

**STUDENT CODE
OF
CONDUCT**

2011 - 2012

**White Township Consolidated School
565 CR 519
Belvidere, NJ 07823
www.whitetwpsd.org**

Approved by the White Township Board of Education - July 2011

A Message to Parents & Students

Students attending our school have certain rights but also have certain responsibilities. For example, students have the right to attend school in a safe and secure environment, to respectfully express their opinions, to have fair and consistent rules, to have their privacy respected, and to due process procedures. They also have the responsibility to attend school and classes regularly, to respect others as well as school property, and to refrain from conduct that disrupts the teaching-learning process.

The goal of discipline is self-control, not, just obedience to adult authority. By understanding, and abiding by a code of conduct in the school community, students begin to prepare themselves for their participation as citizens in a larger society.

For the vast majority of students who abide by the rules, our discipline code should present no problems. School personnel appreciate students who come to school prepared to learn and ready to cooperate. Students who choose to ignore school policies will learn that there are consequences for making the wrong decision and will hopefully make better choices in the future.

The members of the school community of White Township Consolidated School expect all students to fulfill the behavioral expectations of the school community, and to:

- prepare themselves mentally and physically for the process of learning;
- demonstrate respect for people and property;
- use time and resources responsibly;
- share responsibilities in group projects;
- meet the unique requirements of each class;
- monitor their own progress; and
- communicate with parents and school personnel about school related matters.

Our school rules require that pupils:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person, property, and rights of others
- Preserve the degree of order necessary to the educational program in which they are engaged; and
- Obey persons in authority and respond to that authority.

Our staff members promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program. This goal may be reached by adapting instruction to individual needs by:

- insisting on reasonable standards of scholastic accomplishment for all pupils;
- creating a positive atmosphere in and out of the classroom;
- extending the same courtesy and respect that is expected of pupils; and
- treating all pupils with consistent fairness.

It is with high expectations for continued success at the White Township Consolidated School that this Student Code of Conduct has been developed.

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General Responsibilities

1. Students will show respect for others and for school property.
2. Students will use socially acceptable behavior. (No fighting, pushing, inappropriate language or gestures, etc.).
3. Student will follow all safety procedures.
4. Passes - Late passes and classroom sign-out procedures are required. (Students must report to the Main Office when arriving late for school or when leaving school early.)
5. Fire Drills - Fire drills are required by law and are an important safety precaution. Students must remain silent at all times throughout fire drills. When the fire signal is given, everyone must promptly clear the building by the prescribed route.
6. School Security Drills - Students must remain quiet and follow the directions of their teacher.
7. Dangerous Objects - Students may not bring articles to school that are deemed hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, slingshots, firecrackers, lighters/matches, sharp objects, etc., will be confiscated. They will only be returned to parents/guardians upon their request.
8. Cell Phones - **CELL PHONES MUST BE TURNED OFF! Students MAY NOT keep their cell phones on them, they should be in a backpack or purse. Phones will be confiscated if being used and parents will be called to pick them up.**
9. Hall Behavior - When walking in the hall students must stay on the right side and always walk quietly.

Classroom Responsibilities

Teachers will explain the set of rules that pertain to their classrooms, to the lavatory, and hallway behavior. While classroom rules may vary, proper decorum in other areas of the building is universal.

Dress Code

School attire should be neat, clean, appropriate, and in good taste. A good self-image is fostered through appropriate dress. Safety, health and good taste should be considered when selecting school attire. Students who are inappropriately dressed may be sent home to change their clothing.

Unacceptable attire:

1. Clothing, pins, stickers, banners with inappropriate or suggestive language.
2. Spaghetti strap tops, half-shirts, see-through blouses, or any type of shirt or blouse where a midriff is showing.
3. Jewelry that is determined by the school to be noisy, distracting, or potentially dangerous.
4. Shorts, skorts, skirts or dresses which are shorter than mid-thigh.
5. Hats may not be worn in the building. This includes after school activities and evening programs.
6. Unlaced or untied sneakers or shoes, black soled hiking boots or other inappropriate footwear. Flip Flops are not allowed. "Heelies" may not be used on school property.
8. Outerwear should not be worn in the building during the school day.
9. Clothing or accessories that may create a safety problem will not be allowed, as determined by the administration.

Homework

Homework is due on the day/date designated by the teachers. Homework should be recorded in the daily planner provided by the PTO or the classroom teacher. When students are absent, parents/guardians may request the day's assignments by calling the Main Office by 9:00 AM.

Lunch Time Behavior

1. Students will not touch other students or the food of other students.
2. Students will keep their voices at a reasonable level. If the teacher on duty decides it is too noisy, students may eat in silence.
3. Students will remain seated unless given permission or instructed to do otherwise.
4. Students will clean up their eating area, including the floor.
5. Students will use appropriate table manners at all times. (Disruptive behavior will not be tolerated and may result in a "lunch detention.")

Candy / Gum Chewing

Chewing gum is not allowed on school premises. All food is restricted to the lunch period and for individual consumption only.

Foodstuff for Parties/Birthday Celebrations

Please do not send or bring any foodstuffs for birthdays and holidays. Students may not distribute cards containing candy for Valentine's Day.

Electronic Communication Devices

Pupils are not permitted to bring or possess a remotely activated paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephones while school is in session. **CELL PHONES MUST BE TURNED OFF!** If it is absolutely necessary for a student to bring their cell phone to school it must remain in a backpack or purse (not in their pockets). Students may also have the office keep cell phones for students during the day for safe keeping. Cell phones that are used in violation of this policy will be confiscated and the pupil will be subject to appropriate disciplinary action. Confiscated cellular phones will only be returned to a parent/guardian.

Educational Technology devices may be used in school with the permission of the classroom teacher(s). The school is not responsible for lost or stolen items.

Drugs/Alcohol/Smoking

Students are forbidden to possess, consume, sell or distribute cigarettes, smokeless tobacco, alcohol products, or any substance considered a drug. Violation of this rule will result in suspension and/or expulsion.

Harassment/Intimidation/Bullying/Cyberbullying

Pupils must respect the rights of other pupils. Harassment, intimidation, bullying or cyberbullying of any kind against any member of the school community will not be tolerated, and violations will result in disciplinary action. The White Township Board of Education Policy #5512 regulations are in keeping with New Jersey anti-bullying laws. The complete policy appear in the Student Code of Conduct, in the Parent Handbook and on the school's website.

Stealing

Stealing will result in an immediate referral to the administrator. Appropriate disciplinary action will follow.

Consequences for Inappropriate Behavior

Consequences for misconduct are dependent on the problem as well as the age of the student and surrounding circumstances. Consequences for inappropriate behavior may include removal, admonishment, revocation of privileges, detention, suspension, parent conference, legal action, or expulsion. In addition, counseling for students exhibiting repeated inappropriate behavior may be recommended.

General Infractions

Teachers or staff members will warn the student regarding his/her inappropriate behavior. If the behavior persists and/or is repeated, then the student shall be written up and referred to the Principal, or the administrator in charge for such further action as the administrator should deem appropriate and in keeping with Board of Education Policy and Regulation

Major Infractions

All major infractions are to be written up immediately and automatically referred to the Principal, or the administrator in charge for such further action as the administrator should deem appropriate or be required to do by law.

(See pages 8 & 9 - Infraction Report Form)

Detention

Before or after school detention will be scheduled in consultation with the parent/guardian. When a student is assigned a detention the obligation must be completed. If the student does not show up for an assigned detention, the obligation doubles. Those with obligations will be withheld from extra-curricular activities, dances, class trips, field trips, field day, etc. Detentions may be assigned by teaching staff or by the administration.

Suspension & Expulsion

Conduct, which shall constitute good cause for suspension or expulsion in accordance with Board of Education Policies 5610 and 5620, shall include but not be limited to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over the student.
3. Conduct of such character as to constitute continuing danger or threat of danger to the physical well being of other pupils.
4. Physical assault on another pupil or school employee.

5. Taking or attempting to take personal property or money from another pupil or school employee without their knowledge or by means of force or fear.
6. Willfully causing, or attempting to cause damage to school property, while at school or while attending a school approved trip or function.
7. Known possession, consumption, or distribution of any substance considered a drug.
8. Possession of a dangerous object.

Prior to a proposed suspension, a student will have the right to a hearing with the Administrator, at which time the student will have an opportunity to explain the circumstances for the misbehavior. (Due process)

Prior to a proposed expulsion, the student and his/her parent and/or legal guardian will have the right to a full hearing before the White Township Board of Education.

Affirmative Action

Along with the Board of Education and Administration, the Affirmative Action Officer/Public Compliance Officer is responsible for developing the Comprehensive Equity Plan, which ensures that all areas of the school program are bias free. The Board of Education has policies prohibiting bias, harassment, discrimination, and segregation and ensures equity in educational programs. The school strives to overcome the effects of any previous patterns of discrimination in school and classroom practices and systematically monitors district procedures to insure continuing compliance with anti-discrimination laws and regulations.

The Board of Education, administration, and staff forbid any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or another pupil. Any employee who receives such a report of a student being subjected to sexual harassment or if the student himself/herself reports an incident of sexual harassment, the Affirmative Action/Public Compliance Officer or Administrator will be notified and the grievance procedure initiated.

Mrs. Dawn Werkheiser is the Affirmative Action/Public Compliance Officer for the 2011-2012 school year. You may contact her by calling the school (475-4773), through e-mail (dmm@whitetwpsd.org), or by writing to her at the address of the school. All documents relating to the school's Equity Plan policies, the grievance procedure, and annual reports are located in the main office and in the Affirmative Action/Public Compliance Officer's room and may be viewed upon request.

White Township Consolidated School Infraction Report Form

Name of Student _____

Teacher Reporting the Infraction _____

Date _____ Time _____

MAJOR INFRACTION

- | | |
|---|---|
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Physical or verbal abuse of any student or adult |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Vandalism or abuse of school or personal property |
| <input type="checkbox"/> Extreme classroom disruption | <input type="checkbox"/> Leaving the building |
| <input type="checkbox"/> Setting off a fire alarm | <input type="checkbox"/> Possession of illegal or unsafe articles |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Using electronic devices |
| <input type="checkbox"/> Continual Misconduct | <input type="checkbox"/> Selling of illegal articles, unsafe articles, or personal property |
- Offense involving a controlled dangerous substance (CDS) or paraphernalia associated with a CDS.
- Smoking or possession of tobacco products, including lighters
- Defiant behavior/disrespect toward a teacher or staff member
- Any other behavior of such magnitude that the teacher or staff member deems a referral to be appropriate

GENERAL INFRACTION

- | | |
|---|---|
| <input type="checkbox"/> Failure to take a detention | <input type="checkbox"/> Throwing Objects |
| <input type="checkbox"/> Cutting Class | <input type="checkbox"/> Leaving class without permission |
| <input type="checkbox"/> Misconduct at a school function | <input type="checkbox"/> Late to class |
| <input type="checkbox"/> Profanity/Obscenity (language or gestures) | <input type="checkbox"/> Public display of affection |
| <input type="checkbox"/> Gum chewing/eating outside of lunch time | <input type="checkbox"/> Littering |
| <input type="checkbox"/> Cheating/Plagiarism | <input type="checkbox"/> Inappropriate behavior |
| <input type="checkbox"/> Multiple dress code violations | <input type="checkbox"/> Hall or Cafeteria misconduct |
| <input type="checkbox"/> Scuffling | <input type="checkbox"/> Other |

(over)

Explanation/Background:

Teacher actions before referral: _____ Conference with student

Parental Contact: _____ Telephone _____ E-mail _____ Note _____ Conference

_____ Referral to student assistance personnel _____

Teacher detention: _____ Lunch _____ Before school _____ After school

Other/Additional information:

Action by Administrator: _____ Conference with student

Parental Contact: _____ Telephone _____ E-mail _____ Note _____ Conference

_____ Referral to student assistance personnel _____

Detention: _____ Lunch _____ Before school _____ After school

Suspension: _____ In School

_____ Out of School

Board Policy 5710 - Pupil Grievance

The Board recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For the purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

In the event that a pupil or (his-her) parents or legal guardian believe they have a grievance, the pupil and/or (his-her) parent or guardian should proceed in the following manner to resolve the matter:

- a. A meeting should be arranged with the pupil's immediate teacher and the matter discussed fully by the persons concerned.
- b. If the matter cannot be resolved by the pupil's teacher, the grievance should be presented to the Principal.
- c. The Principal will make every effort to arrange meetings with the persons concerned to acquaint her with all of the facts surrounding the problems.
- d. If the matter cannot be resolved by the Principal, the grievance should be presented to the Superintendent.
- e. If the matter concerns administrative policy, and does not fall within the stated policy regarding the responsibility of the Superintendent, it should be reduced to writing and presented to the Board of Education at its regular meeting.
- f. The Board of Education, or a properly designated committee of the Board, will recommend a resolution to the grievance.

Policy Adoption: 16 December 2002

Co-Curricular Activities

The Board of education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

For purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and do not include Athletic Association competitions and practices. Co-curricular activities must be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The following standards will govern pupil eligibility for participation in co-curricular activities:

Attendance Standards - A pupil is ineligible for participation in co-curricular activities if he or she has demonstrated unsatisfactory attendance by accruing four days of cumulative, unexcused absences based on the activity and time segment or activity cycle.

In addition, no pupil who has been absent for a school day may participate in an activity or performance scheduled for the afternoon or evening of that school day. In the event of a Friday absence from school, the pupil will be ineligible for weekend participation. Pupils must report to school by 11:00 AM to establish an eligible attendance day. (Pupils who are participating in another school activity are not considered absent.)

Academic Standards - Eligibility to continue co-curricular activities in the fall will be determined at the mid-marking period. A pupil failing any subject at the mid-marking period during the first marking period will be ineligible for the particular activity.

Subsequent eligibility for other activities during the remainder of the year will be determined by passing grades of all subjects on a pupil's report card following each marking period. Continuation of participation in the co-curricular activity is determined by passing all subjects as indicated on the report card.

A pupil may be dismissed from co-curricular activity for the use, sale, or possession of alcohol, drugs, or tobacco or for violation of the rules of pupil conduct established by this district. A pupil who has been suspended, either in school or out of school, will be suspended from participation in co-curricular activities for the period of his or her suspension.

PTO Dances

Students at the appropriate grade levels are eligible to enjoy the PTO dances if they have successfully met the following criteria:

- Attended school on the day of the dance.
- Fulfilled the behavioral expectations at previous dances
- Provide a permission slip filled out in full

(Students who are not eligible to attend the dance will be notified prior to the dance and will be denied entrance to the function. Parents will also be notified.)

The Student Code of Conduct and other school rules are in force during PTO functions. Parents of any students who violate the standards will be called immediately and asked to take their child home. Any students who violate the standards will not be allowed to attend the next function.

Technology Use

All students and parents must sign an acceptable use agreement form, which is contained on the final page of this *Student Code of Conduct* sent home at the beginning of each school year. Students are expected to comply with the rules of the district as explained by the technology teacher each year and are expected to communicate in a respectful and responsible fashion.

Transportation/Bus Behavior

The safety of all children is always a paramount concern and all school rules apply when children are waiting for the school bus, being transported by a school bus to and from school, or when on a school-related field trip.

The following specific rules and policies have been established for the safety of students riding school buses. Please discuss them with your child.

1. Bus drivers will assign pupils seats. (This is in accordance with state law.)
2. Pupils may not eat, drink, or chew gum while riding the bus.
3. All pupils must remain in their seats while the bus is in motion and remain completely seated until the bus they are riding comes to a complete stop.
4. Children must keep hands, feet, and other items out of the aisle and inside the bus at all times, and must never throw anything out of a bus window.
5. Children may talk in normal tones, but must not shout in the bus or out the windows. They should not do anything that might take the driver's attention from the road.
6. Children are not to deface or damage property.
7. Children are not to bring dangerous objects to school.
8. Live animals or pets may not be transported on the bus.
9. Students must use seat belts if the bus is so equipped.
10. Pupils are to be at their bus stop at least five minutes before the bus is scheduled to arrive. Before crossing the road in front of a bus, children must wait for a signal from the driver.
11. When on the parking lot, students must stay on the sidewalk and never walk in front of or behind a bus.
12. Parents must assume responsibility for the safety of their children by not sending them to the bus stop earlier than the time indicated on the schedule.
13. Children are to cooperate with the driver and Safety Patrol members in order to ensure the safety of all concerned.
14. To avoid overcrowding, pupils may ride only the bus to which they have been assigned. Changes or transfers may only be made for childcare provisions. Requests must be made in writing and submitted to the transportation coordinator or her designee for approval.
15. Children in third grade or younger who are not accompanied by an older sibling must be met at the bus stop by an individual who will be responsible for his/her care. **Young students will be brought back to school if there is no one to meet them at the bus stop in the afternoon. Parents will then be notified to pick the child up at school.**
16. If parents plan to **transport their own child(ren)**, they must notify the transportation coordinator in writing on the morning of the day the child is to be picked up, stating the time at which they will pick up the child. The time for departure should not be later than 3:10 P.M. The transportation coordinator will notify the bus driver and the teacher.
17. If parents wish their children to **remain after school** for any planned activity, they must send a note and must plan to pick up the child after the activity. The note will be kept on file and will release the Board from responsibility for the child's safety after he/she leaves the school grounds.

The bus driver will report all student misconduct to the Transportation Coordinator and/or Principal through a bus conduct report. Depending on the seriousness and frequency of the violation, the Principal will decide on an appropriate action. The Principal will consider any extraordinary circumstances, and make every attempt to be reasonable and consistent in utilizing the following guidelines to determine the appropriate action.

Consequences for Improper Bus or Bus Stop Behavior

First Notice of Misconduct: A conference will be held between the Transportation Coordinator and student at which time the student's bus conduct will be discussed. The student's parents may be notified.

Second Notice of Misconduct: A conference will be held between the Principal and the student at which time the student's bus conduct will be discussed. The Principal will contact the student's parents. The student's bus privileges may be suspended for a specified number of days.

Third Notice of Misconduct: The Principal will notify the parents of the student's bus conduct. The student's bus privileges will be suspended for a specified number of days. A parent conference will be requested before bus privileges will be reinstated. Parents will have the responsibility of providing alternate transportation for their child and of informing the Principal of such arrangements.

Additional Notices of Misconduct: The Principal will notify the parents of the student's continued bus misconduct. The student's bus privileges will be suspended for an extended period of time. It will be the responsibility of the parents to make the necessary alternate arrangements for the student's transportation and to inform the Principal of such arrangements.

See Attachments for:

Board of Education Policy 5512- Harassment, Intimidation and Bullying

Board of Education Policy 5600- Pupil Discipline/Code of Conduct

**White Township Consolidated School
School-Parent-Student Compact**
(In compliance with the No Child Left Behind Act of 2001)

School-Parent-Student Compact

The White Township Consolidated School-Parent-Student Compact is a plan that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve state standards.

The White Township School District will:

- *Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the New Jersey Core Curriculum Content Standards.
- *To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- *Provide information and school reports in a format and, to the extent practicable, in a language parents understand.
- *Jointly develop and agree on a parent involvement policy with the parents of participating students. This compact will be distributed to parents of participating students.
- *Provide a coordinator, technical assistance, and other support necessary to assist schools in planning and implementing parental involvement activities to improve student academic achievement and school performance.

Parents/Guardians of Students will:

- *Assure their child's prompt and regular attendance and compliance with school rules and procedures.
- *Talk with their child daily about school activities and show an active interest in their assignments.
- *Provide a regular time and place for homework assignments.
- *Communicate any needs and concerns to appropriate school representatives.
- *Respond to school communications promptly, attend parent conferences and programs, and encourage their child's social and intellectual development.

Students will:

- *Put forth their best effort at all times when in school.
- *Follow school rules and procedures.
- *Complete and return homework and other assignments in a timely manner.
- *Respect and care for school property.

ACKNOWLEDGEMENT

Please sign below to indicate that you have viewed the Parent Handbook on line (or received a hard copy as requested) and reviewed the Student Code of Conduct with your child. Please make sure you have read the School-Parent-Student Compact on the final page of the Code of Conduct. Please complete this page and return it to school.

 Printed Name of Student

 Printed Name of Parent

 Signature of Student

 Signature of Parent/Guardian

 Date

Acceptable Use of Technology

During my enrollment as a student at WTCS and user of the WTCS computers and network, I agree to comply with the rules of the district. I will communicate over the network in a respectful and responsible fashion while being consistent with all relevant laws and restrictions.

 Signature of Student

 Attest: Parent/Guardian

Please sign and return this form to school.

Attachment: BOE Policy #5512- Harassment, Intimidation, and Bullying

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;

5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupils or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;

5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures - Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;

22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource office, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the

Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Pupils, parent, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the

Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment,

intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation or bullying prevention program models, to training for certificated and non-certificated staff to participation of parent and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and

wireless communication devices or strategies for fostering expected pupil behavior.

4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, or retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up

to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
 3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator, after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.
- L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district

Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to school's employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses - April 2011

Adopted: December 16, 2002

Revised: July 25, 2011

Attachment:BOE Policy #5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils 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), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function 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. This authority shall be exercised only 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.

Consequences and appropriate remedial action for a pupil 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 pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

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(e)10.iv., and N.J.A.C. 6A:16-7.10.

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

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

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.

Cross reference: Policy Guide Nos. 2460, 5500, 8330

Adopted: December 16, 2002
Revised: November 17, 2003
Revised: April 25, 2008
Revised: July 25, 2011