

REGULATION

Upper Freehold Regional School District

Section: Pupils

5600. PUPIL DISCIPLINE

Date Created: February, 2004

Date Edited: September, 2009

Date Edited: July, 2014

5600. PUPIL DISCIPLINE

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 **State** 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. 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 **consistent with State Law**.

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, extra-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 a detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

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 Superintendent of Schools.

E. Chart of Discipline

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. The behaviors include, but are not limited to:

**GOVERNOR WILLIAM A. NEWELL ELEMENTARY SCHOOL
Grades PreK-4
Chart of Discipline**

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. The behaviors include, but are not limited to:

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Sexual Harassment - See Policy 5751	Guidance Referral/ Peer Mediation/Parent Contact	Administrative Intervention/Parent Conference	Administrative Conference Parents/Students/ Guidance
Bias Incident – See Policy 8465	Administrative Intervention/Parent Conference	Administrative Conference Parents/Students/ Guidance	
Cheating/Forgery/Misrepresentation	Parent Contact	Parent Contact/No Credit/ Guidance	Parent Conference/No

		Referral	Credit Guidance Referral
Disruptive Behavior – Disrespect/Disobedience/Defiance/ Deceit	Parent Contact/Recess Detention	Parent Conference/Recess Detention/ Guidance Referral	Parent Conference/Recess Detention/ Guidance Referral
Fighting/Assault (cumulative)	Removal from School – 1 day/Administrative Intervention	Removal from School – 2-4 days/Administrative Intervention	Removal from School – 4 or more days/Bd of Ed discipline hearing
Inappropriate Network behavior, Library, labs, classes	Conference with Student/ Parent Contact	Conference with Student/ Loss of Privileges /Parent Contact	Conference with Student/ Loss of Privileges /Recess Detention/Parent Conference
Leaving school campus without permission	Parent contact/ Guidance Referral	Parent contact/ Guidance Referral/ Possible removal from School	Parent conference/ Guidance Referral/ Possible removal from School
Inappropriate Attire	Re-Education/change	Re-Education/change /Parent Notification	Parent Conference
Bullying, Harassment, Physical threat or Intimidation – See Policy 5512.01	Guidance Referral/ Peer Mediation/Parent Contact	Administrative Intervention/Parent Conference	Administrative Conference Parents/Students/ Guidance
Use or possession of cellular phones, I-Pods, Walkmans, etc., during school hours	Confiscation/Parent Pickup	Confiscation/Parent Pickup/Recess Detention	Confiscation/Parent Conference
Possession of weapons See Policy 8467			
Theft/vandalism/destruction to school property	Parent Contact/ Restitution	Parent Contact/ Restitution/ Guidance Referral	Parent Conference/ Restitution/ Guidance Referral
Truancy	Re-Education/Letter sent home	Parent Conference	Parent Conference/ Improvement Plan
School Bus/Defiance	Re-Education/ parent communication/ possible loss of bus privileges	Parent Conference/ Loss of privilege	Parent Conference/ Loss of privilege
Unsafe Acts – Jeopardizing Safety of Others	Recess Detention/ Parent Contact	Parent Contact / Guidance Referral	Parent Conference/ Guidance Referral/ Possible Removal from School

STONE BRIDGE MIDDLE SCHOOL
Grades 5 – 8
Chart of Discipline

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. The behaviors include, but are not limited to:

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Sexual Harassment - See Policy 5751	See Bullying Behavior Chart	See Bullying Behavior Chart	See Bullying Behavior Chart
Bias Incident – See Policy 8465	See Bullying Behavior Chart	See Bullying Behavior Chart	See Bullying Behavior Chart
Cheating/Forgery/Misrepresentation	Parent Contact/No Credit/ ASD/ 6-9 pts.	Parent Contact/No Credit/2 ASD/ 9-12 pts/Guidance Referral	Parent Conference/No Credit/ISS/ 12 + pts/Guidance Referral
Cutting Detention	2 Detentions reassigned/ 3pts.	Parent Conference	½ day ISS
Disruptive Behavior – Disrespect/Disobedience/Defiance/ Deceit	ASD/Lunch Detention/Parent Contact/ 3-6 points	ASD/ISS/Parent Conference/ 3-6 points	Parent Conference/Suspension/9 or more points
Fighting/Assault (cumulative)	2-7 days OSS, Parent conference/Possible Police Notification	7 - 15 days OSS, Parent conference/ Possible Police Notification	15 days OSS, Parent contact, Bd of Ed discipline hearing/ Possible Police Notification
Inappropriate Network behavior, Library, labs, classes	Conference with Student/Lunch Detention/Loss of Privileges	Conference with Student/ Loss of Privileges ASD/6 -12 pts/Parent Contact	Conference with Student/ Loss of Privileges /ASD/9 -15 pts/Parent Conference
Defiance-Lateness to class/school (unaccompanied by parent/guardian) Cutting Class	Parent Contact/Lunch Detention/ASD/Points	Parent Contact/Lunch Detention/ASD/Points	Parent Contact/ Suspension/Points
Leaving ISS or refusing to report to ISS	OSS Pending parent conference – ISS Reassigned/points	OSS/points	Discipline Hearing
Leaving school campus without permission	ASD/3 pts/Parent contact	ISS – Parent contact	OSS Pending parent conference
Dress Code Violation (including hats)	Re-Education/change	Re-Education/change Lunch Detention /Parent Notification	ASD/3-6 pts/Parent Contact
Bullying, Harassment, Physical threat or Intimidation – See Policy 5512.01	See Bullying Behavior Chart	See Bullying Behavior Chart	See Bullying Behavior Chart
Use or possession of cellular phones, I-Pods, Walkmans, etc., during school hours	Confiscation/Parent Pickup	Confiscation/Parent Pickup/Lunch Detention	Confiscation/Parent Pickup/Lunch Detention/3-6 points
Smoking/possession/use of tobacco in any form	Parent contact/ guidance referral/ ASD/ points	Parent contact/ guidance referral/ ASD/ points	Parent contact/ guidance referral/ ISS/ points
Possession of weapons See Policy 8467			
Substance abuse See Policy 5530			
Theft/vandalism/destruction to school property	Parent Contact/Lunch Detention/ASD/3 or more points/Restitution	Parent Contact/ASD/6 or more points/Restitution	Parent Conference/ 9 or more points/Restitution/ Suspension
Truancy	Re-Education/Letter sent home	Parent contact/ Improvement Plan	

School Bus/Defiance	Re-Education/ ASD/ 3-6 points/ parent communication/ possible loss of bus privileges	Parent Conference/ Loss of privilege/ 6 -9 points	Parent Conference/ Loss of privilege/ 9 or more points
Gambling/Card Playing	ASD/ Parent contact/ 3-6 points/ Guidance referral	1 day ISS/ 6-9 points/ parent contact	OSS – 1-3 days/ 9 – 12 points/parent conference
Lewd Behavior	ASD/ Parent contact/ 3 or more points/Guidance referral	ASD/ ISS/Parent contact/ 6 or more points/Guidance referral	OSS/Parent contact/ 9 or more points/Guidance referral
Unsafe Acts – Jeopardizing Safety of Others	Lunch Detention/ 3- 6 Points/Parent Contact	Parent Contact / ASD/Guidance Referral/ 6 or more points	Parent Contact/ ASD/ Suspension/9 or more points
<i>ASD – After-School Detention</i>	<i>ISS – In-School Suspension</i>	<i>OSS – Out-of-School Suspension</i>	

Bullying Behavior Charts

PHYSICAL Harm to another's body or property	
VERBAL	NON-VERBAL
LEVEL 1	
<ul style="list-style-type: none"> ⊗ Expressing physical superiority ⊗ Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> ⊗ Making threatening gestures ⊗ Defacing property ⊗ Pushing/shoving ⊗ Taking small items from others
LEVEL 2	
<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Threatening physical harm to frighten and intimidate 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Damaging property ⊗ Stealing/hiding or purposefully taking ⊗ Starting fights ⊗ Scratching or biting ⊗ Pushing, tripping or causing a fall ⊗ Assaulting ⊗ Threatening gesture
LEVEL 3	
<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Making repeated and/or graphic threats (harassing) ⊗ Practicing extortion (such as, taking lunch money) ⊗ Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Intentional destruction of property ⊗ Setting fires ⊗ Battery, physical fighting ⊗ Physical cruelty ⊗ Repeatedly acting in a violent, threatening manner ⊗ Assaulting with a weapon ⊗ Threats, physical verbal or forced silence

EMOTIONAL	
Harm to another's self-esteem or feeling of safety	
VERBAL	NON-VERBAL
LEVEL 1	
<ul style="list-style-type: none"> ⊗ Insulting remarks ⊗ Calling names ⊗ Teasing about possessions, clothes, physical appearance ⊗ Telling others not to be someone's friend 	<ul style="list-style-type: none"> ⊗ Giving dirty looks ⊗ Insulting gestures (eye-rolling, holding nose, etc.) ⊗ Making fun of someone's hygiene (Saying someone has germs or is dirty)
LEVEL 2	
<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Insulting family ⊗ Harassing with phone calls ⊗ Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Saying someone is related to a person considered an enemy of this country (such as Osama bin Laden) ⊗ Defacing school work or other personal property, such as clothing, locker or books
LEVEL 3	
<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Harassment based on race, color, religion, ethnicity, gender, disability or sexual orientation (bias incident) 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Destroying personal property, such as clothing, books, jewelry ⊗ Writing graffiti with bias against race, color, religion, ethnicity, gender, disability, or sexual orientation

SOCIAL	
Harm to another's group acceptance	
VERBAL	NON-VERBAL
LEVEL 1	
<ul style="list-style-type: none"> ⊗ Gossiping ⊗ Starting or spreading rumors ⊗ Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> ⊗ Ignoring to exclude someone from group activities
LEVEL 2	
<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Ostracizing, using notes, electronic messaging, email, etc. ⊗ Posting slander in public places (such as school bathroom or online) 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times ⊗ Playing mean tricks to embarrass someone
LEVEL 3	
<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Enforcing total group exclusion against someone by threatening others if they don't comply ⊗ Harassing racial or religious slurs or 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once ⊗ Arranging public humiliation

insults ⊗ Extortion	
------------------------	--

SEXUAL	
Discomfort on the basis of gender	
VERBAL/NON-VERBAL	
LEVEL 1	
⊗ All sexual harassment is considered a level two offense Bullying policies and procedures do not replace sexual harassment laws.	
LEVEL 2	
⊗ Sexual Comments ⊗ Leering ⊗ Gestures ⊗ Actions or comments based on a persons sexual Orientation.	
LEVEL 3	
⊗ Displaying sexually explicit pictures or objects ⊗ Sexual harassment verbal with the intent to emotionally harm ⊗ Any type of physical harassment	

Bullying Charts

Bullying Behaviors are known to be harmful for everyone, victims, targets, bystanders. This policy and consequence guide for bullying behavior is intended to support student's efforts to reduce bullying behaviors that will result in optimal mental and physical health for all. Research has shown that academic achievement is enhanced in environments where students feel safe and welcome.

Level 1	
Procedure	Consequences
Teacher/Liaison	
<ul style="list-style-type: none"> • Teacher deals with then informs grade level liaison and/or • Teacher/liaison records incident on Bullying Behavior Report form/file/log • Parent is called by teacher/liaison ** 	<ul style="list-style-type: none"> • Student completes reflection form • Lunch detention • Tolerance Training • Restitution • Loss of computer privileges • Teacher meets with student and reviews bullying policies and its implications

Level 2	
Procedures	Consequences
Administration/Liaison	
<ul style="list-style-type: none"> • Teacher deals with then informs grade level liaison • Teacher records incident on Bullying Behavior Report form/file/log 	<ul style="list-style-type: none"> • Student contacts parent • Privileges reduced to classes only* i.e.: sports club loss, extracurricular • Community Service

<ul style="list-style-type: none"> • Administration is informed • Parent is called by administration within 48-hours • Administration will update staff within 48-hours • Sharing report with affirmative action officer 	<ul style="list-style-type: none"> • Referral to guidance counselor • Referral to school psychologist • Redbird Reflection room • Short term suspension • Loss of recess or activities • After school detention • Restitution • In addition to above consequence • Tolerance Training
--	--

Level 3	
Procedures	Consequences
Administration/Liaison	
<ul style="list-style-type: none"> • Teacher deals with then informs administration and grade level liaison • Teacher/liaison records incident on Bullying Behavior Report form/file/log • Parent is called by administration • Administration meets with student and parents to create a plan for the student. • Administration will update staff within 48-hours • Affirmative action officer notified 	<ul style="list-style-type: none"> • Restitution • Long term Suspension • Referral to law enforcement • Removal from extracurricular activities • Expulsion • In addition to above consequences • Tolerance Training

Notes: Procedures are mandatory. Consequences may be chosen from on a case-by-case basis; at least one item must be chosen from the consequences column and documented on behavior report form/file/log.

*Class's only: Student is away from peers at lunch and other unstructured times, under supervision, and no participation in sports or other extra-curricular activities.

** Parent must be called. The liaison, the teacher, or both together may call parent.

Suggested comments might be:

“Your child reported today.....”

“I observed

“It was reported to me that.....”

“In your conversation with your child you might get a different story.....we just want to make you aware of what was reported to us”

2014-2015
Allentown High School
Infractions which also incur Disciplinary Action (in addition to demerits)

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Bias Incident/Sexual Harassment	Prosecutor's office/Police notified, 1-3 days, ISS/OSS	AAA	AAA
Cheating/Forgery/Misrepresentation	AAA (see AHS Honor Code)	AAA	AAA
Cutting Class/Study Hall	Friday detention	1 day ISS; Friday detention	Parent conference; AAA
Cutting Detention	Detention reassigned	Friday detention assigned	1-3 days ISS
Cutting Friday detention	Parent contact – reassign the Friday detention	1 day ISS, parent contact and reassign Friday detention	AAA
Disrespect/Defiance/Insubordination	1-3 days ISS or 1-3 days OSS	3 days ISS or 3 days OSS	4 days OSS
Fighting/Assault (cumulative)	4-10 days OSS, Parent conference 1 day ISS	10 days OSS, Parent conference	10 days OSS, Parent contact, BOE discipline hearing
Inappropriate network behavior, library, labs, classes	AAA	AAA	AAA
Lack of Cooperation	3 demerits, detention	3 demerits, Friday detention	3 demerits, ISS
Abuse of e-mail	Loss of e-mail for 1 week and/or 1 day ISS	Loss of e-mail for 1 month and/or 1-3 days ISS	Loss of e-mail for marking period and/or 1-3 days OSS
Defiance-Lateness to class/ school (unaccompanied by parent/guardian)	Lateness documented	Lateness documented	1 st offense, 4 demerits, late to school/defiance and after-school detention. All subsequent offenses, 4 demerits, Friday detention.
Leaving ISS or refusing to report to ISS	OSS pending parent conference – ISS reassigned	OSS pending pre-expulsion hearing	AAA
Leaving school campus without permission	Friday detention	ISS – parent contact	OSS pending parent conference
Out of Bounds	Detention	Detention	1 day ISS
Dress Code Violation (including hats)	Warning/changed	Detention, parent notification	Friday detention
Parking Violation	Detention	1 day ISS	AAA, loss of parking privileges for 2 weeks
Bullying, harassment, physical threat or intimidation to student/teacher	AAA; possible police notification and action	AAA, possible police notification and action	AAA, possible police notification and action
Use or possession of electronic devices during class time	Confiscation, demerits assigned, parent pick up	Confiscation, demerits and parent pick up	AAA
Smoking/possession/use of tobacco in any form/electronic cigarettes	Friday detention	ISS, parent notification, Municipal Court complaint filed	ISS, parent notification, Municipal Court complaint filed
Substance abuse/possession of weapons	See Policy		
Theft/vandalism/destruction to school property	AAA – restitution/Police notification	same	same
Truancy	Friday detention	ISS, parent contact	OSS, pending parent conference
Unsafe Act/ Major/Minor	AAA	AAA	AAA
School Bus/Defiance	Detention	Friday detention, letter home	Bus suspension 1 week
Gambling/Card playing	Friday detention	1 day ISS and Friday detention	OSS 1-3 days
Lewd Behavior	1-3 days ISS or OSS	3 days OSS	4 days OSS

Deceitful Behavior	1-3 days ISS or OSS	3 days ISS or OSS	4 days OSS
AAA – Appropriate Administrative Action	ISS – In School Suspension	OSS – Out of School Suspension	



Allentown High School



Harassment / Intimidation / Bullying

Behaviors and Consequences

Level 1 Behaviors

- Pushing / Shoving
- Defacing personal property
- Insulting remarks or name calling
- Teasing
- Gossiping / Rumor spreading
- Expressing physical superiority
- Making threatening gestures
- Giving perceived dirty looks

Disclaimer: This H.I.B. behavior / consequence chart is intended to supplement our comprehensive code of conduct. The administration has discretionary authority to maintain safety, order and discipline inside the school zone. This chart serves to support, not limit, the administration's authority.

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Parental Contact ▪ Student completes Reflection Form ▪ Detention (1 – 2 Days) ▪ Guidance / Case Manager informed ▪ H.I.B. Policy reviewed with the student 	<ul style="list-style-type: none"> ▪ Parental Contact ▪ Student reads an article in reference to H.I.B. and completes accompanying questions ▪ ISS (1-2 Days) ▪ Privileges may be suspended (parking, athletics, clubs, etc.) 	<ul style="list-style-type: none"> ▪ Parental contact ▪ OSS (2-3 Days) ▪ Meeting with District Affirmative Action Officer ▪ Privileges suspended (parking, athletics, clubs, etc.) ▪ Student assigned comprehensive H.I.B.-

	<ul style="list-style-type: none"> ▪ Guidance / Case Manager Informed / Referral to IRSC ▪ H.I.B. Policy reviewed with the student 	<p>related project</p> <ul style="list-style-type: none"> ▪ Guidance / Case Manager Informed / Referral to IRSC ▪ H.I.B. Policy reviewed with student
--	--	---

✓ **Corresponding demerits, as per our Student / Family Handbook, will also be assigned.**

Level 2 Behaviors

- Threatening physical harm
- Tripping / Causing a fall
- Damaging personal property
- Insults based on race, color, religion, ethnicity, gender, disability, sexual orientation, size or any other identifying characteristic
- Ostracizing / Excluding
- Public slander
- Deception with intent to embarrass
- Public embarrassment (Example – “Pantsing”)

1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Parental Contact ▪ Student completes Reflection Form ▪ ISS / OSS (1-2 Days) ▪ Guidance / Case Manager Informed 	<ul style="list-style-type: none"> ▪ Parental Contact ▪ Student reads an article in reference to H.I.B. and completes accompanying questions ▪ OSS (2-3 Days) 	<ul style="list-style-type: none"> ▪ Parental contact ▪ OSS (3-4 Days) ▪ Meeting with District Affirmative Action Officer ▪ Privileges suspended (parking, athletics, clubs,

<ul style="list-style-type: none"> ▪ H.I.B. Policy reviewed with the student 	<ul style="list-style-type: none"> ▪ Privileges suspended (parking, athletics, clubs, etc.) ▪ Guidance / Case Manager informed / Referral to IRSC ▪ H.I.B. Policy reviewed with the student 	<p>etc.)</p> <ul style="list-style-type: none"> ▪ Student assigned comprehensive H.I.B.-related project ▪ Guidance / Case Manager informed / Referral to IRSC ▪ H.I.B. Policy reviewed with student
---	--	--

✓ **Corresponding demerits, as per our Student / Family Handbook, will also be assigned.**

Level 3 Behaviors

- Repeated and or graphic threats
- Extortion
- Threats to keep someone silent – “If you tell, I will....”
- Physical cruelty or physical violence / Assault
- Repeated insults based on race, color, religion, ethnicity, gender, disability, sexual orientation, size or any other identifying characteristic
- Destroying personal property
- Conducting a premeditated act with the intention to publicly humiliate
- Graffiti / writing with bias against race, color, religion, ethnicity, gender, disability, sexual orientation, size or any other identifying characteristic

1st Offense	2nd Offense	3rd Offense
-------------------------------	-------------------------------	-------------------------------

<ul style="list-style-type: none"> ▪ Parental and Police Contact ▪ Student completes Reflection Form and reads an article in reference to H.I.B. and completes accompanying assignment ▪ OSS (2-4 Days) ▪ Privileges suspended (parking, athletics, clubs, etc.) ▪ Meeting with District Affirmative Action Officer and S.R.O. ▪ Guidance / Case Manager informed / Referral to IRSC ▪ H.I.B. Policy reviewed with the student 	<p style="text-align: center;">Same as 1st offense plus:</p> <ul style="list-style-type: none"> ▪ Student assigned comprehensive H.I.B.-related project ▪ Meeting with District Affirmative Action Officer / Superintendent / S.R.O. ▪ Out of District Placement considered 	<p style="text-align: center;">Same as 2nd Offense plus:</p> <ul style="list-style-type: none"> ▪ Mandatory hearing with the Upper Freehold Board of Education to consider an Out of District placement
---	---	---

✓ **Corresponding demerits, as per our Student / Family Handbook, will also be assigned.**

Allentown High School uses a demerit system to track all infractions. A student may have multiple infractions and accompanying disciplinary actions, but the student cannot receive more than 5 demerit points for any one infraction.

- **15 Point Accumulation:** Parents/guardians are sent a letter; student serves a 2 day after school detention; all extra-curricular activities cease until the detentions are fulfilled.
- **30 Point Accumulation:** Parents/guardians are sent a letter with a date and time for them and the student to go before the Discipline Review Committee; Student is referred to the Intervention and Referral Services Committee; Student may serve a number of days of in-school suspension, to be determined by the Administration; Student is placed on social probation until demerits fall below 15; Seniors and juniors will lose their privilege to park on school grounds until their demerits fall below 15; depending on the type of infractions, the student may be given a Functional Assessment to determine how

to improve school behaviors; a drug test may be requested; student will be assigned a mentor; Student will be given an opportunity to have demerits removed for improved behavior through community service and good behavior.

- **50 Point Accumulation:** Parents/guardians and student will be required to attend a Principal's Discipline Review Committee; the student will be placed on an individual contract; student will be assigned an in or out of school suspension, length to be determined; Student is placed on social probation until demerits fall below 15; Participation in the graduation ceremony may be in jeopardy; student will be given a Functional Assessment; a drug test may be requested; all consequences and remediation of the 30 point accumulation are in effect.
 - If four weeks after the 50 point hearing no improvement has been documented and demerits are still being accumulated, the Superintendent will be contacted for program and placement review and possible Board of Education action.

F. Disciplinary Procedures

1. 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 administration.
5. Where the offense is serious and the discipline greater than detention, every effort

will be made to notify the parent(s) after the administration has had an opportunity to meet with the student.

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 will be counseled, the parent(s) or legal guardian(s) notified, and the pupil for AHS, the pupil may receive demerits;
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for AHS 3 school days; and it is the responsibility of the parent to provide transportation during this period;
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than 30 school days at AHS or more than one semester or the balance of the school year, whichever is less. Parents will be responsible for transportation during the bus suspension.
 - 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.

G. 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.

H. 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.

I. 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).

J. 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.

Revised: 16 September 2009

Revised: __ July 2014