



Elementary School Code of Conduct



CHERRY HILL PUBLIC SCHOOLS

Philosophy

The Cherry Hill 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 emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents as well as respect for District and community property.

The Cherry Hill Board of Education expects students to conduct themselves in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of other students. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Cherry Hill Board of Education believes that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff, and community producing an atmosphere that encourages students to grow in self-discipline.

Overview

Many policies and regulations govern the operation of a school district. This booklet will provide students and parents/guardians with an overview of important school and district policies and procedures, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at www.chclc.org.

Parents/Guardians and students are to read and discuss each segment of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of Cherry Hill Public Schools. However, any failure to do so will not excuse pupils or their parents/guardians from compliance with the standards, expectations, and penalties set forth in this Code. It is important to note that the policies, as set forth, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local enforcement agencies. In addition to the disciplinary consequences, a student may receive support services.

All students, parents, and staff are subject to these guidelines.

This Code of Student Conduct does not address every potential form of inappropriate student behavior. Those not cited in this document will be handled on a “case by case” basis.

Conduct and Discipline

(See Board of Education Policy 5512 for the complete text of the **Harassment Intimidation and Bullying Policy: www.chclc.org Our District  Policies and Procedures**)

The Cherry Hill 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 the students. The emphasis on positive behaviors creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents for individuals as well as district and community property.

The Cherry Hill Board of Education expects students to conduct themselves, in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of others. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Cherry Hill Board of Education believes that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff and community producing an atmosphere that encourages students to grow in self-discipline and character development.

1. The Superintendent of Schools shall develop general guidelines for student conduct on school property or while attending school events, trips or contests, and shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.
2. The Superintendent of Schools or designee 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.
3. All students shall adhere to the rules and regulations established by the Superintendent of Schools. Non-compliance will result in disciplinary action.
4. Disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the regulations of the New Jersey Administrative Code. Staff shall comply with the regulations of the New Jersey Administrative Code when dealing with discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file with the Director of Security. Student/Staff confidentiality shall be protected in accordance with federal and state law.

Responsibilities

Students are expected to:

- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of Cherry Hill Public Schools.

Every parent/guardian is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of Cherry Hill Public Schools.

The school staff is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents/guardians for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

Student Conduct Guidelines

To help ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day. [See Policy 5200, Attendance.]
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Harassment, Intimidation and Bullying in all its forms, is unacceptable. [Policy 5512]
- Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible.
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration and assume responsibility for one's own behavior and speech.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer medication except in certain limited life-threatening conditions. [See Policy 5330, Administration of Medication and Policy 5331 Management of Life-Threatening Allergies in Schools.]
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school-sponsored activities.

To maintain a safe and orderly learning environment in all schools, students are expected to be aware of, understand the seriousness of, and abstain from infractions and unlawful acts as defined in this document.

Student Rights

Students have the right to:

- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are listed under the Discipline Categories section of this Code.
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents/guardians consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.
- Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, N.J.A.C. 6A:32 Student Records; as well as other existing Federal and State laws pertaining to student protections.

Comprehensive Behavioral Supports

Cherry Hill Public Schools provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board of Education:

Cherry Hill Public Schools offers the following positive reinforcement for good conduct and academic success:

- **Second Step** is a program grounded in social-emotional learning (SEL) that helps schools become supportive, successful learning environments uniquely equipped to encourage children to thrive. Second Step's holistic approach helps create a more empathetic society by providing education professionals, families, and the larger community with tools to enable them to take an active role in the social-emotional growth and safety of today's children. The curriculum is a universal classroom-based program for students in kindergarten through 8th grade. Second Step is a digital curriculum; therefore, it is accessible schoolwide to create consistency among all grade levels.

Cherry Hill Public Schools supportive interventions and referral services include the following:

- **Intervention & Referral Services** are provided in accordance with the provisions of N.J.A.C. 6A:16-8.1 *et seq.* The I&RS team provides an individualized monitor outside of regular counseling staff to follow up with students in need of intervention services. Interventions can include behavioral assessments and behavior intervention plans, referral services or working with teachers to provide instructional modifications such as extended time.
- **PerformCare New Jersey** is the Contracted System Administrator (CSA) for the State of New Jersey's Department of Children and Families, Children's System of Care (CSOC). PerformCare 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. As the CSA, PerformCare provides youths and their families with the services, resources, tools, and support they need to optimally participate in treatment within their homes, schools, and community settings. PerformCare provides the avenue for families to request clinically appropriate, needs-based services with a single phone call any time of the day or night. 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.
- **School Nurses** provide a variety of health professional supports, including support with physical and mental health issues.
- **Affirmative Action Officer:** Each Building Affirmative Action Officer shall serve as a resource person for students and staff members in his or her building.
- **School Anti-Bullying Specialist:** shall chair the school safety team, lead the investigation of Harassment, Intimidation, and Bullying incidents and act as the primary school official responsible for preventing, identifying, and addressing acts of HIB.
- **School Safety Team:** shall execute all duties related to HIB as requested by the principal or the district HIB coordinator.

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Remediation of problem behaviors take into account the nature of the behaviors, the developmental age of the student, and the student's histories of problem behaviors and performance.

For students with disabilities, the behavior interventions and supports are determined and provided pursuant to the requirements of N.J.A.C. 6A:14. Students with disabilities are sometimes eligible to receive behavioral supports/services as determined by the IEP team or the Child Study Team. The School District has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and N.J.A.C. 6A:14. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

Discipline Categories

Discipline guidelines are classified in two separate categories: **Infractions** and **Unlawful Acts**. The abbreviations used in this section can be found in the glossary at the end of this document. The options listed under each offense category display the range of discipline that can be imposed.

Infractions

Infractions primarily refer to those circumstances whereby students fail to comply with school rules or policies that do not fall within the scope of an unlawful act.

All Board of Education policies can be found at the district website, www.chclc.org

Infractions	First or Occasional Offenses	Repeated/Habitual Offenses
Absence from School (Truancy) 5200 - Attendance	Refer to Policy 5200	Refer to Policy 5200
Inciting/Baiting - (Inappropriate Behavior/ Horse Play) 5600 – Student Discipline/Code of Conduct 5610 – Suspension 5512 – Harassment, Intimidation, and Bullying	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3) Days, PL – PCT – PC, and/or OD
Individual Student Ethical Performance (Cheating, Homework Assignments, Test) 5701 - Plagiarism	AD, PL, PCT, verbal warning, and/or written warning	AD, OSS (1-3) Days, ISS, plus a zero grade, PL – PCT – PC, and/or OD
Cutting Class 5230 – Late Arrival & Early Dismissal 5200 - Attendance	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, (PL – Optional), or (PCT – Optional)
Insubordination 5600 – Student Discipline/Code of Conduct	AD, PL, PCT, verbal warning, written warning, OD, and/or ISSP	AD, OSS, ISSP, PL – PCT – PC, and/or OD
Insubordination Administration Staff and Campus Police Officers 5600 – Student Discipline/Code of Conduct	AD, PL – PCT – Optional, verbal warning, written warning, OD, and/or ISSP (1 Day)	AD, OSS (1-3 Days), ISSP (1- 3 Days), and/or PL – PCT – PC - OD
Misuse of Computer Equipment: Accessing internet sites unrelated to school business 2361 – Acceptable Use of Computer Networks/Computers & Resources 2363 – Student Use of Privately-Owned Technology	Discipline based on the degree of damage and severity of incident. AD, PL, PCT, verbal warning, written warning, and/or OD	AD, OSS (1-5) Days, ISSP, PL – PCT – PC - SRO
Altering School Documents or Grades Disrupting/attempting to disrupt school operations 5701 – Plagiarism 5600 – Student Discipline /Code of Conduct 5512 – Harassment, Intimidation, and Bullying	Level of discipline based on the degree of damage and severity of incident. AD, PL, PCT, verbal warning written warning, ISSP, OSS (1-3) Days, and/or OD	AD, OSS (1-5) Days, LTS, SRO, PL – PCT – PC
Failure to Provide Name – Fictitious Name 5610 – Suspension 5517 – Student ID Cards	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3) Days, and/or PL – PCT – PC
Forged Note/Forgery or Signature 5610 - Suspension	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3) Days, PL – PCT, and/or OD
Leaving School Grounds w/out Authorization 5600 – Student Discipline/Code of Conduct 5610 – Suspension 5200 - Attendance	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3) Days, PCT, PL – PCT – PC, and/or OD

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Infractions	First or Occasional Offenses	Repeated/Habitual Offenses
Unacceptable Language, Profanity, or Inappropriate Gestures Directed at <u>Students</u> 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, PL, PCT, verbal warning, written warning, OD, ISSP, and/or OSS (1) Day	AD, ISSP, OSS (1-3) Days, and/or PL – PCT – PC
Unacceptable Language, Profanity or Inappropriate Gestures Directed at <u>Staff</u> 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, PL, PCT, verbal warning, written warning, OD, ISSP, and/or OSS (1-3) Days	AD, ISSP, OSS (1-5) Days, PL – PCT-PC, and/or OD
Cafeteria Misconduct Throwing Food (Disruptive Behavior) 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3), PL – PCT – PC, and/or OD
Non-Consensual Physical Contact (Kicking, Pushing, Grabbing, Touching, Slapping) 5600 – Student Discipline/Code of Conduct	AD, written warning, ISSP (1) Day, and/or PCT	Refer to the Unlawful Acts category in the assault on student section.
Unauthorized Area – No Pass 5610 – Suspension 5200 - Attendance	AD, PL, PCT, verbal warning, written warning, and/or OD	ISSP, PL – PCT, and/or OD
Removal From Classroom for Disruptive Behavior 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3), PL – PCT, and/or OD
Removal From Classroom by an Administrator or Campus Police Officer 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, ISSP (1-3) Days, OSS (1 Day), and/or PCT - PL	OSS (3) Days, and/or PC - PL
Dress Code Violation 5511 – Dress & Grooming	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, PL – PCT, ISSP (1-3) Days, and/or OD
Unauthorized Use of Electronic Devices, Pagers, Cell Phones, Radios, Computer Games, iPods 2361 – Acceptable Use of Computers Networks/Computer Resources 2363 – Student Use of Privately-Owned Technology	AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP (1-3) Days, and/or PL – PCT-PC
School Bus Conduct: 5610 – Suspension	Discipline administered based on the degree of inappropriate behavior. <u>Optional</u> - Loss of bus privileges based on the degree of inappropriate behavior. AD, PL, PCT, verbal warning, written warning, and/or OD	AD, ISSP, OSS (1-3), loss of bus privileges, and/or PL – PCT - PC
Possession or Distribution of Non-prescription Drugs 5330 Administration of Medication 5530 – Substance Abuse 5330.01 – Administration of Medical Marijuana	AD, PL, PCT, verbal warning, OD, ISSP, and/or OSS (1-3) Days	AD, ISSP, SAC, OSS (1-5) Days, and/or PL – PCT - PC

Unlawful Acts

Unlawful Acts primarily refer to offenses cited in the New Jersey Criminal Justice Code or the General Provision that may require Police intervention, relating to education under the Provisions of Title 18A.

All Board of Education Policies can be found at the district website, www.chclc.org

Unlawful Acts	First or Occasional Offenses	Repeated/Habitual Offenses
Arson or any related incidents involving flammable materials Refer to 2C:17-1/Fire Watch Program 7610 - Vandalism	Administrative discretion based on the degree of damage or severity of incident. AD, written warning, OD, ISSP, OSS (1-3), LTS, and/or PL - PCT - PC - SRO	AD, OSS (3-10), LTS, PL - PCT - PC - SRO, and/or PE
Assault on <u>Student(s)</u> 5600 - Student Discipline/Code of Conduct 5610 - Suspension	AD, verbal warning, written warning, OD, ISSP, OSS (2-5) Days, and/or PL - PCT - PC - SRO	AD, OSS (5-10) Days, LTS - MHE, and/or PL - PCT - PC - SRO
Aggravated Assault on <u>Student(s)</u> 5600 - Student Discipline/Code of Conduct 5610 - Suspension	AD, OSS (2-5) Days, LTS, PE, and/or PL - PCT - PC - SRO	AD, OSS (5-10) Days, LTS, PE, and/or PL - PCT - PC - SRO
Assault on <u>Staff</u> 5600 - Student Discipline/Code of Conduct 5610 - Suspension 5612 - Assault on District Board Members or Employees	AD, OSS (5-10) Days, LTS, and/or PE - PL - PCT - PC - SRO	AD, OSS (10) Days, LTS, and/or PE - PL - PCT - PC - SRO
Possession of a Weapon 5611 - Removal of Students for Firearm Offenses 8467 - Weapons 5613 - Removal of Students for Assaults with Weapons Offenses 5600 - Student Discipline/Code of Conduct 5610 - Suspension	Administrative discretion based on the type of weapon. AD, OSS (1-3) Days, LTS, PE, PL - PCT - PC - SRO, OD, and/or ISSP	AD, OSS (3-5) Days, LTS, PE, and/or PL - PCT - PC - SRO
Possession of Imitation Firearm 5611 - Removal of Students for Firearm Offenses 8467 - Weapons 5613 - Removal of Students for Assaults with Weapons Offenses 5600 - Student Discipline/Code of Conduct 5610 - Suspension	Administrative discretion based on the type of firearm and circumstance. AD, OSS (1-5) Days, LTS, and/or SRO - PC - PL - PE - PCT	AD, OSS (5-10) Days, LTS, and/or SRO - PC - PL - PE - PCT
Assault with a Weapon Student/Staff 5611 - Removal of Students for Firearm Offenses 8467 - Weapons 5613 - Removal of Students for Assaults with Weapons Offenses 5600 - Student Discipline/Code of Conduct 5610 - Suspension	AD, OSS (1-5) Days, LTS, PL - PCT - PC - SRO, and/or MHE	AD, OSS (5-10) Days, LTS/EXP, PL - PCT - PC - SRO, and/or MHE
Possession of a Firearm 5611 - Removal of Students for Firearm Offenses 8467 - Weapons 5613 - Removal of Students for Assaults with Weapons Offenses 5600 - Student Discipline/Code of Conduct 5610 - Suspension	LTS, and/or PL - PCT - PC - SRO	LTS, and/or PL - PCT - PC - SRO

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Unlawful Acts	First or Occasional Offenses	Repeated/Habitual Offenses
Use of Fireworks or similar items 5610 – Suspension	AD, ISSP, OSS (1-5) Days, LTS– PE, and/or PL – PCT – PC - SRO	AD, ISP, OSS (5-10) Days, LTS – PE, and/or PL – PCT – PC – SRO
Possession of Fireworks 5610 – Suspension	AD, written warning, OD, ISSP, OSS (1-3) Days, and/or PL – PCT – PC - SRO	AD, ISSP, OSS (3-5) Days, PE – LTS, and/or PL – PCT – PC - SRO
Threats 5600 – Student Discipline/Code of Conduct 5610 – Suspension	Psychiatric evaluation or mental health evaluation may be recommended depending on the nature of the threat. AD, ISSP, OSS (1-3) Days, PE, LTS, and/or PL – PCT – PC - SRO	AD, ISSP, OSS (3-5) Days, PE, LTS, and/or PL – PCT – PC - SRO
Threats With a Weapon Refer to AG’s Memorandum of Agreement 5611 – Removal of Students for Firearm Offenses 8467 – Weapons 5613 – Removal of Students for Assaults with Weapons Offenses 5600 – Student Discipline/Code of Conduct 5610 - Suspension	Psychiatric evaluation or mental health screening shall be recommended. Suspension from school pending psychiatric or mental health report. Consult with Director of Security/Campus Police. Notify CHPD. Refer to threat section in the emergency management manual. AD, OSS (1-3) Days, OD (1-3) Days, MHE – LTS, and/or PL – PCT – PC - SRO	AD, OSS (3-5) Days, LTS – PE, and/or PL – PCT – PC - SRO
Fighting 5600 – Student Discipline/Code of Conduct 5610 – Suspension Refer to 2C:33-2 – Disorderly Conduct	AD, PL, PCT, verbal warning, written warning, OD, ISSP, and/or OSS (1-3) Days	AD, ISSP, OSS (1-5) Days, and/or PL – PCT – PC – SRO
Under the Influence of Drugs or Alcohol 5530 – Substance Abuse 5850 – Social Events and Class Trips	Refer to District Substance Abuse Procedure D-8. Refer student for drug test.	Refer to District Substance Abuse Procedure D-8. Refer student for drug test.
Possession of Alcohol Dangerous Substance or Paraphernalia 5530 – Substance Abuse 5850 – Social Events and Class Trips	Refer to Procedure for Substance Abuse D-8. Refer student for drug test. PL – PCT – PC – SAC - SRO	Refer to Procedure for Substance Abuse D-8. Refer student for drug test. PL – PCT – PC – SAC -SRO
Sale or Distribution of Dangerous Substance 5530 – Substance Abuse 5533 – Student Smoking	Refer to Procedure D-8. Referral to the BOE for LTS, SAC - SRO	Refer to Procedure D-8. Referral to the BOE for LTS, SAC - SRO
Theft or Possession of Stolen Property 2363 – Student Use of Privately-Owned Technology 5600 – Student Discipline/Code of Conduct 5610 – Suspension	AD, verbal warning, written warning, OD, ISSP, OSS (1-3) Days, LTS, regardless of value PL – PCT – PC - SRO	AD, ISSP, OSS (3-5) Days, LTS, regardless of value PL – PCT – PC - SRO
Criminal Mischief or Vandalism (Reimbursement Damages) 7610 – Vandalism 5560 – Disruptive Students 5600 – Student Discipline/Code of Conduct 5610 – Suspension	AD, Written warning, OD, ISSP, OSS (1-3) Days, regardless of extent of damage PL – PCT – PC – SRO	AD, ISSP, OSS (3-5) Days, LTS, regardless of extent of damage, and/or PL – PCT – PC - SRO

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Unlawful Acts	First or Occasional Offenses	Repeated/Habitual Offenses
Fraud or Possession of Counterfeit Currency 5610 – Suspension	Level of discipline based on denomination of currency. AD, ISSP, SRO – PCT – PL-PC, OSS (1) Day, verbal warning, written warning, and/or community service	Regardless of monetary amount OSS – (1-5) Days, LTS, and/or PCT - PC – SRO – PL
Use of Tobacco Products 7434 – Smoking in School Buildings and on School Grounds 5533 – Student Smoking 5610 – Suspension	AD, encouraged to attend a smoking cessation program at parent/guardian’s expense, PC – SRO, written warning, and/or referral to SAC	AD, required to attend a smoking cessation program at parent/guardian’s expense, PC – SRO, written warning (signed & sent to municipal court), and/or referral to SAC
Possession of Tobacco Products 5533 – Student Smoking 5610 – Suspension	AD, encouraged to attend a smoking cessation program at parent/guardian’s expense, PC – SRO, written warning, and/or referral to SAC	AD, required to attend a smoking cessation program at parent/guardian’s expense, PC – SRO, written warning (signed & sent to municipal court), and/or referral to SAC
False Public Alarm (False 911 Call) -False Fire Alarm 5610 – Suspension	Referral to Fire Watch Program, AD, OSS – (5-10) Days, SRO – PC – PL – PCT	OSS – (10) Days, PCT - SRO – PC – PL – CST, and/or LTS - AEP
Robbery (No Weapon) 5610 – Suspension	Depending on the nature of the incident, AD, OSS – (1-3) Days, SS (5-10) Days, and/or PCT - SRO – PC – PL	AD, OSS – (5-10) Days, AEP – LTS, and/or PCT -SRO – PC – PL – PE
Robbery with Weapon 8467 - Weapons 5610 – Suspension	AD, OSS – (5-10) Days, LTS, PCT - SRO – PC – PL, and/or PE	OSS – (10) Days, LTS, PCT -SRO – PC – PL, and/or PE
Sexual Contact Offense 5751 – Sexual Harassment of Students 5610 – Suspension	A psychological evaluation may be recommended depending on the nature of the incident. CST if applicable, DCP&P notification if applicable, AD, ISSP (1-3) Days, OSS (1-3) Days, SRO – PC – PL – PCT – AAO, and/or PE	AD, DCP&P notification if applicable, OSS – (3-5) Days, LTS, PCT - SP – PC – PL, AAO, and/or PE
Sexual Assault Offense 5751 – Sexual Harassment of Students 5610 – Suspension	A psychological evaluation shall be recommended depending on the nature of the incident. DCP&P notification if applicable, OSS (10) Days, PCT – SP – PC – PL –AAO – PE, and/or LTS	OSS (10) Days, PCT – SP – PC – PL – AAO – PE, and/or LTS
Lewdness 5600 – Student Discipline/Code of Conduct 5610 – Suspension	A psychological evaluation may be recommended depending on the nature of the incident. AD ,OSS (1-3) Days, ISSP, and/or SRO – PCT – PL – PE - AAO	AD, OSS (3-5) Days, SRO – PCT – PL – PC – PE –AAO, and/or LTS
Bomb Threat 5600 – Student Discipline/Code of Conduct 5610 – Suspension	AD, OSS (5-10) Days, LTS, and/or PCT - PC – PL - SRO	OSS (10) Days, LTS, PCT - PC – PL – SRO, and/or PE

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Unlawful Acts	First or Occasional Offenses	Repeated/Habitual Offenses
Possession of Stink Bombs, Smoke Bombs, or Dangerous Explosives 7610 - Vandalism 5611 – Removal of Students for Firearms Offenses 5600 – Student Discipline/Code of Conduct 5610 – Suspension	Level of discipline based on type of device. AD, ISSP, OSS (1-3) Days, and/or PCT - PL - PC - SRO	AD, OSS (5-10) Days, LTS, and/or PCT - PC – PL - SRO
Use of Explosive Devices (Stink Bombs, Smoke Bombs, or Dangerous Explosives) 7610 - Vandalism 5611 – Removal of Students for Firearms Offenses 5600 – Student Discipline/Code of Conduct 5610 – Suspension	Level of discipline based on type of device. AD, OSS (3-5) Days, ISSP, PCT – SRO – PL – PC, and/or LTS will apply if a device is classified as a dangerous explosive	OSS (10) Days, PCT – SRO – PL – LTS – PC, and/or LTS will apply if a device is classified as a dangerous explosive
Gambling 5610 – Suspension	AD, PL – PCT – PC – SP, verbal warning, written warning, and/or SAC	AD, OSS (1) Day, SRO - PCT – PL, and/or refer for counseling SAC
Harassment/Intimidation/Bullying 5512 – Harassment, Intimidation, and Bullying 5600 – Student Discipline/Code of Conduct	Level of discipline based on the severity of HIB Behavior, AD, ISSP, OSS (1-5) Days, SRO – PCT, AAO, PL – PCT – PC, verbal warning, and/or written warning	AD, OSS (3-5) Days, and/or PC - SAC – AAO – PCT - SRO
Hazing 5541 – Anti-Hazing 5512 – Harassment, Intimidation, and Bullying 5600 – Student Discipline/Code of Conduct 5610 - Suspension	Administrative discretion, student may be suspended from school program if applicable. AD, OSS (1-3) Days, PCT – SRO – AAO, ISSP, and/or PL – PCT – PC	AD, OSS (3-5) Days, PCT - SRO – PL – PC, and/or AAO - LTS
Racial Harassment - Bias Incident/Stalking 5512 – Harassment, Intimidation, and Bullying 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, ISSP, PCT - SRO – PL – SAC, AAO – PC, and/or OSS (1-3) Days	AD, OSS (3-5) Days, PCT - SRO – SAC – PL, and/or AAO - PC
Sexual Harassment 5512 – Harassment, Intimidation, and Bullying 5751 – Sexual Harassment of Students 5600 – Student Discipline/Code of Conduct 5610 - Suspension	AD, OSS (1-3) Days, ISSP, PCT - SRO – PL – SAC – PC, and/or AAO	AD, OSS (3-5) Days, LTS, PCT – PC - SRO – SAC, and/or AAO
Malicious Damage to Property Criminal Mischief Discharge of Fire Extinguisher – Vandalism 7610 - Vandalism 5600 – Student Discipline/Code of Conduct 5610 - Suspension	Reimbursement for damages, level of discipline based on extent of damage, AD <u>< \$500 in Damages Optional</u> ISSP, OSS (1-3) Days, and/or OD <u>> \$500 or more Damages</u> OSS (3-5) Days, LTS, and/or PCT – PL – SRO - PC	Regardless of monetary cost for damages, AD, OSS (5-10) Days, and/or PCT - PC – PL -SRO – LTS
Burglary to School Property 7610 – Vandalism 5600 – Student Discipline/Code of Conduct 5610 - Suspension	Depending on the dollar value of loss and or damages – AD, OSS (1-5) Days, PL – PCT – SRO – PC, LTS, and/or ISSP	Optional - OSS (5-10) Days, PL – PCT – SRO – PC, and/or LTS
Possession of Remotely Activated Paging Device on School Property 2363 – Student Use of Privately-Owned Technology 5516 – Use of Electronic Communication and Recording Devices	AD, verbal warning, and/or written warning	AD, ISSP, OSS (1) Day, and/or PL-PCT-SRO

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5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

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The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).



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Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. 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. This authority shall be exercised only when the conduct that is the subject of



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the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.



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Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 28 June 2016



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A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the 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.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from



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school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.



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Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student



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Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. _____
- b. _____
- c. _____
- d. _____

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or



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- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.
 - b. Counseling
 - (1) A student may be required to consult with school guidance counselors or Child Study Team members.
 - (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
 - (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.
 - c. Parent Conferences
 - (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
 - d. Alternate Educational Program
 - (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.
4. Students with Disabilities



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For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom



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- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.



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5. Detention
 - a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
 - b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
 - c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
6. Grade Adjustment
 - a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.
7. In-school Suspension
 - a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
 - b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
 - a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
 - b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.



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9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

- 1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in the Cherry Hill Code of Conduct books updated each school year.
- 2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
- 3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
- 4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
- 5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds



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1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. 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.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.



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4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that



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provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.



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N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 28 June 2016



Glossary of Terms

AAO: Affirmative Action Officer:

Reports of sexual harassment shall be reported to the principal or designee. The Principal or designee shall make notification to the Building Affirmative Action Officer. The Affirmative Action Officer shall promptly investigate any complaints of harassment, intimidation, bullying and sexual harassment and shall initiate the appropriate corrective action when deemed necessary.

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.

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.

DAO: District Attendance Officer:

An intervention team consisting of Guidance Counselor, Child Study Team (if applicable) and the appropriate School Administrator shall make every effort to remedy cases involving student tardiness or absenteeism. The intervention process should include conferences with parents or guardians and well documented notices of excessive tardiness and unexcused absenteeism. If all preliminary measures to resolve a students' unexcused absenteeism have been exhausted, the principal or designee shall refer the matter to the District's Attendance Officer for follow-up. The Attendance Officer may initiate legal action, if applicable, under the provisions of the Compulsory Education Act. The Attendance Officer Referral Form shall be completed and submitted to the Attendance Officer for all follow-up investigations.

Glossary of Terms (continued)

EXP: Expulsion:

The Board of Education may expel a student; that is, to discontinue educational services or discontinue payment for educational services, for a general education student from school only after the Board of Education has provided due process rights set forth in N.J.A.C. 6A-16-7.3 and 7.4 subsequent to long term suspension.

ISSP: In School Suspension Program:

The In School Suspension Program is a self-contained classroom environment. The intent is to provide students with an alternative to out of school suspension.

LTS: Long Term Suspension (Recommendation): (5610 - Suspension)

The Principal may make a recommendation to the Superintendent for a student to receive a long term suspension for committing an act of violent behavior, a serious violation of school regulations, and/or for an unlawful act which creates a dangerous or unsafe condition for students, guests/visitors or school staff.

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 crisis center located at Jefferson Cherry Hill Hospital 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:

An office detention is a self-contained classroom environment that is typically held after school. Administrators may, however, assign the OD at any time during the day at their discretion.

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.

Glossary of Terms (continued)

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)

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.

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.

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. Recommendations for suspension beyond ten (10) days shall be referred to the Superintendent for review.

SAC: Student Assistance Counselor (SAC): (Referral)

The Principal may refer a student to a Student Assistance Counselor (SAC) as a condition of suspension or an alternative to suspension. The SAC may coordinate a support meeting with other members of the school staff to include School Counselors, Child Study Team, Psychologist, Mental Health Professional or I&RS Team

SRO: School Resource Officer:

The Director of Security should be notified in lieu of the School Resource Officer.