

STUDENT CODE OF CONDUCT

PURPOSE

In order to support a safe, healthy environment centered on the social emotional needs of students, the Guttenberg Board of Education maintains high expectations for student behavior. As a result, students in Anna L. Klein are expected to adhere to the rules and policies outlined in the Code of Conduct and Board of Education Policy and the law. The Code of Conduct and subsequent range of disciplinary action for grades 3-8 is as follows:

	INFRACTION	CONSEQUENCE
1.	Gum Chewing	Negative Points
2.	Walking the hallways without a pass/restroom mischief	Negative Points
3.	Taking food/drink out of cafeteria without permission	3 Days Lunch Detention
4.	Lateness to class without a pass	1 Administrative Detention
5.	Throwing food or objects in the cafeteria or out of windows	2 Administrative Detentions
6.	Throwing snowballs	2 Administrative Detentions
7.	Being in an unauthorized area in or out of the school building	2 Administrative Detentions
8.	Using electronic devices without teacher/administrator permission	2 Administrative Detentions
9.	Use of cell phone/text messaging with cell phone	1 st Offense – phone confiscated/parent notification 2 nd Offense – phone confiscated/parent notification/ 1 Administrative Detention 3 rd Offense – phone confiscated/parent notification/ 2 Administrative Detentions
10.	Violation of Dress Code	1 st Offense – parent notification/student uniform slip 2 nd Offense – parent notification/student uniform slip/ letter sent home, returned and signed/ 1 Administrative Detention 3 rd Offense – parent notification/student uniform slip/ letter sent home, returned and signed/ 2 Administrative Detentions 4 th Offense – Administrative Discretion
11.	Lateness to school	3 lates – parent notification 5 lates – mandatory parent conference/1 Administrative Detention
12.	Failure to report to administrative Detentions (unless absent from school) a. For each detention that is cut b. If 3 or more cuts are made c. If 4 or more cuts are made	a. 2 additional administrative detentions b. 1 Saturday detention c. 2 days ISS
13.	Disrespectful/disruptive behavior in class or on school property	1-3 Administrative detention(s)/Saturday detention/ISS
14.	Insolence or insubordination toward a staff member	1-3 Administrative detention(s)/Saturday detention/ISS
15.	Swearing, profanity, or making obscene gestures toward student(s)	1-3 Administrative detention(s)/Saturday detention/ISS
16.	Being removed from Administrative detention	Saturday detention(s) /1-3 Days ISS
17.	Computer tampering/violation of computer policy	Saturday detention(s)/1-3 Days ISS

18.	Use of inappropriate computer websites	Saturday detention(s)/1-3 Days ISS
19.	Forgery of a document (passes, note, etc.)/Plagiarism/Cheating	Saturday detention(s)/1-3 Days ISS
20.	Truancy	2 Days ISS
21.	Failure to report to Saturday detention	1-3 Administrative detention(s)/ISS
22.	Spitting	3 Days ISS
23.	Leaving school without permission	4 Days ISS
24.	Setting off stink bombs/inappropriate devices	4 Days ISS
25.	Inappropriate social media postings	4 Days ISS/1-5 OSS
26.	Biting	1-10 Days OSS
27.	Physical Altercation	1-3 Days ISS
28.	Fighting/Assault	1-10 Days OSS
29.	Gambling/Extortion	3 Days OSS
30.	Verbal threats toward students or staff	1-10 Days OSS
31.	Being on school property while suspended from school	1 Day OSS for each time seen on school property
32.	Sexual misconduct	1-10 Days OSS
33.	Smoking in building or on school property or possession of a tobacco product or paraphernalia such as lighters, matches, rolling papers, etc.	5 Days OSS
34.	Theft of school or personal property (Police Notification)	1-5 Days OSS
35.	Possession and/or use of fireworks (Police Notification)	5 Days OSS
36.	Pulling false fire alarm (Police Notification)	5 Days OSS
37.	Destruction or vandalism to school/ staff property (Police Notification)	1-10 Days OSS depending on the extent of the destruction and full restitution
38.	Graffiti on school property (Police Notification)	1-10 Days OSS with restitution for removal of graffiti
39.	Harassment/Bullying of students/ school personnel	Administration will enforce a consequence in accordance With HIB law
40.	Assaulting staff member	1-10 Days OSS/Zero Tolerance
41.	Drugs/Alcohol a. Under the influence b. Possession of drugs/alcohol (Police Notification) c. Selling or possession of drugs/ Alcohol with intent to distribute (Police Notification)	a. Diagnostic test via school nurse/parent notification/ student sent for testing b. Zero Tolerance – 10 days OSS and readmitted barring Board of Education approval c. Zero Tolerance – 10 days OSS and readmitted barring Board of Education approval
42.	Assault with a weapon/possession of a weapon (Police Notification)	Zero Tolerance/10 Day OSS/Possible removal from school/alternative program
43.	Arson (Police Notification)	Zero Tolerance/10 Day OSS/Possible removal from school/alternative program

Lunch Detention

Any teacher or administrator can assign a lunch detention. Lunch detentions are for less serious discipline offenses and the student cannot sit with their class during their lunch period. Also, grades K-3 will be assigned a lunch detention for every 5th tardy to school.

Teacher Detention

A teacher can assign their own after school detention, however a teacher detention cannot exceed 29 minutes in length. If a student fails to report to a teacher detention, they will be referred to an administrator and be given an administrative detention.

Administrative Detention

The Administration assigns administrative detention to students who have been referred to them by a staff member for violation of school rules and regulations. Administrative Detention is held after school from 3:15 until 4:15. Students will be given a letter to bring home and be given at least 24-hour notice prior to the date of the detention. Extracurricular activities do not excuse any student from attending detention. Students are responsible for showing up on their own, on time to detention. In the event that detention is cancelled or a student is absent, students are expected to attend the next scheduled detention unless otherwise noted by an Administrator. If there is an emergency or a valid excuse to miss detention i.e. doctor's appointment, it is the student's responsibility to inform the Administrator prior to the detention. If a student cuts an administrative detention, the student will be assigned one additional detention.

Saturday Detention

During the course of the year, students may be assigned a Saturday detention as a more serious consequence for breaking the code of conduct. Parents will be notified and given sufficient notice when a Saturday detention is assigned. Saturday detention is held from 8:15 until 12:15. All students must report to the front of the building in the approved school uniform and must be signed in and out by a parent or guardian. Students are expected to comply with all school rules while attending Saturday detention and must complete all assignments. If a student is late, out of uniform, displays behavioral issues or fails to complete their work in Saturday detention, they will be assigned an additional day of Saturday detention.

In-School Suspension

The In-School Suspension program was designed to hold students accountable for their behavior and their school assignments while they remain in school after having committed a violation of the Guttenberg Board of Education Policies. Students must report to school at 7:30 am and be signed in by a parent via the main office. Teachers will provide the student with enough work to complete for the duration of the day. During ISS, students' behaviors will be monitored using a 50-point rubric. At the end of each day the points will then be computed. If the points fall below 25 for that day an additional day of ISS will be given. If the student(s) do not lose a point and end the day with the required 50 points then a positive point slip will be filled out in the amount of 3 points by the ISS monitor and will be tallied by the homeroom teacher. Students in grades 4 through 8 that have been assigned ISS will be dismissed at 2:00. Any student in grades 1 through 3 that is assigned ISS will be placed in the proper academic setting from 2:00 until 3:07. Parents must sign and return a form that indicates that they have read the rules and regulations of the ISS process.

Out-Of-School Suspension

The most serious infractions to the code of conduct may result in out-of-school detention. When a student is assigned out-of-school detention (OSS), the parent/guardian will be contacted and must pick up their child from school within a reasonable amount of time **the same day**. The student will remain out of school until the return date specified by the Administrator. All efforts will be made to provide the student with work from his classes. At no time should a student who is suspended be outside the immediate area of the school or on school grounds. After the 5th day of OSS, arrangements will be made to provide the student with homebound instruction until the student is remitted back into the school. Unless noted, parents/guardians are required to accompany their child the day they are to be readmitted to school. ***Any student who receives OSS will be automatically placed on social restriction for two weeks.**

POINTS SYSTEM

In conjunction with the Discipline Policy, Anna L. Klein employs a behavioral point system for students in grades 3-8. An explanation of this program is outlined below.

Negative Points

Students will begin the school year with a bank of thirty points. Students who demonstrate inappropriate behavior throughout the year will lose points from their total. If a student's point total is reduced to fifteen points or less, he will be placed on the Restricted List, and as a result, will be ineligible to participate in field trips, assemblies, and extracurricular sports and activities. A student may earn points back by earning positive points as outlined below. Once a student has earned sixteen or more points, he will be removed from the Restricted List and will be able to resume participation in all activities.

Positive Points

Conversely, Positive Points are awarded to those students who demonstrate characteristics of good citizenship. Positive Points are added to a student's total number of points. Students who receive positive points are recognized in the morning announcements each day and will be called down during homeroom to collect their points. Students who accumulate and maintain a Positive Point level above forty-five will be eligible for recognition and rewards throughout the school year.

**Please note that at the conclusion of each marking period, each student with a point balance below 15 will be reset to 15 points, and each student with a point balance above 45 points will be reset to 30.*

PRIDE PROGRAM

The Anna L. Klein P.R.I.D.E. program is dedicated toward infusing character education and reinforcing positive social qualities in our students and serves as a compliment to the Points System outlined above. It is based on the core belief that when students demonstrate P.R.I.D.E. and are visibly recognized for it, they can truly make a positive impact on the school community. The five components of the P.R.I.D.E. program remain as follows:

Performance: Students perform to their best ability every day and face challenges with a strong, positive outlook.

Responsibility: Students take responsibility for themselves, their actions and the environment around them.

Initiative: Students are self-aware of the needs of the community and are motivated to act in the best interest of others.

Determination: Despite challenges, students are determined to never give up and be a positive force in our school.

Excellence: Students strive to achieve academic, social and personal excellence as demonstrated by their actions.

Students who embody the tenants of the P.R.I.D.E. program will receive recognition and reinforcement through the points system and rewards for their positive behavior.

HALLWAY PROCEDURES

In order to maintain student safety, students in grades Pre-K-5 will be escorted by their teachers to and from their classes throughout the day. Students who leave the classroom are required to sign out of the classroom and have a pass in their possession.

CARE OF SCHOOL PROPERTY

Students causing destruction to school property will be reported to the school administration. The parent or guardian shall be liable for the amount needed to repair or replace the damage.

RESTROOMS

Students are permitted to use the bathrooms when issued a pass by a staff member. Students should use the bathroom closest to their classroom unless there is an unusual circumstance which would preclude them from using the closest bathroom. Students are not permitted to use the bathroom during the two-minute passing time between classes. Any student violating this rule is subject to disciplinary action.

LOCKERS

During the first days of school, homeroom teachers will provide students with a locker. Lockers do not have locks on them. Outside locks are not permitted, but the school issues locks to students for a refundable five-dollar deposit. It is strongly encouraged that students do not store valuables in their lockers and utilize the school's lock program. The Guttenberg School District is not responsible for lost or stolen items.

Students are only permitted to go to their locker before homeroom, before lunch, and at the conclusion of the school day unless given explicit permission by the classroom teacher. Any student found at their locker outside of the outlined times is subject to disciplinary action.

CAFETERIA PROCEDURES

Students in grades K-5 will be brought in to the cafetorium and picked up at the end of the period.

Students in grades 6-8 will come to lunch on their own. Our security officer will be stationed on the third floor at the start of the lunch period and will follow the students as they make their way to the cafetorium.

Due to the fact that the lunch periods have been reduced to thirty minutes and the PE classes are on a rotational basis providing more PE time, students will not have recess during the lunch period.

Students will have seating assignments in the cafetorium with the exception of 8th grade. Students will be seated according to homeroom. Students in grades 8 will select their tables.

If a teacher wants a student for any reason during the lunch period, he/she must provide the student with a pass.

No more than 2 girls and 2 boys will be permitted to use the restroom at one time. If a teacher sees more than 2 girls or 2 boys using the restroom during the lunch periods, those students will be detained and the main office will be informed.

Most of our discipline problems originate in the cafetorium and outside during the lunch periods. Many of these incidents carry over in to the classroom in some way. It is our hope that these changes will help to maintain order, keep the cafetorium clean and reduce the number of negative incidents that occur.

CELL PHONES/ELECTRONICS

It is recommended that all electronics, including cell phones, be left at home. However, if your child does bring these items in, they are required to be stored in their locker. If a student is caught with his/her cell phone out, it will be taken away, and the parent or guardian will be required to pick up the cell phone during school hours. If a student refuses to relinquish their cell phone to a staff member, the student will be disciplined and the parent will be contacted. **Please remember that the Anna L. Klein School is not responsible for any cell phones/electronics that are lost or stolen.**

LATENESS TO CLASS

Any student reporting late to class must present a pass. A teacher may issue corrective discipline, but repeated lates may be reported to the grade level administrator.

UNIFORM POLICY

Students who attend Anna L. Klein are required to dress in the district approved uniform. The requirements for the school uniform are as follows:

- Navy blue cotton-blended polo shirts bearing the Guttenberg School District insignia. (short and long sleeve styles)
- Navy blue fleece jacket bearing the school district insignia for cold weather.
- Navy, black or white long sleeve shirts may be worn underneath the school polo shirt in place of the fleece for cold weather.
- Khaki slacks for boys. Any colored sneakers/shoes are acceptable provided that they are not a distraction or reflect gang related apparel.
- Khaki slacks/skirts for girls. Any colored sneakers/shoes are acceptable provided that they are not a distraction or reflect gang related apparel.
- Opaque black or white colored tights may be worn underneath the skirts in cold weather, but not IN LIEU Of pants.
- Skirts must be no higher than 2 inches above the knee.
- Neutral colored boots may be worn in cold weather but must not be higher than mid-calf.
- Khaki shorts may be worn during the month of September, May and June and must be an appropriate fit and length.
- A gold t-shirt, with the school insignia or Navy blue cotton-blended polo shirts bearing the Guttenberg School District insignia and solid blue sweat pants (no stripes) for Physical Education (Gym) class.
- Jeans are NOT to be considered part of the uniform AT ANY TIME.
- Any type of distracting apparel may NOT be worn in the school building.
- No bandana, hats, etc. are permitted
- School spirit wear sold by school clubs will be permitted
- All TRANSFER students will have TWO WEEKS from date of enrollment to purchase and begin wearing school uniforms.

- A. A program of sequential consequences with regard to non-compliance of uniform policy:
1. **First Offense:** Parent/Guardian notification by phone by school secretarial staff. Students will then be given a Student Uniform Pass, which must be carried with them for the day.
 2. **Second Offense:** Parent/Guardian notification by school secretarial staff. Students will then be given a Student Uniform Pass, which must be carried with them for the day. The student will be given a Parent/Guardian notification letter from the school Principal that must be taken home. The letter must be signed and returned the next day to the school Principal. The student will receive one (1) day of afternoon detention (grades 3-8). If the letter is not signed and/or returned the student will receive an additional day of detention.
 3. **Third Offense:** Parent/Guardian notification by school secretarial staff. Students will then be given a Student Uniform Pass, which must be carried with them for the day. A letter carried home by the student will require the parent/guardian to attend a conference with the school Principal/school administration the following morning. The student will receive two (2) consecutive days of afternoon detention (grades 3-8)
 4. ***Fourth Offense:** Parent/Guardian notification by school secretarial staff. Students will then be given a Student Uniform Pass, which must be carried with them for the day. The student will receive Tuesday-Friday afternoon detention in addition to an administrative review for further consequences (grades 3-8).

*Any further offenses throughout the school year will be considered a 4th offense.

SEARCH AND SEIZURE

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the school and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. This section of the handbook serves as written notification of students that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property. Except as required by urgent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings. Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal.

A search prompted by the reasonable belief that the circumstances are urgent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.