

R5600 PUPIL DISCIPLINE/CODE OF CONDUCT

M

A. Purpose

The purpose of these regulations is to achieve the following purposes:

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.

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;
 - 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
 - z. Commit an act of harassment, intimidation, or bullying; or
 - aa. 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 and remain seated 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 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. The Building Principal or designee has the right to impose a consequence on a pupil 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 pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 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 5600, 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.

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

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. Temporary Removal from Classroom

- a. The classroom teacher may 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 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.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the district.
- 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.

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 (paragraph B.2.p.

and paragraph B.2.q.) 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 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.

7. 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.

8. 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 of the measures included at paragraph C.

2. Counseling

- a. The pupil 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. 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 pupil's guidance counselor, classroom teacher, Child Study Team, and/or the administration.

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;

(2) Temporary removal from the classroom;

(3) Deprivation of privileges;

(4) Classroom or administrative detention;

(5) Referral to disciplinarian;

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

(7) After-school programs;

(8) Out-of-school suspension (short-term or long-term)

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

(10) Expulsion; and

(11) 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. Chart of Discipline (See Elementary, Middle School and High School Charts)

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 18A:37-2. Please refer to the Student/Parent Handbook for a more detailed explanation of consequences. The behaviors include, but are not limited to:

Offensive Conduct

1. Insubordination
 2. Disruption
 3. Use of Force (Harassment)
 4. Theft, Damage
 5. Sexual Harassment
 6. Code Violation
7. Weapon Possession
8. Language Misuse
 9. Falsifications (Forgery)
 10. Recklessness (Failure to Follow Rules)
 11. Extortion (Harassment)
 12. Wrongful Entry (Vandalism)
 13. Vandalism
 14. Fighting
 15. Littering/Cafeteria Misconduct
 16. Truancy
 17. Cheating
 18. Noncooperation (Failure to Follow Rules; Open Defiance)
 19. Gambling
 20. Smoking

21. Cutting Detention (Administrative Detention/Teacher Detention)
22. Forgery/Falsification
23. Failure to Wear Seatbelt in School Bus
24. Arson
25. Exploding Devices
26. Falsifying Alarm
27. Substance Abuse (CDS)
28. Secret Membership/Bias Acts
29. Disobedience
30. Misuse of Computer Networks/Computers (Internet Use Permit)
31. Other Substance (Alcohol)
32. Electronic Devices
33. Lateness – On Time for School and Class
34. Parking Violation (HS)

G. 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 Assistant Principal and/or Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) of the disciplinary action taken by the administration.
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 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.
- b. The parent(or legal guardian) 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. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(or legal guardian) notified, and the pupil will be warned for his/her actions;
 - (2) On the second notice of misconduct, the pupil and parent(or legal guardian) will attend a conference, and the pupil will be suspended from the bus. The number of days will be based upon the severity of the incident; and
 - (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 period of not less than three school days or more than one semester or the balance of the school year, whichever is less.
- 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.

H. 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.

I. 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.

J. 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).

K. 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.
-

General Guidelines for the Handling of Discipline

General Statement on Student Conduct

Student conduct should reflect standards of good citizenship as expected by members of a democratic society. While public education is the right of American youth, there are also responsibilities. The purpose of a discipline code is not to establish an inflexible institution but to provide an atmosphere compatible with the protection of students' rights creating, in effect, more freedom to learn.

Two functions of a school system are to teach young people to be self-controlled in human relationships and to develop respect for others. Every student should maintain high personal standards of courtesy, decency, morality, language, and honesty. Respect for personal property, pride in one's work, and achievement within one's ability, is expected from all students.

The disciplinary guidelines contained herein are not all inclusive. Constructive disciplinary action will be taken whenever it is deemed necessary by the administration.

Teacher Intervention Techniques

Prior to, or in addition to, referring students to the Administrator for discipline, staff members are encouraged to intercede with students demonstrating behavior problems in an attempt to lessen or abate the reasons for the misbehavior. This intervention may occur in one or more of the following forms according to the needs of the student:

- Individual student conferences.
- Student warnings.
- Parent conferences/notification.
- Guidance Counselor conferences.
- Teacher detentions.
- Administrative detentions.
- Saturday School Sessions.
- Internal Suspensions.
- External Suspensions.
- Intervention Referral Team referrals.
- Consultation with Child Study Team (CST).
- Referral to school nurse.

- Referral to student assistance resource program.
- Referral to outside agencies such as Family Crisis Intervention, Community Mental Health Center, SODAT, etc.

Another early intervention procedure used in an attempt to modify behavior is parental contact via administrative letter. Both middle school and high school administrative personnel send letters to parents informing them of an accumulation of points or attendance/lateness problems before requiring disciplinary action.

Handling of Discipline Referrals

Teachers are expected to handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Administrator for Discipline by filing a Discipline Referral Form.

When a student is referred, the Administrator will discuss the referral with the student and then take the appropriate action. Before taking action, the administrator goes through different phases of the disciplinary process.

Phases of the Disciplinary Process:

1. Determine if acceptable standard of conduct was violated.
2. Decide on penalty after considering:
 - Mitigating factors
 - Aggravating factors
 - Prior offenses
3. Assign penalty.
4. Discuss strategies to avoid future occurrences.

Detention of Pupils After School

Any student may be detained by a staff member for disciplinary or educational reasons if he/she is given twenty-four hours advance notice. The latter restriction can be waived if appropriate arrangements are made. If the student is attending one of the district's elementary schools, a teacher or administrator will communicate with the parent in order to establish the twenty-four hour advance notice requirement.

Corporal Punishment

No person employed or engaged in a school or educational institution, whether public or private, shall inflict corporal punishment upon a pupil attending such school or institution. Any such person may, however, within the scope of his employment, use and apply such amount of force as is reasonable and necessary;

1. To quell a disturbance threatening physical injury to others,
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil,
3. For the purpose of self-defense, and
4. For the protection of persons or property.

Every resolution, by-law, rule, ordinance or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

Elementary Schools Code of Conduct

**Elementary School
CODE OF CONDUCT**

The ELEMENTARY Code of Conduct is the result of our students, parents, teachers and administrators working together. This code will:

- Be fair and consistent for all students.
- Encourage parental involvement at every level.
- Provide for the safety and well-being of all members of the school community.
- Promote a positive, safe atmosphere for teaching, learning and mutual respect.
 - Ensure that students develop a sense of personal responsibility.

OFFENSIVE CONDUCT	
Insubordination	
1st Offense	2nd Offense
Contact Parent Warning Conference W/Principal	Contact Parent Conference W/Principal Administrative Detention Notify Guidance
Disruption	
1st Offense	2nd Offense
Contact Parent Warning Conference W/Principal	Contact Parent Conference W/Principal Administrative Detention Notify Guidance
Use of Force	
1st Offense	2nd Offense
Contact Parent Admin. Detention To Internal Suspension Notify Guidance	Contact Parent Admin. Detention To Internal Suspension Notify Guidance
Theft, Damage	
1st Offense	2nd Offense
Contact Parent Administrative Detention Notify Guidance	Contact Parent Notify Guidance Internal Suspension
Sexual Harassment	
1st Offense	2nd Offense
Contact Parent Conference W/Principal Administrative Detention	Contact Parent Conference W/Principal Internal Suspension Notify Guidance

Code of Conduct Violation	
1 st Offense	2 nd Offense
Contact Parent Warning	Contact Parent Warning
Weapon Possession	
1 st Offense	2 nd Offense
Contact Parent External Suspension Notify Guidance Call DYFS Contact School Resource Officer	
Language Misuse	
1 st Offense	2 nd Offense
Contact Parent Administrative Detention Notify Guidance	Contact Parent 2-Administrative Detention Notify Guidance
Falsification	
1 st Offense	2 nd Offense
Warning Contact Parent Conference W/Parent	Contact Parent Conference W/Principal Administrative Detention
Recklessness	
1 st Offense	2 nd Offense
Contact Parent Conference W/Principal Admin. Detention To External Suspension Notify Guidance	Contact Parent Conference W/Principal Admin. Detention To External Suspension Notify Guidance
Extortion	
1 st Offense	2 nd Offense
Contact Parent Notify Guidance Admin. Detention To Internal Suspension	Contact Parent Notify Guidance Admin. Detention To Int. Suspension
Wrongful Entry	
1 st Offense	2 nd Offense
Contact Parent Admin. Detention Notify Guidance	Contact Parent Notify Guidance Internal Suspension

Vandalism	
1 st Offense	2 nd Offense
Contact Parent Admin. Detention Notify Guidance	Contact Parent Notify Guidance Internal Suspension
Fighting	
1 st Offense	2 nd Offense
Contact Parent Conference W/Principal Admin. Detention To External Suspension Notify Guidance	Contact Parent Conference W/Principal Admin. Detention To External Suspension Notify Guidance
Littering	
1 st Offense	2 nd Offense
Warning	Warning Contact Parent Administrative Detention
Truancy	
1 st Offense	2 nd Offense
Contact Parent Send District Letter Contact all emergency contacts	Contact Parent Notify Guidance Send District Letter Send Out Resource Officer Admin. Detention To Internal Suspension
Cheating	
1 st Offense	2 nd Offense
Contact Parent Conference W/Principal Warning Re-do Assignment	Contact Parent Conference W/Principal Notify Guidance No Credit for Assignment
Noncooperation	
1 st Offense	2 nd Offense
Contact Parent Warning Conference W/Principal	Contact Parent Conference W/Principal Administrative Detention Notify Guidance

Gambling	
1 st Offense	2 nd Offense
Contact Parent Notify Guidance	Contact Parent Notify Guidance
Smoking	
1 st Offense	2 nd Offense
Notify Guidance Internal Suspension Conference W/Principal	Notify Guidance Internal Suspension Conference W/Principal
Cutting Detention	
1 st Offense	2 nd Offense
Contact Parent 2-Administrative Detentions	Contact Parent 2-Administrative Detentions
Forgery	
1 st Offense	2 nd Offense
Warning Contact Parent Conference W/Parent	Contact Parent Conference W/Principal Administrative Detention
Failure to Wear Seatbelt in School Bus	
1 st Offense	2 nd Offense
Warning Contact Parent	Warning Contact Parent <u>Subsequent:</u> Bus Suspension
Arson	
1 st Offense	2 nd Offense
Contact Parent External Suspension Notify Guidance Notify Police	Contact Parent External Suspension Notify Guidance Notify Police Possible BOE Hearing
Exploding Devices	
1 st Offense	2 nd Offense
Contact Parent Internal Suspension Notify Guidance	Contact Parent External Suspension Notify Guidance

Contact School Resource Officer	Contact DYFS
Falsifying Alarm	
1 st Offense	2 nd Offense
Contact Parent External Suspension Notify Guidance Notify Police	Contact Parent External Suspension Notify Guidance Notify Police Possible BOE Hearing
Substance Abuse	
1 st Offense	2 nd Offense
Contact Parent Notify Guidance Conference W/Principal Contact DYFS Contact School Resource Officer	Contact Parent Notify Guidance Conference W/Principal Contact DYFS
Secret Membership	
1 st Offense	2 nd Offense
Contact Parent Admin. Detention Notify Guidance	Contact Parent 2-Admin. Detention Notify Guidance
Disobedience	
1 st Offense	2 nd Offense
Contact Parent Warning Conference W/Principal	Contact Parent Conference W/Principal
Misuse of Computer Network/Computers	
1 st Offense	2 nd Offense
Contact Parent Warning to Administrative Detention	Contact Parent Admin. Detention To Internal Suspension Notify Guidance

The West Deptford Elementary School's Code of Conduct is based upon the goal of promoting a positive, safe atmosphere of teaching, learning, and mutual respect.

With each successive offense, consequences generally become more severe and formal. Subsequent consequences are administered at the discretion of the building principal. Suspensions are some of the most severe consequences that may be imposed.

While this Code of Conduct is comprehensive, it is not all inclusive. The Elementary School Administration will exercise proper professional judgment with the best interest of the school community in mind when handling students who do not meet our school's expectations that are not necessarily indicated in our Code of Conduct.

Middle School Code of Conduct

The West Deptford Middle School Code of Conduct is the result of our students, parents, teachers, and administrators working together. This code will:

- Be fair and consistent for all students.
- Encouraging parental involvement at every level.
- Provide for the safety and well-being of all members of the school community.
- Promote a positive, safe atmosphere for teaching, learning and mutual respect.
- Ensure that students develop a sense of personal responsibility.

West Deptford Middle School Code of Conduct

Expectation	Consequences		
	1st Offense	2nd Offense	3rd and Subsequent Offenses
*Denotes Offensive Conduct			
I. PROMOTION OF TEACHING AND LEARNING			
All students will be positively involved in the learning process. Administrative Level: *Insubordination *Disruption *Disobedience *Non-cooperation	-Administrative Detention to Saturday Session -Contact Parent	-Saturday Session to Internal Suspension -Contact parent.	-Internal Suspension to External Suspension -Parent Conference with Asst. Principal -Mandatory counseling session with guidance counselor -Possible Pupil Assistance Committee (PAC) involvement
All students will be honest and do their own work at all times. *Cheating	-Student to receive no credit. -Contact parent.	-Student to receive no credit. -Contact parent. -Notify guidance counselor.	-Student to receive no credit. -Contact parent. -Parent/Teacher/Student/Counselor conference.
All students will refrain from falsifying excuses or any school document. *Falsification *Forgery	-Administrative Detention -Contact parent.	-Saturday Session -Contact parent.	- Internal Suspension -Contact parent.

All students are to be prepared for learning. Students are not permitted to have or use electronic devices during school hours, i.e. MP3 players, -beepers, or cellular phones, hand-held gaming devices, etc.	-Warning -Confiscate equipment. -Contact parent.	-Confiscate equipment. -Contact parent. -Administrative Detention. -In case of beepers, contact West Deptford Police.	-Confiscate equipment. -Contact parent. -Saturday Session. -In case of beepers, contact West Deptford Police.
--	--	--	--

II. DEVELOPMENT OF PERSONAL STUDENT RESPONSIBILITIES

All students are to arrive at school on time.	-Warning	-Warning	-Administrative detention. -Parent notification. *Per Marking Period *The Asst. Principal will consider extenuating circumstances/emergencies when administering consequences.
All students are to be on time for class.	-Warning	-Warning	-Teacher detention. <u>SUBSEQUENT OFFENSES:</u> -Administrative detention. -Parent notification.
All students are to be in class/school/supervised area unless authorized. *Truancy	-Contact parent. -Saturday Session.	-Contact parent. -Notify guidance counselor. -2 Saturday Sessions.	-Contact parent. -2 days Internal suspension. -Notify guidance counselor.
All students are to meet their personal responsibilities including detentions *Cutting Detention	-Contact parent. -2 detentions.	-Contact parent. -Saturday Session.	-Contact parent. -Saturday Session.
All students are to meet their personal responsibilities including Saturday Sessions.	*Contact parent. *Internal Suspension.	-Parent must accompany student to school for a conference with the Assistant Principal. -Internal Suspension.	-Parent must accompany student to school for a conference with the Assistant Principal. -Internal suspension.
All students are to dress appropriately for school. Any form of dress that can be considered	-Remove/ correct dress code violation. -Warning	-Remove/ correct dress code violation. -Administrative detention.	-Remove/correct dress code violation. -Saturday Session. -Contact parent.

<p>distracting will not be permitted. Shirts/blouses that expose the midriff, tank tops, transparent clothing, any clothing that exposes undergarments, hats, cutoff shorts or shorts above the extended fingertips of the student and shirts with offensive slogans or diagrams are examples of inappropriate attire. *Code violation</p>		<p>-Contact parent.</p>	
III. CREATION OF A SAFE ENVIRONMENT FOR LEARNING			
<p>All students are expected to resolve conflicts without resorting to physical confrontations. *Recklessness (behavior which could lead to injury of the disputants or others).</p>	<p>-Contact parent. -Saturday Session. -Notify guidance counselor. -Peer mediation.</p>	<p>-Contact parent. -2 Saturday Sessions. -Notify guidance counselor. -Peer mediation.</p>	<p>-Contact parent. -2 days Internal Suspension. -Notify guidance counselor. -Peer mediation. -Possible PAC involvement.</p>
<p>Fighting (Both disputants intending to harm each other). *Use of Force.</p>	<p>-Contact parent. -2 days External Suspension. -Mandatory peer mediation. -Notify guidance counselor. -Parent/student conference with counselor.</p>	<p>-Contact parent. -3 days External Suspension. -Mandatory peer mediation. -Notify guidance counselor. -Parent/student conference with the Principal.</p>	<p>-Contact parent. -5 days External Suspension. -Mandatory peer mediation. -Possible PAC involvement -Possible Board of Education hearing. -Possible police involvement.</p>
<p>All students are expected to behave appropriately while in the hallways.</p>	<p>-Contact parent. -Administrative detention.</p>	<p>-Contact parent. -Administrative detention. -Notify guidance counselor.</p>	<p>-Contact parent. -Saturday Session. -Notify guidance counselor.</p>
<p>All students will</p>	<p>-Internal Suspension –</p>	<p>-External Suspension –</p>	<p>-External Suspension –</p>

refrain from illegal gambling *Gambling	1-3 days -Contact parents	1-3 days -Contact parents -Meeting with counselor	5 days -Contact Parent -Enroll in Gambling Help Organization
All students are expected to exercise proper manners while in the cafeteria. Food and drink are to be consumed in the cafeteria only. (No gum chewing.) *Littering	-Contact parent. -Administrative detention to Saturday Session, depending on degree. -Possibly removed from cafeteria – 1-5 day(s).	-Contact parent. -Administrative detention to Internal Suspension, depending on degree. -Possibly removed from cafeteria – 5-10 days.	-Contact parent. -Administrative detention to Internal Suspension, depending on degree. - Possibly removed from cafeteria permanently.
All students are expected to safely enjoy recess.	-Contact parent. -Administrative detention. -Possibly removed from recess 1-5 day(s).	-Contact parent. -Administrative detention. -Possibly removed from recess 1-5 days.	-Contact parent. -Saturday Session. -Possibly removed from recess permanently.
All students are to attend school and school functions free of all unauthorized substances. *Substance Abuse	-Contact parent. -Saturday Session.	-Contact parent. -2 Saturday Sessions.	-Contact parent. -2 Saturday Sessions.
Cigarette-free (*possession) (smoking)	-Contact parent. -Internal Suspension. -Mandatory attendance at Smoke Enders Clinic.	-Contact parent. -2 days Internal Suspension. -Mandatory attendance at Smoke Enders Clinic.	-Contact parent. -3 days Internal Suspension. -Mandatory attendance at Smoke Enders Clinic.
Alcohol-free (possession)	-Contact parent. -5 days External Suspension. -Referral to student assistance counselor. -Entrance into alcohol treatment program.	-Contact parent. -10 days External Suspension. -Referral to student assistance counselor. -Entrance into alcohol treatment program. -Board of Education hearing. -Contact parent. -10 days External Suspension. -Referral to student	-Contact parent. -10 days External Suspension. -Referral to student assistance counselor. -Entrance into alcohol treatment program. -Board of Education hearing. -Contact parent. -10 days External Suspension.

(consumption)	<ul style="list-style-type: none"> -Contact parent. -10 days External Suspension. -Referral to student assistance counselor. -Entrance into alcohol treatment program. 	<ul style="list-style-type: none"> assistance counselor. -Entrance into alcohol treatment program. -Board of Education hearing. 	<ul style="list-style-type: none"> -Referral to student assistance counselor. -Entrance into alcohol treatment program. -Board of Education Hearing.
Drug-free (possession of paraphernalia)	<ul style="list-style-type: none"> -Contact parent. -3 days External Suspension. -Referral to student assistance counselor -Contact police 	<ul style="list-style-type: none"> -Contact parent -5 days External Suspension -Referral to student assistance counselor -Contact police -Board of Education hearing 	<ul style="list-style-type: none"> -Contact police -10 days External Suspension -Referral to student assistance counselor -Contact police -Board of Education hearing
(possession/ consumption of drugs)	<ul style="list-style-type: none"> -Contact parent -10 days External Suspension -Medical exam required -Referral to SAC -Entrance into drug treatment program -Contact police 	<ul style="list-style-type: none"> -Contact parent -10 days External Suspension -Medical exam required -Referral to student assistance counselor -Entrance into drug treatment program -Contact police -Board of Education hearing 	<ul style="list-style-type: none"> -Contact parent -10 days External Suspension -Medical exam required -Referral to student assistance counselor -Entrance into drug treatment program -Contact police -Board of Education hearing
(distribution/ intent to distribute)	<ul style="list-style-type: none"> -Contact parent -External Suspension until Board of Education hearing -Notify police -Referral to SAC -Entrance into drug treatment program 		
All students are expected to attend school and school functions free of any weapons.			
Weapons (possession of knives or anything			

<p>capable of inflicting serious bodily injury).</p> <p>At the discretion of the Administration, a student may meet with the Principal regarding the incident. The Administration will make a determination as to whether or not the weapon was brought to school inadvertently and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner.</p> <p>*Firearm (possession of any type)</p> <p>*Firearm/ Weapon (assault)</p>	<p>-Contact parent. -External Suspension from 4-16 days. -Notify police. -Board of Education hearing.</p> <p>-Contact parent. -Removed from school (up to one year) pending Board of Education hearing. -Notify police.</p> <p>-Contact parent. -Board of Education hearing. -Removed from school for one year.</p>	<p>-Contact parent. -External Suspension from 4-16 days. -Notify police. -Board of Education hearing.</p>	<p>-Contact parent. -External Suspension from 4-16 days. -Notify police. -Board of Education hearing.</p>
<p>All students are expected to adhere to appropriate standards of safety.</p> <p>Possession/ Distribution or use of: Stink bomb/ Fireworks *Exploding devices</p>	<p>-Contact parent. -1 day Internal</p>	<p>-Contact parent. -3 days External Suspension.</p>	<p>-Contact parent. -5 days External Suspension.</p>

False Fire Alarms/Starting Fire <i>*Arson</i>	Suspension. -Notify guidance counselor. -Contact parent. -3 days External Suspension. -Notify police. -Notify guidance counselor. -Possible Board of Education hearing.	-Contact parent. -5 days External Suspension. -Notify police. -Notify guidance counselor. -Possible Board of Education hearing.	-Contact parent. -10 days External Suspension. -Notify police. -Notify guidance counselor. -Possible Board of Education hearing.
All students will conduct themselves appropriately on the bus at all times. <i>*Wear seat belts</i>	-Contact parent. -Conference with Assistant Principal. -Warning	-Contact parent. -1 day Bus Suspension.	-Contact parent. -3 day Bus Suspension. -Subsequence Offense: Parent conference with Asst. Principal and Transportation Director
IV. PROMOTING AND MAINTAINING MUTAL RESPECT FOR OTHERS AND THE SCHOOL.			
All students will respect others. School should be free of any harassment including racial, ethnic, or sexual harassment. <i>*Sexual Harassment.</i>	-Contact parent. -Saturday Session to 3 days Internal Suspension. -Peer mediation session and meeting with guidance counselor.	-Contact parent. -1-3 days Internal Suspension. -Mandatory meeting with guidance counselor and conference involving offender, parent, and administrator.	-Contact parent. -Minimum of 3 days Internal Suspension. -Mandatory counseling session with student assistance counselor. -Possible involvement with West Deptford Police.
Students will be respectful of others. Offensive language or gestures, physical or verbal intimidation will not be tolerated. <i>* Language Misuse</i>	-Contact parent. -Saturday Session, peer Mediation session/meeting with guidance counselor.	-Two Saturday Sessions. -Parental conference, mandatory peer mediation session, and meeting with guidance counselor. -Meeting with student assistance counselor.	-Mandatory counseling session with student assistance counselor. -Up to three days Internal Suspension. -Parental conference, mandatory peer mediation session, meeting with student assistance counselor. -Notify guidance Counselor.
Students will be respectful of all school personnel. Threatening remarks, defiant behavior, offensive language or gestures are never appropriate. <i>* Use of Force</i>	-Contact parent. -Saturday Session to 3 days. -External Suspension. -Meeting with guidance counselor. -Subject to police involvement.	-Contact parent. -Internal suspension to five days. -External Suspension. -Meet with student assistance counselor. -Readmission conference with Principal.	-Contact parent. -5-10 days External Suspension. -Meet with student assistance counselor. -Re-admission conference with Superintendent. -Subject to police involvement.

		-Subject to police involvement.	
Students will treat all school and student property with respect. *Theft *Damage *Vandalism *Wrongful Entry	-Contact parent. -Saturday Session. -Financially responsible for damages. -Possible filing of charges with local police.	-Mandatory counseling. -1-3 days Internal Suspension. -Financially responsible for damages. -Possible filing of charges with local police. -Parental conference.	-3 days External Suspension. -Financially responsible for damages. -Possible filing of charges with local police. -Parental Conference.
Students will refrain from attempting to obtain the property of others through intimidation or threat. *Extortion	-Saturday School -Contact Parents	-1-3 days Internal Suspension -Contact Parents -Possible charges with Police	-1-3 days External Suspension -Contact Parents -Possible charges with Police -Possible BOE Hearing
Students are prohibited from membership in any secret society, gang or club that may impair the operation of the educational program. *Secret membership	-Saturday School -Contact Parents	-1-3 days Internal Suspension -Contact Parents	-1-3 days Internal Suspension -Contact Parents
Students will use district computers, internet and all other technology in an appropriate manner. *Misuse-Computer/Network	-Administrative detention -Contact Parents	-Saturday School -Ban from Computer/Network use -Contact Parents	-1-3 days Internal Suspension -Ban from Computer/Network use for remainder of year. -Conference with Parent/Guardian

* When all traditional strategies have been exhausted and proven ineffective, “equivalent discipline” may be imposed.

V. SUMMARY

The West Deptford Middle School Code of Conduct is based upon the goal of promoting a positive, safe atmosphere of teaching, learning, and mutual respect. In order to accomplish this goal, the entire school community must work cooperatively. Parental involvement is encouraged at all times.

With each successive offense, consequences generally become more severe and formal. Saturday Sessions and suspensions are some of the most severe consequences that may be imposed. The following actions *may* be taken in the event of a student repeatedly violating our Code of Conduct.

Three 1st offenses in any combination of categories in any one marking period will warrant the discipline of 1 day Internal Suspension.

Three 2nd offenses in any combination of categories in any one marking period will warrant the discipline of 2 days Internal Suspension.

Three 3rd offenses in any combination of categories in any one marking period will warrant the discipline of 3 days Internal Suspension.

Students who have been previously suspended during the school year will not be permitted to

participate in any extracurricular activity for a period of up to ten (10) days following the suspension.

Total Number of Saturday Sessions and/or days of Suspension

- 8: Student/Parent/Guidance Counselor or Child Study Team representative/Assistant Principal conference.
- 12: Student/Parent/Guidance Counselor or Child Study Team representative/Principal conference.
- 16: Refer Student Discipline record to Superintendent/Board of Education.

While this Code of Conduct is comprehensive, it is not all-inclusive. The West Deptford Middle School administration will exercise proper professional judgment with the best interest of the school community in mind when handling students who do not meet our school's expectations that are not necessarily indicated in our Code of Conduct.

High School Discipline Code

Philosophy

School, like society in general, is founded on reasonable rules of behavior which are intended to provide for the well-being and safety of its citizens.

The purpose of the discipline code is to assure that West Deptford High School continues to provide a positive educational environment for learning and a desirable place for social interaction among students, staff, and the community. To maintain these goals within our school society, the responsibility for success must be shared by all the students, parents, teachers, staff members and administrators.

It is the function of the discipline code to provide fair and effective practices which would promote appropriate social behavior. In the event of inappropriate behaviors, consequences will be administered with the intent of promoting a positive change in student behavior. Therefore, a Renaissance Program will be implemented to provide students with positive reinforcement incentives and activities to recognize appropriate behavior.

The disciplinary guidelines contained herein are not all-inclusive. Administrative discretion will be taken when constructive disciplinary action is deemed necessary.

Hall Regulations

Each student should display self control and courtesy at all times to contribute to the well being and comfort of his/her fellow students. When passing to class during the day, students should not gather in the halls in groups so as to impede the movement of traffic. Students should walk at all times and arrive at class on time. During building evacuations, observe absolute silence and follow directions.

No one is to be in the hall while classes are in session without a pass. The pass will indicate the destination of the student, such as to one of the offices, to the nurse, or to see another teacher.

Handling of Discipline

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referral to the office for a disciplinary matter may be assigned a penalty as stated on the charts on pages 21 thru 32.

A student will be suspended if he/she commits a major infraction or persists with continual disruptive behavior as shown on the charts. The length of the suspension and whether it is from class (in-school), from school (external) or on Saturday will be determined by the assistant principal according to the rules established for each specific type of suspension.

Listed below are some of the major offenses which will result in a suspension from school on the first infraction unless there are unique and mitigating circumstances in the judgment of the disciplinarian and/or building principal: extortion/intimidation; leaving school grounds without permission; abusive language directed at staff; open defiance, disruption of school or any action which could lead to the disruption of school; possession and/or consumption of alcoholic beverages; possession and/or use of any Controlled Dangerous Substances or drug paraphernalia; possession of any weapon including, but not limited to pen knives; possession or exploding of firecrackers; destruction of school property; serious antisocial behavior; any action which could lead to bodily injury to any student or staff member. The charts on the following pages give a summary of specific offenses and penalties. A point system has been established in conjunction with the discipline code in West Deptford High School. Students who receive discipline referrals which result in a suspension or Saturday School Suspension will receive discipline points. Disciplinary conferences will be conducted at the following point accumulation levels: four points, eight points, twelve points, and eighteen points. (REFER TO DISCIPLINE CHART FOR AN EXPLANATION OF EACH DISCIPLINARY CONFERENCE.)

No student, regardless of age, shall be permitted to attend any school functions, on or off school property, if evidence exists that the student is under the influence of some intoxicant. Any student who consumes an intoxicant or who is found to be in possession of or under the influence of any intoxicant while participating in a school activity, on or off school property, shall be subject to disciplinary action. Consumption of any amount of alcoholic beverage is considered to be “under the influence.”

Standard of Behavior

1. Attend school and class regularly.
2. Demonstrate respect for self and others.
3. Demonstrate respect for school property and property of others.
4. Take advantage of all educational opportunities.

STUDENT RIGHTS	STUDENT RESPONSIBILITY
-Students have the right to be treated with respect by peers and staff.	-Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
-Students have the right to an education in positive and safe school climate.	-Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate.
-Students have the right to present information that has a bearing on disciplinary action.	-Students have the responsibility to respect school property and help maintain an orderly environment.
	-Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.
WHEN IS THE CODE IN FORCE?	
The code is in force:	
On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.	
While students are on the school bus for any purpose.	
At all school-sponsored events and other activities.	
To protect school buildings and grounds.	
Additionally, school administrators are authorized to take administrative action when a student’s misconduct to and from school has a harmful effect on the other students or on the orderly educational process.	

A. THE FOLLOWING ARE OFFENSES THAT DO NOT USUALLY LEAD TO A SUSPENSION ON THE FIRST OFFENSE.

CAFETERIA MISCONDUCT/LITTERING (Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Administrative detention (1 hour) b. Removed to a time-out area	a. Saturday School Suspension (1) b. Parent notification c. Removal from cafeteria (1-3 days)	a. Saturday School Suspension (2) b. Parent notification c. Suspension from cafeteria up to 30 days
	(1 point)	(2 points)
* Severe cases of misconduct will result in external suspension		
PARKING VIOLATIONS		
1 st Offense	2 nd Offense	3 rd Offense
a. Warning	b. 30 day forfeiture of parking Privilege	a. Loss of parking privilege
DISRUPTIVE BEHAVIOR (Language, gestures or actions which interfere with the learning process)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Administrative detention (1 hour) b. Parent notification c. Advisor/coach notification	a. Saturday School Suspension (1) b. Parent conference c. Counselor notification d. Advisor/Coach notification e. Removal from the class for 1-3 days; return to class after parent conference	a. In-school suspension (up to 3 days) b. Parent conference w/A.P. c. Counselor notification d. Advisor/Coach notification
	(1 point)	(1-3 points)
DRESS CODE VIOLATION		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Warning b. Student to change c. Parent notification	a. Administrative detention (1 hour) b. Student to change c. Parent notification	a. Saturday School Suspension (1) b. Student to change c. Parent conference w/A.P.
		(1 point)
(In a case where the clothing is inappropriate, the student will remain in the office or ISS until the clothing is changed.) If the student refuses to change, it will result in a discipline referral for insubordination.		
ELECTRONIC DEVICES (cell phones, pagers, hand-held games, unauthorized cameras, portable audio devices)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Administrative Detention (1 hour) b. Confiscation of the device, return at the end of the day. c. Parent notification.	a. Saturday Suspension b. Confiscation of the device, return to parent c. Parent notification	a. In-School Suspension (2 days) b. Confiscation of the device, return to parent c. Parent notification
	(1 point)	(2 points)

FAILURE TO ATTEND TEACHER DETENTION (Same Teacher)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Administrative detention (1 hour)	a. Administrative detention (2 hours) b. Parent notification c. Counselor notification	a. Saturday School Suspension (1) b. Parent Conference (1 point)
FAILURE TO FOLLOW RULES AND REGULATIONS (i.e. inappropriate conduct in halls, public display of affection, in the hall without a pass, general horseplay, food or drinks in the halls, loitering, unsupervised in the building, recklessness)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Administrative detention b. Parent notification	a. In-school suspension (1) b. Parent notification	a. External Suspension (1-3 days) b. Parent Conference (1-3 points)
(1 point)		
FORGERY/FALSE DOCUMENTATION (possession of an altered document from a parent/guardian/teacher)		
*1 st Offense	* 2 nd Offense	* 3 rd and Subsequent Offenses
a. Administrative detention (1) b. Parent Conference c. No pass privilege for a determined period of time	a. Saturday School Suspension (1) b. Parent notification c. Counselor notification	a. External Suspension (1-3 days) pending administrative conference) b. Parent notification (1-3 points)
(1 point)		
*ADMINISTRATIVE DISCRETION IN MORE SERIOUS MATTERS		
LATE TO CLASS (Same Teacher)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday detention (2 hours) b. Parent notification c. Counselor notification	a. Saturday suspension (1) b. Parent notification c. Counselor notification	a. In-school Suspension (2 days) b. Parent conference w/A.P. c. Counselor notification (2 points)
(1 point)		
W.D.H.S. LATENESS TO SCHOOL PROCEDURE UNEXCUSED EARLY RELEASE		
Students who arrive to school after 7:31 a.m. are late to school. Below, please find the following disciplinary assignments for late and must sign in with attendance personnel. Below please find the following disciplinary assignments for unexcused lateness to school/unexcused early release:		
3 unexcused latenesses/ 3 unexcused early release	Saturday School Detention Parent Notification	
6 unexcused latenesses/ 6 unexcused early release	Two Saturday School Detentions Parental Contact *Advise Guidance Counselor	
9 unexcused latenesses/ 9 unexcused early release	Two Saturday Suspensions Parental Contact	
12 unexcused latenesses/ 12 unexcused early release	Two days In-School Suspension Parental Contact	
15 unexcused latenesses/ 15 unexcused early release	Three days In-School Suspensions Parent Conference with the Principal	

16 or more unexcused latenesses/ 16 or more unexcused early release	One day In-School Suspension for each Subsequent offense. Parent Contact
Students who arrive to school between 7:31 a.m. and 8:30 a.m. will receive a one (1) hour administrative detention, which will be served the same day. Students who arrive between 8:30 a.m. and 9:45 a.m. will receive two (2) hours of administrative detention, which will be served over two days. Students who arrive to school after 9:45 a.m. will be marked absent for the day..	
Students who arrive to school after 8:30 a.m. and are considered unexcused may not participate in any after-school activities (athletics, clubs, etc.).	
Students, who leave early unexcused, may not participate in any after-school activities (athletics, clubs, etc.) without administrative approval.	

B. THE FOLLOWING ARE OFFENSES WHICH RESULT IN A SUSPENSION ON THE FIRST OFFENSE:

ABUSIVE LANGUAGE (Written or spoken language, gestures that are offensive, obscene or vulgar directed toward students and others)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension or In-School suspension (1 day) b. Parent notification	a. In-school Suspension (2 days) b. Parent notification c. Counselor notification d. Parent Conference w/A.P.	a. In-school suspension (3-5 days) pending parent Conference with administrator
(1 point)	(2 points)	(3 – 5 points)

ATTENDANCE POLICY (Absence from school without authorization or approved reason)
VIOLATION/TRUANCY

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. One (1) Saturday School Suspension or two (2) days In-school suspension b. Parent notification c. “0” grade for missed classes as a result of truancy may be issued	a. Two (2) Saturday Schools or three (3) days In-School suspension b. Parent conference c. “0” grade for missed classes and may result in truancy charges being filed	a. In-school suspension pending conference with Principal/ Superintendent (minimum of 4 days In-school suspension) b. Board action possible c. May refer to CST d. “0” grade for missed classes and may result in truancy charges being filed e. Student may be removed from classes without credit
(1 point)	(2 points)	(4 points)

CUTTING ADMINISTRATIVE DETENTION * (See note below)

1 st Offense	2 nd and subsequent Offenses
a. Saturday Suspension (1 day) b. Parent notification	a. In School Suspension (1 day) b. Parent conference w/A.P.
(1 point)	(1 point)

* Any student who fails to attend an administrative detention will not be permitted to participate in any

after-school activity for that day.

CUTTING CLASS (Absence from any assigned area (class, study hall) without authorization or approved reason) * (See note below)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension. (1)	a. Saturday School Suspension (2)	a. In-school (2 days) suspension pending parent conference with Administrator
b. Parent notification	b. Parent notification	b. Parent notification
c. "0" grade for the day in any class(es) missed will be issued	c. "0" grade for the day in any class(es) missed will be issued	c. "0" grade for the day in any class(es) missed will be issued
	d. Counselor notification	* STUDENT MAY BE REMOVED FROM A CLASS, WITHOUT CREDIT, AFTER 4 CUTS OF THAT CLASS.
	e. Parent conference w/A.P.	

(1 point)

(2 points)

(2 points)

*Any student who arrives to class after 10 minutes without a pass will be processed for cutting class.

CUTTING SATURDAY DETENTION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In-school Suspension (1 day)	a. In-school Suspension (2 days)	a. In-school Suspension (2 days)
b. Saturday Detention will be reassigned.	b. Saturday Detention will be reassigned	b. Parent conference
c. Parent contact	c. Parent contact	c. Student may be assigned to attend one or more sessions of summer suspension at the end of the school year

(1 point)

(2 points)

(2 points)

CUTTING SATURDAY SCHOOL SUSPENSION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In-school Suspension (2 days)	a. In-school Suspension (3 days)	a. In-school Suspension (minimum 3 days) pending conference with parent/student/administrator
b. Saturday Suspension will be reassigned	b. Saturday Suspension will be reassigned	b. Student may be assigned to attend one or more sessions of summer suspension at the end of the school year
c. Parent contact	c. Parent contact	

(2 points)

(3 points)

(3 points)

DISRESPECT/OPEN DEFIANCE OF AUTHORITY/ INSUBORDINATION

(Verbal or non-verbal refusal to comply to a reasonable directive. Refusal to leave an area when requested)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension (1)	a. In-school or External Suspension (2 days Minimum)	a. External Suspension (3 to 5 days) pending conference with Administration and/or Superintendent
b. Parent notification	b. Counselor notification	b. Parent notification
c. Parent conference w/A.P.	c. Parent notification	c. Counselor notification
	d. Principal's conference	

w/Parent

(1 point)

(2 points)

(3-5 points)

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1st Offense

2nd Offense

3rd and Subsequent Offenses

- a. In-school Suspension (2 days)
- b. Parent notification
- c. Parent conference w/A.P.
- d. Student will have additional penalties per class cut policy

- a. In-school Suspension (3 days)
- b. Parent notification
- c. Parent conference w/A.P.
- d. Loss of parking privileges
- e. Loss of late arrival and/or early release
- f. Student will have additional penalties per class cut policy

- a. External Suspension (5 days minimum) pending parent conference with administrator
- b. Parent notification
- c. Possible Board of Education action
- d. Student will have additional penalties per class cut policy

(2 points)

(3 points)

(5 points)

LEAVING THE BUILDING WITHOUT PERMISSION (Unauthorized)

1st Offense

2nd Offense

3rd and Subsequent Offenses

- a. In-school Suspension (1 day)
- b. Parent notification
- c. Parent conference w/A.P.

- a. In-school Suspension (2 days)
- b. Parent notification
- c. Parent conference w/A.P.
- d. Loss of parking privileges
- e. Loss of late arrival and/or early release

- a. In-school Suspension (3-5 days) pending parent conference with administrator
- b. Parent notification

(1 point)

(2 points)

(3-5 points)

SMOKING ON SCHOOL GROUNDS - USE AND/OR POSSESSION OF TOBACCO PRODUCTS

1st Offense

2nd Offense

3rd and Subsequent Offenses

- a. Saturday School Suspension (1)
- b. Parent notification

- a. In-school Suspension (2)
- b. Mandatory counseling with SAC
- c. Parent conference
- d. Loss of privileges to be determined by the Administrator
- e. Complaint will be filed

- a. In-school Suspension (3 days)
- b. Mandatory counseling with SAC
- c. Parent conference
- d. Loss of privileges to be determined by the Administrator
- e. Complaint will be filed

(1 point)

(2 points)

(3 points)

THEFT/VANDALISM (minor offenses)

1st Offense

2nd Offense

- a. In-school Suspension (1-3 days)
- b. Restitution
- c. Parent notification

- a. In-school Suspension (3-5 days)
- b. Restitution
- c. Parent notification

(1- 3 points)

(3 – 5 points)

VERBAL ALTERCATION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In-school Suspension (2 days) b. Parent notification c. Mediation	a. In-school Suspension (3 days) b. Parent notification c. Refer to counselor for anger management group d. Mediation	a. External Suspension (1 – 3 days) b. Parent notification c. Parent conference with Administration d. Mediation
(2 points)	(3 points)	(3 points)

C. THE FOLLOWING ARE SERIOUS OFFENSES THAT RESULT IN EXTERNAL SUSPENSION FROM SCHOOL:

BIAS ACTS (Any action by a student intended to insult, offend, demean, threaten or intimidate another person because of that person’s race, religion, gender, ethnic background, disability, etc. Such actions include but are not limited to: verbal or written slurs, drawings, gestures, secret membership)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. External Suspension (3-5 days) b. Parent notification c. Parent conference w/A.P. d. Counselor notification e. Legal action may be taken	a. External Suspension (5-10 days) b. Parent notification c. Parent conference with Superintendent d. Legal action may be taken	a. External Suspension (minimum 10 days) pending Board of Education hearing b. Possible expulsion hearing c. Legal action may be taken
(3-5 points)	(5-10 points)	10 points)

FIGHTING OR ASSAULT/ BATTERY AGAINST ANOTHER STUDENT

(Aggressive, physical conflict between two or more individuals where one or both assault the other)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. External Suspension (1-5 days) b. Parent conference c. Mediation d. Counselor notification e. File complaint with Police	a. External Suspension (5-7 days) b. Parent conference c. File complaint with police	a. External Suspension (not less than 10 days) pending conference with Principal/ Superintendent b. BOE action possible c. File complaint with police
(1-5 points)	(5-7 points)	(10 points)

FOUL AND ABUSIVE LANGUAGE DIRECTED TOWARD ANY SCHOOL

EMPLOYEE (Written or spoken language, gestures, that are offensive, obscene, or vulgar)

- | 1 st Offense | 2 nd Offense |
|---|---|
| a. Immediate removal from school by parent/guardian | a. Immediate removal from school by a parent/guardian |
| b. External Suspension (3-5 days) | b. External Suspension (Minimum 5 days) |
| c. Parent conference w/A.P. | c. Parent conference |
| d. Possible Principal's conference | d. Superintendent may refer to BOE for action |
| e. Counselor/SAC referral | |

(3 – 5 points)

(5 points)

HARASSMENT/EXTORTION (Type of language, behavior or use of force, gestures which attempt to elicit fear or anxiety, cyber bullying.)

- | 1 st Offense | 2 nd Offense | 3 rd and Subsequent Offenses |
|--------------------------------|---------------------------------|--|
| a. External Suspension (1 day) | a. External Suspension (3 days) | a. External Suspension (minimum of 5 days) |
| b. Parent notification. | b. Parent notification | b. Parent notification |
| | c. Parent conference w/A.P. | c. Principal's conference upon re-entry |
| | d. Counselor notification | |

(1 point)

(3 points)

(5 points)

HARASSMENT DIRECTED TOWARD ANY SCHOOL EMPLOYEE (Threats by a student to a teacher or staff member referring to bodily harm, mental anguish, or personal property damage.)

- | 1 st Offense | 2 nd and Subsequent Offenses |
|--|--|
| a. Immediate removal from school | a. Immediate removal from school |
| b. External Suspension (5 days) | b. External Suspension (10 days) pending BOE action |
| c. Parent notification | c. Parent notification |
| d. Referral for counseling | d. Police notification |
| e. Employees may file charges with police | e. Employee may file charges with police |
| f. Parent conference with administrator/staff member | f. Parent conference with administrator/staff member |

(5 points)

(10 points)

SEXUAL HARASSMENT (Unwelcome sexual advances or suggestions, requests for favors, and verbal or physical contacts of sexual nature.)

- | 1 st Offense | 2 nd Offense | 3 rd and Subsequent Offenses |
|-----------------------------------|--|--|
| a. External Suspension (3-5 days) | a. External Suspension (5-10 days) | a. External Suspension (minimum 10 days) pending BOE hearing |
| b. Parent notification | b. Parent notification | b. Possible expulsion hearing |
| c. Parent conference w/A.P. | c. Parent conference with Superintendent | c. Legal action may be taken |
| d. Counselor notification | d. Counselor notification | d. Counselor notification |
| e. Legal action may be taken | e. Legal action may be taken | |

(10 points)

(3-5 points)

(5-10 points)

THEFT (Possession of property that does not belong to the individual without permission of the owner)

1st Offense

2nd and Subsequent Offenses

- a. External Suspension (5 days)
- b. Parent conference with Administrator before Student re-enters
- c. Police may be notified; charges may be filed
- d. Restitution (if necessary)

- a. External Suspension (10 days) pending conference with Administration and/or Superintendent
- b. Police notification; charges filed
- c. Restitution (if necessary)

(5 points)

(10 points)

VANDALISM (Intentional destruction, or defacing of school property or property of others, wrongful entry.)

1st Offense

2nd and Subsequent Offenses

- a. External Suspension (3 days)
- b. Parent notification
- c. Parent conference with Administration
- d. Restitution
- e. Policy may be notified; charges may be filed

- a. External Suspension (5 days)
- b. Parent notification
- c. Possible BOE action/ expulsion hearing
- d. Restitution
- e. Police notified; charges filed

(3 points)

(5 points)

SUBSTANCE ABUSE (OTHER THAN ALCOHOL)

1. Possession of Substance Paraphernalia: (no drugs)

1st Offense

2nd Offense

3rd and Subsequent Offenses

3 days External Suspension

5 days External Suspension

BOE expulsion hearing and external suspension

(3 points)

(5 points)

2. Possession OR consumption of a controlled dangerous substance

1st Offense

2nd and Subsequent Offense

- a. 10 days External Suspension
- b. Police notified
- c. Medical exam required for consumption is suspected
- d. Parents notified
- e. Referral to SAC
- f. Appropriate legal action taken

- a. All of the above and BOE expulsion hearing

(10 points)

NOTE: Student will be subject to random drug testing throughout his/her High School career.

3. Distributing, transferring or selling substances (drugs) or possession of amounts of substance large enough to indicate possible intent to distribute, transfer or sell:

External suspension until BOE hearing

Police notified

Referral to SAC

4. Conviction for substance violation – off school property:

School will take action it considers appropriate

SUBSTANCE ABUSE (STEROIDS)

In addition to the penalties above, anyone using steroids shall be subject to the following penalty:

2. Removal from athletics for remainder of the season and until a medical clearance is received from a doctor.

SUBSTANCE ABUSE (ALCOHOL)

1. Consumption of a substance (alcohol), possession or providing for consumption of a substance (alcohol) by other students:

3. 10 day External Suspension

Referral to SAC

Appropriate legal action will be taken and charges will be filed

(10 points)

NOTE:

1. Any substance abuse infractions occurring at co-curricular activities will result in all appropriate penalties listed above plus a hearing to determine participating in future co-curricular activities. This hearing may be before the school administration or Board of Education.

2. Any student who is suspended during the year for violation of the Alcohol/Drug Policy will not be permitted to attend the prom that year.

3. Any senior who has been suspended for violation of the Alcohol/Drug Policy will not be permitted to participate on the senior trip, may not attend the senior prom, and will not participate in convocation and commencement exercises.

4. Noncompliance with the recommendation of an evaluation for alcohol or other drug abuse and related behaviors would constitute a violation of the Substance Abuse Policy and disciplinary action would be imposed per our Student Code of Conduct (NJAC 6A:4-3[e]).

5. Any student who tests positive for a CDS (other than students who are involved in random drug testing for athletes) will be subject to random drug testing for the remainder of his/her high school career. A second positive test will result in an expulsion hearing.

6. The disciplinarian will use the above as a guideline. In specific cases, circumstances might warrant a greater or lesser penalty than the one indicated. In such cases, the extenuating circumstances shall be noted and the appropriate penalty invoked.

ANY COMBINATION OF 2 SUSPENSIONS FOR THESE OFFENSES COULD RESULT IN A BOARD OF EDUCATION HEARING.

WEAPONS/DANGEROUS INSTRUMENTS (POSSESSION/CONCEALMENT)

1. Possession of any type of instrument capable of inflicting bodily harm (i.e. knives, mace, explosives, laser pointer, etc.)

EACH OFFENSE:

- Parent notification/immediate removal from school
- External suspension (4-16 days)
- Police notified, complaint may be filed
- * Conference to be held with Principal and/or Superintendent or his/her designee
- * Student may be referred for a Board of Education hearing

(4-16 points)

*At the discretion of the Administration, a student may only meet with the Principal regarding the incident. The Administration will make a determination as to whether or not the weapon was brought to school inadvertently; and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner.

2. Possession of a firearm (any type)

- Parent notification/immediate removal from school
- Removal from school (not less than one year) pending Board of Education hearing
- Police notified, complaint filed

3. Assault with a firearm or weapon

- Parent notification/immediate removal from school
- Removal from school for not less than one year
- Police notified, complaint filed

ANY VIOLATION REQUIRING POLICE INVOLVEMENT MAY RESULT IN POSSIBLE EXPULSION PENDING BOARD OF EDUCATION HEARING. THE LIST BELOW INCLUDES SUCH VIOLATIONS, BUT MAY NOT BE LIMITED TO, ONLY THOSE VIOLATIONS LISTED.

FALSE FIRE ALARM/BOMB THREAT

2. **ARSON** (Any act utilizing fire, firecrackers, or explosives which causes alarm or danger to life; and/or willful or malicious burning of school property or its contents or the person property of others)

3. **TAMPERING WITH ANY FIRE SAFETY DEVIDE**

4. **AGGRAVATED ASSAULT** (An unlawful physical attack upon another with any dangerous instrument)

5. **RAPE OR ATTEMPTED RAPE** (Forced sexual contact with consent of the victim)

6. **ACTIONS ENDANGERING THE SAFETY AND WELFARE OF STUDENTS/STAFF/SELF** (to include unsafe behaviors and safety infractions in the classrooms and halls)

1. **THIS LIST IS NOT ALL-INCLUSIVE. A STUDENT COMMITTING AN ACT OF MISCONDUCT, WHICH IS NOT LISTED, WILL BE SUBJECT TO DISCIPLINARY ACTION,**

WHEN AND WHERE APPROPRIATE. THIS ACTION MAY INCLUDE NOTIFICATION OF APPROPRIATE SOCIAL SERVICE AGENCIES WHEN NECESSARY.

2. ANY FEDERAL, STATE OR MUNICIPAL REGULATIONS AND/OR POLICIES WILL SUPERCEDE DISTRICT POLICIES RELATIVE TO DISCIPLINARY ISSUES.
3. ANY SENIOR WHO HAS 12 POINTS OR MORE AT THE TIME OF COMMENCEMENT AND/OR CONVOCATION WILL NOT BE PERMITTED TO PARTICIPATE IN COMMENCEMENT OR CONVOCATION..

DISCIPLINARY POINTS AND CONFERENCES

A point system has been established in conjunction with the discipline code in West Deptford High School. Students who receive discipline referrals, which result in an Internal or External Suspension or Saturday School Suspension will receive discipline points. The student who shows good behavior in terms of not receiving any suspensions or Saturday School offenses, will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two points per twenty (20) consecutive school days.

Disciplinary conferences will be conducted at various point accumulation levels. The purpose of the conference will be to review the student's progress and to provide interventions involving the student, administration, counselor and parents.

DISCIPLINARY CONFERENCES

Four Point Conference

Upon accumulating the fourth (4) discipline point, the student will be referred to his/her guidance counselor for complete review of the student's progress at this time. A report of this conference will be sent, in letter form, to the parent and assistant principal in charge of discipline.

Eight Point Conference

Upon accumulating eight (8) discipline points or more, the student may be suspended, at the discretion of the building administrator, until a meeting can be held with the parents, guidance counselor, building administrator and student. At this conference, the student's academic progress, disciplinary record, and attendance will be reviewed and recommended courses of action will be discussed with the parents for improved student performance.

After the accumulation of eight (8) discipline points, the student will no longer have the privilege of participating in interscholastic athletics or any co-curricular activities, which include Homecoming, the Prom, and the Senior Trip, until the student's discipline point total is less than eight (8) points.

Twelve Point Conference

Upon accumulating twelve (12) discipline points or more, the student may be suspended, at the discretion of the building administrator, until a meeting can be held with the parents, guidance counselor, principal, assistant principal, and the student. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents for improved student performance. Any senior who has accumulated 12 discipline points at the time of commencement and convocation will not be permitted to participate in these exercises.

Eighteen Point Conference

Upon accumulating eighteen (18) discipline points or more, the building administrator may suspend the pupil until a meeting can be held with the parents, a building administrator, and the superintendent or his designee. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended

courses of action will be discussed with the parent, which may include an expulsion hearing before the Board of Education.

NOTE: Case managers of classified students may be required to attend conferences at the eight, twelve, and eighteen point levels.

NOTE: All students will be given the opportunity to lose discipline points during the school year. For each twenty (20) consecutive school days that a student remains in good disciplinary standing, a student will have two (2) points deducted from his/her discipline total. At any point during the school year, if a student is at the eight (8) point level, the student will be ineligible for any co-curricular activities until the student has less than eight (8) points.

Reduction of Points

In order to motivate pupils toward more positive social behavior, the following procedure has been instituted:

The student who shows good behavior in terms of not receiving any suspensions or Saturday School offenses will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two points per twenty (20) consecutive school days.

AT THE END OF EACH SCHOOL YEAR, DISCIPLINE POINTS ARE REMOVED. STUDENTS WILL BEGIN EACH SCHOOL YEAR WITH NO POINTS.

Expulsion Hearing

When a student is ordered to appear for an expulsion hearing, the Board shall make its decision as to the future status of the student in the West Deptford School System based on the presentation of the case and State laws relative thereto. Students who are expelled or withdrawn from school while facing disciplinary action may not participate in extracurricular activities. Students assigned an expulsion hearing will be evaluated by the CST to determine if classification is necessary.

Severe Cases of Violence/Vandalism

Any infraction involving violence or vandalism may result in a suspension pending disposition by the Board when there are unusual circumstances surrounding the incident or student.

Internal Suspension Room Behavior

The student who is on Internal suspension will be given school work to do and assigned to the Internal suspension room where he/she will be supervised by a faculty member. Any student who misbehaves or refuses to work while on Internal suspension may be sent home to serve the suspension externally.

Reinstatement Conference:

When a student is suspended from school, his/her parent(s)/guardian(s) must arrange for a conference with the Assistant Principal before the student is permitted to return to regular classes or to school. The reinstatement conference may consist of either a face-to-face meeting or a telephone conversation, at the discretion of the administrator.

Miranda Warning - Responsibility for Administering

If the administration believes the offense is serious enough to require police notification, they should contact the police as the procedures prescribe for serious offenses. The police officer who responds to the report from the school is the person who is responsible for administering the Miranda Warning to the student.

High School Saturday Suspension/Detention School

- A. When the disciplinarian deems it appropriate, students may be assigned to Saturday School as an alternate to the penalty of being assigned to the Internal suspension room, or in combination with internal and External suspensions in certain situations which would otherwise call for a longer suspension.

Also, suspensions administered pending a conference with the Principal or Superintendent may be a combination of Internal suspension and Saturday School - at the discretion of the appropriate administrator.

- B. High School students who exhibit a pattern of excessive lateness to school also will be subject to the student code of conduct and/or truancy charges may be filed.

Rules on Lateness

1. A lateness will be excused only for doctor/dentist appointments when accompanied by a doctor's note and in very unusual situations. Lateness due to such problems as oversleeping, car problems or missing the bus will not be excused. Lateness which occurs because of temporary illness will be excused occasionally only if verified by a parental note or a call from the parent verifying the illness.
 2. Students may be assigned Saturday detention, Saturday Suspension, or ISS (In-school suspension) based upon the number of latenesses.
 3. Administrators may reassign a student from a missed Saturday School only in extreme circumstances where the reason can be satisfactorily verified.
 4. The hours for the Saturday detention program and the rules for appropriate behavior shall be determined by the administration.
- C. The "Saturday School" will meet in a designated area in the High School every Saturday, unless there are fewer than five students assigned or other problems exist which the administration deems serious enough to warrant not having the program.

The High School program will be held from 8:30 a.m. to 12:00 Noon (the Middle School program from 8:30 a.m. to 11:30 a.m.) with short lavatory breaks given at approximately 9:30 a.m. and 10:45 a.m. No student will be admitted prior to 8:15 a.m. or after 8:30 a.m. or permitted to leave prior to being dismissed by the teacher in charge.

Any student assigned to the program who does not arrive by 8:30 a.m. will not be admitted into Saturday school. An exception will be made if the student or his/her parent presents a doctor's note stating that the student was too ill to attend school on that date. If a doctor's note is presented, the Saturday School will be reassigned. Administrators may reassign a student from a missed Saturday School only in extreme circumstances where the reason can be satisfactorily verified.

Students assigned to the program will assume the responsibility for getting school work and bringing the necessary materials with them. Students must work during the entire program. There will be no sleeping, putting of heads on tables or talking to other students. No food or beverages other than water from the drinking fountain will be consumed. Students will be under the supervision of the staff member in charge and will follow his/her direction. Students will be assigned to specific seats and will not leave those seats without prior permission.

Students will enter and leave the building by the main entrance.

Any student violating any provisions of the program may be asked to leave the school upon rental contact. In this event, the student must immediately leave the building and school grounds. The teacher in charge

has the authority to invoke this penalty. Any student removed will receive no credit for the time spent. The student will be subject to disciplinary action as deemed appropriate by the disciplinarian.

Exclusion from Curricular and Extracurricular Activities During Suspension or as a Result of Disciplinary Problems

A. Middle School

During the actual time a student is suspended from school he/she will not be permitted to participate in extra-curricular activities.

Should a student be suspended for two or more times during the same school year he/she will not be permitted to participate in extracurricular activities during the actual period of suspension, and up to ten calendar days after his/her return to school.

B. High School

During the actual time a student is suspended from school he/she will not be permitted to participate in extra-curricular activities.

C. Senior Class Trip/Prom

The senior class trip and the junior-senior prom will be subject to the eight-point eligibility rule.

1. The administration and Board still have the prerogative to deny any student the privilege of senior trip based on documentation and disciplinary record.
2. Any student who appears before the Board for disciplinary action may be denied participation in the Prom and/or senior trip as a result of that appearance.
3. A student who accumulates eight or more disciplinary points any time during the school year will not be permitted to participate in extracurricular activities until the student has less than eight points.

Note: "Senior" as it is used in the policy refers to any student eligible for graduation at the end of the year.

Procedure for Granting an Appeal

Parents may use the normal school procedures to appeal any complaint relative to the handling of a discipline situation. The process should begin by discussing the concerns/issues with the staff member who was initially involved in the matter. If a satisfactory resolution is not obtained at this level, then the issue should be discussed with the next staff member of the school's chain of command prior to its presentation to the building principal. If the parent has a conference with the building principal and has not been able to resolve his/her concerns, he/she may request a meeting with the Superintendent of the Schools. Decisions of the Superintendent of Schools may not be appealed to the Board unless the Board of Education votes to hold an informal non-adversarial presentation for the appellate to state their position. There will be no taking of evidence, no witness testimony, and no cross-examination. Students who face a long-term suspension (more than 10 days) or expulsion are entitled to a Board-level discipline hearing.

Issued: 16 April 2001

Revised: 27 August 2001

Revised: 15 December 2003

Revised: 18 July 2005

Revised: 10 April 2006

Revised: 12 March 2007

Revised: 12 November 2007

Revised: 13 June 2011