



Highland Park School District Code of Conduct

High School

Level 1- This response will follow initial incidents that occur by students that can be addressed by the staff member involved. An adult will speak with the student about the action that may have caused harm to the community or to him/herself after a “cooling off” period and may use provided “sentence starters.” The parent/guardian may be contacted about the incident by the teacher or staff member. The student has not previously violated the code of conduct, and/or interventions have not yet been put in place.

Level 2- This response will follow a student’s behavior that has been repeated and has continued to cause harm to the community or to him/herself. In addition to Level 1 interventions and the application of restorative practice strategies, the parent/guardian must be contacted. Informal conferences with the staff member and the student will be held, or a formal restorative practices circle conference will occur as needed and will be facilitated by a fully-trained restorative practitioner. The student could be assigned suspension of a privilege (lunch detention, off-campus lunch, etc.).

Level 3- This response will follow a Code of Conduct violation that causes direct harm to another person or the student. Violations may have been continuous. In-school suspension (ISS) or short-term out-of-school suspension (OSS) for up to four days may be warranted. The parent/guardian must be contacted, and a meeting will be requested. This response will involve an intervention team and Teen Center referral as necessary.

Level 4- This response will follow a violation of the law and/or an action that has caused such harm to another member of the school community as to require mental health support and/or medical attention. Long-term ISS and/or OSS of up to 10 days may be warranted. Teen Center referral will be made as necessary. A restorative conference will occur and will be facilitated by a fully-trained restorative practitioner. Police notification may be required according to legal obligations (see Law Enforcement Contact below).

Behavior Violation	Level 1	Level 2	Level 3	Level 4	Notes	SSDS Report Referral	Law Enforcement Contact
Absence/Tardiness							
Excessive Tardiness to class/school. (4 or more per marking period.)	X						

Excessive absences (10 or more unexcused)	X	X			Level depends on number of classes impacted		
Excessive absences (20 or more unexcused)	X	X			Referral to Municipal Court https://www.state.nj.us/education/students/safety/behavior/attendance/		
Bullying and/or Harassment (Verbal and Physical)							
Bias Incidents but unconfirmed HIB		X	X	X	Level of response depends on severity		
Racial Remarks but unconfirmed HIB		X	X		Level of response depends on severity	X	
Confirmed incident of HIB			X	X	Level of response depends on severity	X	Contacted if incident is believed to constitute a criminal offense
Extortion				X		X	Contacted if incident is believed to constitute a criminal offense
Repeated and continuous HIB/ bullying among another				X		X	Contacted if incident is believed to constitute a criminal offense
Disrespectful to Staff							
Profanity directed toward staff			X				

Profanity directed toward student (becomes a level 3 depending of severity against student)		X	X		Level 3 depending of severity against student		
Damage to Personal or School Property or School Safety							
Arson				X		X	X
Bomb threat/ or threat of violence to school				X		X	X
Intentional activation of the fire alarm			X	X	Level of response depends on severity	X	X
Horseplay that causes a class or school disruption	X	X			Level 2 if continuous		
Leaving the building without permission and or intentionally set off door alarms			X				
Threat against another student or school personnel			X	X		X	X
Electronic Devices							
Recording or publishing a fight		X	X		Once published it becomes a Level 3 offense		
Refusal to put electronic device away		X					
Refusal to submit it to teacher/ administrator			X				
Use of electronic			X	X	Level	X	X

device or violation of technology acceptable use policy that leads to a threat or any direct harm					determined by severity of the threat or harm		
Using electronic device when not permitted	X						
Fighting							
Fighting without injury			X				
Fighting with serious injury				X		X	X
Physical Assault with intent to harm staff member or another student				X		X	X
Physical Assault with serious bodily injury to staff member or another student				X		X	X
Non-Compliance without harm to others							
Being out of the classroom without a pass	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Bus misconduct	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Cheating/ plagiarism		X	X		Level 3 if a repeat offense		

					Student will receive a "0" score for the assessment/assignment		
Cutting class		X	X		Level 3 if continuous		
Dress code policy violation (including mask issue)	X	X			Level 2 if continuous		
Driving/riding in a car during school hours			X				
Forgery of notes and or signatures		X	X		Level 3 if continuous		
Gambling			X				
Horseplay that causes a class or school disruption	X	X			Level 2 if continuous		
Non compliance to staff; student refuses to follow school rules, directions, policies, procedures (including masking refusal)		X	X		Level 3 is accompanied with an intervention team		
Sexual in Nature							
Inappropriate sexual conduct on school grounds			X	X	Level depends on type of conduct	X	X
Sexual assault				X		X	X
Sexual harassment			X	X	Level depends on harm to	X	X

					victim		
Substance Abuse							
Confirmed drug/alcohol use			X	X	Level 4 involves potential harm to self or others	X	
Possession of paraphernalia			X	X	Level 4 depends on quantity	X	X
Possession of narcotics				X		X	X
Selling or distribution of narcotics/substances				X		X	X
Use of tobacco on school property				X			X
Theft							
Theft			X	X	Level depends on value of property and if it is continuous		
Vandalism							
Misuse of school property without damage	X	X			Level 2 based on severity		
Vandalism of another student's property		X	X	X	Level 3 based on severity and cost of property	X	
Vandalism of school property		X	X	X	Levels determined by severity and value	X	

					of property		
Vandalism or destruction of student or school property more than \$100				X		X	
Verbal Aggression							
Student verbally or physically provoking another student	X	X			Level 2 if continuous		
Weapons							
Possession of Weapons A threat assessment will be conducted to inform determination of the response level.				X		X	X

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Middle School

Level 1- This response will result in an adult-led discussion with the student about an action that may have caused harm to the community or to him/herself after being provided a “cooling off” period. The parent/guardian will be contacted by an adult about the incident and the school’s response. The student will have had no prior incidents, and/or interventions may not have already been put in place.

Level 2- In addition to Level 1 intervention, this response will result in having the student assigned the suspension of a privilege (lunch detention, etc.). The student’s behavior may be persistent and may have continued to cause harm to the community or to him/herself. Any parties involved will participate in a restorative circle facilitated by a fully trained restorative practitioner. The parent/guardian will be contacted by administration about the incident and the school’s response.

Level 3- This response will result if the student has continued to violate the code of conduct and/or has continued to cause harm to the community or to him/herself. In-school suspension (ISS) up to four days may be warranted. The parent/guardian will be contacted by administration about the incident and the school’s response. A re-entry meeting will be held with parents, student and administration. Any parties involved will participate in a restorative circle facilitated by a fully trained restorative practitioner and referral to the Teen Center may be made.

Level 4- This response will result if the student has violated the law and/or has caused such harm to another member of the school community as to require mental health support and/or medical attention. ISS or out-of-school suspension (OSS) of up to 10 days may be warranted, and referral to Teen Center will be necessary. A restorative conference will occur and will be facilitated by a fully-trained restorative practitioner. Police notification may be required according to legal obligations (see Law Enforcement Contact below).

Behavior Violation	Level 1	Level 2	Level 3	Level 4	Notes	SSDS Report Referral	Law Enforcement Contact
Absence/Tardiness							
Late to class	X				One, two, or three times in a marking period		
Late to class (exceeding 3x)		X			More than 3x in a marking period		
Excessive Tardiness		X	X		Level 2 or 3 is determined by the number of occurrences		

Excessive absences (10 or more unexcused)	X	X			Level depends on number of classes impacted		
Excessive absences (20 or more unexcused)	X	X			Referral to Municipal Court https://www.state.nj.us/education/students/safety/behavior/attendance/		
Bullying and/or Harassment (Verbal and Physical)							
Bias Incidents but unconfirmed HIB				X			
Racial Remarks but unconfirmed HIB		X	X		Level of response depends on severity	X	
Confirmed incident of HIB			X	X	Level of response depends on severity	X	Contacted if incident is believed to constitute a criminal offense
Extortion				X		X	Contacted if incident is believed to constitute a criminal offense
Repeated and continuous HIB/ bullying among another				X		X	Contacted if incident is believed to constitute a criminal offense
Disrespectful to Staff							
Profanity directed toward staff		X	X		Level 2 or 3 is determined by the nature of the profanity and number of occurrences		
Profanity directed toward student (becomes a level 3 depending of		X	X		Level 3 depending of severity against student		

severity against student)							
Electronic Devices							
Recording or photographing without permission	X	X			Once published it becomes a Level 3 offense		
Refusal to comply when asked to submit electronic device to staff	X	X			Level 1 or 2 is determined by the number of occurrences		
Refusal to put electronic device away	X	X			Level 1 or 2 is determined by the number of occurrences		
Using electronic device	X						
Use of electronic device to harm others		X	X	X	Level 2, 3 or 4 is determined by the number of occurrences and severity of offense		
Use of electronic device or violation of technology acceptable use policy that leads to a threat or any direct harm			X	X	Level determined by severity of the threat or harm	X	X
Fighting							
Fighting without injury		X					
Fighting with serious injury				X		X	X
Physical Assault with intent to harm staff				X		X	X

member or another student							
Physical Assault with serious bodily injury to staff member or another student					X	X	X
Horseplay	X	X	X		Level 1, 2, or 3 is determined by the nature of the horseplay and number of occurrences		
Recording or publishing a fight			X	X	Once published it becomes a Level 3 offense		X
Unwanted physical contact directed to student	X	X			Level 1 or 2 is determined by the nature of the contact and number of occurrences		
Unwanted physical contact directed to staff	X	X			Level 1 or 2 is determined by the nature of the contact and number of occurrences		
Non-Compliance							
Arson				X		X	X
Bias incident	X	X	X	X	Level 1, 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Being out of the classroom without a pass	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Bus misconduct	X	X	X		Level 1, 2, or 3 is		

					determined by the nature of the incident and number of occurrences		
Cheating/plagiarism (any involved parties)	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Cutting class	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Dress code violation including refusal to wear a mask if mandated by the district	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Forgery of Notes		X	X	X	Level 2, 3, or 4 is determined by the number of occurrences		
Failure to report to detention, ISS, or OSS		X	X	X	Level 2, 3, or 4 is determined by the number of occurrences		
False activation of fire alarm				X		X	X
Inappropriate use of the internet/Misuse of Internet	X	X	X		Level 1, 2, or 3 is determined by the number of occurrences		
Leaving the building without permission		X	X		Level 2 or 3 is determined by the number of occurrences		
Leaving the classroom without permission	X	X			Level 1 or 2 is determined by the number of occurrences		

Misuse of school property	X	X	X		Level 1, 2 or 3 is determined by nature of incident and number of occurrences		
Refusal to follow directives given by staff (in the classroom, cafeteria, or the hallways) including refusal to wear a mask if mandated by the district	X	X			Level 1 or 2 is determined by the number of occurrences		
Using unauthorized exits		X					
Sexual in Nature							
Inappropriate sexual conduct on school grounds		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Sending or receiving pornographic, violent, illegal, and/or discriminatory material			X	X		X	X
Sexual harassment			X	X			X
Sexual assault			X	X		X	X
Substance Abuse							
Confirmed drug/alcohol use				X		X	
Possession of drug/alcohol				X		X	

Distribution or sale of drugs/alcohol						X	X
Possession or use of tobacco, vape, electronic cigarettes, hookah or materials on school property			X	X			X
Theft							
Theft		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences	X	
Vandalism							
Vandalism of school property		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences	X	
Vandalism of another student's property		X	X	X	Level 2, 3 or 4 is determined by the nature of the incident and number of occurrences		
Verbal Aggression							
Racial comments	X	X	X	X	Level 1- 4 is determined by the nature of the incident and number of occurrences		
Weapons							
Possession of weapons			X	X		X	X

A threat assessment will be conducted to inform determination of the response level.							
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Highland Park School District Code of Conduct

BARTLE

Level 1- This response will result by having an adult speak with the student about the action that may have caused harm to the community or to him/herself after being provided a “cooling off” and may include the use of Responsive Classroom and Social-Emotional Decision-Making Lab strategies to address behaviors. The parent/guardian may be contacted about the incident and school response. The student will have had few prior incidents, and/or interventions may not yet have already been put in place.

Level 2- This response will result when the student’s behavior has become persistent and has continued to cause harm to the community or to him/herself. In addition to Level 1 intervention, the student will be assigned suspension of a privilege (i.e. not attending a field trip, etc.) and/or supports such as strategies associated with the Responsive Classroom and Social-Emotional Decision-Making Lab., conflict resolution strategies, peer mentoring, counseling, calming area, etc.).

Level 3- This response will result when the student has continued to violate the code of conduct and/or has continued to cause harm to another person or the student. Violations may have been continuous. In-school suspension (ISS) and/or out-of-school suspension (OSS) of up to four days may be warranted.

Level 4- This response will result when the student has violated the law and/or has caused such harm to another member of the school community as to require mental health support and/or medical attention. ISS and/or OSS of up to 10 days may be warranted. Police notification may be required according to legal obligations (see Law Enforcement Contact below).

Behavior Violation	Level 1	Level 2	Level 3	Level 4	Notes	SSDS Report Referral	Law Enforcement Contact
Absence/Tardiness							
Excessive tardies and/or absences		X	X	X	Consequence for level 2-4 is determined by the degree of tardies/ absences.		

Disrespectful to Staff							
Profanity directed toward staff	X	X			Starts off as a level 2 consequence when it is directed toward staff and not just said around staff.		
Electronic Device							
Recording or publishing a fight			X	X	Confirmed intent determines the degree of consequence.		X
Refusal to put electronic device away		X			Level 2 imposed for repeat offenders or individuals.		
Use of electronic device that leads to a threat or any direct harm to another person			X	X	Level 3 & 4 for individuals who intend to cause threat or harm.	X	X
Using electronic device when not permitted	X	X					
Fighting							
Fighting		X	X	X	Levels 3-4 are imposed based upon the degree, refusal to stop and/or evidence of serious physical injury, etc.	X	
Fighting with serious injury				X		X	X
Physical Assault with intent to harm staff member or another student				X		X	X
Physical Assault with serious bodily injury to				X		X	X

staff member or another student							
Horseplay	X	X			Immediately impose level 2 when past/ prior redirection has not worked, etc.		
Repeated antagonistic behavior		X	X		Level 3 imposed when social, emotional or physical injury is determined/ confirmed.		
Shove/Push/ Kick/ Strike	X	X	X		Level 3 consequences when intent is determined and confirmed.		
Non-Compliance							
Arson			X	X	Cognitive Impairment or intent needs to be considered to start at level 3.	X	X
Bias incident		X	X	X	Intent and/or impact will determine the initial level of consequence.		
Cheating/plagiarism	X	X			Confirmation of intent or repeat offense initiates level 2 consequence.		
Leaving the building without permission			X	X	Confirmation of intent, repeat offense or cognitive impairment determines an initial level 3.		
Leaving classroom		X	X		Confirmation of		

without permission					intent or evidence of defiant behavior determines whether the initial consequence level is a 2 or 3.		
Refusal to follow directives given by staff (in the classroom, cafeteria, or the hallways) including refusal to wear a mask if mandated by the district	X	X			Level 1 or 2 is determined by the number of occurrences		
Misuse of school equipment/property		X	X		Level 2 & 3 are imposed for individuals who knowingly intend to cause destruction, damage or harm to equipment/property.		
Misuse of the internet		X	X	X	Level 3 and 4 are imposed for individuals who knowingly intend to misuse internet and/or cause (emotional, social or physical) harm to another with misuse of the internet.	X	
Profanity directed toward student	X	X			Starts off as a level 2 consequence when it is directed toward student and not just said around student.		
Intentional activation of			X	X	Level 3 and 4 are	X	X

the fire alarm					imposed for individuals who knowingly intend to misuse fire alarm as a result of attempting to scare, intimidate or impress another.		
Racial slur/insult		X	X	X	Level 3 & 4 are imposed for individuals who knowingly intend to emotionally or psychological hurt, degrade, humiliate, reduce, etc. to another.		
Refusal to follow directions	X	X			Level 2 are imposed for repeat offenders or individuals who show considerable defiance on the first known instance.		
Threat	X	X	X	X	Level 3 & 4 are imposed for individuals who knowingly intend to emotionally or psychological hurt, degrade, humiliate, reduce, or intimidate another.	X	
Threat against another student or school personal			X	X		X	X
Sexual in Nature							
Sexual harassment			X	X	Level 4 is	X	X

					imposed when intent is confirmed, whether there is physical contact, or the level or degree of repeated communication.		
Inappropriate sexual conduct on school grounds			X	X	Level depends on type of conduct	X	X
Sexual assault				X		X	X
Sexual harassment			X	X	Level depends on harm to victim	X	X
Substance Abuse							
Possession of illicit materials		X	X		Level 3 is imposed towards individuals who knowingly intend to misuse internet and/or cause (emotional, social or physical) harm to another with misuse of the internet.		X
Use and/or Possession of Narcotics or harmful substances			X	X	Level 3 and 4 consequences are imposed for individuals who knowingly intend to use, abuse, sell/distribute to another.	X	X
Selling or distribution of narcotics/ substances				X	Level 4 is imposed for individuals who knowingly intend to use, abuse, sell/distribute to another.	X	X

Theft							
Theft		X	X	X	Level 3 & 4 consequences are determined and imposed for individuals who are repeat offenders and knowingly intend to cause psychological or emotional harm with their actions.	X	
Vandalism							
Vandalism of property		X	X	X	Level 2 & 3 consequences are determined and imposed for individuals who knowingly intend to cause destruction, damage or harm to equipment/ property.	X	
Weapons							
Possession of Weapons A threat assessment will be conducted to inform determination of the response level.			X	X	Level 3 & 4 are imposed when individual knowingly or willingly possessed weapon on school grounds or at school related event.	X	X

Highland Park School District Code of Conduct

IRVING

Level 1- Adult speaks with the student about action that may have caused harm to the school community or to him/herself. Students will be reminded of Whole School Expectations. Student has had no prior incidents, and/or interventions have not been put in place. Logical consequences shall apply. At this level possible interventions would include: reinforcement of Whole School Expectations and consequences or a ‘take a break’ area.

Level 2- In addition to Level 1 intervention, student will be assigned loss of a privilege at teacher or administrative discretion. Student behavior has become persistent and has continued to cause harm/disruption to the school community or to him/herself. Parent/guardian will be contacted about the incident and school response. At this level possible interventions would include: referral to Guidance groups, “think sheet” completion, collaborative problem solving or student to student conflict resolution.

Level 3- Student has continued to violate school expectations and/or has continued to cause harm/disruption to the school community or to him/herself. Parent/guardian contact and conference required with principal and/or guidance counselor. At this level interventions would include: possible referral to the Intervention and Referral Services team or a problem solving conference with stakeholders.

Level 4- Student has violated the law and/or has caused such harm to another member of the school community as to require mental health support and/or medical attention. Police notification may be required in rare circumstances and only according to legal obligations (see Law Enforcement Contact below).

Behavior Violation	Level 1	Level 2	Level 3	Level 4	Notes	SSDS Report Referral	Law Enforcement Contact
Absence/Tardiness							
Habitual truancy			X		Admin. contact via phone and letter. As per state policy (18A:38-25)		
Persistent or excessive tardiness/ absences from school		X					

Bullying and/or Harassment (Verbal and Physical)							
Reported incident of HIB			X	X	HIB investigation is required	X (if confirmed)	Contacted if incident is believed to constitute a criminal offense
Damage to Personal or School Property							
Major damage		X	X		More than \$50		
Minor damage	X	X			Up to \$50		
Electronic Devices							
Bringing electronic device to school	X						
Emotional Outburst or Rage							
Emotional outburst or rage that causes harm		X	X				
Fighting							
Fighting with serious bodily injury			X	X	Levels 3-4 are imposed based upon the degree, refusal to stop and/or evidence of physical injury, etc.	X	
Physical aggression with another student		X	X		Level 3 if it is continual.		
Fire Alarm							

Intentional activation of the fire alarm			X			X	X
Hallway Misbehavior							
Running, making excessive noise, or persistent hall-walking	X	X					
Injuring Another Student							
Injuring another student with intent		X	X	X	Level 2 if first offense and dependant on the severity of the injury	X	
Two or more persons intentionally injuring a student		X	X	X			
Non-Compliance							
Failure to comply with school rules and procedures including mask wearing compliance	X	X			Nonviolent / nonphysical		
Failure to respond to school staff directives, questions, or requests	X	X					
Leaving classroom or school without	X	X					

permission							
Physical Contact							
Offensive touching, poking, pushing, shoving, or physical intimidation of school personnel or of another student		X	X	X	Level 4 if continual after prior interventions	X (if suspension is necessary)	
School/Classroom Distraction							
Make excessive, distracting, or disruptive movements or noises	X	X					
Throws objects without physical injury to others	X	X					
Throws objects with physical injury to others		X	X				
Theft							
Taking another person's property without that person's permission or consent	X	X	X (if it is an ongoing issue)				
Verbal Aggression							
Name	X	X	X				

calling, insults, making inappropriate gestures, symbols, or comments, or using profane or offensive language							
Weapons							
Possession of instruments or objects that could be used as weapons A threat assessment will be conducted to inform determination of the response level.			X	X		X	X

To access the complete Student Discipline/Code of Conduct policy 5600 and regulation R5600 click the following link and enter the code number in the search bar:
<https://www.straussesmay.com/seportal/Public/pubElanOnline.aspx?id=036100f752da4943b2ed0e3b0326564b>