5600. PUPIL DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The purpose of these regulations is to achieve the following:

1. **Foster the health, safety, social, and emotional well-being of pupils;**
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 pupil problem behaviors at all stages of identification; and**
6. **Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors;**
7. **Promote the protection and safety of school property;**
8. **Ensure compliance with Federal, State and local laws;**
9. **Develop and promote self-discipline;**
10. **Protect the rights of each individual by ensuring fair and reasonable consequences for each infraction through a progressive discipline policy;**
11. **Reduce the occurrence of discipline problems using support services and referral to appropriate personnel for counseling, examination, and such other rehabilitative measures as may be necessary; and**
12. **Protect the rights of all staff and students by providing a discipline code that establishes rules and regulations prohibiting conduct that is disruptive or otherwise harmful to the work of the school and the students.**

B. Rules of Conduct

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

2. **In addition, pupils 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 pupils, staff members, board members or visitors to the school;**

   d. **Vandalize, steal, damage, or deface the property of other pupils, staff members, or the district;**

   e. **Engage in the sexual and/or other harassment of pupils or staff members;**

   f. **Violate codes of conduct adopted for organizations of pupils;**

   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 pupils 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. **Create litter on school property;**

   n. **Be truant from school or class or excessive absenteeism;**

   o. **Cheat or otherwise engage in academic dishonesty/plagiarism;**

   p. **Engage in illegal gambling;**

   q. **Smoke on school property;**

   r. **Falsify an excuse or any school document;**

   s. **Set fire to or cause a fire in any way on school premises;**

   t. **Possess or explode a firecracker or other explosive device on school premises;**

u. **Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;**

v. **Possess, use, or distribute drugs, alcohol or other illegal substance in violation of Policy No. 5530;**

w. **Engage in gang activities;**

x. **Commit an act of harassment, intimidation, or bullying; or**

y. **Engage in any other activity expressly prohibited by a school staff member in authority;**

z. **Tardiness;**

aa. **Sexual misconduct/indecent exposure;**

bb. **Misuse of school locker;**

cc. **Leaving school grounds without permission;**

dd. **Failure to produce identification upon request; and**

ee. **Failure to report to detention.**

3. **Pupils assigned to a school bus must obey all school rules, and**

a. **Show respect for and obey the driver and any aides at all times;**

b. **Enter and leave the bus in an orderly manner;**

c. **Ride only the bus to which they have been assigned and exit at assigned stops;**

d. **Be and remain seated buckled while the bus is in motion;**

e. **Avoid reckless and boisterous activity at all times, including during waits at pickup points;**

f. **Talk in a reasonable tone of voice and avoid loud noises;**

g. **Extend no portion of the body or other object out a bus window;**

h. **Keep aisles clear at all times;**

i. **Refrain from smoking, eating, and drinking on the bus;**

j. **Possess, use, or distribute no drugs, alcohol or other illegal substance in violation of Policy No. 5530; and**

k. **Keep bus clean at all times.**

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment/Warning

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Written Reflection

A school staff member in authority may require a student to complete a writing assignment related to the code of conduct violation which demonstrates their understanding that better choices should have been made.

3. Temporary Removal from Classroom

a. The classroom teacher may call for assistance to remove the pupil from class.

b. The teacher will complete a form that indicates the pupil's name, class, where the incident occurred, and the conduct that has caused the pupil's removal from the room.

c. The administrator/teacher will interview the pupil, and the administrator will determine which, if any, additional disciplinary steps are indicated.

4. Deprivation of Privileges

The pupil may be deprived of the privilege of:

a. Moving freely about the school building,

b. Participation in co-curricular or inter/intrascholastic activities,

c. Attendance at a school-related social or sports activity,

d. Participation in a graduation ceremony, or

e. Transportation by school bus, or

f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

a. The pupil may be required to report before, during or after the school day or Saturday, to detention for a period of supervised study.

b. Transportation will be the responsibility of the the pupil's parent(s)/guardian(s)).

c. The pupil 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 pupil 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 pupil's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

a. The pupil 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 is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Suspension from School

a. The pupil 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 is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

9. Expulsion

a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.

b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil 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 pupil 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 pupil has damaged or defaced.

b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more measures deemed appropriate by administration.

2. Counseling

a. The pupil may be required to consult with school counselors to determine the causes of his/her misconduct and to assess next steps if any are necessary for a change in educational placement.

b. The counselor will explain:

(1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,

(2) What the consequences of continued misconduct are likely to be, and

(3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, 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

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

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the school counselor, classroom teacher, Child Study Team, and/or school building administrators to end.

5. Other Remedial Measures

The District may impose other remedial measures as set forth more fully in Board policy.

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

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

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

(1) Admonishment/Warning;

(2) Written Reflection

(3) Temporary removal from the classroom;

(4) Deprivation of privileges;

(5) Classroom or administrative detention;

(6) Referral to disciplinarian;

(7) In-school suspension during the school week or the weekend;

(8) After-school programs;

(9) Out-of-school suspension (short-term or long-term);

(10) Reports to law enforcement or other legal action;

(11) Expulsion; and

(12) Participating in school district-sponsored programs.

2. Remedial Measures

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.

F. 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) Written Reflection;

(3) Temporary removal from the classroom;

(4) Classroom or administrative detention;

(5) In-school suspension;

(6) Out-of-school suspension;

(7) Reports to law enforcement; and/or

(8) Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

(1) Parent conferences;

(2) Pupil counseling (all pupils involved in the act or incident);

(3) Peer support group;

(4) Corrective instruction or other relevant learning or service experiences;

(5) Supportive pupil intervention (Intervention and Referral Services - I&RS);

(6) Behavioral management plan; and/or

(7) Alternative placements.

G. Chart of Discipline

The list of offenses and consequences has been designed to provide students, staff and parents with a base of information. It is not meant to be exhaustive as no list can cover each and every violation and possible

consequence. The District reserves the right to take different disciplinary action than what is provided for herein and to consider mitigating circumstances on a case by case basis as it deems appropriate. In the event any offense occurs while a student is subject to discipline, additional discipline will be imposed for the new offense. Note that the ** denotes offenses that will be reported to the Teaneck Police Department as required by the Memorandum of Agreement.

PUPIL DISCIPLINE FOR ELEMENTARY SCHOOL

	Behavior	First Offense	Second Offense	Third Offense
1.	Abusive Language/Language Misuse	Detention, parental contact and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection
2.	Arson	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
3	Bus Incident	Warning, parental contact	Bus suspension, detention, parental conference and written reflection	Bus suspension, detention, parental conference and written reflection
4.	Cheating/Plagiarism	Detention, parental contact and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection
5.	Cutting Detention	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection
6.	Death Threat with or without Weapon	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
7.	Destruction of Property/ Vandalism/Damage to Property	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
8.	Disobedience/ Insubordination	Warning, parental contact and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
9.	Disorderly Conduct	Warning, parental contact and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection

10.	Disrespect to Others	Warning, parental contact and written reflection	Detention or written reflection and parental conference	Detention, parental conference and written reflection
11.	Distribute, Attempt to Distribute or Possession with intent to Distribute Alcohol or Other Drugs or Drug Paraphernalia	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
12.	Disruption of Educational Process	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
13.	Electronic Devices/ Cell Phone (violation of policy, or offensive or unlawful use or publication)	Warning, parental contact and written reflection	Detention or written reflection and parental conference	Detention or written reflection and parental conference
14.	Exploding Devices	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
15.	Exposure of undergarments/body parts	Warning, parental contact	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
16.	Failure to Wear Seatbelt in School Bus	Detention, parental contact and written reflection	Bus suspension, parental conference and written reflection	Bus suspension, parental conference and written reflection
17.	Falsifications/ Misrepresentations (Lying)	Detention or written reflection and parental conference	Detention, parental conference and written reflection	Detention, parental conference and written reflection
18.	Fire Alarms/Other False Alarms/Bomb Threat	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
19.	Forgery	Detention or written reflection and parental contact	Detention, parental conference and written reflection	Detention, parental conference and written reflection
20.	Harassment, Intimidation, Bullying (including cyber bullying)	Detention, or suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection

21.	Inappropriate Use of Hands/Physical Aggression/Use of Force/Fighting/ Assault	Detention, parental contact and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
22.	Leaving School Grounds	Detention, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
23.	Littering	Warning, parental contact	Detention or written reflection and parental conference	Detention or written reflection and parental conference
24.	Misuse or illegal use of the Acceptable Use of Computer Networks/Computer and Resources	Warning, parental contact and written reflection	Detention or written reflection and parental conference	Detention or written reflection and parental conference
25.	Other Inappropriate Behavior; Spitting, Throwing Food, Yelling	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
26.	Possession, Consumption, Use or Under the Influence of Alcohol or Other Drugs or Drug Paraphernalia	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
27.	Recklessness	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection
28.	Sexual Harassment	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
29.	Smoking	Detention, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
30.	Stealing/ Extortion/Theft	Detention, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection
31.	Threatening Words or Behavior	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection

32.	Truancy	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Detention, parental conference and written reflection
33.	Weapons/Weapon Possession	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection	Suspension, parental conference and written reflection.
34.	Wrongful Entry / Trespassing	Detention, parental conference and written reflection	Detention, parental conference and written reflection	Suspension, parental conference and written reflection

PUPIL DISCIPLINE FOR MIDDLE SCHOOL AND HIGH SCHOOL

INFRACTIONS	MIDDLE SCHOOL			HIGH SCHOOL		
	1st offense	**2nd offense**	**3rd offense**	**1st offense**	**2nd offense**	**3rd offense**
Arson**	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion	10 day OSS/ BOE Review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Assault Student to Student**	OSS/ Reflection paper	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/e xpulsion	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Assault Student to Teacher**	10 day OSS/ BOE review for possible long term suspension/ reflection paper	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Bombs/ Explosives**	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion

Bus Misconduct	Lunch recess detention	ISS reflection paper	OSS	Saturday detention	ISS	OSS
Cheating/ Plagiarism	Lunch recess detention/ paper/ parent conference	OSS/ parent conference/zero on assignment	OSS/ parent Conference/zero on assignment	Parent conference/ zero on assignment	Parent conference/ zero on assignment / Saturday detention	Parent conference/ zero on assignment/ ISS
Disobedience/ Defiance/ Disrespect	Lunch recess detention/ Parent conference	ISS/ reflection paper/ parent conference	OSS/ Reflection paper/parent-teacher conference	Detention/ parent conference/ Possible ISS/OSS	ISS or OSS/ parent conference	OSS parent conference
Disorderly Conduct/Pranks	OSS/ Reflection paper/ parent conference	OSS/ Reflection paper/ parent conference	10 day OSS/ BOE review for possible long term suspension	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Dress Code	Parent Notification/ ISS	Parent Notification/ ISS	Parent Notification/ OSS	Parent notified/ Student asked to change clothing	Parent notified/ student asked to change clothing/ Saturday detention	Parent notified/ student asked to change clothing/ISS
Driving/Parking Violation	N/A	N/A	N/A	Saturday detention	ISS	OSS
Electronic Devices/Cell Phones	Lunch recess detention	ISS	OSS	Confiscated device will be returned that day at 3:30 pm or OSS	Confiscated device will be returned that day at 3:30 pm/ Saturday detention or OSS	Confiscated device will be returned that day at 3:30 pm/ Saturday detention/ parent conference or OSS
Endangerment to School or School Property**	10 day OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion			

Extortion/ Coercion/ Blackmail**	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ Expulsion
Failure to Follow Administrative Directive	ISS	OSS	OSS	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Failure to Report to Detention	Recess detention	ISS	OSS	ISS	OSS	OSS
Fighting	OSS	OSS	10 day OSS/ BOE review for possible long term suspension	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Firearms**	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/e xpulsion	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Forgery	Parent conference/ lunch recess detention	ISS	OSS	Parent conference/ Saturday detention	ISS	OSS
Gambling	Lunch recess detention	ISS	OSS	Saturday detention	ISS	OSS
Gang Activity/ Insignia**	OSS	OSS	10 day OSS/ BOE review for possible long term suspension	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Graffiti	Lunch recess detention	ISS	OSS	Saturday detention or ISS or OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Gum Chewing	Warning	Lunch recess detention	ISS			
Hazing**	OSS/	10 day OSS/	10 day OSS/	10 day OSS/	10 day	10 day OSS/

	Reflection paper	BOE review for possible long term suspension	BOE review for possible long term suspension/ expulsion	BOE review for possible long term suspension	OSS/ BOE review for possible long term suspension	BOE review for possible long term suspension/ expulsion
HIB (Harassment Intimidation and Bullying) Includes Cyber Bullying	See HIB Policy #5512	See HIB Policy #5512	See HIB Policy #5512	See HIB policy #5512	See HIB policy #5512	See HIB policy #5512
In School Before/After School Without Supervision	Warning	Lunch recess detention	ISS			
Leaving School Property Without Authority	ISS	OSS	OSS	ISS	OSS	OSS
Locker Usage for Illegal Purposes**	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Misuse of Technology	See Technology Policy/ ISS	See Technology Policy/ OSS	See Technology Policy/ OSS	ISS/parent conference	OSS	OSS
Physical Scuffle/Horse Play	Lunch recess detention	ISS	OSS	Saturday detention or ISS	OSS	OSS/ BOE review for possible long term suspension
Sexual Harassment	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Sexual Misconduct	OSS	OSS	10 day OSS/ BOE review for possible long term suspension	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Smoking/ Tobacco	ISS	OSS	OSS	ISS	OSS	OSS

Substance Abuse**	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530
Tardiness/ Cutting	See Attendance Policy 5200	See Attendance Policy 5200	See Attendance Policy 5200	ISS and parent conference	ISS and parent conference	OSS and parent conference and possible loss of credit
Theft**	OSS	OSS	OSS	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Threats to Staff/ Others Without Weapon	OSS/ Board review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion
Trespassing/ Wrongful Entry**	OSS	OSS	10 day OSS/ BOE review for possible long term suspension	OSS	OSS	10 day OSS/ BOE review for possible long term suspension
Truancy/ Unauthorized Absence/ Excessive Absences	See attendance policy 5200	See attendance policy 5200	See attendance policy 5200	See attendance policy 5200	See attendance policy 5200	See attendance policy 5200
Use of Profanity/ Obscene Language	Lunch recess detention	ISS	OSS	Saturday detention	ISS	OSS
Vandalism**	ISS	OSS	OSS/ BOE review for possible long term suspension	Saturday detention	OSS	OSS
Verbal Confrontation	Lunch recess detention	ISS	OSS	Saturday detention or ISS	ISS	OSS
Weapons**	10 day OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/ expulsion

H. Disciplinary Procedures

1. **The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.**

2. **Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.**

3. **The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,**

    a. **Orally inform the pupil of the conduct for which he/she is being disciplined; and**

    b. **Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.**

4. **Where the discipline is greater than an admonishment, the pupil'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 building principal or his/her designee.**

5. **Where the offense is serious and the discipline greater than detention, an attempt to notify the parents will be made as required by District policy and State law.**

6. **An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.**

7. **Violations of the rules regarding pupil conduct on school buses will be handled as follows.**

    a. **The driver will report the offensive conduct to the Principal, or his or her designee, of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct. In the event information regarding a bus incident is provided by someone other than the bus driver, the building administrator will follow up with the driver in an attempt to obtain a written report.**

    b. **The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.**

    c. **The Principal or designee will determine the discipline to be administered, in**

accordance with the severity of the infraction.

d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

I. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs 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), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

J. Pupil Rights

Pupils subject to the consequences of the Pupil 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 pupils' development into productive citizens;

3. Attendance in safe and secure school environments;

4. Attendance at school irrespective of pupils' 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;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and

7. 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 Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 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 pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil 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 pupil protections.

K. Records

1. **Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.**

2. **When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil 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.**

   a. **The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.**

   b. **Written consent of the parent or adult pupil 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 pupil.**

   c. **When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil 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).**

   d. **The Board shall not use a pupil's past offenses on record to discriminate against that pupil.**

   e. **All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).**

L. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. **A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;**

2. **Associated school responses to the violations of the pupil behavioral expectations;**

3. **An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:**

   a. **The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and**

   b. **The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.**

4. **Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.**