils
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:37-15	Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:40A-1 et seq.	Substance Abuse
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions
<u>N.J.A.C.</u> 6A:16-1.1 et seq.	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.4, -2.4, -4.1, -5.1, -6.1, -6.2, -7.1, -7.6, -7.9	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

*P.L. 2007, c.129, amends N.J.S.A. 18A:37-15 and includes electronic communication in the definition of public school "harassment, intimidation or bullying"*

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

*See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions*

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

CONDUCT/DISCIPLINE (continued)

*L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.*

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible

<u>Cross References:</u>	*1220	Ad hoc advisory committees
	*1410	Local units
	3517	Security
	*3541.33	Transportation safety
	*4131/	Staff development; inservice education/visitation conferences
	4131.1	
	4148	Employee protection
	*4231/	Staff development; inservice education/visitation conferences
	4231.1	
	4248	Employee protection
	5000	Concepts and roles in pupil personnel
	5010	Personal goals and objectives for pupils
	*5020	Role of parents/guardians
	*5113	Absences and excuses
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5127	Commencement activities
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5131.7	Weapons and dangerous instruments
	5132	Dress and grooming
	5145	Rights
	5145.2	Freedom of speech/expression
	*5145.4	Equal educational opportunity
	*5145.6	Pupil grievance procedure
	*5145.1	Questioning and apprehension
	*5145.1	Search and seizure
	*6145	Extracurricular activities
	*6164.4	Child study team
	*6171.4	Special education
	*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.

**REGULATION**

---

## **Mansfield Code of Conduct**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. Additionally, all district students have the right to the following:

1. A safe, healthy, secure, orderly school environment.
2. Access to school rules, which include a description of behaviors which may result in suspension or expulsion, and, when necessary, be provided with clarification and/or an explanation of those rules from the appropriate school personnel.
3. Present their version of any event that may result in a disciplinary action.
4. Be treated equally and fairly under school policies and regulations.
5. An education that supports student development into productive citizens.
6. Succeed according to his/her applied efforts and innate abilities.
7. Be treated with respect and afforded confidentiality.
8. To say no to negative peer pressure.
9. Due Process and appeal procedures in accordance with law and board policy.  
If you believe that your rights are being violated in any way, you may seek assistance in the following manner:
  - a. Step 1: Make the grievance known to the staff member most closely involved with the problem and attempt to resolve the issue informally and directly.
  - b. Step 2: Should the problem not be corrected following discussion with the staff member, discuss the problem with the principal.
  - c. Step 3: Should the problem not be corrected following discussion with the principal, it should be discussed with the superintendent.
10. Parent notifications consistent with board policy and law for law enforcement interviews (\*5145.11 Questioning and Apprehension), short-term and long-term suspension (\*5114 Suspension and Expulsion), due process and appeal procedures, and attendance (\*5113 Attendance, Absences and Excuses).
11. Records and privacy protections (\*5125 Student Records).
12. Attendance in school irrespective of marriage, pregnancy, or parenthood.
13. Community-based health and social service providers, and local legal resources. A list of such providers and resources can be found on Schedule "A" attached to this Code of Conduct and in the Mansfield Township Elementary School Handbook.

\*These policies are included in and made a part of the Mansfield Township Elementary School Handbook.

## **B. Student Responsibilities**

All district students have the responsibility to:

1. Achieve to the best of their abilities in all academic pursuits.
2. Comply with all school rules, policies, and regulation to assist in maintaining a safe and orderly school environment that is conducive to learning.
3. Obey and respect staff members carrying out school rules, policies, and regulations.
4. Demonstrate respect for others and to property.
5. Attend school every day, unless legally excused, and arrive on time prepared with all necessary materials.
6. Accept responsibility for their actions and make corrections when needed.
7. Work cooperatively and make a positive contribution to the group.
8. Be alert and responsive to directions, actively participate whenever appropriate, and ask questions if something is unclear.
9. Positively contribute their talents to the school community by giving their best in all situations.
10. Seek help in solving problems before a disciplinary action is required.
11. Utilize time management techniques to complete work on time and to insure that any missed work due to an absence is completed in a timely fashion.

## **C. Appropriate Behavior**

Students will:

1. Exhibit self-discipline and act respectfully and courteously toward teachers, staff members, parents, school volunteers, and fellow students.
2. Demonstrate considerate and safe behavior in classrooms, hallways, bathrooms, lunch room, playgrounds, on buses, and in all other school facilities.
3. Use language that is appropriate and respectful at a volume suitable to the location and the activity.
4. Wear clothing that is presentable and not offensive and does not distract from the educational process. Additionally, the attire should not pose a danger to school property, the individual, or others.
5. Demonstrate responsible and appropriate conduct while participating in or attending school sponsored events regardless of the location.
6. Follow safety procedures at all times when using school property and equipment.
7. Seek teacher, counselor, administrative, or medical assistance when necessary.
8. Comply with district policies regarding behavior, tobacco, alcohol, drugs, and weapons.
9. Arrive punctually to school fully prepared with all supplies and required assignments complete.
10. Complete their own work and give appropriate credit when utilizing research materials.
11. Respect the rights and property of others.
12. Use reasonable, appropriate means to settle disputes.
13. Follow individual classroom rules and procedures.
14. Refrain from chewing gum.
15. Leave at home items that will interfere with the learning process or may be lost or stolen such as skateboards, wheelies, Ipods, electronic games, any toys, or items of sentimental or monetary value.
16. Stay after school only when a note has been provided to the office.



## **D. Inappropriate Behaviors**

Students will not:

1. Engage in harassment, intimidation, or bullying on or off of school grounds.
2. Be uncooperative with staff members or substitutes.
3. Use profanity, obscenities, or loud or abusive language.
4. Cause damage to school or another's property.
5. Place the physical wellbeing of another in danger.
6. Exhibit aggressive behavior toward another or be willfully and continuously disobedient.
7. Be openly defiant and disrespectful.
8. Possess illegal substances, including but not limited to drugs, alcohol, or weapons.
9. Steal, cheat, plagiarize, or forge a signature
10. Demonstrate lewd/indecent behavior.
11. Engage in any type of physical, sexual, or verbal harassment or bullying.
12. Possess any instrument that could be used as a weapon.
13. Use gang related gestures or signs or wear gang related clothing.
14. Wear clothing that promotes alcohol, tobacco, or drugs or violent, sexist, racial, or obscene messages that would be disruptive to the learning environment.

## **E. Behavioral Supports that Promote Positive Student Development**

1. Guidance services, including counseling and lunch groups.
2. Counseling services through the social worker or school psychologist.
3. Peer mediation.
4. Character Education and Ride with Character programs.
5. Access to intervention and referral services.
6. Access to support services for students with disabilities.
7. DARE program.
8. Caught You Being Good

## **F. Consequences**

1. Informal meeting between staff member and student
2. Informal meeting between guidance counselor and student
3. Peer mediation
4. Temporary removal from the classroom or the area where the violation occurred.
5. Administrator meets with student
6. Student lunch or recess detention
7. Parent/guardian contact
8. After school detention
9. Parent/guardian – teacher conference
10. Denial of privileges
11. In-school or out of school suspension
12. Referral to superintendent
13. Legal action
14. Referral to Board of Education
15. Expulsion

## **G. Addressing Student Behavior**

### **Level One:**

The individual staff member will meet with the student to:

1. Identify the inappropriate behavior.
2. Discuss the inappropriate behavior with the student and help the student to problem-solve.
3. Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon.
4. If warranted, provide the student with an appropriate classroom/grade level consequence to deter the behavior.

The individual staff member may also choose to conduct a staff member/parent/student conference at this level.

### **Level Two:**

**Before the following steps occur, the staff member will call and inform the parent of the child's inappropriate behavior and address how the teacher plans to proceed.**

If a change in behavior is not observed based upon the agreed to level one action plan, the individual staff member will:

Meet with the guidance counselor and or the grade level team and the student to:

1. Identify the inappropriate behavior.
2. Discuss the inappropriate behavior with the student and help the student problem –solve.
3. If warranted, provide the student with an additional appropriate classroom/grade level consequence(s) to deter the behavior.

The individual staff member may also choose to conduct a staff member/guidance counselor/parent/student conference at this level.

### **Level Three:**

If a change in behavior is not observed after the steps in levels one and two have been satisfied, the staff member will complete a "disciplinary referral" and submit it to the principal. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in later sections of this code of conduct.

Most behavioral issues can be resolved at Levels One and Two; however, students will be referred directly to the administration for more serious infractions. In those instances, appropriate consequences will be imposed at Level Three. Students and parents should note that appropriate administrative action may include lunch detention, loss of recess, after-school detention, out-of-school suspension, suspension of other school privileges, peer or staff mediation, counselor referral/I&RS referral, police contact, and/or recommendation for expulsion. In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of district-wide policies.

**H. Any of the following behavior infractions may result in any of the consequences listed:**

**Low Level Infractions**

Chewing gum  
Tardy to school or class  
Refusal to complete work  
Unsigned paperwork  
Inappropriate dress  
Inappropriate personal belongings  
Disruptive  
Undirected profanity  
Fooling around

**Consequences**

Loss of recess privileges  
Lunch detention  
Loss of grade/school activity  
Parent/guardian contact

**Middle Level Infractions**

Repeated disruptions  
Directed profanity or abusive language  
Non-permanent defacing of property  
Lying/cheating/forgery  
Abuse of pass or privilege  
Disrespectful  
Gang gestures or signs  
Computer violation

**Consequences**

Lunch/recess detention  
After-school detention  
Parent/guardian contact  
In or out of school suspension

**High Level Infractions**

Gross insubordination (defiant/disrespectful)  
Lewd/indecent behavior  
Racial/ethnic slur  
Harassment/intimidation/bullying/threats  
Vandalism/destruction  
Theft  
Possession, consumption, or distribution  
    Of illegal substances (tobacco, alcohol,  
    drugs, etc.)  
Fighting/assault (spitting/biting)  
Possession or use of matches/lighters  
Possession or use of weapons  
Terroristic threats

**Consequences**

Referral to the superintendent  
Immediate in/out of school  
    suspension  
Referral to appropriate law  
    enforcement agency  
Referral to the Board of Education  
Possible expulsion

**\*\*\*Note: Above consequences will be based on the discretion of teachers and/or administrators and may be adjusted depending on the age of the child and the circumstances surrounding the situation.**

**I. Factors for Determining Consequences**

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;

3. Surrounding circumstances;
4. Nature and severity of the behaviors;
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

## **J. Factors for Determining Remedial Measures**

### **Personal**

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to students and the school district.

### **Environmental**

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

## **RULES FOR SCHOOL BUS RIDERS**

1. Be on time at the bus stop (no more than ten minutes ahead of pick-up time).
2. Stay off the road while waiting for the bus; use the area along the curb.
3. Show respect for private property – lawns, shrubs, trees, etc.
4. Do not extend hands, arm, head, or other part of the body out of the window.
5. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Never tamper with any bus equipment.
7. Treat bus equipment as you would valuable furniture in your own home or your own car. Willful damage to seats, etc. must be paid for by the offender.
8. Assist in keeping the bus clean. Leave no books, lunches, backpacks, instruments, or other items on the bus.
9. Keep the aisles clear of books, band instruments, and other objects.
10. Remain seated while the bus is in motion.
11. Help look after the safety and comfort of younger children.
12. If it is necessary to cross the road after getting off the bus, cross at least 15 feet in front of the bus. Look both ways. Be alert to the danger signal from the driver. The driver will not pick up or discharge riders at places other than the regular bus stop.
13. No animals or pets are allowed on the bus.

14. Riding the school bus is a privilege. Violation of the rules will result in the loss of bus privileges.
15. Wear seat belts.
16. **Please remember we cannot allow students to ride on buses other than their own as most of our buses are at capacity.**

## **Consequences for Bus Rule Infractions**

If bus regulations are not obeyed, the following steps of disciplinary action will be enforced:

1. First Offense – verbal warning (unless the incident is of a serious nature, then third offense will be enforced)
2. Second Offense – verbal warning and official letter to parents notifying parents that the next bus discipline referral may result in a three-day suspension from the bus
3. Third Offense – possible three-day suspension from riding the bus
4. Fourth Offense – conference to be held among the bus driver, parents, student, and Principal in order to prescribe a plan of action to change the pupil's behavior into a positive nature
5. Any referrals after the fourth referral may result in loss of bus privileges for the year.

## **Cafeteria Rules**

1. Speak politely to your neighbors and use "inside voices."
2. When the signal is given for "quiet time" or you hear the microphone, stop talking and listen for directions.
3. Remain seated during lunch, and raise your hand if you need assistance.
4. Stay in your own personal space (Keep your hands and feet to yourself.).
5. Show respect to the cafeteria staff and your tablemates.
6. Do not throw food or other objects.
7. Keep your area clean, and remember to throw out any garbage.

## **Consequences for Cafeteria Rule Infractions**

1. A warning or reminder may be given.
2. The child may be asked to sit at the time-out table and/or to forfeit recess time.
3. The child may be sent to the office.

## **Classroom Rules & Consequences**

Classroom rules and consequences will be determined by each individual teacher. Children will understand the rules and follow them.

Consequences will be clear and fair. Students will be sent to the principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. Children will be sent to the principal immediately for severe incidents.

## **Dress Code**

Students are encouraged to wear clothes that are comfortable and appropriate for school. Safety is a priority, and clothing should not drag on the floor. Sneakers should be worn for the physical education program and recess. Any garments that distract from the educational setting are not permitted, and students will be asked to change. Hats are not permitted in the building. Sneakers or shoes with wheels are not allowed. Sandals and flip flops pose a safety hazard to the student and are also not allowed. All dress code guidelines apply to both boys and girls.

## **School Property**

The Board of Education provides textbooks, school supplies, and equipment for student use. Pupils are expected to exercise care in handling of textbooks and other school materials. Pupils should also realize that the school building, grounds, and all other facilities provided for their education are paid for out of general tax funds. Marking or in any way damaging or destroying school property is inexcusable and is subject to fine and punishment for those responsible. Administration reserves the right to withhold a report card from any student whose payment of such fine is in arrears.

## **Smoking**

Smoking is prohibited on school property at all times. The Board of Education follows very clear rules about students possessing cigarettes or other substances. The guidelines set by the Board are strictly followed regarding cigarettes, illegal substances, and weapons at school.

## **Toys and Valuable Items**

Children should bring toys to school only when needed for their academic experience. Toys are not necessary and not permitted in school. Items such as CD players, walkman, tape players, Gameboy, card collections, etc. are prohibited in school. The school takes no responsibility for any items that are lost, stolen, or damaged at school. Any cell phone brought to school must remain in the child's backpack and is not to be used during the school day. The school is not responsible for lost, stolen, or damaged cell phones.

## **Acceptable Use Agreement**

Students and employees must not make inappropriate use of computer resources provided by the Mansfield Township School District. The following are non-exhaustive actions that are considered inappropriate:

- Copying, changing, or deleting files that do not belong to the user
- Gaining or attempting to gain unauthorized access to system programs or computer equipment or another person's resources, programs, or files

- Engaging in any activities with the Internet to harm systems or any information stored thereon, such as creating viruses, damaging files, or disrupting services
- Making or using illegal copies of copy-righted software, storing such copies on school systems or sending them over networks
- Damaging equipment and wasting computer resources
- Using impolite, abusive, or otherwise objectionable language in either public or private messages, e-mail, or files
- Using on-line services including the Internet illegally in ways that violate federal, state, or local laws or statutes
- Using Internet access for sending or retrieving pornographic material, inappropriate material, or files dangerous to the integrity of the network
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Using the Internet for commercial or political purposes or for placing unlawful information. Failure to respect individual's rights of privacy by publishing information that would not normally be found in the public domain (i.e. social security numbers, drivers' license numbers, individual health records)
- Circumventing security measures on school or remote computers or networks
- Falsifying one's identity to others while using the Internet
- Engaging in any activity that does not comply with the general principles listed at the beginning of this document

Dated: March 11, 2010

Revised: August 11, 2011

## **PLACES TO GO FOR HELP**

### **HOTLINE**

Action Line (Family Help)	800-531-1229
Child Abuse Reports	877-NJ ABUSE
Domestic Abuse, Rape Crisis (DARC) (24 Hour Hotline)	(908) 475-8408
Drug Hotline	800-225-0196
First Call for Help – NORWESCAP	(908) 454-4850 or 877-661-HELP
Poison Control Center	800-764-7661
SCRIP (Statewide Computerized Referral & Information Program)	800-792-8858
Family Helpline	800-THE KIDS
Parents Anonymous (Warren County)	800-843-5437
Crisis Intervention Unit (Family Guidance - 24 Hour Hotline)	(908) 454-5141
Warren County Division of Children & Family (DCF) Mon-Fri before 4:00 pm	(908) 689-7000
Family Guidance Center	(908) 689-1000
Catholic Charities	(908) 454-2074
Warren County Public Health Nursing	(908) 689-6000
NORWESCAP Alcohol Programs	(908) 453-2611 (7 days/wk – Leave msg.)
Statewide Parent Advocacy Network, Inc. (SPAN)	800-654-7726
UCP, Inc. (United Cerebral Palsy)	(908) 813-8292
Spina Bifida Association	(908) 782-7475
The ARC/Warren County Chapter Inc.	(908) 689-7525
Division of Developmental Disabilities	(973) 927-2600
WC Office for the Disabled	877-589-ABLE (2253)
Warren County Special Child Health Services	(908) 689-6000
New Jersey Protection & Advocacy, Inc.	800-922-7233

## **Schedule "A"**