

5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The purpose of these regulations is 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 student problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the student discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9 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 12.1.

C. Behaviors The May Result in Suspension or Expulsion

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

1. 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 school.
2. In addition, students shall not:



- a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- b. Create disorder or disruptions on school premises;
- c. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
- d. Steal, damage, or deface the property of other students, staff members, or the district;
- e. Engage in the sexual and/or other harassment of students or staff members;
- f. Violate codes of conduct adopted for organizations of students;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other students or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530 Substance Abuse;
- y. Join a secret society prohibited by law;
- z. Commit an act of harassment, intimidation, or bullying; or
- aa. Engage in any other activity expressly prohibited by a school staff member in authority.

Bus Conduct

Bus transportation is an expensive privilege for any student who is transported to and from school. Parents/guardians are legally responsible for actions or damages caused by their children. From the time of scheduled pickup to scheduled drop-off, a student is



considered to be on school property and all school rules apply. The bus driver is in full charge of the bus at all times and shall be responsible for order. If the driver is unable to manage any student, he/she shall report the student to the Principal/Assistant Principal. The Principal/Assistant Principal may exclude a student from the bus for disciplinary reasons, and the parents/guardians shall provide the transportation to and from school during the period of such exclusion.

1. School Bus Regulations:

- a. The student must not stand or play in the roadway while waiting for a bus.
- b. If students must cross a highway to board a bus, they should wait until the bus arrives and stops before crossing.
- c. Students should remain in line at least 5-10 feet from the bus when it stops to pick them up and should not move toward the bus until the door is open.
- d. Students should look for traffic in both directions before crossing the highway.
- e. Students who must cross a highway after exiting a bus shall pass 10 feet in front of the bus. They shall cross only after the driver signals them to do so.
- f. Students are not permitted to stand in roads, highways, or streets to direct traffic.
- g. Students must be at the bus stop at the time designated and be ready to get into the bus with the least possible delay.
- h. Students will not be allowed to enter or leave the bus at any place other than their regularly assigned bus stop.
- i. Students must ride their assigned bus.
- j. Proper conduct from portal to portal (home to school to home)
- k. Students must obey the driver at all times when riding the bus.
- l. Students must never extend arms or head out of bus windows.
- m. Students must remain seated while the bus is in motion.
- n. Items cannot be thrown in the bus or out the bus window.
- o. Appropriate use of technology is expected when riding the bus.
- p. Students shall keep the aisles clear of lunch boxes, musical instruments, duffel bags, books etc.
- q. The following instruments are allowed to be transported on school vehicles: flute, clarinet, alto saxophone, trumpet, piccolo.
- r. Students must conduct themselves in an acceptable manner at all times. Smoking, vulgarity, and boisterous or other improper conduct will not be permitted.
- s. Students should assist the driver in keeping the bus clean.
- t. Drinking and eating are not permitted on the bus.
- u. Students must not damage or deface any part of the bus.

The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. 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 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences 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:16-7.5.

D. Student 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 7.9; 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 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 § 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of School Disciplinary Records; Confidentiality of certain information provided by students, 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 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. 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.

2. 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
- (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.

3. Students with Disabilities

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

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:

1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;



2. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
3. 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
4. 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

- a. The classroom teacher may direct the student to 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, homeroom, and the conduct that has caused the student's removal from the 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



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 by school bus; or
- 6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 Student Discipline/Code of Conduct and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. The student may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. The 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. Grading

- 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. The student may be removed from his/her regular classes and required to report to



an in-school suspension program for supervised study.

- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Saturday Detention

- a. The student may be assigned Saturday Detention and required to report to a 3-hour detention program which includes independent / supervised study.
- b. Saturday Detention is a program that allows the school to address inappropriate and unacceptable behavior without depriving the student's right to a thorough and efficient education. Saturday Detention will not be imposed without the due process procedures set forth in Policy 5600.

9. 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.

10. 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 procedures set forth in Policies 5610 and 5620.

H. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

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.

- a. The consequences may include, but are not limited to, the examples listed below:



- 1) Admonishment;
- 2) Temporary removal from the classroom;
- 3) Deprivation of privileges;
- 4) Classroom or administrative detention;
- 5) Referral to disciplinarian;
- 6) In-school suspension during the school week or the weekend;
- 7) Suspension or removal from after-school programs;
- 8) Out-of-school suspension (short-term or long-term);
- 9) Reports to law enforcement or other legal action;
- 10) Expulsion; and
- 11) Participating in school district-sponsored programs.

2. Remedial Measures

- a. 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.

I. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

- a. Consequences may include, but are not limited to, the following:
 - 1) Admonishment;
 - 2) Temporary removal from the classroom;
 - 3) Classroom or administrative detention;
 - 4) In-school suspension;
 - 5) Out-of-school suspension;
 - 6) Reports to law enforcement; and/or
 - 7) Expulsion.

2. Remedial Measures/Interventions

- a. Remedial measures/interventions may include, but are not limited to, the following:
 - 1) Parent conferences;
 - 2) Student counseling (all students involved in the act or incident);



- 3) Peer support group;
- 4) Corrective instruction or other relevant learning or service experiences;
- 5) Supportive student intervention (Intervention and Referral Services - I&RS);
- 6) Behavioral management plan; and/or
- 7) Alternative placements.

J. Remedial Measures

The following remedial measures may be taken to aid in correcting student conduct and to ensure that the student is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The student may be required, to:
 - 1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - 2) Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.
- b. A student who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

- a. The student may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
 - 1) Why the student's conduct is unacceptable to the school and damaging to the student,
 - 2) What the consequences of continued misconduct are likely to be, and
 - 3) Appropriate alternate behaviors.
- c. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - 1) The Child Study Team,
 - 2) Intervention and Referral Team,
 - 3) A public or private social agency, or
 - 4) A legal agency.

3. Parent Conferences

- a. The student may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.



4. Alternate Instruction

- a. The student may be assigned to an alternate instruction as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

K. Disciplinary Procedures

1. The Student Discipline/Code of Conduct Policy and Regulation 5600 Student Discipline/Code of Conduct shall be disseminated annually to all school staff, students, and parent(s). Principals will distribute these documents to all students on the first day of each school year and to transferring students on the first day of their enrollment in this district.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined; and
 - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the student's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
5. An in-school suspension, Saturday detention, out of school suspension, or expulsion will be conducted in strict accordance with law and Policies 5600 Code of Conduct, 5610 Suspension and 5620 Expulsion.
6. Violations of the rules regarding student conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the student is enrolled by submission of a completed written form that includes the name of the student, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the student's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:



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- i) On the first notice of misconduct, the student will be counseled, the parent(s) or legal guardian(s) notified, and the student may be suspended from the bus for three school day(s);
 - ii) On the second notice of misconduct, the student and parent(s) or legal guardian(s) will attend a conference, and the student may be suspended from the bus for five school days; and
 - iii) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the student may be suspended from the bus for a period not less than ten school days or more than one semester or the balance of the school year, whichever is less.
7. When the misconduct is severe, the student may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

L. Elementary (K-5) Discipline

1. The K-5 Code of Conduct outlines acceptable student behavior. It is recognized that every person in grades K-5 has rights:
 - The right to learn and the right to be taught
 - The right to an organized school and classroom setting
 - The right to respect the school and classroom settings
 - The right to be respected and the right to respect others

Therefore, in order to ensure the right of everyone as outlined above, the School Rules and Consequences below will be followed.

2. School Rules
 - Children will respect others by not fighting, swearing, teasing, spitting, etc.
 - Children will not chew gum in school or wear hats
 - Children will follow the rules of the all-purpose room and play areas
 - Children will be safe at all times and not run in school
 - Children will not bring weapons or dangerous substances to school
 - All other safety rules will prevail at all times
3. Consequences (may occur based upon the severity of the event)

First offense	- *time-out one day	sent to homeroom teacher
Second offense	- time-out two days	teacher contacts parent/guardian



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Third offense	- time-out three days	sent to principal
Fourth offense	- time-out five days	conference with parent/guardian teacher & principal
Fifth offense	- suspension	<ul style="list-style-type: none">• letter to superintendent• parent/guardian & file
Sixth offense	- suspension	<ul style="list-style-type: none">• conference with teacher,• parent/guardian and principal• before child returns to school

**A time-out is a short term in-school suspension.*

Offenses at the elementary level that fall into the Severe Misconduct (Grades 6-12) regulations may result in student suspension and disciplinary action up to and including expulsion.

4. Classroom Rules & Consequences

- Classroom rules and consequences will be determined by each individual teacher within the general framework of the K-5 Code of Conduct and posted in the classroom. Children will understand the rules and follow them. Consequences will be clear and fair.
- The Principal will be notified only after all classroom consequences have been exhausted and the teacher has contacted the parent. In the case of fighting or other serious offense, the Principal will be notified immediately.
- These regulations shall be interpreted as far as possible to be consistent with all other regulations governing discipline. In the event of a conflict, these regulations shall control.

M. Middle School Disciplinary Procedures

1. Demerit Point System

- A demerit point system is included in a student's disciplinary record throughout the school year. Demerits are issued for a student's violation of the school's code of conduct. The demerit point system is designed for academic team and/or administrative review. A student's demerit record can adversely affect his/her attendance on a class trip, field trip, or other upcoming school activity or event. A student must have a clean record of served detentions in order to attend an upcoming school activity or event, class trip, or field trip. The demerit point system is recorded as follows: 1 point for a teacher, office, or lunch detention; 2 points for bus misconduct; 2 points for deprivation of privileges; 3 points for an ISS; 4 points for an OSS.



2. In-School Suspension (ISS)

- a. A student may be sent to the ISS room as a result of classroom disruptions.
- b. At the end of the ISS room period, the student will be dismissed to return to his/her normal schedule.
- c. The sending teacher's follow-up procedure of the incident includes a phone call to the parent.
- d. The sending teacher will assign a detention and may submit a referral to the grade level Assistant Principal.
- e. A student sent to the ISS room risks disciplinary consequences as determined by the grade level Assistant Principal.
- f. A student not reporting or refusing to leave a classroom for the ISS room will be subject to disciplinary action by the grade level Assistant Principal.

3. Detentions

- a. Teacher and office detentions are normally served after school within 24 hours of issuance. The student takes the late bus home. Students issued a detention are given a detention slip. The student is required to sign the detention slip and bring his/her copy home as initial notification to the parent. A pattern of repeated detentions may require a parent conference with the grade level Assistant Principal, grade level school counselor, academic team, case manager, and/or student assistance counselor.

4. Teacher Detention

- a. A student may be kept for a teacher detention for classroom infractions such as misbehavior, lack of preparation or materials, or class disruption. The teacher assigns the teacher detention.

5. Office Detention

- a. A student will be assigned an office detention by an administrator or teacher for infractions outside the classroom such as truancy, tardy to class or school, bus misconducts, cafeteria, or hall disruptions. Teachers are expected to report cafeteria and hallway infractions to the main office.

6. Office Detention Procedures

- a. Please review the following guidelines:
 - 1) Students are to report to the detention room on time.
 - 2) Students are not permitted to leave the detention room until the conclusion of the detention period.
 - 3) Students are expected to sit without talking or distracting others in any way.
 - 4) Students are permitted to complete homework or class assignments in silence.
 - 5) Students who fail to report to a scheduled office detention without prior



permission from the Assistant Principal are subject to consequences commensurate with the offense. They are as follows:

- a) First Offense - The initial detention is rescheduled and a second detention is issued.
- b) Second Offense - The student will be assigned a 1-day in-school suspension.
- c) Third Offense - The student will receive a 2-day in-school suspension.
- d) Continued detention "cuts" can result in an out-of-school suspension.

7. Detention Reassignments

- a. A student absent on the date of his/her scheduled teacher or office detention will have the detention rescheduled and served within two days upon return.
- b. The student is expected to contact the teacher for teacher detention make-up and the Assistant Principal for office detention make-up.

8. Progressive Discipline Plan

Used for instances that disrupt the educational process. Detentions will be per administrative review.

a. Level 1

- 1) 1-4 Detentions
- 2) Any student whose discipline record reflects a Level 1 status at the end of marking period two will return to the beginning of Level 1, however, the demerits associated with these detentions will remain as part of the student's record.

b. Level 2

- 1) Fifth Detention = 1 day in ISS
- 2) This will include a counseling session with the grade-level counselor or case manager.
- 3) Sixth Detention = 2 days in ISS

c. Level 3

- 1) Seventh Detention = 1 day OSS
- 2) Eighth Detention = 2 days OSS with Principal Referral

9. Suspension from the Regular School Setting

- a. Violations of district or school rules and regulations can result in student suspension. Depending upon the degree of violation, students who abuse the student code of conduct may be assigned an in-school suspension or an out-of-school suspension. A student under suspension is excluded from participating in any student activity during, before, or after school until the first day of his/her return to school.



10. In-School Suspension

- a. ISS is a consequence for those infractions that warrant short-term removal from the regular school day. ISS separates the student from the regular school setting. It also requires the student to complete his/her schoolwork as assigned by his/her teachers. The student reports to ISS no later than 7:35am with the day ending at 3:25 pm. The student goes home on the 3:25 pm late bus and is not permitted to participate in any before, during, or after school activities on the day(s) of the ISS. Any and all work assigned by the student's teachers must be completed and given to the teacher upon return the next school day. Assignments not completed or done will be graded accordingly by the teacher.

11. Saturday Detention

- a. The student may be assigned Saturday Detention and required to report to a 3-hour detention program which includes independent / supervised study.
- b. Saturday Detention is a program that allows the school to address inappropriate and unacceptable behavior without depriving the student's right to a thorough and efficient education. Saturday Detention will not be imposed without the due process set forth in Policy 5600 -Student Discipline/Code of Conduct. If there is an emergency school closing (inclement weather, etc.) during a Saturday Detention, the detention will be rescheduled to the next scheduled date.

Saturday Detention Guidelines:

- Report to Saturday Detention between 7:45-8:00 a.m. No one will be admitted after 8:00 a.m.
- Students will wait at the High School main entrance. A proctor will escort the students to the Saturday Detention room.
- Requirements for Admission: Students must have enough school (classroom-subject assignments) work to remain on task for the entire three (3) hour period. Students will not be allowed to go to their lockers on Saturday morning to obtain their materials.

12. Out-Of-School Suspension (OSS)

- a. OSS is the most severe form of disciplinary action. The period of out-of-school suspension varies depending on the severity of the offense. The student is not permitted to participate in any before, during, after school, or evening activities during the OSS dates. Any and all work assigned by the student's teachers must be completed and given to the teacher upon return the next school day. Assignments not completed or done will be graded accordingly by the teacher. If there is an emergency school closing (inclement weather, etc.) during an OSS, the suspension continues to the next scheduled school day.



13. Possession, Distribution, and/or Use of Other Tobacco/Tobacco Related Products

- a. Students are not permitted to use, distribute, or possess other tobacco products or tobacco-related
- b. Products such as matches, lighters, or any other flame-producing product at any time when on school buses, school grounds, in school buildings, or at any school functions. (See Policy 5533)
- c. Penalties will be as follows:
 - 1) First Offense: Assigned a one (1) day ISS and a complaint filed with the local police department.
 - 2) Second Offense: Assigned a two (2) day ISS and a complaint filed with the local police department.
 - 3) Third and each subsequent offense: Assigned a two (2)-day OSS and a complaint filed with the local police department.
- d. Disciplinary action for tobacco-related infractions will also include the withholding of privileges to participate in after school activities, extracurricular activities, and after school events (e.g., clubs, musical, etc.) as follows:
 - 1) First Offense: loss of co-curricular privileges for 10 calendar days. The loss of co-curricular activities does not expire at the end of the school year and will be enforced appropriately through the summer.
 - 2) Second Offense: loss of co-curricular privileges for 20 calendar days
 - 3) Third and each subsequent offense: loss of co-curricular and athletic privileges for 60 calendar days the remainder of the school year. The loss of co-curricular activities does not expire at the end of the school year and will be enforced appropriately through the summer.

N. High School Disciplinary Procedures

Below are the disciplinary procedures, which may be assigned to students whose actions constitute an infraction of school regulations.

1. Detentions:

- a. A teacher detention will be assigned for any infraction of school rules and regulations within the classroom: i.e. misbehavior, lack of preparation or materials, no homework etc. Office detentions will be assigned for violations of school policy. Illness is a legitimate reason for missing detention only when an excuse is obtained from the school nurse prior to the assigned detention. Detention assignments take precedence over extra help, student activities and personal obligations unless excused by the administration. Office detentions may only be reassigned by the Assistant Principal prior to 2:00 p.m. of the assigned detention day. Teacher detentions may only be rescheduled by the teacher prior



to the start of the day. Failure to reschedule a detention as described above will result in a detention cut. Further disciplinary action will be taken for detention cuts.

2. Detention Guidelines

- a. While serving detention, students are expected to adhere to the following:
 - 1) Students should be seated in an alternating fashion, as they would be in a test-taking situation
 - 2) Complete silence must be maintained
 - 3) Students are required to bring schoolwork and must be engaged in doing that work
 - 4) Students are to remain in the detention room for the entire period.
 - 5) There is no sleeping, eating or drinking allowed in the detention room
 - 6) Students are required to sit up straight while in the detention room
 - 7) Students must adhere to the dress code policy during detention
 - 8) Personal electronic devices are not permitted
 - 9) Students must remain seated at all times.
 - 10) No visitors will be permitted

3. Saturday Detention

- a. The student may be assigned Saturday Detention and required to report to a 3-hour detention program which includes independent / supervised study.
- b. Saturday Detention is a program that allows the school to address inappropriate and unacceptable behavior without depriving the student's right to a thorough and efficient education. Saturday Detention will not be imposed without the due process set forth in Policy 5600 -Student Discipline/Code of Conduct. If there is an emergency school closing (inclement weather, etc.) during a Saturday Detention, the detention will be rescheduled to the next scheduled date.

Saturday Detention Guidelines:

- Students must report to the front door of Jefferson H.S. no later than 7:45 a.m.
- Students will not be permitted to enter detention after 8:00 a.m. Doors will be locked.
- Transportation to and from Saturday Detention is the responsibility of the parent/guardian. Student drivers should allow sufficient time for unforeseen traffic problems and park in Parking Lot A.
- Parent/guardian may not leave until the supervising administrator reviews that the student has sufficient and appropriate work and materials.
- Students will be escorted to the cafeteria and are not permitted to go to their lockers. Plan ahead the Friday before the scheduled detention.
- Students need to bring sufficient school related work for the 3-hour duration as well as pens, pencils, paper, and electronic device, if necessary. The school will



not provide electronic devices for students to complete work. Failure to bring sufficient work or supplies will result in students either being turned away or removed from detention.

- Sleeping, eating, or drinking is prohibited. In the event a student has medical dietary concerns, this must be made known to the Assistant Principal at the time the detention is assigned.
- Personal electronic devices are prohibited.
- Restroom breaks are at 9:00 and 10:00 a.m.
- Students work in silence.
- Students, with parental agreement, may be assigned an activity that would enhance the overall appearance of the school.
- Failure to comply with the above regulations will result in removal from the detention and further disciplinary actions.

4. In-School Suspension (ISS):

a. While serving ISS, students are expected to adhere to the following rules:

- i. Students are to remain seated at all times at a desk that is assigned to them by the supervising faculty member;
- ii. Students must sit up straight;
- iii. Students are to maintain complete silence;
- iv. Students are to complete all work that is assigned by teachers and administrators. This work must be completed during each corresponding class period which will be scheduled by administration and/or the supervising faculty member;
- v. Students are to remain in the ISS room for the entire day, except when a student needs to use the bathroom which they will be permitted to do as per building procedures;
- vi. Students are not permitted to sleep during ISS;
- vii. Students will eat their lunch in the ISS room during the lunchtime scheduled by administration and/or the supervising faculty member;
- viii. Students must adhere to dress code requirements as per Policy and Regulation 5511 – Dress and Grooming;
- ix. All student phones will be collected at the beginning of the day and will be returned to the student at dismissal; and
- x. No personal electronic devices (smartwatch, tablet, etc.) will be permitted in the ISS room.

5. Out of School Suspension (OSS):

- a. Serious infractions of school rules and regulations may result in Out of School Suspensions (OSS). A parental readmit conference with the Assistant Principal may be required prior to the student's return to school. Any student on OSS is not



permitted on school grounds or at any student activity during or after school. All work missed during a suspension must be submitted to receive credit. The standard rule is one day of make-up for every one-day of suspension. It is the responsibility of the student to obtain any work required during his/her OSS.

5. Chronic and Continual Disciplinary Infractions:

- a. At the discretion of the administration, when a student receives ten (10) or more disciplinary referrals, the student may be referred to the Superintendent for a disciplinary hearing.

6. Foul Language

- a. Students are expected to conduct themselves in an appropriate manner at all times. Proper language is an important part of appropriate behavior; therefore, foul language will not be tolerated.
- b. The use of foul language by any student in school may result in disciplinary consequences as determined by the teacher or an administrator.

7. Weapons/Dangerous Instruments:

- a. Any object that can reasonably be considered a weapon (final determination made by the administration) is prohibited from being brought onto school property or to school functions. Any student found to be in possession of a weapon or dangerous implement will be referred to the Board of Education as per the Severe Misconduct Policy.

8. Bullying

- a. Bullying manifests itself in many different ways. A bully is anyone who treats another in a cruel or abusive manner. Bullying is NOT a joke and people are affected by it for the rest of their lives. There is verbal bullying, physical bullying and non-verbal bullying. Any and all types of bullying are unacceptable and appropriate disciplinary measures will be swift and decisive. All information regarding bullying behavior will be kept strictly confidential.

9. Fire Drills and Regulations:

- a. Fire drills are a serious part of a school routine. Everyone is to exit and enter the building in a quiet and orderly manner. The signal for the fire drill will come from a continual horn and a blinking alarm. People will immediately form a single line and pass quietly and alertly out of the building, and proceed to an area at least 100 feet from the building. The signal to return will be given to teachers by the administration.

10. Possession, Distribution, and/or Use of Other Tobacco/Tobacco-Related Products



- a. Students are not permitted to use or possess tobacco/tobacco products including chewing tobacco or snuff (See Policy 5533) at any time which when on school buses, school grounds, in school buildings, or at any school functions. Penalties for students found using tobacco will be as follows:
 - i. First Offense: 2 days ~~ISS Saturday Detention~~ and a complaint will be filed with the local Police Department. If found guilty, the student may be fined.
 - ii. Second Offense: assigned three (3) days of OSS and a complaint will be filed with the local Police Department. If found guilty, the student may be fined and required to attend and complete an outpatient anti-smoking program.
 - iii. Third and each subsequent offense: assigned five (5) days of OSS and a complaint will be filed with the local Police Department. If found guilty, the student may be fined and be required to attend and complete an outpatient anti-smoking program. In addition, students may be recommended to the Superintendent for a hearing for continual willful disobedience.
- b. Possession and/or distribution of other tobacco-related products such as matches, lighters or any other flame-producing product will be subject to the following penalties:
 - i. First Offense - one (1) day ~~ISS Saturday Detention~~ and a complaint filed with the local police department.
 - ii. Second Offense - two (2) days ~~ISS Saturday Detention~~ and a complaint filed with the local police department.
 - iii. Third and each subsequent offense - three (3) days ~~ISS Saturday Detention~~ and a complaint filed with the local police department.
- c. Disciplinary action for tobacco-related infractions will also include the withholding of privileges to participate in after school activities, extracurricular activities, and after school events (e.g. sports, graduation, proms, National Honor Society, drama, etc.) as follows:
 - i. First Offense: loss of co-curricular and athletic privileges for 10 calendar days. The loss of extra-curricular, co-curricular, and athletic activities does not expire at the end of the school year and will be enforced appropriately through the summer.
 - ii. Second Offense: loss of co-curricular and athletic privileges for 20 calendar days. The loss of extra-curricular, co-curricular, and athletic activities does not expire at the end of the school year and will be enforced appropriately through the summer.
 - iii. Third and each subsequent offense: loss of co-curricular and athletic privileges for 60 calendar days the remainder of the school year. The loss of extra-curricular, co-curricular, and athletic activities does not



expire at the end of the school year and will be enforced appropriately through the summer.

O. Severe Misconduct

Our Schools reinforce the important community of dependability, honesty, participation, respect, self-reliance, trust, tolerance and responsibility. Every student has the right to

- Be treated with respect and courtesy;
- Learn without disruption;
- Attend school and each class every day; and
- Feel safe at their school.

In addition, we endorse the right of teachers to feel safe in their classrooms and to be able to teach without disruptions. There can be no doubt that the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs. Well-behaved students should not be penalized by this misbehavior.

Anyone committing an offense characterized as severe misconduct will be suspended immediately for up to ten (10) days by the building Principal or Assistant Principal and may be referred to the Superintendent for a suspension lasting longer than ten (10) days. A suspension that is in excess of ten (10) days may result in a Board of Education hearing with a possible recommendation for action up to and including expulsion. Based on the recommendation of the administration and the facts of the case, the Board will vote on disciplinary action. Therefore, severe action will be taken for the following severe offenses:

- Assaultive behavior directed toward a school staff member or a member of the school community
- Possession or distribution of a weapon, a Controlled Dangerous Substance (CDS), or Alcoholic beverage
- Making a bomb threat or false fire alarm;
- Terroristic threats (written or verbal)

This regulation shall be interpreted as far as possible to be consistent with all other policies governing discipline. In the event of a conflict, this regulation shall prevail.

1. Severe Offense Grades 6-12

- a. Anyone committing any of the aforementioned offenses will be suspended immediately, after being advised of the reasons and being given an opportunity to respond, and may be referred to the Superintendent for a Board of Education hearing with a recommendation for action up to and including



expulsion. The building Principal or Assistant Principal may suspend for up to ten (10) days and the Superintendent may suspend for up to twenty (20) days. In the absence of any of the foregoing administrators, their designee may suspend for up to ten (10) days.

- b. Students may be referred to the Superintendent of Schools based on the seriousness of the behavior and/or past history at the discretion of the Principal.

2. Recommended Procedures

- a. When a student commits a severe offense, a parent/guardian must be contacted immediately, and a written letter will be sent to the parent/guardian explaining the rights of the family as well as all possible ramifications of the violation and district procedures.
- b. Non-classified students may undergo an evaluation by the Child Study Team or outside service provider to determine if the student has a disability in cases of a recommendation for expulsion.
- c. Classified students should be referred to the CST for the purpose of coordination of further evaluation, manifestation determination and/or alternative placements in cases that receive such recommendation from the Administration.
- d. The parent/guardian may waive their right to a hearing if they so desire and must indicate this desire in writing to the Superintendent of Schools.

3. Hearing

- a. The parent/guardian has the right to view any evidence being presented by the Administration and has the right to an attorney at their expense. The Superintendent and/or Board of Education have the right, at their discretion, to take such steps, as they deem necessary, for the protection of victims and/or witnesses.
- b. The Superintendent and /or Board of Education, after hearing all the evidence and any additional information that may be provided by the student or parent/guardian, will make a determination in the case. They may accept the recommendation of the administration, modify the recommendation, or present a different recommendation.
- c. In the case of a student being recommended for expulsion, long-term suspension, or an alternative placement, the Superintendent and/or Board of Education will have access to any required evaluations prior to making a determination in the case.
- d. The Superintendent and/or Board may elect to place a student on homebound instruction pending an out-of-district or alternative-school placement



4. Discipline

- a. In addition to suspension, disciplinary action may include the withholding of privileges to participate in after school activities, extracurricular activities, and after school events (e.g. sports, graduation, proms, National Honor Society, drama, etc.) as follows:
 - 1) 1st Offense: loss of co-curricular and athletic privileges for up to 10 calendar days beginning on the first day of suspension.
 - 2) 2nd Offense: loss of co-curricular and athletic privileges for up to 20 calendar days beginning on the first day of suspension.
 - 3) 3rd Offense: loss of co-curricular and athletic privileges for the remainder of the school year.

P. Student Conduct Away from School Grounds

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.

Q. Students with Disabilities



2. 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 conduct shall be implemented in accordance with the components of the applicable plans.

R. 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 Student Records.
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 transfer of this information, 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 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 as such records would be provided by a public school district of residence to another public school district, 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 that 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. 6A16-7.8(d).



S. 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.

T. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600 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: 10 July 2017
Revised: 18 August 2025

