

### Code of Student Conduct

#### Purpose

The purpose of these regulations 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 in society.

#### Rules of Conduct

All students are bound by law, policies of the Board of Education, and the administrative regulations of this 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 5511);
  - 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. Fighting is never acceptable. It's never a solution. 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 will not be tolerated;
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. Extend no portion of the body or other object 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 5530 Substance Abuse

### Prohibited Behaviors

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. Harass, intimidate, or bully, and/or procure the property of others by threat or intimidation;
- D. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
- E. Steal, damage, or deface the property of other students, staff members, or the district;
- F. Engage in the sexual and/or other harassment of students or staff members;
- G. Violate codes of conduct adopted for organizations of students;
- H. Possess or use weapons or any implement intended to harm others;
- I. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- J. Convey information about other students or staff members known to be false;
- K. Act so recklessly as to endanger the safety of others;
- 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 5530 Substance Abuse;
- Y. Join a secret society prohibited by law; or
- Z. Engage in any other activity expressly prohibited by a school staff member in authority.

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. Teachers will settle less serious discipline issues in the classroom. 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 extracurricular activities;
3. Participation on sports teams, or in competitions;
4. Attendance at a school-related social 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 this Regulation, 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 students name, homeroom, and the conduct that has caused the students removal from the room;
3. Students who are sent to the office will be dealt with in a firm, fair, and consistent manner;
4. 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 to detention for a period of supervised study;
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 5610 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 5610 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 5610 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 5610 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 5610 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.

##### 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 he/she has caused; or
2. Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.

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. Guidance and Counseling

1. The counselor 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 alternate behaviors.

2. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
  - a. The child study team;
  - b. Intervention and referral team;
  - c. A public or private social agency; or
  - d. A legal agency.

#### 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 Child Study Team and/or Superintendent in consultation with the Child Study Team or Intervention and Referral Services team.

### Disciplinary Procedures

- A. This Policy and Regulation 5600 Conduct and Discipline/Code of Student Conduct can be found the district's website.
- 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.
- 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 and will be offered an opportunity to confer with the person imposing the consequences;
- E. Where the offense is serious and the discipline greater than detention, parents/guardians will be notified as immediately as possible;
- F. An in-school suspension, out-of-school suspension, or expulsion will be conducted in strict accordance with law and Policy 5610 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 this Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1 that 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 strict compliance with N.J.A.C. 6A:32-7.1 et seq. and this Policy;
- 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:

1. The record shall be provided within two weeks of the date that the student enrolls in the receiving district;
2. 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 N.J.A.C. 6A:16-7.10(b);
4. The Board shall not use a student's past offenses on record to discriminate against that student;
5. All student disciplinary records maintained in the district shall conform to the requirements set forth in N.J.A.C. 6A:16-7.10(d).

### Annual Report

The Superintendent shall report, on an as needed basis, the implementation of this Policy and Regulation at a public meeting. Any proposed changes to the district's current policies, procedures, programs or initiatives, will also be implemented on an as needed basis.

### **Alphabetical Chart of Disciplinary Consequences**

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Arson	In or Out of School Suspension/ Parent Conference/ Counseling/ Police notification	Suspension/ Counseling/ Alternate Education Program	Alternate Education Program
Assault Refer to Policy 5610	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 Refer to Policy 5611	Police Contact/ Memorandum of Agreement/ Police Notification/ Removal of Student(s)/ Alternate Education	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education	Police Contact/ Memorandum of Agreement/ Removal of Student(s)/ Alternate Education

	Program	Program	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 Illness without permission Refer to Policy 5200	Detention/ Parent Conference/ In-School Suspension	In-School Suspension	Suspension
Cutting Detention	Detention/ Parent Conference/ In-School Suspension	In-School Suspension	Suspension
Dating Violence Refer to Policy 2422	Admonishment/ Temporary removal from classroom/ Administrative Detention/ Parent Conference/ Possible Police Notification	In-School Suspension/ Out of school Suspension/ Police Notification	Reports to law Enforcement/ Expulsion
<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Defiance of Authority	Admonishment/Detention/ Parent Conference/ Counseling	Detention/ In-School Suspension	In-School Suspension/ Suspension
Destruction of school, staff or student property Refer to Policy 7610	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	Parent Conference/ In-School Suspension/ Counseling	Suspension
Exploding Devices Refer to Policy 5611	Suspension/ Parent Conference/	Suspension/ Counseling/	Police Notification/ Alternate Education

	Police Notification/ Alternate Education Program	Police Notification/ Alternate Education Program	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
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 Suspension
Fighting	In-School Suspension/ Suspension/ Parent Conference	Suspension/ Parent Conference	Suspension/ Counseling/ Parent Conference
Forgery	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension	In-School Suspension/ Suspension

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Gambling	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/In-School Suspension/ Counseling	Suspension
Harassment, Intimidation, or Bullying Refer to Policy 5512	Admonishment/ Deprivation of Privileges/ Detention/ Parent Conference	Deprivation/ In School/ Out of School Suspension/ Parent Conference/ Counseling	Suspension/ Expulsion
Inappropriate Language	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension	Suspension/ Counseling
Inappropriate Dress Refer to Policy 5511	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension/	Suspension/ Counseling
Inappropriate Behavior on School Bus	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	In-School Suspension/ Deprivation of Privilege	Suspension/ Counseling/ Deprivation of Privilege
Littering	Admonishment/ Deprivation of Privilege/ Parent Conference	Detention	In-School Suspension
Misuse of Computer Networks/Computers Refer to Policy 2360	Admonishment/ Deprivation of Privilege/ Parent Conference/ Detention	Deprivation of Privilege/ Detention/ In-School Suspension	Deprivation of Privilege/ Suspension
Membership in Secret Society Refer to Policy 5600	Admonishment/ Deprivation of Privilege/ Parent Conference/ Counseling	Parent Conference/ Deprivation of Privilege/ Detention/ Counseling	In-School Suspension/ Counseling
Recklessness	Admonishment/ Deprivation of Privilege/	In-School Suspension	Suspension

	Detention/ Parent Conference		
Sexual Harassment Refer to policy 1140	Suspension/ Parent Conference	Suspension/ Counseling	Suspension/ Alternate Education Program
Smoking on School Grounds Refer to policies 7434 and 5530	Admonishment/ Deprivation of Privilege/ In-School Suspension/ Parent Conference	In-School Suspension/ Suspension/ Counseling	Suspension

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Substance Abuse Refer to Policy 5530	Suspension/ Parent Conference/ Counseling	Suspension/ Counseling/ Alternate Education Program	Counseling/ Alternate Education Program
Terroristic Threat Refer to Memorandum of Agreement with Law Enforcement	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference	Police Notification/ Suspension/ Counseling/ Parent Conference
Theft/Damage Refer to Policy 7610	Admonishment/ Deprivation of Privilege/Detention/ In-School Suspension/ Parent Conference/ Restitution/ Possible Police Notification	In-School Suspension/ Counseling/ Restitution/ Possible Police Notification	Suspension/ Restitution/ Police Notification
Truancy Refer to Policy 5200	Admonishment/ Deprivation of Privilege/ Detention/ Parent Conference	Detention/ Parent Conference	In-School Suspension/ Counseling
Use of Force Refer to Policy 7610	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 Refer to Policy 5611	Suspension/ Parent Conference/ Police Notification/	Counseling/ Police Notification/ Alternate Education	Alternate Education Program/ Police Notification

	Alternate Education Program	Program	
Vandalism Refer to Policy 7610	Restitution/ Admonishment/Detention/ Parent Conference	Restitution/ Detention/ In-School Suspension	Restitution/ Suspension/ Counseling
Weapon Possession Refer to Policy 5611	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

Adopted: July 26, 2010  
 Revised: December 15, 2014  
 Review/Update: December 2015  
 Readopted: 8/22/16  
 Readopted: 10/23/17