Regulation

WILLIAM H. ROSS ELEMENTARY SCHOOL CODE OF INFRACTIONS AND CONSEQUENCES

The Board of Education of the Margate School District will ensure the safety and welfare of students while in the school building. Each student is expected 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.

It is the student's and parent's responsibility to become familiar with all the information in the student handbook and this code of infractions and consequences. The best discipline is self-discipline and students are encouraged to think and act wisely and realize the consequences of all actions. Classroom teachers are primarily responsible for classroom management and discipline in their assigned classes and duties, although all staff members share responsibility for supervising the behavior of students while participating in any school function. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

The **purpose of the code of student conduct** is to:

- Foster the health, safety, and social and emotional well-being of students.
- Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning.
- Promote achievement of high academic standards.
- Prevent the occurrence of problem behaviors.
- Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate (N.J.A.C. 6A:16-7.1(b)).

Students' rights regarding the student handbook and code of student conduct includes:

- Advance notice of behaviors that will result in suspensions or expulsions;
- Education that supports student development into productive citizens.
- Attendance in a safe and secure school environment.
- Attendance in school irrespective of marriage, pregnancy, or parenthood.
- Due process and appeal procedures.
- Parent notifications for law enforcement interviews, short-term and long-term suspension due process and appeal procedures, and attendance.
- Privacy protections as per federal and state laws regarding participation in research, experimental and testing programs; the transfer of school disciplinary records; confidentiality of student alcohol and other drug information; pupil records, creation, maintenance and retention, security and access; and other protections required by federal and state laws and rules.
- Equitable application of this code without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; mental, physical, or sensory disability; or any other distinguishing characteristic.

In addition to discipline consequences listed in this code, **remediation and behavioral supports** to help students comply with school behavioral expectations will be provided to all students throughout the year. While discipline is punitive, remedial measures address educating the student to improve behavior before incidents occur. Much of the structured behavioral supports will be delivered through the school-based PRIDE (positive school climate) program that celebrates high achievement, appropriate behavior, strong character traits, and good attendance. Lessons, assembly programs, and special events are delivered each year to support each student's personal growth and development.

RESOURCES FOR PARENTS:
Please go to https://www.nj.gov/njparentlink/ for a variety of resources and support organizations that can assist a parent or guardian in need.

PerformCare New Jersey is the single point of access to a wide array of behavioral health, intellectual and developmental disability services as well as substance use treatment for youth and families throughout New Jersey. For parents, guardians, and youth needing assistance with behavioral health, intellectual/developmental disability services, and/or substance use treatment, please contact PerformCare directly at 1-877-652-7624 – 24 hours a day, seven days a week.

The LSNJLAW[SM] Hotline provides free legal advice, information, and referral over the telephone to low-income New Jersey residents in civil legal matters. 1-888-576-5529 Open for calls 8:00 to 5:30 pm, Monday through Friday. Go to https://www.lsnj.org/ for more information.

DISSEMINATION:
If you would like to have a printed copy of this code, please reach out to your child's principal. This code can also be found on the school's webpage at www.margateschools.org under Ross School.

TYPES OF CONSEQUENCES

AD: Administrative Discretion:
This category is the lowest degree of student discipline contained in the school district's Code of Conduct. Discretion is intended to allow School Administrators the latitude to impose reasonable disciplinary measures for minor infractions of school rules committed by students. Some suggested measures for elementary schools are Verbal or Written Warnings, After School Behavioral Program and Community Service performed within the scope of the school Environment.

AE: Activity Exclusion:
This form of action is used in the case of chronic academic or behavioral non-compliance. These exclusions are conducted during school events such as assemblies, pep rallies, and field trips and are issued by the Principal. Students must report to an assigned location on the day of the exclusion and not participate in the special event with their classmates. The students will be expected to bring work or reading material to the activity exclusion. Parents will be notified by the Principal or a designee of the exclusion and the reason it was assigned.

AEP: Alternative Educational Program:
School Administrators have the latitude to assess a student's academic performance and behavioral history in consultation with CST Staff, Counselors and the Director of Special

Education to determine if an Alternative Educational Program will serve in the best interest of the student and school community.

CST: Child Study Team: (Referral)
The Child Study Team shall be consulted on all discipline matters involving students who are classified under the category of Special Education.

MHE: Mental Health Evaluation:
The Principal or designee has the discretion to require a student to make an appointment with a Mental Health Professional in those circumstances when the principal or designee deem the recommendation is appropriate for the safety and welfare of the student or other students or staff. This includes, but is not limited to, when a student demonstrates violent behavior in the form of verbal threats, physical confrontation or a weapons offense. The parent or guardian has the option to utilize the services provided by the Psychiatric Intervention Program located at Atlantic City Medical Center or choose their own Mental Health Professional. The family is required to produce written documentation from a Mental Health Professional that he or she poses no safety concerns to him or herself or to others. Parents or guardians are responsible for all costs for a Mental Health Evaluation.

OD: Office Detention with Positive Behavioral Supports:
An office detention will be a lunch detention. The administrator may assign the OD at after school for habitual offenses. Positive Behavioral Supports will be utilized to help students reflect on their behavior and use time as a teachable moment.

OSS: Out of School Suspension:
The Principal or designee has the authority to suspend a student for violation of school policies/regulations or for committing an unlawful act. Principals may suspend a regular education student for a maximum of ten (10) school days to include five (5) days home instruction. The Principal or designee should consult with the Child Study Team in all discipline matters involving Classified Students. All recommendations by the Principal to extend a suspension period beyond ten (10) days shall be referred to the Superintendent by the Principal.

PBIS: Positive Behavioral Interventions & Support:
A proactive strategy for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Could include Peer Mediation, Counseling session on proper behavior, etc.

PC: Parent/Guardian Conference:
When a student has been suspended, the Principal or designee may require the parent or guardian and the student to attend a re-admittance conference with the appropriate school administrator, as a condition for returning to school.

PCT: Parent/Guardian Contact: (Telephone/ E-mail)
The Principal or designee shall initiate a telephone contact to the parent/guardian of a student who has been suspended. The parent/guardian shall be informed of the reason for suspension as well as the terms for suspension. A letter documenting the reason for suspension and number of days suspended shall also be sent to the student's parent or guardian, in addition to the telephone contact.

PL: Parent/Guardian Letter:

A letter from the appropriate school administrator shall be sent to the parent or guardian of the suspended student. The letter shall document the reason(s) for suspension and the number of days the student has been suspended.

PE: Psychological Evaluation:
The Principal or designee has the discretion to refer a student for a Psychological Evaluation in those circumstances when a student demonstrates physical threats to him or herself or others for the health and safety of the student and school. If the Principal or designee recommends a referral, for Psychological Evaluation, the student shall not return to school until the Principal receives a written report from a Licensed Mental Health Professional, usually a Psychiatrist, that the student poses no threat to him/herself or others within the school community.

MPDC: Margate Police Department Contact:
Report made or case created with the Margate Police Department.

PR&S: Physical Restraint and Seclusion:
The district assures that physical restraint and seclusion techniques on all students, including those with disabilities, are only used in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions at N.J.S.A. 18A:46-13.4 et seq.

WILLIAM H. ROSS III ELEMENTARY - CODE OF INFRACTIONS

KEY TO DISCIPLINE CONSEQUENCES

• ***AD: Administrative Discretion*** • ***AE: Activity Exclusion*** • ***AEP: Alternative Educational Program*** • ***CST: Child Study Team: (Referral)***	• ***MHE: Mental Health Evaluation*** • ***OD: Office Detention*** • ***OSS: Out of School Suspension*** • ***PBIS: Positive Behavioral Interventions & Support*** • ***PC: Parent/Guardian Conference***	• ***PCT: Parent/Guardian Contact: (Telephone/ E-mail)*** • ***PL: Parent/Guardian Letter:*** • ***PE: Psychological Evaluation:*** • ***MPDC: Margate Police Department Contact*** • ***PR&S: Physical Restraint and Seclusion***
See glossary for definition of code.		

INFRACTIONS *(Any or ALL of the codes under each offense may be used at the Administrator's Discretion)*

Infractions	*First or Occasional Offenses*	*Repeated/Habitual Offenses*
Inappropriate Behavior HorsePlay Conduct Potentially Dangerous	AD AE PL - PCT Verbal/ Written Warning/ PBIS	AD AEP OSS (1-3) Days PL-PCT-PC OD
Willful Disobedience to Staff	AD AE	AD OD

	PL- PCT Verbal/ Written Warning/ PBIS OD	OSS PL-PCT-PC
Violation of Acceptable Use Policy	Discipline based on the degree of damage and severity of incident AD AE PL- PCT Verbal/ Written Warning/ PBIS OD	AD OSS (1-5) days PL-PCT-PC-MPDC
Forged Note/Forgery or Signature	AD AE PL - PCT Verbal/ Written Warning/ PBIS OD	AD OSS (1-3) days PL-PCT OD
Unacceptable Language, Profanity or Inappropriate Gestures Directed at Students	AD AE PL-PCT Verbal/ Written Warning/ PBIS OD/OSS (1) Day	AD OSS (1-3) Days PL-PCT-PC
Unacceptable Language, Profanity or Inappropriate Gestures Directed at Staff	AD AE PL-PCT Verbal/ Written Warning/ PBIS OD/OSS (1) Day	AD OSS (1-3) Days PL-PCT-PC
Inappropriate Physical Contact (Kicking, Pushing, Grabbing, Touching, Slapping)	AD AE Written Warning PCT	Refer to the Major Offenses Category in the Assault on Student Section
Removed from Classroom for Disruptive Behavior	AD AE PL PCT Verbal/ Written Warning/ PBIS OD	AD OSS (1-3) PL-PCT OD
Removal From Classroom by an Administrator	AD AE AEP OSS (1 Day) PCT-PL	OSS (3) Days PC-PL
Threatening Statements	AD AE AEP OSS (1 Day) PCT-PL	OSS (3) Days PC-PL

Unauthorized Use of Electronic Devices, Cell Phones, Computer Games, IPods	AD AE PL - PCT Verbal/ Written Warning/ PBIS OD	AD AEP PL-PCT-PC

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See glossary for definition of code.		

MAJOR OFFENSES *(Any or ALL of the codes under each offense may be used at the Administrator's Discretion)*

Infractions	*First or Occasional Offenses*	*Repeated/Habitual Offenses*
Assault on Student	AD Verbal/ Written Warning/ PBIS OD PSS (2-5) days PL-PCT-PC-MPDC	AD OSS (5-10) days MHE PL-PCT-PC-MPDC-PR&S
Aggravated Assault on Student	AD OSS (2-5) days PE PL-PCT-PC-MPDC	AD OSS (5-10) days PE PL-PCT-PC-MPDC-PR&S
Assault on Staff	AD OSS (5-10) days PE-PL-PCT-PC-MPDC	AD OSS (10) days PE-PL-PCT-PC-MPDC-PR&S
Possession of a Weapon *****Administrative Discretion based on the type of weapon***	AD OSS(1-3)days PE PL-PCT-PC-MPDC OD	AD OSS (3-5) days PE PL-PCT-PC-MPDC-PR&S
Assault with a Weapon Student/Staff	AD OSS(1-5)days PL-PCT-PC-MPDC	AD OSS (5-10) days PE-PL-PCT-PC-MPDC

	MHE	MHE-PR&S
Threats *****Psychiatric Evaluation or Mental Health Evaluation may be recommended depending on the nature of the threat***	AD OSS (1-3) days PE PL-PCT-PC-MPDC	AD OSS (3-5) days PE PL-PCT-PC-MPDC
Fighting	AD PL PCT Verbal/ Written Warning/ PBIS OD OSS (1-3) days	AD OSS (1-5) days PL-PCT-PC-MPDC-PR&S
Theft or Possession of Stolen Property	AD Verbal/ Written Warning/ PBIS OD OSS (1-3) days Regardless of Value PL-PCT-PC-MPDC	AD OSS (3-5) days Regardless of Value PL-PCT-PC-MPDC
Criminal Mischief or Vandalism (Reimbursement Damages)	AD (refer to district policy) Written Warning OD OSS (1-3) days Regardless of Extent of Damages PL-PCT-PC-MPDC	AD (Refer to district policy) OSS (3-5) days Regardless of extent of damages PL-PCT-PC-MPDC
False Public Alarm (False 911 Call) - False Fire Alarm(referral to Fire Watch Program)	AD OSS-(5-10) Days MPDC-PC-PL-PCT	OSS (10) days PCT-MPDC-PC-PL-CST AEP
Robbery (No Weapon) Depending on nature of the incident	AD OSS(1-3)days SS (5-10) days PCT-MPDC-PC-PL Depending on the nature of the incident	AD OSS (5-10) days AEP- PCT-MPDC-PC-PL-PE
Sexual Contract Offense *****A psychological evaluation may be recommended depending on the nature of the incident*** *****CST if applicable*** *****DCPP Notification if Applicable***	AD DYFS Notification if Applicable OSS-(1-3) Days depending on the nature of the incident MPDC-PC-PL-PCT PE	AD DYFS Notification if Applicable OSS-(3-5) Days PCT-SP-PC-PL PE
Harassment/ Intimidation/ Bullying	AD OSS (1-5) days MPDC-PCT	AD OSS(3-5)days PC-PCT-MPDC

Refer to Policy 5131.1 ****Level of Discipline based on the Severity of HIB Behavior**	PL-PCT-PC Verbal/ Written Warning/ PBIS	
Sexual Harassment	AD OSS(1-3) days PCT-MPDC-PL-PC	AD OSS(3-5) days PCT-PC-MPDC

The State of New Jersey has defined harassment, intimidation or bullying as follows:

"HIB" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in *N.J.S.A*. 18A:37-14, 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 and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that
- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in *N.J.S.A*. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
    - a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
    - has the effect of insulting or demeaning any student or group of students; or
    - creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The district board of education recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.