Monroe Township School District



Elementary School: Code of Conduct

Monroe Township Schools: Vision

The Monroe Township Board of Education commits itself to all children by preparing them to reach their full potential and to function in a global society through a preeminent education.

Monroe Township Schools: Mission

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well-trained committed staff in a safe and orderly environment.

Introduction to the Elementary School Code of Conduct

The Monroe Township School District Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct.

Unless otherwise indicated, this code of conduct applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Student Rights and Responsibilities

A. Students Rights

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

1. A safe, healthy, orderly and civil school environment
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation, gender identity or expression, disability, or nationality.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from personnel.
5. Address the Board of Education on the same terms as any citizen.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning.
2. Show respect to other persons and to property.
3. Be familiar with and abide by all district policies, rules and regulations.
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
6. React to direction given by teachers, administrators, and other school personnel in a respectful positive manner.
7. Utilize anger management strategies to support a positive learning environment.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to discipline.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Make constructive contributions to their school and report objectively the circumstances of school related issues.
13. Utilize time management techniques to balance academic and extra-curricular responsibilities.

Essential Partners

Students in the Monroe Township School District are provided with an educational opportunity that promotes success. Through the ongoing collaborative efforts of the Board of Education, Superintendent, parents, teachers, administrators, and support services personnel we are capable of providing our children with the tools they need to achieve in the 21st century. As the "Essential Partners" our roles are interdependent. Each of us plays a vital part in assisting the children in reaching their fullest potential. The partnership works best when the lines of communication are kept flowing. The Monroe Township School District welcomes and encourages frequent dialogue between all the partners. It is important that the essential partners respect each other for his or her opinion, contributions, and ideas. As essential partners we find ourselves providing so much more than simply an environment for learning. Today, our children face many challenges and the essential partners "wear many hats." Not only do we support, nurture, and befriend our children, we have an additional charge to provide each student with the necessary life skills, such as responsibility and accountability. Together, we are able to create an environment where students will always flourish and continue to be enriched.

A. Parents, Guardians or Persons in Relation to a Student

All parents, guardians, or persons in parental relation to a student are expected/encouraged to:

1. Recognize that education of their child(ren) is a jo int responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused and kept to a minimum.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school policies, rules, academic department policies, and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents, and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Communicate with teachers first to resolve issues that may arise in the classroom.
14. Provide the educational environment necessary for students to develop time management skills.
15. Parents are urged to communicate with teachers via the telephone or conferences at any time during the school year. Regularly scheduled parent-teacher

conferences will be conducted during the school year. Additional conferences at other times may be arranged by parents or teachers.

B. Teachers

All district teachers are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning.
2. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
    a. Course objectives and requirements.
    b. Marking/grading procedures.
    c. Assignment deadlines.
    d. Expectations for students.
    e. Classroom discipline plan.
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.
8. Provide the educational environment necessary for students to develop time management skills.

C. Professional Support Staff (School Counselors, Social Workers, Psychologists, Nurses, etc.)

All district support staff is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher/student/counselor conferences and parent/ teacher/student/counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Provide information to assist students with career planning.
6. Encourage students to benefit from the curriculum and extra-curriculum programs.
7. Assist/guide students transitioning from building to building and from one grade to another.
8. Know school policies, academic department policies, and rules, and enforce them in a fair and consistent manner.

9. Provide the educational environment necessary to students to develop time management skills.

D. Support Personnel (Teacher Assistants/Associates, Clerical, Custodial, Bus Drivers, Community Aides)

All district support personnel are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning.
2. Know school policies, rules, and academic department policies, and enforce them in a fair and consistent manner.
3. Communicate regularly with school personnel regarding student progress.
4. Demonstrate interest in the learning process and concern for student achievement.
5. Provide the educational environment necessary for students to develop time management skills.

E. Principals/Directors/Assistant Principals/Supervisors

All district principals/directors/assistant principals/supervisors are expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs as well as state assessments.
4. Support the development of, and student participation in, appropriate extra-curricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Communicate regularly with students, parents, and staff concerning growth and achievement.
7. Know school policies, rules, and academic department policies, and enforce them in a fair and consistent manner.
8. Provide the educational environment necessary for students to develop time management skills.

F. Superintendent/Assistant Superintendent

The superintendent/assistant superintendent is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Know school policies, rules, and academic department policies, and enforce them in a fair and consistent manner.

G. Board of Education

The Board of Education is expected/encouraged to:

1. Promote a safe, orderly and stimulating school environment which supports active teaching and learning.
2. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
3. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
4. Know school policies, rules, academic department policies, and enforce them in a fair and consistent manner.

CODE OF CONDUCT

Student Discipline

A. Expectations:

The Code of Conduct in the elementary schools is designed to protect the rights of the total school community. It reflects the schools' desire to further student development of desirable character traits, self, and the acceptance of responsibility for one's actions.

To this end students should:

1. Act respectful and courteous toward peers and adults.
2. Respect the rights and property of other people in the school.
3. Use reasonable means to resolve disputes (fighting is an unacceptable method).
4. Respect and care for school property.
5. Follow individual classroom rules and procedures.
6. Move quickly and in an orderly manner in the corridors.
7. Refrain from the use of profanity or other unacceptable forms of communication, including name calling of any kind.
8. Refrain from the use, distribution, or possession of controlled substances.
10. Remain on school grounds or designated areas.
11. Refrain from chewing gum.
12. Eat only in designated areas.
13. Refrain from inappropriate displays of affection.
14. Dress in an appropriate manner. Shirts or other articles of clothing which display inappropriate language and/or slogans will not be permitted.
15. Items that will interfere with the learning process should be left at home.
16. Bring no weapon or object that is designed, or can be used as a weapon.

B. Threats

The Board, the Superintendent, and the staff of Monroe Township Schools take each instance of possible danger for your children very seriously. Therefore, we investigate every instance where a student might experience potential harm, either directly or by way of a threat. A threat is a declaration of an intention or determination to inflict punishment, loss, or pain on another, or to injure another by some wrongful act. A threat may be made by means of innuendo, or suggestion, or stated expressly. The student need not act on a threat for the district to consider it a serious matter. Established District Threat Assessment procedures will be followed.

C. School Bus Guidelines

All K-3 students must be accompanied by an adult at their designated bus stop and will not be released from the bus without an authorized adult present.

Student Responsibilities:

1. Students will remain well back from the roadway while awaiting the arrival of the bus and will refrain from improper behavior at the bus stop.
2. Students will enter the bus in an orderly manner and remain seated at all times.
3. Students will sit in their assigned seats.
4. All students shall comply with the directives of the bus driver.
5. Eating, drinking, littering, throwing objects on or off the bus is prohibited.
6. Students will ride only on their assigned bus.
7. Students will get off the bus only at their assigned stops.
8. Smoking or vaping is not permitted on school buses at any time.
9. Students found to be defacing or damaging school property (including buses) will be held responsible for the damage, and subject to disciplinary measures.
10. No animals of any kind are permitted on school buses.
11. Students shall refrain from any action which could endanger others.
12. Students are required to use seat belts on buses at all times.
13. Large items that are hazardous or block the aisle may not be transported on the school bus. This may include large instruments as directed by the school district.

School Bus Disciplinary Procedures:

Student violations of the above guidelines will be reported to the appropriate school administrator by the bus driver or other school official witnessing the infraction. Possible actions include:

1. In-school discipline (student and or parent conference, detention, or other action; depending upon school procedures).

2. Suspension of bus privileges for one or more school days (depending upon circumstances).

If the student is suspended from the bus, it shall be the responsibility of the parent to provide transportation for the student to and from school during such bus suspension. Parents will be informed by the local school administrator of any disciplinary report submitted concerning their child's behavior.

D. Student Dress Code

The following dress code has been developed in accordance with the Monroe Township Board of Education Policy (5511) and in consultation with staff members, parent(s) or legal guardian(s), and students of this district. Students are expected to be clean and well-groomed in their appearance.

Prohibited Clothing and Articles (The following garments and articles are prohibited in school and at school-sponsored events):

1. Extremely revealing clothing is not permitted.
2. Tops must extend to the waist and meet the waistband of pants, skirts, and shorts. Clothing must cover the entire front and back of the student so that no undergarments are visible.
3. Proper and safe footwear (no slippers) is required at all times.
4. Hats may be worn to school but are not to be worn in the building. Religious or cultural headwear is permitted and exempt from this dress code.
5. Coats, jackets, or outerwear should not be worn in the building.
6. Slogans or pictures that promote drugs, alcohol, obscenities, or violence cannot appear on clothing or property.

E. Internet-Enabled Electronic Devices on School Property

The use of personal internet-enabled electronic devices is prohibited during the school day. Internet-enabled devices should be silenced/turned-off and secured in a student's backpack during the instructional day. This includes any school-related events during the instructional school day, including zero period. Our elementary students are permitted to use the device on the bus ride home only if it does not interfere with the bus activity and safety. Incidents will be addressed in alignment with the Elementary Code of Conduct. (Policy 5516).

F. Cafeteria Rules

Students are expected to follow the rules and expectations of the school cafeteria.

1. Students must be seated at all times while eating.
2. Every student is responsible for cleaning up his/her own garbage.
3. Students may not throw food for any reason.
4. Students must walk while entering the line for food and may not cut or engage in horseplay while in line.

5. No food is to be taken out of the cafeteria unless the student has been given permission to do so by a staff member.
6. Students may not share food with other students.

G. Harassment, Intimidation, and Bullying Policy (HIB)

This policy has been developed in accordance to N.J.S.A. 18A:37-15.
Following is an overview of the Monroe Township School Board Policy 5512, Harassment, Intimidation, and Bullying. The complete, unabridged version of this policy, resources to assist students and their families, and the names of the district personnel responsible for implementing this policy can be found on the district website www.monroe.k12.nj.us and at the following link:

http://monroenj.schoolwires.com/85310616102354503/lib/85310616102354503/Web%20Policies.pdf

Harassment, Intimidation, and Bullying Policy Statement:

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Policy Definition:

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, Intimidation, and Bullying Policy Off School Grounds:

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully) when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Harassment, Intimidation, and Bullying Policy Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of school

district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent or Chief School Administrator, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This code of conduct requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop such acts, provide support to pupils who have been subjected to such acts, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each building principal will develop and provide a school-based program for appropriate recognition and positive reinforcement of good conduct, self-discipline, good citizenship and academic success.

Harassment, Intimidation, and Bullying Policy Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil 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 pupil and the pupil's history of problem behaviors and performance, and must be consistent with the

district's code of pupil conduct. Remedial measures 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.

Harassment, Intimidation, and Bullying Policy Reporting Procedure:

Complaints alleging violations of this policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged incidents of harassment, intimidation or bullying to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system.

Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in Board Policy 5512, Harassment, Intimidation and Bullying, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

G. Overview of Steps for Addressing Student Behavior Concerns

Addressing student behavior issues at Monroe Schools involves different levels of support and interaction depending upon the behavior and its severity. The action plan listed below will be followed by staff members.

1. Level One:

The individual staff member will meet with the student to:

- Identify the inappropriate behavior.
- Discuss the inappropriate behavior with the student and help the student to problem-solve.
- Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon.
- The individual staff member may also choose to conduct a staff member/parent/ student conference at this level.
- Parents may be contacted at this level via telephone/in writing.
- In all instances of infractions, the administration reserves the right to determine an appropriate consequence.

2. Level Two:

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

- Meet with the student to identify and discuss the inappropriate behavior and help the student to problem-solve.
- Possibly meet with the school counselor or other school personnel and the student to create a new agreed upon action plan.
- Parent/guardian will be contacted at this level via telephone, in writing or in person.
- In all instances of infractions, the administration reserves the right to determine an appropriate consequence.

3. Level Three

If a change in behavior is not observed based upon the agreed to level two action plan, the individual staff member will refer the student to the administration. Upon receipt of a referral, the administration will take the appropriate administrative action as outlined in later sections of this code of conduct

F. Serious Behavioral Infractions

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

G. Consequences for Student Infractions

Low Level Infractions **Infractions in this level will be handled by the staff member the first two times as per steps above. At the third offense the administration may become involved.** ****Many of the infractions listed in this section would fall under the staff members' purview of classroom management.**	**1st Offense**	**2nd Offense**	**3rd Offense**
Lying to a staff member	1 Day LD	ASD	2 Days ASD
Inappropriate use of Cell Phone/Electronic Device during school day (including bus)	1 Day ASD	2 Days ASD	5 Days ASD
Refusal to do Work	1 Day LD	2 Days LD	1 Day ASD
Inappropriate Dress	CIC	CIC 1 ASD	CIC 2 ASD
Inappropriate Personal Belongings	1 Day LD	2 Days LD	1 Day ASD
Inappropriate Behavior	1 Day LD	2 Day LD	1 Day ASD
Undirected Profanity	1 Day LD	2 Days LD	1 Day ASD
Repeatedly Disruptive in Class	1 Day ASD	3 Days ASD	1 Day ISS
Name Calling	1 Day LD	2 Day LD	1 Day ASD

Middle Level Infractions ****Certain infractions at this level may be directed straight to the administration.**	**1st Offense**	**2nd Offense**	**3rd Offense**
Directed Profanity at Student	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Inappropriate Physical Contact	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Defacing of Property	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Cheating/Forgery	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Disrespectful to Teacher	1 Day ASD	2 Days ASD	1 Day ISS/OSS
Propagating or spreading rumors or information that directly interrupts the normal delivery of instruction and operation of the school	1 Day ASD	2 Days ASD	1 Day ISS/OSS
High Level Infractions **** Infractions at this level will most likely result in direct administrative action.**	**1st Offense**	**2nd Offense**	**3rd Offense**
Computer Violations	ROP & 1 ASD	ROP & 2 Days ASD	ROP & 1 Day ISS/OSS
Gross Insubordination/Directed Profanity At Board Employee	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Non Directed Racial/Ethnic/Gender/Sexual Slurs	1 Day ASD	1 Day ISS/OSS	3 Days ISS/OSS

Directed Racial/Ethnic Slurs	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Harassment/Threats	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Vandalism/Destruction	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Theft	1 Day ISS/OSS	3 Days ISS/OSS	5 ISS/OSS/PC
Extortion (Forcing another to provide money or other material against their will)	1 Day ISS/OSS+R	3 Days ISS/OSS+R	5 ISS/OSS/PC+R
Possession/Use of Drugs/Alcohol/Tobacco	5 Days OSS/PC	10 Days OSS/PC	RE
Fighting/Assault (Spitting/Biting)	1 Day ISS/OSS/PC	5 Days ISS/OSS/PC	RE
Possession/Use of Matches/Lighters	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Possession/Use of Weapons	5 Days OSS/PC	10 Days OSS/PC	RE
Terroristic Threats	5 Days OSS/PC	10 Days OSS/PC	RE
Leaving Campus (automatic police contact)	1 Day ISS/OSS	3 Days ISS/OSS	5 Days ISS/OSS
Bullying (including directed racial slurs, propagating or spreading rumors or information that directly interrupts the normal delivery of instruction and operation of the school day)	Follow Anti-Bullying Reporting Procedures http://www.njleg.state.nj.us/2010/Bills/AL10/122.PDF		
Urinating/Defecating on floors	1 Day ISS/OSS	Days ISS/OSS	5 Days ISS/OSS
*Bus Vandalism (restitution expected)	2 Days ASD	BPS/ISS	BPS+2 OSS

KEY FOR ABBREVIATED TERMS IN THE CHART OF CONSEQUENCES ON THE PRECEDING PAGE

ASD = After School Detention
ISS = In-school Suspension
ROP = Removal of Privileges
RE = Recommendation for Expulsion
BPS=Bus Privilege Suspended
LD = Lunch Detention
OSS = Out-of-school Suspension
PC = Police Contact
CIC = Change Inappropriate Clothing
ROP Removal of Privilege (Bus)
R = Restitution
BC=Bus Contract

*****NUMBERS INCLUDED IN THE CHART INDICATE THE NUMBER OF DAYS FOR THE GIVEN CONSEQUENCE(S).*****

*** In all instances of infractions, the Administration reserves the right to determine an appropriate consequence.** The Monroe Township Board Of Education currently as a zero tolerance policy pertaining to physical assault. Therefore, any student who physically assaults another student will be held accountable according to the consequences listed in the chart on the preceding page. To that end, if Student X assaults Student Y and Student Y retaliates by assaulting Student X, even though Student Y did not initiate the assault, both Student X and Student Y will be held accountable. If additional consequences are relevant according to the

chart on the preceding page, both Student X and Student Y will be assigned those consequences as well.

With respect to the consequences for student infractions reaching Levels Three and Four, parents and students should note that in the event a student exhibits an inappropriate behavior not indicated in the Code of Conduct the administration reserves the right to determine an applicable consequence(s). Moreover, depending upon the severity of ANY inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences. The basis for suspensions and expulsions are outlined in Chapter 18A:37-2 of the *New Jersey Statutes*.

Academics

A. Homework: Guidelines and Requests will be guided by Monroe Township Board of Education Policy and Regulation

- Monroe Township Board of Education Policy 2330 Homework
- Monroe Township Board of Education Regulation 2330 Homework

Homework is an extension and reinforcement of what occurs in the classroom. It enables students to reflect upon and react to learning experiences in a meaningful way. We expect every student to accept the responsibility for completing homework neatly, accurately, and on time. While parents should be supportive and encouraging, it is ultimately the student's responsibility to complete assignments that represent the student's best quality and effort. In conjunction with board policy, students should expect to receive homework most evenings. It should also be noted that homework can constitute a percentage of the marking period/trimester grade. For more specific homework policy information, parents should contact teachers or examine homework requirements for the given content area.

1. If a student is absent for any reason, it is the student's responsibility to gather missed assignments from teachers upon the student's return to school, complete missed assignments based on a schedule arranged by the teacher and student, and submit missed assignments to the teacher. In the event a student is or is going to be absent from school due to illness, the student's parent may notify the main office and request work. Once the office has been notified, teachers will provide work for the student. However, you should allow 24 hours after notification for the work to be provided by the teacher(s).
2. Students must submit assignments on the date due. Penalties for late work will be determined by the teacher and grade level.
3. Students who miss an assignment because of illness must see their teachers upon return to school and work out a schedule to make up any missed work, including tests. It is the student's responsibility (grs. 4-5), not the teacher's, to assure that this work is made up. If the makeup work is not completed, the assignment will count for zero credit.
4. Students who hand in a major assignment late will lose credit for handing it in late. The amount to be deducted will be determined by the teacher.
5. Vacations
   While we recognize that there may be times that students must be absent from school for family emergencies or crises, we strongly urge that family vacations not be scheduled during the school year. Requests for homework/classwork because of a family vacation will **not** be honored. Upon his/her return to school, the student will be given critical make-up assignments which must be completed and handed in to the teacher within the next ten days.

B. Grading will be guided by Monroe Township Board of Education Policy and Regulation

- **Monroe Township Board of Education Grading Policy 2624**
- **Monroe Township Board of Education Grading Regulation 2624**

The following table provides guidelines for interpreting grades on report cards:

Kindergarten – Grade 3

3 = Meeting the standard
2 = Approaching the standard
1 = Does not meet the standard
NA= Not assessed at this time

Grades 4-5

90 – 100 = Very good progress
80 – 89 = Good progress
70 – 79 = Satisfactory progress
60-69 = Minimal progress
Below 60 = Unsatisfactory progress

Monroe Township Board of Education Policy 2624 Grading System

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore directs the instructional program of this school district including a system of grading that measures progress toward the New Jersey Core Curriculum Content Standards and Common Core State Standards and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal after consultation with the teacher. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Scholastic Standards

Excellence in academics is one of the primary goals of education. It is toward this goal that students must maintain a minimum achievement level before advancement to the higher skills. While grading is important, it should not be the sole indicator for success. The child's motivation and love for learning and discovery is equally important. The school's emphasis is on the child's acquisition of knowledge and learning skills.

Students need to know that any form of cheating is unacceptable and will not be tolerated. Any child caught doing their work inappropriately, or sharing their work with another student will receive a zero for the assignment and be assigned to after school detention. Copying work from another student, plagiarizing from a published source, or allowing someone else to copy work are all ways that students cheat themselves from acquiring the knowledge and pride necessary to become a successful learner.

Attendance

A. Student and Parental Responsibilities: General Expectations and Regulations (Adopted from Monroe Township Board of Education Policy 5200)

Regular attendance is a prerequisite for success in school. New Jersey state law requires that students attend school regularly, and that it is the parents' responsibility to see that their children attend school on the days/hours that the public schools are in session in the district (N.J.S.A. 18A: 38-25; 26). In order to facilitate students' chances for success, the Monroe schools shall work cooperatively with parents to assure that students attend school daily. ***If a student is absent, a parent or guardian must notate the absence through the Genesis Parent Portal.***

It is recognized that certain legitimate occurrences may occasionally cause the student to be absent from school. Those occurrences which constitute legitimate absences from school and classes include the following: personal illness, death in the family, required attendance in court, religious holiday, suspension from school.

If a student is absent due to illness and has a doctor's note, the note must be submitted within two days of the student's return. To verify an excused absence, a doctor's note for an absence due to illness, a note for a religious holiday which is recognized by the state of New Jersey, a note for a death in the family, and/or a legal document for a required court appearance must be provided.

Additional information regarding attendance can be found by reviewing the following:

- **Monroe Township Board of Education Attendance Policy 5200**
- **Monroe Township Board of Education Attendance Regulation 5200**

B. Student and Parental Rights: Appeal Process

At any level, appeals may be made to the Principal, and to a committee of the Board, in that order, regarding attendance.

C. Additional Attendance Procedures: Early Dismissal/ Late Arrival

Students are expected to arrive on time to school. Students who arrive late to school are to report to the office to sign in upon entering the front door of the school. Students who wish to be dismissed early from school must have a written request to do so from a parent or guardian. That request should be presented to the main office as soon as the student arrives at school in the morning for which the request is being made. The request must state the reason and time for the early dismissal. The parent or guardian who was given permission to pick up the student must personally sign out and pick up the child in the main office. Siblings who are under the age of 18 will not be permitted to sign students out under any circumstances. Students being dismissed early from school will be called to the office just prior to the stated dismissal time.

D. Planned Extended Absence

1. Extended absence for all students is defined as an absence from school of more than 10 consecutive days.
2. Parents/guardians must provide the school written notification of a planned extended absence. The notification should include the dates of the absence. Students of parents/guardians who notify the school of an impending extended absence will be given the option to disenroll from Monroe Township Schools to prevent the accumulation of unexcused absences. Students who disenroll must return their school books and any other supplies provided by the school district. Homework or make-up examinations will not be provided upon their re-enrollment.
3. Dis-enrolled students are required to contact the district to re-enroll upon their return. Students will be placed back into the class or school schedule they had prior to the extended absence if possible.

ADDITIONAL DISCIPLINE POLICIES AND PROCEDURES

Although the preceding section pertaining to discipline is quite extensive, we have taken the liberty of providing parents and students with an alphabetical listing of several additional policies and procedures that parents and students should familiarize themselves with.

A. ASSEMBLIES

Assemblies will occur at various times throughout the school year. When attending assemblies, students will be accompanied and supervised by teachers. Students are also expected to proceed to and from assemblies in an orderly fashion with a minimum amount of noise. Audience members are to commend assembly participants through applause. There should be no whistling, booing, or excessive noise made during assemblies. Students who choose not to demonstrate proper behavior will lose the privilege of attending assemblies. Constant talking during assemblies will not be tolerated.

B. BOOKS/EQUIPMENT

Students are responsible for the care of all books, equipment, and materials that are assigned or loaned to them during the school year. Textbooks are to be kept covered so they can be returned with a minimum amount of wear. Students should examine their textbooks carefully when they receive them. Students should also call their teachers' attention to any marks or ripped pages so as not to be held responsible for previous damages. Fines will be levied in June for any marks, ripped pages, or any other additional damages inflicted by students. With respect to textbooks, parents and students should be aware that depending upon the amount of damage, fine amounts may be for the replacement cost of the damaged book. Lost textbooks will result in fine amounts of the replacement cost of lost books. Parents and students should be aware that final report cards and standardized test scores will be withheld until payment is received for fines.

C. BUS EVACUATION DRILLS

New Jersey state law requires schools to conduct bus evacuation drills. During a bus evacuation drill, students should leave ALL of their personal belongings on the bus and exit the rear of the bus quickly, silently, and in a single file line. Upon exiting, students should bend down and use their hands and arms to brace themselves as they get out of the actual bus. Students should not jump out of the bus. Once the students have exited the bus, they should stand quietly and wait until the signal is given for them to return to the bus and gather their personal belongings. Students should then proceed to their classes in an orderly fashion.

D. FIELD TRIPS

A field trip is an optional activity, which enhances or expands the educational programs at the school by providing an experience not available in the traditional classroom setting. In order to attend a field trip, students must provide school officials with signed permission slips. Parental notes will not be accepted in lieu of signed permission slips. As for conduct, students

may be denied the privilege of attending a field trip if their behavior shows a negative pattern. If parents decide not to give their child permission to participate in a field trip, their child is expected to be in school for the entire day. Appropriate lessons for each student remaining behind will be developed by teachers. Students and parents should also be aware that the code of conduct extends to field trips.

E. HALL TRAFFIC

Students are expected to walk on the right side of the stairs and halls. No running is permitted in the school building. Students should be orderly and reasonably quiet whenever they are in the halls so as not to disturb classes that are in session.

F. MEDIA CENTER

The library serves as an informational and instructional center for students and school officials. While all students are encouraged to utilize the library, reference books may only be taken out overnight. Fines will be charged for late materials. Students will not be fined for overdue materials when they are absent. It is ultimately the responsibility of the student to pay for any library material that is lost or damaged.

G. PERSONAL POSSESSIONS (LOST AND FOUND)

Personal possessions are brought to school at the student's own risk. School officials are not responsible for any damages, thefts, or losses with respect to personal possessions. This includes jewelry, money, and other valuables. Students may check the lost and found for missing items. In order to facilitate the return of lost articles to the rightful owners, every attempt should be made to permanently mark all items brought to school with the student's name. Students are reminded that all found items should be brought to the main office.

H. PETS/ANIMALS

Generally speaking, no pets/animals are permitted in school. In the event a student wishes to utilize a pet/animal as part of a presentation directly related to the curriculum, the student must obtain permission from the vice principal or principal.

I. TOYS

Certain personal belongings are considered to be disruptive to the learning process. Articles of this nature are not permitted in school and will be confiscated by school officials if students are handling or using them. Once a school official has confiscated a toy or other disruptive article, it will be turned over to the administration. The first time this occurs, the article will be returned to the student at the end of the school day. The second incident will result in the article being returned on the last day of the school year.