

# **Califon Public School**

## **Student Code of Conduct**

### **A Philosophy on Discipline**

The Califon School provides many opportunities for students to grow and learn. We encourage student participation in a variety of experiences that promote individual growth academically, physically, socially and emotionally. Our goal is to provide the best educational opportunity possible for every student. We recognize that every student has the right to grow and learn in a safe and orderly environment that is conducive to optimal individual development, and we realize that student discipline is a necessary and important part of this total educational process. The effectiveness of this process depends on the communication and understanding between home and school.

### **What is Discipline**

Discipline is more than simply punishment for inappropriate behavior. It is the training that develops self control. Discipline in school helps students channel their energies toward learning. Its aim is to teach children to be accountable for their own actions - to take responsibility for what they do and say. Where specific rules exist, students should develop personal expectations for their own conduct in keeping with their level of maturity. Therefore, discipline is a legitimate and inseparable part of the school curriculum. The Califon School Discipline Code has been developed with four concepts in mind:

- Be consistent
- Reinforce good behavior
- Involve communication and mutual support between parents and the entire school community.
- Encourage self-discipline and respect

A list of school-wide expectations and guidelines follows, but specific rules governing classroom procedures will be established by your child's teacher and communicated to you. Parent cooperation and support is essential.

### **Expectations and Rules**

These expectations and rules apply to all students from the time they arrive at school in the morning until they return home after school, and at any other school related activities.

- It is the right of every individual to be safe and to feel safe in our school. Therefore, any attempt to physically, emotionally, sexually or verbally violate this right will not be tolerated.
- Every individual will respect school property and be responsible for restitution.
- Every individual will treat others with courtesy and respect. Everyone has the right to feel good about himself.
- Every individual has the right to benefit from the educational program and have the opportunity to learn, develop, and grow in our school. Therefore, no one will interfere with the ongoing progress of education within the classroom, or with activities outside the classroom, by displaying behavior that disrupts or threatens to disrupt the learning process

- Every individual has the right and responsibility to learn proper ways of communicating thoughts and feelings. Therefore, every individual will have the opportunity to learn and use appropriate language.

### **Conduct Expected of Students**

The following specific behaviors exemplify the conduct expected of students.

Students will prepare themselves mentally and physically for the process of learning by:

- Being well-nourished, rested, clean, and properly dressed and groomed; and
- Developing attitudes that will prepare them for listening, participating, and learning.

Students will respect the person, property, and intellectual and creative products of others by:

- Being always honest, forthcoming, and courteous;
- Displaying care for the property of others;
- Accepting the rights of others to their own opinions and beliefs;
- Resolving disputes and differences peacefully;
- Displaying loyalty and good sportsmanship; and
- Helping to maintain school facilities that are neat and clean.

Students will take responsibility for their own behavior and learning by:

- Recognizing that academic endeavor is the primary purpose of school attendance;
- Completing all homework, class work, and assigned projects on time;
- Preparing for each class by bringing necessary supplies and equipment; and
- Acknowledging and accepting the consequences of their own actions.

Students will use time and other resources responsibly by:

- Attending school regularly and promptly and striving for a perfect attendance record; and
- Using books and other equipment appropriately.

Students will share responsibilities when working with others by:

- Cooperating with others in the work of the group;
- Accepting leadership when appropriate; and
- Respecting the rights and opinions of others in a group setting.

Students will meet the requirements of each class by:

- Participating actively and appropriately in the scheduled class;
- Following the rules and procedures established for the class by the teacher;
- Bringing to class the textbook, clothing, and other materials necessary for participation; and
- Observing school rules for the safe handling of class equipment and materials.

Students will follow all guidelines regarding electronic devices by:

- Signing an Acceptable Use form prior to beginning the school year;
- Understanding that they may bring cell phones and other hand held electronics to school, but may NOT use cell phones/personal electronics during the day unless otherwise directed by a school staff member; and
- Putting away cell phones and personal electronic devices in backpack/cubbies/lockers and turning them off.

## **Specific Areas Expectations**

In addition to these overall expectations and guidelines, the following rules will also apply to specific areas and situations as follows:

- Classrooms/Class Trips – Children are expected to:
  - Arrive promptly and be prepared for class.
  - Conduct themselves in a manner that meets the expectations outlined by the teacher.
  - Adhere to the same accepted behavior in the event of a substitute.
- Hallways – Children are expected to:
  - Walk in a quiet, orderly manner whether alone or in a group so as not to disturb other classes.
  - Stay to the right side of the hall.
- Lunch Time – Children are expected to:
  - Stay in your seat
  - Use inside voice
  - Keep your body to yourself
  - Eat your own lunch
  - Clean your space
  - Bring home leftover lunch
- Playground – Children are expected to:
  - Honor a group space
  - Keep your body to yourself
  - Avoid name calling
  - Stay away from the fence
  - Attempt to include others in play
  - Bring and be responsible for your own equipment
  - Proper language and behavior is expected at all times
  - Stay on the playground area unless given permission to leave

## **Code of Conduct's Purpose**

The Student Code of Conduct is established to achieve the following purposes:

- Foster the health, safety, social, and emotional well-being of students;
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- Promote achievement of high academic standards;
- Prevent the occurrence of problem behaviors;
- Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

## **Behaviors That May Result in Suspension or Expulsion**

- Continued and willful disobedience;
- Open defiance of the authority of any teacher or person, having authority over the student;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
- Physical assault upon another student and/or staff member;
- Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
- Harassment, intimidation, or bullying.

## **Students' 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:

- 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;
- Education that supports students' development into productive citizens;
- Attendance in safe and secure school environments;
- Attendance at school irrespective of students' marriage, pregnancy, or Parenthood;
- 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;
- 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 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 Pupil 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 Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, 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, non liability; 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.

### **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:

- Positive Reinforcement for good conduct and academic success to reinforce good behavior and encourage self-discipline and respect.
- 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.
- 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.
  - Restitution and Restoration
  - Counseling
  - Parent Conferences
  - Alternate Educational Program
  - 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.

### **School Responses to Violations of Behavioral Expectations**

In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, this Student Code of Conduct includes 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:

- Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- 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
- Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of students.

### **Description of School Responses**

School responses to violations of behavioral expectations are listed below:

- Admonishment/Reprimand
- Temporary Removal from Classroom/Location
- Unnecessary item taken away until end of school day or parents pick item up

- Meeting with School Administration and Parent
- Deprivation of Privileges (The following may be revoked):
  - Moving freely about the school building;
  - Participation in co-curricular or inter/intra-scholastic activities;
  - Attendance at a school-related social or sports activity;
  - Participation in a graduation ceremony;
  - Transportation to and from school on a school bus; or
  - Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.
- Detention
  - A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
  - Transportation to detention before school or from detention after school will be the responsibility of the parent.
  - A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
  - A student may be required to report to a Lunch and/or Recess detention. Any Recess detention follows the guidance of P.L. 2018, c.73 per N.J.S.A. 18A:35-4.31.
- Grade Adjustment
  - A student who has cheated on a test or assignment, plagiarized material, 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-school Suspension
  - In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
- Suspension from School
  - 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.
  - Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
- Expulsion
  - 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.
  - Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

### **Student Conduct Away From School Grounds**

- 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:16-7.1.
  - 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.

- 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.

### **School Bus Conduct**

It is expected that students will follow the Code of Conduct while traveling to and from school on a bus for activities such as field trips and/or sporting events.

### **Students with Disabilities**

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 Student Conduct shall be implemented in accordance with the components of the applicable plans.

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions of N.J.S.A. 18A:46-13.3 et seq.

### **Harassment, Intimidation, and Bullying**

The board of education prohibits acts of harassment, intimidation, or bullying against any pupil in accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Califon Board of Education Policy 5512, Harassment, Intimidation and Bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, and bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, or on a school bus and that:

- A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Please refer to the previous sections entitled **Conduct Expected of Students, Comprehensive Behavioral Supports, and Description of School Responses** for expectations and consequences regarding instances of harassment, intimidation, and bullying pursuant to N.J.A.C. 6A:16-7.7.

### **Attendance**

- Definitions
  - For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
  - A “school day” shall consist of not less than four hours.
  - “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.
- Unexcused Absences That Count Toward Truancy/Excused Absences
  - “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
  - “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A.18A:36-14 through 16, or any absence for the reasons listed below:
    - The student’s illness supported by notification to the school by the student’s parent;
    - The student’s required attendance in court;
    - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
    - The student’s suspension from school;
    - Family illness or death supported by notification to the school by the student’s parent;
    - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
    - Take Our Children to Work Day;
    - An absence considered excused by a New Jersey Department of Education rule; and
    - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating the reason for the absence and requesting permission for the absence to be an excused absence.
  - “Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and



the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in section "Excused Absence" above shall be an unexcused absence counted toward truancy.

- Califon School District's Response To Unexcused Absences During the School Year That Count Toward Truancy
  - For up to four cumulative, Principal or designee shall:
    - Make reasonable attempt to notify student's parents of each unexcused absence prior to the start of the following school day;
    - Make reasonable attempt to determine cause;
    - Identify, in consultation with student's parents, needed action designed to address patterns of unexcused absences, if any; and to have child return to school and maintain regular attendance;
    - Cooperate with law enforcement and other agencies as appropriate.
  - For between five and nine:
    - See above and if necessary, develop an action plan to establish outcomes based on the student's patterns of unexcused absences or specify interventions for support to return to school.
  - For ten or more:
    - See above and make a determination regarding the need for a court referral
- Discipline
  - Students may be denied participation in co-curricular and/or athletic competitions.

### **Dress Code**

- Clothing with liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, vulgar or obscene symbols, offensive signs, slogans or pictures which degrade any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
- Footwear must be worn at all times.
- Hats and other head coverings are not permitted unless they are part of a student's religious belief or medical condition.
- No jewelry is permitted that promotes violence, bigotry, profanity or use of restricted substances. Jewelry must not restrict movement, be distracting, or cause a safety hazard to one's self or others. As a safety precaution, students will not be allowed to participate in the physical education program and/or extra-curricular sports programs while wearing jewelry that is deemed unsafe.
- Each student must dress in a manner that does not unduly distract from the educational program. Clothing must not be tight, revealing, or suggestive. Midriff, tube tops, strapless tops/dresses, see-through articles, or articles that expose cleavage or stomach, may not be worn. Shorts must be in good taste.
  - Failure to adhere to the above, will result in:
    - First offense – Warning and call to parent

- Second offense – Call to parent and a change of clothing will be required
- More than two offenses – Call to parent, change of clothing, and detention

### **Community-Based Health and Social Service Resources**

#### Child Abuse Hotline

877 652-2873

#### Hunterdon County Health Dept.

908 788-1351

#### Hunterdon County Behavioral Health

908 788-6401

#### Child Protection and Permanency

800 392-2724

908 782-8784