

REGULATION

Woodland Park School District

Section: Students

5600. STUDENT DISCIPLINE CODE OF CONDUCT

Date Created: October, 2014

Date Edited: August, 2019

5600. STUDENT DISCIPLINE CODE OF CONDUCT

M

The Woodland Park Board of Education has established a Code of Conduct which is representative of the composition of the district's schools and community. It is based on the core ethical values: caring, trustworthiness, respect, responsibility, fairness and citizenship. All are designed to attain the district's mission of educating today's learners to become tomorrow's leaders. The Code of Student Conduct will undergo an annual review by the Board of Education and Superintendent of Schools. If necessary, it will be modified on the basis of research and data provided by the administrative team, faculty, parents and student regarding its effectiveness as it relates to the district's mission statement.

The Code of Student Conduct will be disseminated annually via the student portal and the parent portal to all school staff, students and parents. Parents and students will electronically sign-off that they have read and understand the Code of Student Conduct and the provisions of the Board of Education Policy 5600. Both documents will be posted on the districts website at www.wpschools.org for reference purposes. Paper copies will also be provided upon request.

The Principal of each school will annually review the provisions contained in the Code of Student Conduct with his/her students and staff at the beginning of each school year and subsequently throughout when necessary. Additionally, the Superintendent shall report annually to the New Jersey Department of Education on the implementation of the Code of Student Conduct, including the suspensions and expulsions in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e).

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

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, 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 student problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors.

It is to be noted the The Code of Conduct serves only as a guideline. The Administration reserves the right to interpret and consequence students beyond the scope of the Consequences in order to maintain the safety, order and discipline of the school.

All non-curricular activities, such as dances, field days, class trips, etc., are privileged events and may be denied to students with excessive or continued disciplinary infractions.

STUDENT RESPONSIBILITIES – The Six Pillars of Character Education

Students are expected to demonstrate the following responsible behaviors while in school, on a school bus and at school activities in and out of the district:

1. **Caring** for all members of a diverse school community which includes but is not limited to students, administrators/supervisors, teachers, advisors, support staff, custodians, volunteers, and HSA representatives. Students must also demonstrate tolerance and acceptance of classmates who are the same and different in ability, aptitude, cultural ethnicity and socio-economic background.
2. **Trustworthiness** in assuming responsibility for their educational successes and failures. When working alone or in groups, they must be trusted to be responsible for their work and the results of their efforts.
3. **Respect** for all members of the school community, its facilities and property.
4. **Responsibility** in adhering to school rules and regulations which are designed to provide a safe and appropriate environment for learning.
5. **Fairness** in their treatment of staff, classmates, competitors and the public.
6. **Citizenship** by fulfilling their educational goals to become a productive member of the community, state, nation and world. This can be accomplished by attending school daily and mastering the NJ Core Curriculum Content Standards.

INAPPROPRIATE BEHAVIORS

Students must realize that any display of inappropriate behavior will have consequences that are graded according to severity and consideration of the developmental age of the offenders. They include a continuum of actions designed to remediate and where necessary or required by law, to impose sanctions. They provide for equitable applications without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5; and are consistent with the provisions of N.J.S.A. 18A:6-1 regarding the prohibition of corporal punishment.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

Note: If and inappropriate behavior results in a consequence of an Out-of School Suspension, a conference will be held between the building Principal and parent before the student can return to school.

A. ATTENDANCE

Truancy/Leaving School without Authorization

1st Incident

Grades K-2: 2 days Administrative Detention*

Grades 3-4: 3 days Administrative Detention

Grades 5-8: 4 days Administrative Detention

2nd Incident

Grades K-2: 5 days Administrative Detention

Grades 3-4: 1 day In-School Suspension^ and police notification

Grades 5-8: 1 day Out-of-School Suspension and police notification

3rd Incident

Grades K-2: 1 day Out-of-School Suspension and police report

Grades 3-4: 2 days Out-of-School Suspension and police report

Grades 5-8: 2 days Out-of-School Suspension and police report

*Denotes a consequence in which the student is required to stay in at lunch time or after school with the respective building principal or assistant principal.

^Denotes a specific area designated within the school setting, away from other students, and not housed within another classroom while instruction is being presented.

LATE TO CLASS

1st Incident

Grades K-8: Teacher Warning

2nd Incident

Grades K-8: 1 day Teacher Detention

3rd Incident

Grades K-4: 1 say Administrative Detention and parent contact

Grades 5-8: 2 days Administrative Detention and parent contact

CUTTING CLASS

1st Incident

Grades K-4: 1 day Teacher Detention and parent contact

Grades 5-8: 2 days Teacher Detention and parent contact

2nd Incident

Grades K-2: 1 day Administrative Detention and parent contact

Grades 3-4: 2 days Administrative Detention and parent contact

Grades 5-8: 5 days Administrative Detention and parent contact

3rd Incident

Grades K-4: 1 day In-School Suspension and parent contact

Grades 5-8: 1 day Out-of-School Suspension and parent contact

B. INSUBORDINATION

Failure to Report to Teacher Detention

1st Incident

Grades K-2: Teacher Warning and parent contact

Grades 3-8: 2 days Teacher Detention and parent contact

2nd Incident

Grades K-4: 2 days Administrative Detention and parent contact

Grades 5-8: 2 days Administrative Detention and parent contact

3rd Incident

Grades K-2: 2 days Administrative Detention and parent contact

Grades 3-4: 1 day In-School Suspension and parent contact
Grades 5-8: 2 days In-School Suspension and parent contact

Failure to Report to Administrative Detention

1st Incident

Grades K-2: 1 day Administrative Detention and parent contact
Grades 3-8: 1 day In-School Suspension and parent contact

2nd Incident

Grades K-8: 1 day Out-of-School Suspension and parent contact

3rd Incident

Grades K-4: 2 days Out-of-School Suspension and parent contact
Grades 5-8: 3 days Out-of-School Suspension and parent contact

Failure to Follow Teacher* Direction or School Rules/Insolence

***Includes substitute teacher**

1st Incident

Grades K-8: Administrative Warning

2nd Incident

Grades K-2: 1 day Administrative Detention and parent contact
Grades 3-8: 2 days Administrative Detention and parent contact

3rd Incident

Grades K-2: 2 days Administrative Detention and parent contact
Grades 3-8: 2 days In-School Suspension and parent contact

Disruptive Behavior- Defined as any behavior which disturbs, interferes with or prevents operations and functions in the classroom.

1st Incident

Grades K-8: Administrative Warning

2nd Incident

Grades K-2: 1 day Teacher Detention and parent contact
Grades 3-4: 2 days Teacher Detention and parent contact
Grades 5-8: 3 days Teacher Detention and parent contact

3rd Incident

Grades K-2: 2 days Administrative Detention and parent contact

Grades 3-4: 3 days Administrative Detention and parent contact

Grades 5-8: 3-5 days Administrative Detention and parent contact

Bus Behavior

Students who are privileged to be bused to and from school are expected to behave appropriately while riding on the school bus. Students must remain seated on the bus at all times and follow the directions given by either the bus driver or school bus monitor. Bus riders must keep their hands and feet to themselves and keep noise to a minimum.

1st Incident

Grades K-8: 1 day Administrative Detention and parent contact

2nd Incident

Grades K-8: 1 week bus suspension and parent contact

3rd Incident

Grades K-8: Removal from school bus for the remainder of the school year and parent contact.

1. DRESS CODE VIOLATION

1st Incident

Grades K-4: Contact parent/guardian to bring in a change of clothes

Grades 5-8: Warning and contact parent/guardian for a change of clothes

2nd Incident

Grades K-4: Warning letter sent home and contact parent/guardian for a change of clothes

Grades 5-8: Lunch detention and contact parent/guardian for a change of clothes

3rd Incident

Grades K-4: Lunch detention and meeting with Principal, guidance counselor and parent/guardian. Parent/guardian to bring in a change of clothes.

Grades 5-8: After-school detention/*community service* and contact parent/guardian for a change of clothes.

4th Incident

Grades K-4: In-school suspension and call home for a change of clothes.

Grades 5-8: In-school suspension and meeting with Principal, guidance counselor and parent/guardian. Parent/guardian to bring in a change of clothes.

VANDALISM AND THEFT

Vandalism/Graffiti – Defined as any use of an object to damage school property

1st Incident

Grades K-2: 1 day Administrative Detention, restitution and parent contact
Grades 3-8: 2 days Administrative Detention, restitution and parent contact

2nd Incident

Grades K-8: 1 day In-School Suspension, restitution and parent contact

3rd Incident

Grades K-2: 1 day Out-of-School Suspension, restitution and parent contact
Grades 3-8: 2-3 days Out-of-School Suspension, restitution and parent contact

Malicious Mischief – Defined as the act of intentionally destroying personal property of another person due to resentment or ill will towards the owner. This includes the intent or plan of causing destruction to property as a means of revenge, threat or blackmail to the owner.

1st Incident

Grades K-8: 1 day Administrative Detention, restitution and parent contact

2nd Incident

Grades K-2: 1 day Out-of-School Suspension, restitution and parent contact
Grades 3-8: 2 days Out-of-School Suspension, restitution and parent contact

3rd Incident

Grades K-2: 2 days Out-of-School Suspension, restitution and parent contact & police report
Grades 3-8: 2-3 days Out-of-School Suspension, restitution and parent contact & police report

Theft- Defined as taking of the district or personal property without consent.

1st Incident

Grades K-2: 1 day Administrative Detention, restitution and parent contact
Grades 3-8: 1 day In-School Suspension, restitution and parent contact

2nd Incident

Grades K-2: 1 day In-School Suspension, restitution and parent contact
Grades 3-8: 2 days In-School Suspension, restitution, parent contact and police report

3rd Incident

Grades K-2: 2 days Out-of-School Suspension, restitution, parent contact and police report
Grades 3-8: 2-3 days Out-of-School Suspension, restitution, parent contact and police report

Firework Offense- Defined as possession, selling distributing or detonating of a self-fusing explosive device.

1st Incident

Grades K-8: Out-of-School Suspension pending Board hearing to determine placement, CST referral, parent contact and police report.

. INAPPROPRIATE BEHAVIOR

Profanity/Obscene Gestures/Vulgarity – Defined as use of unacceptable language and/or body gesture.

1st Incident

Grades K-4: 1 day Administrative Detention and parent contact

Grades 5-8: 1 day In-School Suspension and parent contact

2nd Incident

Grades K-4: 1 day In-School Suspension and parent contact

Grades 5-8: 2 days In-School Suspension and parent contact

3rd Incident

Grades K-2: 1 day Out-of-School Suspension and parent contact

Grades 3-4: 1-2 days Out-of-School Suspension and parent contact

Grades 5-8: 2-3 days Out-of-School Suspension and parent contact

Scuffle/Physical Misconduct – Defined as a physical confrontation

1st Incident

Grades K-2: 1 day Administrative Detention and parent contact

Grades 3-4: 2 days Administrative Detention and parent contact

Grades 5-8: 3 days In-School Suspension and parent contact

2nd Incident

Grades K-2 1 day Administrative Detention and parent contact

Grades 3-4: 1 day In-School Suspension and parent contact

Grades 5-8: 5 days In-School Suspension and parent contact

3rd Incident

Grades K-2: 1 day Administrative Detention, I&RS Team referral and parent contact

Grades 3-4: 1 day Out-of-School Suspension, I&RS Team referral and parent contact

Grades 5-8: 5 days Out-of-School Suspension I&RS Team referral, parent contact and police report.

Fight – Defined as a physical confrontation between two or more students by mutual consent in which physical harm is intended.

1st Incident

Grades K-2: 1 day Out-of-School Suspension and parent contact

Grades 3-4: 1-2 days Out-of-School Suspension and parent contact

Grades 5-8: 3 days Out-of-School Suspension and parent contact

2nd Incident

- Grades K-2: 2 days Out-of-School Suspension and parent contact
- Grades 3-4: 2-4 days Out-of-School Suspension and parent contact
- Grades 5-8: 3-5 days Out-of-School Suspension and parent contact

3rd Incident

- Grades K-2: 3 days Out-of-School Suspension, parent contact and police report
- Grades 3-4: 3-5 days Out-of-School Suspension, I&RS Team referral, parent contact and police report
- Grades 5-8: 5 days Out-of-School Suspension I&RS Team referral, parent contact and police report.

Assault – Defined as an attempt, threaten or purposeful cause of bodily injury to another

1st Incident

- Grades K-2: 2 days Out-of-School Suspension and parent contact
- Grades 3-4: 3 days Out-of-School Suspension, parent contact and police report
- Grades 5-8: 5 days Out-of-School Suspension, parent contact and police report

2nd Incident

- Grades K-2: 3 days Out-of-School Suspension, I&RS Team referral, parent contact and police report
- Grades 3-4: 5 days Out-of-School Suspension I&RS Team referral, parent contact and police report
- Grades 5-8: 5-10 days Out-of-School Suspension I&RS Team referral, parent contact and police report

3rd Incident

- Grades K-2: 5 days Out-of-School Suspension, I&RS Team referral, parent contact and police report
- Grades 3-4: 5-8 days Out-of-School Suspension, I&RS Team referral, parent contact and police report
- Grades 5-8: 8-10 days Out-of-School Suspension I&RS Team referral, parent contact and police report.

Harassment/Intimidation/Bullying/Bias

1st Incident*

- Grades K-2: 1 day In-School Suspension and parent contact
- Grades 3-4: 1-2 days In-School Suspension and parent contact
- Grades 5-8: 2-3 days In-School Suspension and parent contact

2nd Incident*

- Grades K-2 1 day Out-of-School Suspension, I&RS Team referral and parent contact
Grades 3-4: 2 days Out-of-School Suspension, I&RS Team referral and parent contact
Grades 5-8: 3 days Out-of-School Suspension, I&RS Team referral and parent contact

3rd Incident*

- Grades K-2: 2 days Out-of-School Suspension, CST referral and parent contact
Grades 3-4: 3 days Out-of-School Suspension, CST referral and parent contact
Grades 5-8: 5 days Out-of-School Suspension CST referral, parent contact and police report.

Note: All offenses will note recommended remediation as appropriate.

If the offense is determined to be a bias incident, a police report and/or complaint will also be filed.
If the offense is determined to be sexual harassment, a police report and/or complaint will also be filed.

*Expulsion – The Board of Education may deny a student attendance at school and school sponsored activities. Proceedings may occur anytime throughout the consequence process if warranted.

F. Substance Abuse

Use of Substance/Under the Influence of Drugs/Alcohol

1st Incident of a Prohibited Substance/Drug/Alcohol positive test;

Grades K-8: 4 days Out-of-School Suspension, parent contact, completion of and evaluation by medical personnel, appropriate rehabilitation protocol and police report filed.

2nd Incident of a Prohibited Substance/Drug/Alcohol positive test;

Grades K-8 Out-of-School Suspension pending Board of Education hearing to determine placement and parent contact.

Note: Failure to test within 24 hours is an automatic “positive”. An altered or diluted sample will also be considered a drug and/or alcohol “positive”.

Possession of a Controlled or Dangerous Substance of Alcohol

1st Incident

Grades K-8: 5-10 days Out-of-School Suspension pending Board of Education hearing to determine placement, parent contact and police complaint filed

2nd Incident

Grades K-8 Out-of-School Suspension pending Board of Education hearing to determine placement, parent contact and police complaint filed

Possession with Intent to Distribute

1st Incident

Grades K-8: Out-of-School Suspension pending Board of Education hearing to determine placement, parent contact and police complaint filed

Smoking/Vaping/Possession of Igniter, Cigarettes or E-Cigarettes

1st Incident

Grades K-8: 1 day In-School Suspension and parent contact

2nd Incident

Grades K-8 2 days In-School Suspension and parent contact

3rd Incident

Grades K-8: 3 days Out-of-School Suspension and parent contact

Violation of the Technology Acceptable Use Agreement

1st Incident

Grades K-8: Administrative Warning

2nd Incident

Grades K-2: 3 days suspension of technology privileges and parent contact

Grades 3-8: 3 days suspension of technology privileges and parent contact

3rd Incident

Grades K-4: 1 week suspension of technology privileges and parent contact

Grades 5-8: 2 weeks suspension of technology privileges, 1 day Administrative Detention and parent contact

H. Academic Integrity

All students grades K-8 are required to maintain academic integrity. Any student who is caught cheating will receive zero credit for the test/quiz/assignment.

I. Unauthorized Use of Cell Phone

1st Incident

Grades K-8: Administrative Warning, phone confiscated and returned at the end of day and parent contact.

2nd Incident

Grades K-8 Phone confiscated and only returned to parent.

3rd Incident

Grades K-8: Phone confiscated and only returned to parent at the end of the school year.

If cell phone is brought to school, it must be placed in the student's backpack and in "OFF" mode.

I. Weapons Use and/or Possession

A “weapon” includes, but is not limited to, those items identified in N.J.S.A. 2C:39-1f and N.J.S.A. 2c:39-1r. This includes items which are capable of causing harm or bodily injury for which there is no educational purpose and/or was observed to have been displayed or used as a weapon.

Grades K-8:

Level 1: Immediate suspension pending a mandatory expulsion hearing of the Board of Education to determine placement for any pupil who:

- a) Has displayed or used any item as a weapon with the intent of threatening or causing bodily injury on any school property, on a school bus or at any Board approved/school sponsored activity in or out of district.

OR

- b) commits an assault upon a teacher, administrator, Board of Education member, other employee or another pupil, with a weapon, as defined in Policy 8467 on any school property, on a school bus or at any Board approved/school sponsored activity in or out of district.

Level 2: A minimum of ten (10) day out of school suspension and a hearing before a committee of the Board of Education will be required for any pupil found to be in possession of any weapon as noted in Policy 8467 on any school property, on a school bus or at any Board approved/school sponsored activity in or out of district. Building Principals may recommend to the Superintendent a reduced penalty and/or waiver of the Board hearing.

Note: A criminal complaint may be filed for the offense. By recommendation of the Superintendent of Schools, a psychological or psychiatric evaluation may be required for the offender.

Long Term Suspensions, Short Term Suspensions, Mandated Removals from General Education and Expulsion

All suspensions, removals and expulsions will follow the guidelines outlined in Policy 5610.

Expulsion

The Board of Education will consider expulsion only if:

- a) The Superintendent, along with the staff, have exhausted all means to correct the misconduct and reviewed the alternatives to expulsion.
- b) The nature of the single act presents such a clear possibility of danger to others that immediate definitive action is necessary.

The parents/legal guardians must be interviewed and advised of the reasons why expulsion is being considered. The pupil has a right to a full hearing which will afford him/her procedural due process, and the right of parents/legal guardians to appeal to the Superintendent.

The pupil shall remain out of school until either:

- a) An appeal made to the Superintendent is decided in the student’s favor; or
- b) The appeal (if made) has been denied and the Board of Education has met to hear the Superintendent’s recommendations.

If the Board of Education determines that the charges, if true, may warrant expulsion, the Board of Education will set a date for the hearing. The Board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The student must receive

- a) Notification of the charges
- b) The names of the adverse witnesses
- c) Copies of the statements and affidavits of those adverse witnesses
- d) The opportunity to be heard in his/her own defense
- e) The opportunity to present witnesses and evidence in his/her own defense
- f) The opportunity to cross-examine adverse witnesses
- g) The opportunity to be represented by counsel

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

Student Rights

1. Students have the right to be informed of the behaviors that will result in suspension and expulsion. This will be provided by the copy of the Code of Conduct that they will read and sign annually as developmentally appropriate.
2. Students are entitled to an education that supports students' development into productive citizens.
3. Students are entitled to learn in a safe school environment.
4. Students are entitled to due process and appeals procedures, pursuant to N.J.A.C. 6A: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.
5. Students are entitled to parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
6. Protections pursuant to 20 U.S.C. 6:3, 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 student 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 student protections.

Staff Responsibilities

1. The Board of Education shall delineate the roles and responsibilities of each staff member in the implementation of the Code of Student Conduct. It shall also provide to all school staff training annually on the Code of Student Conduct, which shall include training on the prevention, intervention and remediation of student conduct in violation of the Board's Code of Student conduct.
2. Information on the code of Student Conduct shall be incorporated into the orientation program for new employees.
3. Staff should explain and discuss with students acceptable and unacceptable school behaviors.

4. Staff should model the behaviors expected of students.
5. Staff should be consistent in enforcing the Code of Student Conduct.
6. Staff should reinforce and recognize positive student behaviors.

First Reading: October 20, 2014

Adoption: November 17, 2014

Revised: January 14, 2019

Revised: August 12, 2019

© 2019 Strauss Esmay Associates, LLP
1886 Hinds Road, Suite 1, Toms River, NJ 08753
ph: (732)255-1500 fax: (732)255-1502