

# **Student Code of Conduct**

## **Burling Middle and High School**

### **2025-2026**

**PENNSAUKEN BOARD OF EDUCATION**

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## **PURPOSE OF THE STUDENT CODE OF CONDUCT**

The Pennsauken Board of Education believes that all students should commit themselves to learning and to the development of their unique potential. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in our schools. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Pennsauken Public Schools Student Code of Conduct is 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 the achievement of high academic standards;
4. Prevent the occurrence of adverse behaviors;
5. Establish parameters for the intervention and remediation of problematic 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.

## **STUDENT CONDUCT EXPECTATIONS**

**The Pennsauken Board of Education believes that all students should be able to access education. All students should have the opportunity to learn. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in all Pennsauken Schools. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:**

1. Students will comply with all general requirements, all student discipline guidelines, and all student conduct expectations of the Code of Conduct.
2. Students will walk in all areas of the building throughout the day.

3. Students will follow the directions of all teachers and staff members the first time and without argument.
4. Students will speak appropriately, not screaming, yelling, or making loud noises in the hallways, in the lunchroom, and in the multipurpose room during assemblies, performances, special events, and meetings.
5. Students will not throw paper and/or other objects in the school building or on the school property, including the bus.
6. Students will not deface or damage school property.
7. Students will use formal language in the school – use of inappropriate language is not acceptable.
8. Students will adhere to the school dress code.
9. Students will be quiet during all emergency situations and/or evacuations. It is imperative that students be able to hear and follow directions during emergency situations.
10. Students will not engage in any activity or behavior which creates a safety hazard or in any way endangers any student or staff member.

Specifically,

- Students will not throw paper and/or other objects.
  - Students will not hit, poke, kick, or touch anyone.
  - Students will not tease or harass anyone.
  - Students will not bring any banned objects or inappropriate materials to school.
11. Students may not have food or beverages in hallways or other areas of the school building.
  12. Water bottles must be sealed or empty.

## **BREAKFAST TIME CONDUCT EXPECTATIONS**

**The Pennsauken Board of Education believes that all students should behave appropriately at all times and during all activities in all Pennsauken Schools. Breakfast time is not an exception. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:**

1. Burling School will not accept food from any outside food delivery service.
2. Students must adhere to the School Conduct Expectations and the student conduct guidelines.
3. Students must eat food in designated areas and during designated times.

4. Students will follow the directions of all staff members the first time and without argument.
5. Students will not throw food, paper and/or other objects.
6. Students will not toss trash or refuse at a trash can.
7. Students will form an orderly line for food and will not get in front of anyone. A student will join the line at the end of the food line.
8. Students may not take any food from the cafeteria without permission.
9. Students will not hit, poke, kick, or touch anyone.
10. Students will not tease or harass anyone.
11. Students will not bring any banned objects or inappropriate materials to lunch.
12. Students will use formal language in school – use of inappropriate language is not acceptable.
13. Students will not yell or scream in the cafeteria. Yelling and screaming creates a safety hazard. Students must be able to hear and follow the directions in the event of an emergency.
14. Students will not run or jump in the cafeteria.

## **GENERAL CONDUCT REQUIREMENTS**

### **Smoking/Vaping**

The State of New Jersey prohibits smoking and/or possession of tobacco products by pupils or adults at any time on school premises, and on any transportation vehicle supplied by the school district. Smoking and/or possession of tobacco products by anyone is prohibited on school grounds, school buildings, and school property.

### **Electronic Devices**

Students' electronic devices must be stored in the secure locker provided by the district as they enter the building and may be retrieved as they leave the building for the day.

**(Headphones: Bose, Beats, earbuds etc. are Prohibited.)** No phone calls may be made or received during the school day. Devices are to be turned off when stored. Any student not complying will not be admitted into the school.

### **Morning Entrance / Building Entrance Procedures**

All students will pass through the metal detector, remove shoes, and be “wanded” by security. Additional search may be required by administration. Any student not complying with the search procedures will not be admitted to the school.

### **Use of Office Phone**

Students may not use the office phone for personal calls except in an emergency and only with staff permission. Parents may leave a message with the school for their son or daughter in an emergency. Otherwise, parents may not call a student at the school during the school day.

### **Contacting a Student During the School Day**

Parents may come to the school office to leave a message for a student. The written message will be delivered to the student in a class. We will not interrupt classes or student's education for forgotten items. Please make sure students have keys, homework, and school required documents before they leave home in the morning. If contacting the Burling School is necessary, the phone number is (856) 662-1923.

### **Suspension/Expulsion**

The administration has the authority to suspend and/or recommend expulsion in cases of flagrant and continuing misconduct. Appropriate due process will be followed by the school administration in all cases of discipline. At the discretion of the administration, parent conferences will be held prior to reinstatement of students from suspension. **One parent or legal guardian must come to the school and meet with an Administrator before the student will be readmitted to school.** A phone conference does not replace a face to face conference at the school.

Additionally, if a student is suspended mid-day for the remainder of the school day, a parent or legal guardian must come to the school to take the student home. The parent must leave work, if necessary, to come to the school. Parents are responsible for their son/daughter's behavior in the school.

Any student suspended or expelled from school may not be on school grounds at any time during the suspension or expulsion. If the administration deems appropriate, the student will be placed on an activity suspension.

Activity suspension includes, but is not limited to, ineligibility to participate/attend the following:

- All extracurricular activities
- School evening programs
- Home/Away sporting events
- Field trips
- Class trips
- All assembly programs
- Graduation

## **SCHOOL BUS CONDUCT**

Students must comply with all school rules while traveling on a school bus to or from school, or to and from any school-related activity. Safe behavior includes not being out of the seat, throwing objects in or out of the bus, and anything that could have caused the bus to operate in an unsafe manner or distract the driver. Students shall be disciplined for offenses of the Code of Student Conduct which occur while going to and from their homes or school-sponsored activities.

**Students must ride their assigned bus to and from school.** An administrator may suspend any student from school or from riding the bus if the student commits an infraction covered by the Student Code of Conduct.

## **STUDENT UNIFORM POLICY**

### **Burling Middle and High School Uniform Policy**

#### **Tops:**

Pennsauken School Uniform Policy Tops:

- Navy blue or red polo shirts (long or short sleeves) **MUST** be worn by ALL students. For warmth, short or long sleeved t-shirt or sweatshirt may be worn **UNDER** the uniform shirt. The official Pennsauken School logo or approved athletic / club logo must appear on all shirts.
- Students may wear a blue or red sweatshirt (crew neck or hooded) with the approved Pennsauken School Logo or approved athletic / club logo.

Bottoms:

- Tan khaki / navy blue khaki
- Tan khaki / navy blue shorts: NOTE shorts should be no more than 4 inches above the knee
- Tan khaki / navy blue skirts. The skirt must be no more than 4 inches above the knee.. The skirt must not be altered in any way that would change the intended appearance of the skirt. No cut off shorts or skirts.

These styles and fabrics are NOT permitted and are deemed a violation of the dress code of Pennsauken School:

- The only clothing students may wear over their Pennsauken School uniform is a NAVY BLUE CARDIGAN (PHS or PMS LOGO)
- Any logo/label/picture etc. on the outer garment other than the approved Pennsauken School logo or approved athletic / club logo.
- Pants, "short" shorts, skirts, in any color other than tan khaki and navy blue.
- Denim, fleece, spandex, rain/snow gear, jeggings, leggings, other athletic garments or any other tight fitting bottoms
- Hooded clothing other than the approved red or blue with PHS or PMS logo.
- Blue or red t-shirts worn as a uniform shirt
- Torn, decorated shirts or bottoms
- No head covering, that includes but not limited to: hats, headbands(unless school approved), bandanas, hoods, ski masks, scarves, shower caps, bonnet, (Head apparel as part of religious expression or medical reasons supported by verifiable documentation is permitted.)
- No open-toed shoes

Dress Code Violation

- First Offense: Attempts will be made to resolve the problem through change of clothing. Failure to resolve by change of clothing will result in the student being referred to the alternative education room.
- Second Offense: Alternative Education for the day and detention.
- Third Offense and all Subsequent Offenses Alternative Education for the day and 1 Day out of school suspension

## **ATTENDANCE EXPECTATIONS**

The Board of Education believes that for a student to achieve their full academic potential, good attendance and punctuality are essential. The Board of Education, therefore, requires students enrolled in the Pennsauken Public Schools attend school regularly in accordance with the laws of the State and Board Policy 5200 Attendance and Policy 5240 Tardiness.

All parents are expected to:

- Emphasize the importance of being on time for school, class, and supervised activities.
- Send their child to school every day prepared to participate and learn.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for their child before or after school hours as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with student recesses.
- Call the school when their child is absent and state the reason for absence.
- Provide a written note for every absence when their child returns to school, including a physician's note when required.
- Provide a written note for every late arrival and a written request for every early departure.
- Provide correct current addresses, emergency contacts, home, cell, and work telephone numbers, email addresses to the school at the beginning of each school year and update information whenever there are changes.
- Celebrate good attendance and success.

### **Attendance Consequences**

#### **Non-Credit Status**

A student must maintain 92% attendance in any course to receive credit. Student unexcused absence of fourteen (14 ) school days or more for a course will cause a student to be placed on non-credit status for all courses. An “unexcused absence” occurs when a student is absent without submission of a valid excuse. The attendance of a student on non-credit status will be evaluated periodically to determine if that student is eligible for credit reinstatement. Students ineligible may be subject to lose all credits for the semester and repeat those courses.

**The credit reinstatement program is held during Saturday School Sessions from 9am-1pm. Students are required to wear their school uniform and bring make up work with them.**

**Every absence after 14 days(per year ) will require 2 hours of Credit Restoration**

- **Saturday sessions will account for 4 hours a**
- **Students who do not serve the credit reinstatement hours will be given no credit for unexcused absences.**

### **LATENESS TO SCHOOL**

- Students are to report to first block by 8:00 am. Failure to report will result in a Lateness to School. Excused lateness include but are not limited to: medical appointments that are verified, legal appointments and funerals. All excused lateness are subject to approval by the school administrators.
- **Lateness to school/homeroom will be monitored closely by the administration**
- **Every 5 latenesses to school will be counted as 1 day absence**

### **EXCUSED LATENESS TO SCHOOL**

The following are considered excused lateness:

- o Medical appointments – Doctor’s note required
- o Family emergency
- o Obtaining driver’s permit or license or license - Proof from DMV
- o Court appearance – Court notice
- o Situation subject to Administrative approval

## **STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS**

The Pennsauken Board of Education believes that Pennsauken Schools should provide a safe and positive educational learning environment. The Board believes that students should conduct themselves appropriately in all areas of the school and in all classrooms. The primary goal of Pennsauken Schools is for all students to become lifelong learners in a school culture that promotes educational excellence through high academic standards.



## **TIER 1 OFFENSES**

- 1. Cafeteria/Breakfast Disruption** All students will adhere to all conduct outlined in the Cafeteria/Breakfast Conduct Expectations. Cafeteria specific infractions (throwing food, cutting line, taking food out of the cafeteria, using the vending machine outside of lunchtime).
- 2. Cheating (Assignment, Test, Quiz)/Plagiarism**
- 3. Class Disruption** (including, but not limited to: excessive talking, lateness, inappropriate comments, violation of classroom conduct expectations)
- 4. Cutting Class/Student in Unauthorized Area**
- 5. Eating/Drinking in Unauthorized Areas** (Food/Drinks are only to be consumed in the cafeteria. Open food/drink items are not permitted and will be disposed of upon entering the building).
- 6. Forgery** (including, but not limited to: administrator, parent or teacher signature. Alteration of medical, grade reporting or other school documents.)
- 7. Gambling or Playing Cards**
- 8. Inappropriate Behavior – Student Behavior Which is Not Appropriate for the School Setting**
- 9. Insubordination(Defiance/Willful Disobedience)**
- 10. Late to Class**
- 11. Obscene/Profane Language or Gestures (Verbal or Written)**
- 12. Pass Abuse**

## **TIER 2 OFFENSES**

- 1. Alcohol/Drug Offense (Including over the counter medication) – Possession or Use**
- 2. Boycott of Class and/or Disruption of regular school day schedule**
- 3. Computer Acceptable Use Policy Violation**
- 4. Creating a False Alarm**
- 5. Destruction of Property/Vandalism**
  - In addition to discipline consequences, restitution to school subject to property damage
- 6. Endangering the Welfare of Others, Hazardous Behavior, throwing Objects of Any Kind**

- 7. Fighting and/ or Including Assault**
- 8. Leaving School Property Without Permission**
- 9. Obscene/Profane Language or Gestures Directed At Staff Members or Students(Verbal or Written)**
- 10. Pornography – Viewing, Possession of and/or Distribution**
- 11. Possession/Use of Tobacco, E Cigarettes or Vaping Products(along with Tier 2 consequences, the following may apply:)**
  - First Offense: \$25.00 fine.
  - Second Offense: \$50.00 fine.
  - Third Offense: \$75.00 fine
- 12. Racial or Ethnic Slurs**
- 13. Sexual Harassment**
- 14. Taking and/or Distributing picture(s), video or any recording of an individual(s) without his/her/their permission**
- 15. Theft**
- 16. Threat on a Student or Staff Member (including on social media)**
- 17. Trespassing on School District Property**
- 18. Harassment/Bullying/Intimidation**
- 19. Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code**

### **TIER 3 OFFENSES**

**All Tier 3 offenses will incur 10 days OSS with referral to Superintendent**

- 1. Assault on School Employee**
- 2. Bias Incident** (Engaging in biased conduct that either directly or indirectly causes intimidation, harassment, or physical harm to another member of the school community or disrupts the educational process. Possible police involvement)
- 3. Gang Activity and/or Involvement**
- 4. Possession or Use of a Gun or Other Weapon or Use of Any Implement as a Weapon**
- 5. Sale or Distribution of Drugs/Alcohol (Including over the counter medication) or Possession with Intent to Distribute**

## **6. Sexual Assault**

## **7. Terroristic Threats Against Individuals or the School (Verbal or written, including social media)**

## **Expulsion Procedures**

The Board of Education recognizes that expulsion from the school district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

## **Suspicionless Search Sweeps**

In collaboration with the Pennsauken Police, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable

suspicion that illegal drugs may be present in a school.

Our purpose would be to maintain order and discipline within the school as well as to ensure a healthy learning environment for all students. This sweep would also be conducted with an emphasis on identifying students who abuse substances and may be in need of any school based interventions and counseling. Detection shall be used only to determine the presence of drugs in locker areas, student desks and other areas in the school where such substances could be concealed.