

Regulation

R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to:

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;

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- 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;

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- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law;
 - 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

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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/interscholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or

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- 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 pupil's parent(s) or legal guardians.
 - 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.

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- 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:

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- (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 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:

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- (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

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2.

Central High School

Student Behavior/Sanctions

Consequences for student misbehavior always have the purpose of empowering students to understand, correct, and take control of their own behavior. The following is a list of infractions with their MINIMAL subsequent sanctions. Students who become involved in repeated offenses will receive additional sanctions. Our hope with any disciplinary

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consequence, is that parents, teachers and administrators will work together to help students to improve their own behavior.

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1. Academic Dishonesty	1 ESD/Conference with parent/ guardian and a zero for the assignment	2 days OSS, grade of zero for assignment, conference with parent or guardian, and possible removal from the class without credit.	Grade of zero, 2 days OSS 4th OFFENSE: Grade of zero, 5 days OSS
2. Insubordination	1 office detention	2 office detentions	1 EWD
3. Open Defiance	1 EWD	1 ESD	2 days OSS
4. Electronic Devices	Confiscation. Return of item at end of school day.	Parent/Guardian must pick up device	Parent/Guardian must pick up device with possible disciplinary action.
5. Wandering	1 office detention	2 office detentions	1 EWD
6. Cutting class	1 EWD	1 ESD	2 days ESD
7. Leaving class without permission	1 office Detention	2 office detentions	1 EWD
8. Leaving building without permission	1 office detention	1 EWD	1 ESD
9. Leaving school grounds without permission	1 EWD	1 ESD	3 days OSS
10. Truancy	1 ESD; Students will receive a "cut" from each class missed		
18A:37-1. Submission of pupils to authority. Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them			
11. Theft, vandalism, destroying, or damaging school property	OSS/possible referral to the police for appropriate action/ the liability for damages will be incurred by parents/ guardians. Adult students will be assessed any liabilities directly. Office sanctions may include Detention, EWD, ESD, and OSS.		
12. Computer Code Violation	Violations of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include Office Detention, EWD, ESD, and OSS, along with possible suspension of computer privileges.		

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18A:37-3 Liability of parents of pupils for damage to property. The parents or guardian of any minor who shall injure any public or non-public school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit Amended: L. 198.c.302.1 effective Aug. 11, 1983.			
INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
13. Habitual use of profanity or obscene language or gestures	1.Office Detention	2 Office Detentions	1 EWD
18A:37-2. Causes for suspension or expulsion of pupils. Any pupil who is guilty of continued and willful disobedience or open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension or expulsion from school			
14. Dress code	Multiple offenses of the dress code may include office detentions, EWD, ESD, or OSS as deemed necessary by the administration.		
15. Consensual but inappropriate behavior	Sanctions may include office detention, EWD, ESD, or OSS depending on the circumstance.		
16. Harassment, Sexual Harassment, and Bullying	After a thorough investigation, those who have participated in harassment will face any of the sanctions listed in this handbook, may be referred to the building Affirmative Action Committee, and/or may potentially face police intervention.		
INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
17. Endangering the safety of others	1 Office Detention	2 Office Detentions	EWD/ ESD
18. Fighting	Any student who physically assaults another student or otherwise provokes a fight may be suspended out-of-school.		
19. Threats to Student	Appropriate action will be determined as a result of a conference with the appropriate vice principal with a possible consequence of EWD, ESD, OSS		
18A:37-2.1 Assault by a pupil upon teacher, etc.; suspension; expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of the board of education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings will take place no later than 21 calendar days following the day on which the pupil is suspended. Adopted L. 1979.c189.2.			
20. Profanity to Staff	Profanity directed toward a staff member will result in OSS beginning with 3 to 10 days and escalating with each infraction.		
21. Threats to Staff	Any student directing a threat to a staff member will be given an OSS for 3 to 10 days. Subsequent threats will result in a recommendation for expulsion.		
INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE

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22. Smoking in school	4 days OSS	5-10 days OSS, and a referral to municipal court	
23. Smoking on school property (See Board Policy #5533), on the way to and from school, or within 1,000 feet of a school	1-5 days OSS	5 days OSS, and a referral to municipal court	
24. Possession, use (under the influence) or distribution of drugs or alcohol (see School Board Policies #5530 and #R5530)	First violations of the district policy on alcohol and drugs will result in an automatic suspension of 10 days out-of-school and loss of extracurricular activity privileges for 30 days.		
25. Possession, custody, or use of a weapon (see Board Policy #5611)	Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) in or on school property will be suspended a minimum of ten days out of school pending action of the superintendent of schools. With the approval of the School Board a student may be expelled from the Hopewell Valley Regional School District.		
Hopewell Township Smoking Ordinance, 16-8A, "Smoke Free School Zone": prohibits tobacco and tobacco products within 1000 foot Tobacco Free Zone.			

PLEASE NOTE – Students who accumulate major disciplinary violations may be subject to loss of senior privilege and loss of parking privilege. Other sanctions may be used at the discretion of the school administration.

Glossary of Infractions

Academic Dishonesty, Cheating, Plagiarism, Forgery or Unauthorized Use or Possession of School Forms - Any student found cheating will be subject to the following sanctions:

1. First offense: 1 ESD, a conference with the parent/guardian and a zero for the assignment.
2. Second offense: Grade of zero, two days OSS, a conference with the parent/guardian, and possible removal from the class without credit.
3. Third offense: Grade of zero, two days OSS.
4. Fourth offense: Grade of zero, five days OSS.

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For the purposes of this sanction, academic dishonesty includes but is not limited to:

1. Cheating in all forms, including the giving or receiving of answers in any test or quiz;
2. Plagiarism in all forms, including the submission of non-original term papers, reports, projects, or oral presentations; and
3. Unauthorized collaboration with another student in the preparation of assigned work.

Note: Academic Dishonesty is a cumulative infraction. Records are maintained for all four years.

Consensual but Inappropriate Behavior - Displays of affection are best left to private times and places. Students are expected to display proper decorum, and will be directed to do so when inappropriate behavior occurs.

Cutting Class – For the first cut in a class, one EWD; for the second cut in a class, one ESD; for the third cut of a class, two ESDs. At the third cut in the class, the principal shall determine whether the student’s conduct is so willfully disobedient and insubordinate as to compel a loss of credit and placement in a study hall, or alternatively, whether other interventions are necessary.

Computer Code Violation – Students found to be in violation of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include detention, EWD, ESD, and/or OSS, along with suspension of computer privileges. The Guidelines for Responsible Computing may be reviewed at: www.hvrtd.org/technology.

Dress Code Violation – Students dressing in a manner that is not safe or that is distracting to the education of others will be asked to correct the inappropriate dress. Multiple offenses of the dress code will result in office detentions and/or ESD as deemed necessary by the administration.

Drugs and alcohol - Students found to be under the influence of, or in possession of, alcohol or other drugs will be subject to all policies and regulations of the district’s “Policy and Regulations on Alcohol and Other Drugs.”

Endangering the Safety of Others - The school is entrusted with the safety of all students. Potentially dangerous behavior such as pushing; throwing snowballs, water balloons or other objects; use or possession of water pistols or toy guns; climbing on the roof or flicking lighters;

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etc. will result in appropriate disciplinary action which may include OSS and/or referral to the police.

Fighting - Any student who physically assaults another student or otherwise provokes a fight may be suspended out-of-school. Students who continue to disrupt the school environment and endanger the safety of others by fighting will not only face repeated OSS, but will be referred to the police.

Harassment/Hazing - Harassment, which includes any pattern of conduct which discomforts or humiliates, is defined as a pattern of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt will not be tolerated. After a thorough investigation, those who have participated in harassment will face any of the sanctions listed in this handbook, may be referred to the building Affirmative Action Committee and may potentially face police intervention.

Habitual Profanity - Students using profanity will be directed to the appropriate vice principal for a first referral conference and will receive one office detention. A repeated referral will result in two office detentions. A third offense will result in a EWD. Additional referrals will result in sanctions of increasing length and severity including OSS.

Insubordination – A student is insubordinate when he/she knowingly defies policies and rules of the school. The first offense is one office detention, with subsequent disregard to policies and rules resulting in further sanctions.

Leaving Class without Permission – Any student leaving class without an official pass or permission of a staff member is subject to the same sanctions as addressed by the wandering code.

Leaving School Without Permission - Students who choose to leave the school building without permission will receive one office detention for the first infraction, one EWD for the second, and one ESD for the third. Students who choose to leave school property without permission will be given one day EWD for the first offense, one ESD for the second, and three days OSS for the third. Any additional offenses will result in OSS of increasing length.

Open Defiance - Any student blatantly defying the authority of a staff member will receive one EWD for the first offense, one Saturday ESD for the second, and two days OSS for the third offense.

Possession of Firecrackers or Explosive Devices - Any student found to be in possession of or detonating firecrackers or other explosive devices at any time on school property or at school-

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sponsored activities will be given an OSS. Such students will be prosecuted to the fullest extent of the law.

Profanity to a Staff Member - Profanity directed toward a staff member will result in OSS beginning with three days and escalating with each infraction.

Smoking - There is no smoking on school grounds at any time. There is no smoking at any school function including all extracurricular events and field trips. Any student found smoking in the building will be given an OSS for four days. Any student found smoking outside of the building but within the tobacco-free zone will be given an OSS for up to five days. Any student in possession of a tobacco product (cigarettes, cigars, pipe tobacco, chewing tobacco, etc.) will be given one ESD.

Theft, Vandalism, Tampering with School Equipment - Any student involved in a theft, including possession of stolen goods, or who vandalizes or tampers with school property will be subject to the following:

1. Suspension out-of-school
2. Possible referral to the police for appropriate action
3. The liability for damages and losses caused by a minor will be incurred by parents/guardians.

Adult students will be assessed any liabilities.

Threats to School Personnel/ Other Students - Any student directing a threat to a staff member will be given an OSS for 3 - 10 days. Subsequent threats may result in a recommendation for expulsion. Any student making a threat to another student will be referred to the appropriate vice principal for a conference. Appropriate action will be determined as a result of this conference with a possible consequence of EWD, ESD or OSS.

Truancy - Students truant from school will serve one ESD. Students will receive a “cut” from each class missed. Parents will be notified. Repeated truants receive loss of credit as a result of our cut and class attendance policies.

Wandering – Any student found roaming the school building without a hall pass or supervision of a staff member will be given one office detention. Repeated offences will result in further sanctions outlined in the handbook.

Weapons - Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) on school property will be given an OSS for an indefinite period not to exceed

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ten days pending action by the superintendent of schools. With the approval of the School Board a student may be expelled from Hopewell Valley Central High School. This policy includes facsimile weapons and incendiary devices.

Willful Disobedience - Any student who disobeys the rules and regulations of a staff member or the school (other than those covered elsewhere in the list of sanctions) will be punished at the first offense with office detentions. Additional offenses will lead to sanctions of increasing severity and length including EWD, ESD, and OSS.

Timberlane Middle School

Consequences for student misbehavior always have the purpose of empowering students to understand, correct, and take control of their own behavior. The following list of consequences is not exhaustive. Other consequences may include, for example, written apologies, community service, conflict mediation, educational seminars with the police liaison, loss of privileges and possible police notification. Our hope with any disciplinary consequence is that parents, teachers and administrators work together to help students improve their own behavior.

INFRACTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1. Willful disobedience of rules and regulations	1 office detention	2 Office detentions	EWD-OSS
18A:37-2. Causes for suspension or expulsion of pupils. Any pupil who is guilty of continued and willful disobedience or open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension or expulsion from school.			
2. Open defiance of authority	1 EWD	1 ESD	1-2 days OSS
18A:37-1. Submission of pupils to authority. Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them			
3. Fighting.	1 ESD – 2 OSS depending on circumstances of incident	Minimum 2 day OSS	minimum 5 days OSS
4. Threats to school personnel	minimum of 4 days OSS parent conference required for student readmission to school	minimum of 10 days OSS and recommendation for expulsion	
18A:37-2.1 Assault by a pupil upon teacher, etc.; suspension; expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of the board of education acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings will take place no later than 21			

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calendar days following the day on which the pupil is suspended. Adopted L. 1979.c189.2.			
5. Threats to another student	1 ESD- 1 Day OSS	minimum 2 days OSS	minimum 3 days OSS
6. Defacing, destroying, or damaging school property	minimum 1 day ESD	1 day OSS	minimum 3 days OSS
18A:37-3 Liability of parents of pupils for damage to property. The parents or guardian of any minor who shall injure any public or non-public school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit Amended: L. 198.c.302.1 effective Aug. 11, 1983.			
7. Truancy	contact parent to verify; notify attendance officer (see Board Attendance Policy #5200, 5230)		
8. Habitual use of profanity or obscene language or gestures	1 Office Detention-1 EWD	1 day ESD	1 Day OSS
9. Profanity directed toward staff	1 ESD-1 OSS	2 days OSS	5 days OSS
10. Leaving class without permission/ wandering	1 Office Detention	1 EWD	1ESD
11. Leaving building or school grounds without permission	1 day ESD -1OSS	2 days OSS	minimum 3 days OSS
12. Cutting class	1 day EWD	1 day ESD	1 day OSS
13. Cutting detention	1 day EWD	1 day ESD	1 day OSS
14. Possession, use (under the influence) or distribution of drugs or alcohol (see School Board Policies #5530 and #R5530)	First violations of the district policy on alcohol and drugs will result in an automatic suspension of 10 days out-of-school, loss of extracurricular activity privileges for 30 calendar days, and mandatory counseling sessions with the Student Assistance Counselor. Second violations will result in immediate suspension, and an expulsionary hearing with the Board of Education.		
15. Possession, custody, or use of a weapon/dangerous instrument (see Board Policy #5611, R5611)	Students found possessing weapons (firearms, knives, clubs, brass knuckles, or similar articles) in or on school property will be suspended a minimum of ten days out-of-school pending action of the Superintendent of Schools. With the approval of the School Board a student may be expelled from the Hopewell Valley Regional School District.		
16. Academic dishonesty, including cheating, plagiarism, and forgery (See Board Policy #5701)	grade of "0" parent contacted by the teacher 1 day ESD	1 day OSS	2 days OSS

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17. Smoking in school or on school property (See Board Policy #5533), on the way to and from school, or within 1,000 feet of a school	4 days OSS	10 days OSS, loss of extracurricular activity privileges for 30 calendar days, and a referral to municipal court	
18. Possession, custody, or distribution of tobacco or tobacco products	2 days OSS	5 days OSS	
Hopewell Township Smoking Ordinance, 16-8A, "Smoke Free School Zone": prohibits tobacco and tobacco products within 1000 feet Tobacco Free Zone.			
19. Theft	1 day ESD-1 Day OSS	1-2 Days OSS	minimum 3 days OSS
20. Endangering the safety of others	1 day ESD	1 Day OSS	minimum 3 days OSS
21. Transportation related violations	Warning or detention and parent contact, depending on infraction. Continued offenses may result in loss of bus privileges.		
22. Harassment, Bullying, Sexual Harassment, Hazing, Intimidation, Cyber bullying (See Board Policy 5512, 5751)	After a thorough investigation, those who have participated in harassment, bullying and/or hazing will face any of the sanctions listed in this handbook.		
23. Violation of Medication Policy (see Board Policy #5330, R5330)	Detention	1 day ESD	2 days ESD
24. Inappropriate Computer Behavior	Violators of the district computer codes will face disciplinary actions associated with the degree of the offense. Sanctions may include Detention, EWD, ESD and OSS along with removal of computer privileges. The district computer code can be found at http://www2.hvrsd.org/OFFICES/TECHNOLOGY/Pages/AcceptableUsePolicy.aspx		
25. Disruptive hallway/lunchroom behavior	1 Detention	2 Detentions	1 EWD
26. Electronic Devices	Confiscation	Confiscation Parent/Guardian must pick up the device Office detention	1 ESD

GLOSSARY

Infraction	An infraction is any type of student behavior that is unacceptable on school property. For any major infraction the teacher and/or an administrator will automatically contact the parent or guardian.
EWD/ESD	The student will attend an Extended Weekday Detention from 3:00-5:30 or a Saturday Detention from 7:45 – 10:45 a.m. depending upon the incident
ECA (Extracurricular Activity)	Students are suspended from all Extracurricular Activities, such as team sports and the after school enrichment program for 5 calendar days for each day of OSS.
OSS (out of school)	The student will not be permitted to attend school, and he/she will be readmitted only

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suspension)	after a parent or guardian admission conference.
Willful disobedience	Students may not disobey the rules and regulations of a staff member or the school.
Open defiance of authority	Students may not blatantly defy the authority of a staff member in the school or at any school activity.
Academic dishonesty	Acts of academic dishonesty include cheating, plagiarism and forgery. This includes but is not limited to the sharing of answers on tests and homework, plagiarizing assignments by submitting work that is not the student's original work, collaborating with a student in preparing an assignment without the consent of the teacher, and signing someone else's name on a report card or a progress report.
Pass restriction	Students who are on pass restriction will not be given a hall pass during class unless it is an emergency.
Other privileges	Dances, activity nights, non-curricular trips and attendance at sporting events are considered privileges. Students who repeatedly violate school rules will lose these privileges for a period of one month or longer depending on the nature of the infraction.

Pre-K – 5 Schools

Hopewell Valley Pre-K – 5 schools do not use a prescribed code of conduct. Rather, the teachers and administrators treat each infraction or misstep as an individual event deserving of a unique reaction. Students are expected to behave in a manner that promotes learning and maintains a safe, civil and respectful environment. Those students who are unable to exercise self-discipline or self-restraint are subject to the full array of counseling, reprimands or sanctions including loss of privileges, detention, suspension and expulsion.

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.

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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 teacher or administrator.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
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(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil may be suspended from the bus and/or face other sanctions;
 - (2) On the second notice of misconduct, the pupil may be suspended from the bus and/or face other sanctions;
 - (3) On the third notice of misconduct, the pupil may be suspended from the bus and/or face other sanctions;
 - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

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

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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.

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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;

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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.

New: Reviewed by Personnel Committee: 14 November 2011, First Reading: 12 December 2011, Second Reading and Final Adoption: 17 January 2012