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R5600 PUPIL DISCIPLINE

A. Purpose

The purpose of these regulations is to provide:

1. Pupils, parents, and staff members with a clear description of behavior that is unacceptable because it interferes with the maintenance of a school environment conducive to learning and protective of members of the school community;
2. Pupils with an opportunity to modify unacceptable behavior;
3. Consistency and predictability in the administration of pupil discipline; and
4. A program of sequential discipline.

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, or visitors to the school;
 - d. 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;

DOES NOT REQUIRE BOARD APPROVAL

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- 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. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law; or

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- z. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be remain seated while the bus is in motion, and wear a seat belt;
 - 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 bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. Pupils may be disciplined for misconduct away from school premises and school-sponsored events when that conduct interferes with the administration of the instructional program or jeopardizes the maintenance of order in the school.

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

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

2. Temporary Removal from Classroom
 - a. The classroom teacher will direct the pupil to report to the office of the administrator in charge of pupil discipline.
 - b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
 - c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil will 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.
4. Detention
 - a. The pupil will be required to report before or after the school day to a detention room for a period of supervised study.
 - b. Transportation will be the responsibility of the pupil's parent or legal guardian. The school administrator shall notify the parent or legal guardian of the detention and the potential need to transport the student.
 - 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.

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5. 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.

6. In-school Suspension

- a. The pupil will be removed from his or 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 No. 5610.

7. Suspension from School

- a. The pupil will be denied the right to attend school for a period of time pursuant to Policy No. 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 No. 5610.

8. Expulsion

- a. The pupil will be required to withdraw permanently from school pursuant to Policy No. 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his or her right to a thorough and efficient education and will not be imposed without the due process set forth in Policy No. 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.

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1. Restitution and Restoration
 - a. The pupil will be required to:
 - (1) Make restitution, in kind or cost or labor, for any loss he or she has caused; or
 - (2) Restore to its former condition, by his or 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 of the measures included at.
2. Counseling
 - a. The pupil will be required to consult with school guidance counselors to determine the causes of his or her misconduct and to assess the need 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) A public or private social agency, or
 - (3) A legal agency.
3. Parent Conferences

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

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4. Alternate Educational Program

The pupil will be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or building administrator.

E. Chart of Discipline

In the judgment of the administration, the sequence of offense may be altered depending on the severity of the infraction.

Offensive Conduct

Insubordination

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Disruption

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Use of Force

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

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Third offense: Suspension and parent conference.

Theft, Damage

Parents may be responsible for reimbursement of stolen or damaged property.

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Sexual Harassment

See Policy 5751.

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Code of Conduct Violation

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Weapon Possession See Board Policy 5611

Removal of Pupils from Regular Education Program for Weapons/Firearms Violations.

Language Misuse and Bias Comments

See Policy 8465.

First offense: Admonishment by staff member and/or detention.

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Second offense: Counseling with staff member, parent notification and/or detention. Referral to Affirmative Action Officer, if appropriate.

Third offense: Suspension and parent conference.

Falsifications

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Recklessness

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Extortion

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Wrongful Entry

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

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Vandalism

Parents may be responsible for reimbursement for damaged property.

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Fighting

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Littering

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling and staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Truancy

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

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Cheating

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Non-cooperation

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling and staff member, parent notification and/or detention.

Third offense: Referral to Pupil Assistance Committee.

Gambling

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension

Third offense: Out of school suspension.

Smoking

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

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Cutting Class and/or Detention

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Forgery

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Failure to wear seatbelt in school bus so equipped:

First offense: Student counseling.

Second offense: Parent notification in writing.

Third offense: Parent conference and suspension from school bus.

Arson

Suspension, parent conference and notification of the superintendent and law enforcement agency.

Exploding Devices

Suspension, parent conference and notification of the superintendent and law enforcement agency.

Falsifying Alarm

Suspension, parent conference and notification of the superintendent and law enforcement agency.

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Substance Abuse

Refer to Board Policy 5530.

Secret Membership

First offense: Parent conference with principal and guidance referral.

Second offense: In school suspension.

Third offense: Out of school suspension.

Disobedience

First offense: Admonishment by staff member and/or detention.

Second offense: Counseling with staff member, parent notification and/or detention.

Third offense: Suspension and parent conference.

Misuse of computer networks/computers: See Board Policy 2360 Use of Technology

F. Disciplinary Procedures

1. Pupils and parents will be given notice of the rules of conduct and disciplinary procedures by copy of Policy No. 5600, this regulation, and any other school rules binding on pupil conduct. 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 or she is being disciplined; and

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- b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Disabled pupils may be disciplined only in accordance with and Policy and Regulation No. 2460.6. Unless the circumstances pose an imminent peril to the pupil and/or others or cause a substantial disruption to the educational program, the disciplining staff member will ascertain whether a misbehaving pupil is classified as educationally disabled before any discipline is imposed.
5. Where the discipline is greater than an admonishment, the pupil's parent or legal guardian will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the principal and/or counselor.
6. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent prior to the informal hearing conducted in accordance with.
7. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policy Nos. 5610 and 5620.
8. 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 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.

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

- b. The principal will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled;
 - (2) On the second notice of misconduct, the pupil and parent or legal guardian will be notified of bus conduct infractions and put on notice for a potential bus suspension on the third offense; and

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(3) On the third notice of misconduct, the principal will confer with the parent or legal guardian and the pupil will be suspended from the bus for a maximum of three days.

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

G. Disabled Pupils

Pupils with disabilities shall be disciplined in accordance with Policy and Regulation No. 2460.6.

H. Records

Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6:3-2 and Policy No. 8330.

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