



# **Clinton Township School District**

---

## **Code of Conduct Preschool - Grade 8**

**2017-2018**

# District Code of Conduct Handbook

The Clinton Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, school personnel, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

## Purpose:

The purpose of the Code of Conduct is to:

- A. Foster the health, safety, social, and emotional wellbeing of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- F. 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;
- G. Promote character in students;
- H. Teach students about appropriate behavior and citizenship in school and society.

## Rules of Conduct

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

A. Students shall respect themselves and everyone in the school community by demonstrating the following behaviors:

- 1. Follow classroom rules set by teachers;
- 2. Be polite;
- 3. Use appropriate language with no profanity;
- 4. Follow the dress code (Board Policy 5132);
- 5. Treat others as they want to be treated;
- 6. Keep the Clinton Township School District bully-free, including reporting all incidents of bullying.

B. Students shall respect school property by demonstrating the following behaviors:

- 1. Keep desks, walls, and lockers clean;
- 2. Take care of books and all other school materials;
- 3. Respect hall and classroom displays;

4. Refrain from gum chewing and candy consumption in school;
5. Use all school facilities, including bathrooms as intended.

### General Behavioral Expectations

#### A. In the school building and the classroom:

1. Keep hands, feet, and objects to yourself;
2. Use conflict resolution and pro-social skills lessons skills;
3. Follow fire and safety rules.

#### B. In the hall:

1. Walk quietly and orderly in the hall;
2. Use an inside voice;
3. Stay to the right;
4. Respect the learners in the rooms you pass;
5. Hold doors open for others;
6. Follow fire and safety rules.

#### C. Come to school prepared:

1. Be on time for school and class;
2. Do your own work. Cheating and plagiarism is unacceptable.
3. Be prepared for class by having all the supplies you need;

#### D. Cafeteria and playground rules:

1. Use good table manners;
2. Use an inside voice;
3. Listen and follow the teacher's instructions;
4. Respect cafeteria and playground supervisors;
5. Follow fire and safety rules.

#### E. Use electronics and technology resources appropriately:

1. Keep cell phones turned off in school;
2. Use computers and the Internet in accordance with the user agreement;
3. Use technology and electronics according to the directions and procedures given by teachers;
4. Follow internet safety rules.

#### F. Students assigned to a school bus must obey all school rules, and:

1. Show respect for the driver at all times;
2. Enter and leave the bus in an orderly manner;
3. Ride only the bus to which they have been assigned;
4. Be and remain seated while the bus is in motion;
5. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
6. Talk in a reasonable tone of voice and avoid loud noises;
7. Refrain from extending portions of the body or other objects out a bus window;
8. Keep aisles clear at all times;
9. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
10. Refrain from smoking, eating, and drinking on the bus; and
11. Possess, use, or distribute no substance in violation of Policy 5131.6

Inappropriate Negative behaviors will be addressed as stated in each individual school student handbook.

The 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 N.J.S.A. 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 5131 Conduct and Discipline, 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.

### Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the student's violation of school rules. The measures are sequential and are organized in order of severity. The age of the student, nature of the offense and circumstances surrounding the offense will all be taken into account when discipline is being applied.

#### A. Admonishment

A school staff member in authority may **admonish** the student for his/her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty. Staff members may verbally address minor violations of the code of conduct and communicate to parents and/or administration as needed. A conference, a phone call to the parent or a teacher assigned detention will settle most cases. Students will be sent to the office in more severe cases.

#### B. Deprivation of Privileges

Students may be deprived of the following privileges for disciplinary reasons:

1. Moving freely about the school building;
2. Participation in co-curricular or extra-curricular activities;
3. Participation on sports teams, or in competitions;
4. Attendance at a school-related social and/or sports activity;
5. Participation in a graduation ceremony;
6. Transportation by school bus; or
7. Any other privilege the Principal or designee determines may be appropriate and consistent with Policy 5131 Conduct and Discipline, and N.J.A.C. 6A:16-7.1 et seq.

#### C. Temporary Removal from Classroom

1. The classroom teacher may direct the student to report to the office of the Principal or Superintendent for repeated or serious infractions;
2. The teacher will inform the office as to the student's name, homeroom, and the conduct that has caused the student's removal from the room;
3. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

#### D. Detention

1. The student may be required to report before or after the school day, or during a designated period (lunch, recess, Explorations, etc.) within the school school day, to detention for a period of **reflection**.
2. Transportation will be the responsibility of the student's parents or legal guardians;

3. 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.

#### E. Grading

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.

#### F. In-school Suspension

1. The student may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study;
2. In-school suspension is a deprivation of the student's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5114 Suspension and Expulsion;

#### G. Suspension from School

1. The 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 N.J.A.C. 6A:16-7.3 and Policy 5114 Suspension and Expulsion;
2. Suspension from school is a deprivation of the student's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5114 Suspension and Expulsion.

#### H. Expulsion

1. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5 and Policy 5114 Suspension and Expulsion;
2. Expulsion is an extremely serious disciplinary measure; it deprives the student of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policy 5114 Suspension and Expulsion.

#### 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. Remedial measures are designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim.

#### A. Restitution and Restoration

The student and parent/guardian may be required to:

1. Make restitution, in kind or cost or labor, for any loss caused; or
2. Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.
3. A student who refuses to make restitution or restoration as directed may be disciplined by one or more of the Disciplinary Measures listed above. 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. Student Supports

1. The staff member will explain:
  - a. Why the student's conduct is unacceptable to the school and damaging to the student;
  - b. What the consequences of continued misconduct are likely to be; and

- c. Appropriate alternative behaviors.
2. The staff member will work with the student through a variety of positive behavioral support interventions
3. The staff may refer the student, as appropriate to the child study team and /or the Intervention and Referral team.

#### C. Parent Conferences

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.

#### D. Alternate Educational Program

The student may be assigned to an alternate educational program as recommended by the Superintendent in consultation with district and building administrators.

#### Disciplinary Procedures

- A. Policy and Regulation 5131 Conduct and Discipline/Code of Student Conduct can be found the district's website, and appendix.
- B. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly;
- C. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline:
  1. Orally inform the student of the conduct for which he/she is being disciplined;
  2. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
  3. Contact the parent or guardian
- D. Where the discipline is greater than an admonishment, the student's parents/legal guardians will be notified of the offense and of the discipline imposed.

#### Student With Disabilities

An in-school suspension, out-of-school suspension, or expulsion will be conducted in strict accordance with law and Policy 5114 Suspension and Expulsion. Students with Disabilities For students with disabilities, subject to individualized education programs (IEP) in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, 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.

#### Student Rights

Students subject to the consequences of the Policy and Regulation 5131 Conduct and Discipline/Code of Student Conduct shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1 which include:

- A. 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;
- B. Education that supports student development into productive citizens;
- C. Attendance in safe and secure school environments;
- D. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
- E. 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 (due process for students with disabilities);

- F. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16- 6.2(b)3; and
- G. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Student Rights Amendment; N.J.A.C. 6:3-6, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 41-55 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19. Creation; Student Records: Maintenance and Retention. Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9. Student Records as well as other existing Federal and State laws pertaining to student protections.

### Records

- A. Instances of student discipline will be recorded in the student's file in compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy 5131 Conduct and Discipline;
- B. 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), N.J.A.C. 6A:32-7.5(e)10(iv) and N.J.A.C. 6A:16-7.10.

## Alphabetical Chart of Disciplinary Consequences

- 1) Consequences will be developmentally appropriate
- 2) Refer to BOE Policy for more information

Violation	First Offense	Second Offense	Third Offense
Arson	In or Out of School Suspension/ Parent Conference/ Counseling Police notification	Suspension/ Counseling/ Alternate Education Program	Alternate Education Program
Assault	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program	Out of School Suspension/ Possible Police Notification/ Counseling/ Alternate Education Program
Assault With Weapon	Police Contact/ Memorandum of Agreement/ Police Notification/ Removal of Student(s)/ Alternate Education Program	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education Program	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education Program/ Possible Expulsion
Cheating/Plagiarism	Admonishment/ Deprivation of Privilege/Detention/ Grading/ Parent Conference	Grading/ Detention/ In-School Suspension/ Parent Conference	Grading/ In-School Suspension
Cutting Class Leaving Class Leaving assigned location without permission	Admonishment/ Detention/ Parent Conference/ In-School Suspension	Detention/ Parent Conference/ In-School Suspension	Suspension
Dating Violence	Admonishment/ Temporary removal from classroom/ Administrative Detention/ Parent Conference/ Possible Police Notification	In-School Suspension/ Out of school Suspension/Police Notification	Report to law Enforcement/ Expulsion
Defiance of Authority	Admonishment/Detention /Parent Conference/ Counseling	Detention/ Parent Conference/ In-School Suspension	In-School Suspension/ Suspension
Destruction of school, staff or student property	Admonishment/ Deprivation of Privilege/ Detention/In-School Suspension/Parent Conference/ Restitution	In-School Suspension/ Counseling/ Restitution	Suspension/ Restitution

Disobedience	Admonishment/ Deprivation of Privilege/Detention/ Parent Conference	Detention/In-School Suspension/ Counseling	In-School Suspension/ Suspension
Disruption	Admonishment/ Deprivation of Privileges/ Detention/ Parent Conference	Admonishment/ Deprivation of Privileges/ Detention/ Parent Conference	Suspension
Exploding Devices	Admonishment/Detention Suspension/ Parent Conference/ Police Notification/ Alternate Education Program	Suspension/ Counseling/ Police Notification/ Alternate Education Program	Police Notification/ Alternate Education Program
Extortion	Detention/ In-School Suspension/ Parent Conference	In-School Suspension/ Suspension	Suspension
Failure to Wear Seatbelt on School Bus	Admonishment/ Deprivation of Privilege/ Parent Conference	Deprivation of Privilege/ Detention	Deprivation of Privilege/ In-School Suspension
Failure to attend Detention	Admonishment/ Detention/ Parent Conference/ In-School Suspension	Detention/ Parent Conference/ In-School Suspension	Suspension
Falsifications	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension	Suspension
Falsifying a Fire or Security Alarm	Admonishment/ Parent Conference/ Police Notification/ Detention/ In-School Suspension	Admonishment/ Parent Conference/Police Notification/ Detention/ Out of School Suspension	Admonishment/ Parent Conference/ Police Notification/ Detention/ Out of School
Fighting	Admonishment/Detention In-School Suspension/ Suspension/ Parent Conference	Admonishment/Detention In-School Suspension/ Suspension/ Parent Conference	In School Suspension/Suspension/ Counseling/ Parent Conference
Forgery	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension	In-School Suspension/ Suspension
Gambling	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension/ Counseling	Suspension

Harassment, Intimidation, or Bullying	Admonishment/ Deprivation of Privileges/ Detention/ Parent Conference/Counseling	Deprivation/ In School/ Out of School Suspension/ Parent Conference/ Counseling	Suspension/ Expulsion
Inappropriate Language	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference/In-School Suspension	Suspension/ Counseling
Inappropriate Dress	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension/	Suspension/ Counseling
Inappropriate Behavior on School Bus	Admonishment/ Seating Change/ Detention/ Parent Conference	Admonishment// Parent Conference/Bus Suspension/In-School Suspension	Suspension/ Counseling/ Deprivation of Privilege
Littering	Admonishment	Admonishment/Detention /Parent Conference	Detention/In-School Suspension
Misuse of Computer Networks/Computers	Admonishment/ Deprivation of Privilege/ Parent Conference/ Detention	Deprivation of Privilege/ Detention/ Parent Conference/In-School Suspension	Deprivation of Privilege/ Suspension
Membership in Secret Society	Admonishment/ Deprivation of Privilege/ Parent Conference/ Counseling	Parent Conference/ Deprivation of Privilege/ Detention/ Counseling	In-School Suspension/ Counseling
Sexual Harassment	Suspension/ Parent Conference	Suspension/ Counseling	Suspension/ Alternate Education Program
Smoking on School Grounds	Admonishment/ Deprivation of Privilege/ In-School Suspension/ Parent Conference	In-School Suspension/ Suspension/ Counseling	Suspension
Substance Abuse	Suspension/ Parent Conference/ Counseling	Suspension/ Counseling/ Alternate Education Program	Counseling/ Alternate Education Program
Terroristic Threat	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference
Theft/Damage	Admonishment/ Deprivation of Privilege/Detention/ In- School Suspension/ Parent Conference/	In-School Suspension/ Counseling/ Restitution/ Possible Police Notification	Suspension/ Restitution/ Police Notification

	Restitution/ Possible Police Notification		
Truancy	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/ Parent Conference	In-School Suspension/ Counseling
Use of Force	Detention/ In-School Suspension/ Parent Conference/ Possible Police Notification	In-School Suspension/ Suspension/ Counseling/ Possible Police Notification	Suspension/ Alternate Education Program/ Police Notification
Use or Possession of an Exploding Device	Suspension/ Parent Conference/ Police Notification/ Alternate Education Program	Counseling/ Police Notification/ Alternate Education Program	Alternate Education Program/ Police Notification
Vandalism	Restitution/ Admonishment/Detention /Parent Conference	Restitution/ Detention/ In-School Suspension	Restitution/ Suspension/ Counseling
Weapon Possession	Suspension/ Alternate Education/ Police Notification	Alternate Education Program/ Police Notification	Expulsion/ Police Notification
Wrongful Entry	Admonishment/ Detention/ In-School Suspension/ Parent Conference/ Police Notification	Detention/In-School Suspension/ Police Notification	In-School Suspension/ Police Notification

## Appendix

### Definitions

Word	Definition (dictionary.com)
Admonish	1. Warn or reprimand someone firmly. 2. To caution, advise, or counsel against something. 3. To reprove or scold, especially in a mild and good-willed manner:
Counseling	Professional guidance in resolving personal conflicts and emotional problems.
Disruption	Interfering with instruction and/or learning of self or others;
Reflection	A fixing of the thoughts on something; careful consideration