

ROSELAND SCHOOL DISTRICT

Student Code of Conduct Handbook



Code of Conduct

Lester C. Noecker School



Mission Statement

In an atmosphere reflecting a spirit of cooperation and mutual respect, we celebrate the uniqueness and diversity of the members of our school community. Our goal is to cultivate a learning environment in which our children will develop productive mind habits and successful skills of learning which culminate in academic achievement and positive self-esteem. We invite and encourage the children to explore new horizons and support them in such endeavors. We provide the necessary guidance which encourages each child to develop critical thinking skills for personal goal setting, problem solving and decision making.

To these ends, the Lester C. Noecker School community remains dedicated.

“WE CARE ABOUT WHAT WE DO.”

Overview

The Student Code of Conduct Handbook provides an overview of important policies and procedures, including student and parent/guardian responsibilities. Parents/Guardians and students are to read and discuss each segment of the Student Code of Conduct Handbook to gain a complete understanding of what is expected at Lester C. Noecker School. It is important to note that the policies as set forth, are to assist with the establishment of boundaries between acceptable and unacceptable behavior. It is to be clearly understood that the disciplinary action is the direct result of a student's misconduct and is based on their age/ability. As required, certain infractions will be reported to the Roseland Police Department. All students, staff and parents/guardians are subject to these guidelines.

Whether family, school, or community, specific character traits need to be established as an overall framework. We all learn best in an atmosphere where opinions and rights of all are honored and respected. Therefore, the Lester C. Noecker School core values are:

- **Respect:** The student demonstrates an understanding of respectful behavior and conducts himself/herself in a respectful manner.
- **Responsibility:** The student demonstrates an understanding of responsible behavior and conducts himself/herself in a responsible manner.
- **Citizenship:** The student demonstrates an understanding of the importance of knowing and practicing the values, beliefs and principles of a constitutional democracy.

We believe in our students' ability to learn, talents they have to share, and contributions they will make to our school.

Discipline

Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. Students in a school environment with high standards and respect for themselves and others learn behaviors conducive to high-level learning and caring interactions.

The staff and administration understand the importance of discussing discipline problems and disciplinary actions with parents/guardians. If an infraction occurs and disciplinary action is necessary, the school's intent is educational, not punitive. We hope to help each student develop self-discipline. If a student forgets his/her responsibility to the extent that discipline is necessary, the school will address each case individually.

The Student Code of Conduct does not address every potential form of inappropriate student behavior. Those not cited will be handled on a "case by case" basis.

Board of Education Policy for Student Code of Conduct 5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16- 7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7. The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and wellbeing or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant

to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student 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 student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Acceptable Use Policy (AUP)

Parents/Guardians must complete the Acceptable Use Policy (AUP) form acknowledging receipt, review, understanding, permission and acceptance of the Acceptable Use Policy before student access to the district's computer privileges, including internet, are granted. Click [here](#) to view the Acceptable Use Policy.

Students must abide by the policy guidelines as the Roseland district shall govern all access to and use of the district network, internet, technological, and informational resources for students and staff. The District is responsible for notifying all users including, but not limited to, parents/guardians, students and staff about the System and the policies governing its use.

Sanctions for misuse of the System include discipline and/or legal action in accordance with District policy and regulations, and applicable federal and state laws. Disciplinary decisions are made in regard to the specific nature of the offense at the discretion of the principal or designee. These may include, but are not limited to:

- Conference with the student and/or parent
- Loss of district computer privileges for 1-10, 10-20, or 20-30 school days
- Loss of district computer privileges for half or full school year
- Permanent loss of district computer privileges

The District provides guidelines for student safety when using the System. Students are prohibited from disclosing on the District's computer system any personal contact information about themselves, including their names, addresses, telephone numbers, e-mail addresses, photographs, or the name and location of their school of attendance and locations and time of field trips, unless the disclosure is part of a curricular-related event and the District receives written consent from the student's parent/guardian.

Cell Phone/Electronic Devices

Students are permitted to bring cell phones and/or smart watches to school. These devices are to be turned off and put away in his/her backpack while the student is in school. A student who uses his/her cell phone or smartwatch during school shall have the device confiscated and may be subject to disciplinary action.

Students are **strongly encouraged** NOT to use their devices while on the bus, unless it is for an emergency. Misuse of cell phones or smartwatches while riding the bus can result in confiscation or disciplinary action.

A confiscated cell phone will only be returned to the parent or guardian. Cell phones may only be used with permission from a teacher or administrator.

Repeat offenders may be subject to disciplinary actions which include, but are not limited to:

- Conference with the student and/or parent and administrator
- Loss of school privileges
- In or out of school suspension from 1-10 school day

Student Code of Conduct Responsibilities

Students are expected to:

- Discuss and learn the expectations of the Student Code of Conduct
- Know and demonstrate respectful behaviors and good manners
- Know inappropriate behaviors and accept the consequences as outlined in this handbook
- Treat each other with respect
- Come to school prepared to learn
- Understand they are responsible for their actions
- Learn about and appreciate diversity
- Be on time to school
- Solve problems peacefully
- Refrain from harassment, intimidation or bullying
- Speak up if other students are being treated unfairly
- Speak up if something is not safe
- Exhibit ethical behavior as it applies to tests, assignments and other work
- Uphold the school expectations for appropriate dress and proper use of electronic devices and other materials

Parents/Guardians are expected to:

- Discuss and explain the Student Code of Conduct with his/her child
- Reinforce compliance with the Code of Student Conduct
- Provide emotional, social and academic support to his/her child
- Model positive behaviors and good manners
- Exercise respect and civility in all interactions with staff, students and members of the school community

Guidelines for Student Code of Conduct

The following matrix was developed to create consistency in behavioral expectations throughout the school day.

	Classroom	Hallway	Bathroom	Lunchroom	Playground	Bus/Bus Line
Respect Self	-Stay on task -Be prepared and cooperative	-Face forward -Keep your hands to your side	-Wash your hands -Respect privacy	-Eat only your own food -Speak quietly	-Play safely -Dress appropriately for the weather	-Fasten seat belt -Follow rules -Face forward and sit quietly
Respect Others	-Keep hands and feet to self -Listen to and learn with others -Respect others' personal space	-Keep hands and feet to self -Walk quietly to the right, single file	-Keep hands and feet to self -Flush toilets -Respect others privacy	-Keep hands and feet to self -Follow directions at all times -Walk carefully	-Keep hands and feet to self -Share all equipment -Play fairly	-Keep hands and feet to self -Follow teacher and driver directions
Respect Learning	-Be prepared and participate in learning activities -Follow teacher's directions	-Move quietly and be considerate of others	-Speak quietly -Return to class promptly	-Use good manners by saying please, thank you and excuse me	-Follow adult directions and play in designated areas	-Follow safety rules and procedures -Speak quietly
Respect Property	-Treat materials and equipment with care	-Keep hands, feet and objects off the walls and bulletin boards	-Leave all utensils and materials in class -Maintain a clean environment	-Maintain a clean eating area	-Use all equipment properly	-Leave all utensils and materials in backpack -Maintain a clean bus area

Playground Rules

Students are expected to:

- Follow directions from the playground supervisors
- Receive permission from a playground supervisor to go inside the school
- Remain visible to the playground supervisors at all times
- Stay out of the woods, off the emergency access path, and the top of the hill
- Line up in the assigned area when playground supervisor directs you to do so
- Return equipment to the container
- Refrain from touching, playing, throwing, or walking in the snow or ice
- Divide the fields, game areas, and equipment/swings equally in regard to playing time if other students are waiting
- Play games that do not result in collisions, tripping, wrestling, pulling, hitting, or tackling (e.g. taking hats, tackle football)
- Remain calm and in place if injured until the supervisor and/or nurse arrives

Playscape Rules

Students are expected to:

- Refrain from picking up, throwing, kicking, or removing rubber mulch
- Use playscape when properly supervised
- Refrain from tag games, running, pushing or shoving
- Follow directions and safety procedures
- Wait patiently for your turn
- Refrain from crossing under the areas where other children are climbing or hanging on the bars
- Go down the slide feet first one person at a time
- Refrain from climbing up the slide or standing at the bottom of the slides
- Refrain from jumping off the swings, steps or high equipment
- Refrain from walking in front or behind the swings

Cafeteria Rules

Students are expected to:

- Walk in the cafeteria and be seated at the assigned table
- Purchase lunch or bring lunch from home
- Maintain a single file line when getting food
- Never throw food, drinks or objects
- Dispose of trash and keeping the table and surrounding area clean before being dismissed for recess
- Place trays, plates and utensils in the proper area
- Walk to the playground area in a quiet, safe and orderly fashion
- Follow the rules or permanent seating may be assigned at the discretion of the cafeteria aides, lunch supervisors, or principal

Bus Rules

Students are expected to:

- Conduct themselves in a respectful and courteous manner at all times
- Remain seated with seatbelts fastened until the bus has come to a full stop
- Ride their assigned bus and never change from one bus to another bus, or get on or off the bus at a different stop than what he/she has been assigned
- Speak softly and quietly on the bus as it is essential that all students are able to hear the driver's directives
- Act appropriately while waiting for the bus
- Never eat or drink on the bus
- Keep their hands, arms and heads inside the bus
- Never damage bus property
- Follow the bus driver's instructions at all times
- Listen to the bus driver and bus patrol
- Not use their cell phone or smartwatch unless for emergency purposes (e.g. to contact parent or guardian)

- Not use their Chromebook. Chromebooks should be off and enclosed in their protective case or in the student's backpack.
- Understand that any violation of these rules may result in the suspension of transportation privileges and/or other disciplinary action

Consequences for Inappropriate Student Behavior

Consequences are assigned to improve and change inappropriate student behavior and provide meaningful learning experiences. Disciplinary decisions are made in regard to the specific nature of the offense at the discretion of the principal or designee. These may include, but are not limited to:

- Conference with the student and/or parent
- Loss of lunch and/or recess in cafeteria and/or playground
- Loss of school and bus privileges for a specific period of time
- Behavioral contract
- Detention(s) with teacher or administrator
- Meeting(s) with a teacher and/or administrator
- Involvement of the school counselor or other support staff as appropriate
- **Referral to I&RS Committee (Intervention & Referral Services Committee)**
- Removal from the bus for 1 to 10 days or permanent loss of bus privileges
- In-school suspension
- Out of school suspension (up to 10 days or expulsion from school)
- Restorative justice activities which include, but are not limited to, incident reflection and how to make better choices in the future.

Factors for Determining Consequences – Student Considerations

- Age, developmental and maturity levels of the parties involved
- Degrees of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing patterns of behavior
- Relationships between the parties involved
- Context in which the alleged incidents occurred

Please note that we do not make public the disciplinary actions that we impose on a student, even to the family of a victim, if there is one. We respect the privacy of all students.