

**STUDENT CODE
OF
CONDUCT**

2020 - 2021



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

A Message to Parents & Students

Students attending our school have certain rights as well as 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 and respect, 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 global society.

For the vast majority of students who abide by the rules, our discipline code should not present any challenges. School personnel appreciate students who come to school prepared to learn and willing to work collaboratively. Students who choose to ignore school policies will learn there are consequences for their decisions and will hopefully make more appropriate 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 students:

- 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
- Listen to and respond appropriately to authority.

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

- Insisting on rigorous standards of academic achievement for all students;
- Fostering a positive atmosphere in and out of the classroom;
- Treating all students equitably.

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

General Responsibilities

1. Students will actively participate to meet the academic requirements of each course of study.
2. Students will show respect for others and for school property.
3. Students will behave in a responsible manner and will accept responsibility for their choices and actions.
4. Students will be honest in their words and actions.
5. Students will use socially acceptable behavior.
6. Students will follow all safety procedures.
7. 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.)
8. Fire/Security Drills – Fire and Security 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. Students must remain quiet and follow the directions of their teacher during a security drill.
9. Dangerous Objects - Students may not bring objects 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 and will result in disciplinary action.

Virtual Code of Conduct

The standards of behavior in a remote setting are as important as they are in brick and mortar classrooms. In other words, remote classrooms are real classrooms with certified teachers; therefore, appropriate student behavior is expected. To ensure all students in a remote setting understand how to behave in an online environment, we have developed a Remote Learning Code of Conduct that expands upon and shall be used in concert with the existing Student Code of Conduct.

Student Interactions with Faculty and Staff

1. Students shall address all faculty and staff respectfully.
2. Students shall communicate with faculty and staff in complete sentences in a polite and courteous manner.
3. Students shall use Google accounts provided by the district for all school-related communication and for access to all district-provided programs.
4. Arrive at the virtual meeting on time and stay until the meeting has ended.
5. During Zoom and live streaming sessions, students shall turn on video and audio functions unless otherwise directed by teachers and shall use their given names when logging into programs.
6. Students shall contact teachers when in need of assistance.

Student Interactions with Classmates

1. Students shall address each other respectfully.
2. Students shall communicate with each other in a polite and courteous manner.

3. Students shall use Google accounts provided by the district for school-related communication and shall not engage in personal conversations with friends.
4. Students shall use Google accounts provided by the district to access all district-provided programs.

District Email Accounts

Students provided with district email accounts are to use these accounts for school-related communication and for access to all district-provided programs. Email transmissions are monitored by district staff who will be alerted to inappropriate content. Unacceptable use of email includes but is not limited to harassment, intimidation, profanity, obscenity, cyberbullying, hate mail, discriminatory or racist remarks, political activities, etc. All email and email content are property of the district.

1. Email accounts shall be used by the authorized owner of the account.
2. Students shall protect passwords and shall not share passwords with anyone other than their parents.

Academic Integrity

In order to accurately assess the students' understanding of concepts taught, students must complete all assignments independently. Assignments completed by a parent/guardian will not be accepted. Cheating, submitting work copied from another student, or plagiarism in any form will not be tolerated and will result in disciplinary action.

Parents Are Expected To:

1. Ensure technology is ready for use each day.
2. Ensure their children are available for instruction each day per student schedules.
3. Monitor their child's Internet use.
4. Apply parental controls available through their Internet service provider and/or wireless router.
5. Ensure their children use Google accounts provided by the district to engage in school-related communication with teachers and fellow students.
6. Ensure their children use district-provided accounts to access district-provided programs.
7. Ensure an adult is home with their children during remote instruction sessions.
8. Ensure their children contact teachers when in need of assistance.
9. Work in collaboration with teachers to ensure their children maintain appropriate behavior during Zoom and live streaming sessions.
10. Understand that the district monitors all email communication and will render discipline when an investigation reveals inappropriate use.
11. Email Mrs. Werkheiser when in need of technical assistance as teachers cannot provide both technical support to parents and instruction to students during Zoom and live streaming sessions.
12. Contact teachers via email during scheduled office hours.
13. Understand that teachers will return phone calls and/or emails within 24 hours, but may not be able to do so immediately.
14. Understand that their children are required to complete and submit all assignments in accordance with teacher directions and timelines.

Classroom Responsibilities

Teachers will explain the set of rules that pertain to their classroom, the bathrooms, the hallways, and the cafeteria. While classroom rules may vary, proper conduct in other areas of the building is universal.

Hallway and Outside Rules

1. Walk quietly and in an orderly fashion (right hand side) in the halls and stairways.
2. Walk safely on stairs, no jumping off steps or sliding on rails.
3. Leave an appropriate amount of space between students.
4. Go directly from point A to point B (without any detours).
5. Students will not be permitted to enter a classroom without a teacher present.
6. Students are not permitted to use the elevator without permission from a teacher or administrator. A staff member must be present in the elevator when being used.
7. Outside - never throw stones, sticks, mulch, dirt, snowballs, or other potentially dangerous objects.
8. Outside - Line up quickly, quietly and in an orderly fashion when directed to do so leaving an appropriate amount of space between students.
9. When entering the building, wipe shoes thoroughly on the floor mats.

Cafeteria Behavior

1. Students must sit in the areas designated by faculty members. These seating arrangements are a privilege and may be revoked if cafeteria behavior is not appropriate. Students must remain seated unless instructed to do otherwise (i.e. dumping their trash). When dumping their trash, students must follow the designated path as instructed to return to their seats.
2. Students must eat in an orderly manner. **NO** throwing food, rowdiness, or other inappropriate behavior will be tolerated. Students must use inside voices. Disruptive behavior will not be tolerated and may result in a lunch detention. Further disciplinary action, as well as remedial measures, may be taken depending on the frequency and severity of the behavior.
3. Student sharing of food is not permitted; students must not touch other students or their food.
4. Students must not bring in glass containers.
5. Students must clean up their eating area, including the floor.

Cell Phones & Electronic Communication Devices

Cell phones must be turned off when entering school. Students must keep their cell phones in their backpack in their homeroom closet or in a container on their homeroom teacher's desk. Phones are not permitted to be used or carried by students during the course of the school day without permission from a teacher or Mr. Thompson. Cell phones are, however, permitted on field trips. If a student has their cell phone on them during the school day, then the following consequences will be implemented:

1. First offense – Warning and student's phone is sent to the main office. Parents contacted and the student has to retrieve their phone at day's end.

2. Second offense - Student's phone is sent to the main office. Parents contacted, student has to retrieve their phone at day's end, and a lunch detention will be given.
3. Third offense - Parent has to retrieve phone from the main office, after school detention, and parent conference with the Teacher in Charge.

Students are not permitted to bring or possess a remotely activated paging device on any school district property. The school is not responsible for lost or stolen items.

Consequences for Inappropriate Behavior

Consequences for misconduct are dependent on the incident as well as the age of the student and surrounding circumstances. Consequences and remedial measures for inappropriate behavior may include removal, revocation of privileges, behavior modifications, counseling, referral to the child study team or administration, referral for a psychiatric evaluation, lunch detention, before or after school detention, suspension (in school and home), parent conference, legal action, or expulsion.

General Infractions

Teachers or staff members will warn the student regarding his/her inappropriate behavior and address the behavior within their classrooms. If the behavior persists and/or is repeated, then the student shall be referred to the CSA or Teacher in Charge for such further action as deemed appropriate and in keeping with Board of Education Policy and Regulation.

1. First Notice of Misconduct: Warning by teacher
2. Second Notice of Misconduct: Classroom consequence / Loss of privilege / Remedial measure
3. Third Notice of Misconduct: Parent contacted / Remedial measure / Lunch detention
4. Fourth Notice of Misconduct: Referred to administration / Parent conference / Detention / Suspension / Remedial measure

*** Depending on the severity of the infraction, the above guidelines may be adjusted.

Major Infractions

All major infractions are to be documented immediately and automatically referred to the CSA or Teacher in Charge for further action as deemed appropriate. Below is a table outlining infractions and their corresponding consequences. For the purposes of this table, the following abbreviations apply:

- In School Suspension (ISS)
- Out of School Suspension (OSS)

Infraction	1st OFFENSE ACTION	2nd OFFENSE ACTION	3rd AND SUBSEQUENT ACTION
Cheating/Plagiarism	As Per the Grading Policy	As Per the Grading Policy	As Per the Grading Policy
Insubordination	Detention/ISS/OSS	ISS/OSS	OSS

Vandalism	Comm. Service/Detention/ISS/OSS	Comm. Service/Detention/ISS/OSS	Comm. Service/Detention/ISS/OSS
Disruptive Behavior	Detention/ISS/OSS	Detention/ISS/OSS	Detention/ISS/OSS
Tardiness to Class (Unexcused)	Verbal Warning	Guidance Referral	Detention/Guidance Referral
Tardiness to School (Unexcused)	Verbal Warning	Guidance Referral	Detention/Guidance Referral
Truancy	Detention/Guidance Referral	Detention/Guidance Referral	ISS/Family Guidance Referral
Substance Use/Possession	10 Day Suspension, Police Complaint, Follow BOE Policy 5530	10 Day Suspension, Police Complaint, Follow BOE Policy 5530	10 Day Suspension, Police Complaint, Follow BOE Policy 5530/Expulsion
Inappropriate Dress	Warning and Change of Clothing	Change of Clothing/Detention	Change of Clothing/ISS
Threat to Staff or Students	ISS/OSS/Poss. Police Complaint/Poss. Psychiatric Evaluation	ISS/OSS/Poss. Police Complaint/Poss. Psychiatric Evaluation	ISS/OSS/Poss. Police Complaint/Poss. Psychiatric Evaluation
Physical Assault of a Staff Member	OSS/Police Involvement/Poss. Change in Placement	OSS/Police Involvement/Poss. Change in Placement	Change in Placement
Profanity	Verbal Warning/Detention/ISS	Detention/ISS	Detention/ISS/OSS
Misuse of Electronic Devices/Network	Loss of Privileges	Loss of Privileges/Detention/ISS	Loss of Privileges/ Detention/ISS/OSS
Possession of a Weapon	See Board of Education Policy 5613	See Board of Education Policy 5613	See Board of Education Policy 5613
Smoking	OSS/Guidance Referral	OSS/Guidance Referral	OSS/Guidance Referral
Leaving School or Class Without Permission	Detention/ISS/OSS	Detention/ISS/OSS	Detention/ISS/OSS
Fighting	ISS/OSS/Poss. Police Involvement	ISS/OSS/Poss. Police Involvement	OSS/Poss. Police Involvement

Theft	ISS/OSS/Poss. Police Involvement	ISS/OSS/Police Involvement	OSS/Police Involvement
Endangering Welfare of Others	ISS/OSS/Poss. Psychiatric Evaluation	ISS/OSS/Poss. Police Involvement/Poss. Psychiatric Evaluation	OSS/Police Involvement/Poss. Psychiatric Evaluation
Inappropriate Behavior	Detention/ISS/OSS	Detention/ISS/OSS	Detention/ISS/OSS
Harassment, Intimidation or Bullying	See Board Policy 5512	See Board Policy 5512	See Board Policy 5512

Detention

Before (8:55 a.m.) or after school detention (until 2:15 p.m.) will be scheduled in consultation with the parent/guardian by the CSA or Teacher in Charge. 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. Lunch detentions may be assigned by teaching staff and before or after school detentions may be assigned by the CSA or Teacher in Charge.

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. Conduct of such character as to constitute continuing danger or threat of danger to the physical well-being of other students.
3. Purposeful physical assault on another student or school employee.
4. Taking or attempting to take personal property or money from another student or school employee without their knowledge or by means of force or fear.
5. Willfully causing, or attempting to cause, damage to school property, while at school, or while attending a school approved trip or function.
6. Known possession, consumption, or distribution of any substance considered a drug.
7. Possession of a dangerous object.
8. Harassment, Intimidation, and Bullying.

Prior to a proposed suspension, a student will have the right to an informal 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. Please visit our website or click on the below links for further information detailing [Student Discipline \(Policy #5600\)](#), [Suspension \(Policy #5610\)](#), and [Expulsion \(Policy #5620\)](#).

Dress Code

School regulations prohibit student dress or grooming practices that materially interfere with school work, create disorder or disrupt the educational program. Any student considered by the administration, school nurse, or guidance counselor as inappropriately dressed will need to change his/her clothing prior to returning to class. The nurse may provide a change of clothing or the child's parent will be contacted to drop off a change of clothing. Multiple infractions of the dress code will result in further disciplinary consequences.

General Rules:

1. Students should be clean and dressed appropriately for a PK-8 setting. For the 20-21 school year and until further notice, students must wear masks as a COVID-19 safety measure unless they meet the criteria for an exception as outlined by the NJ DOH.
2. The following are not permitted:
 - a. Clothing, apparel or accessories which indicate inappropriate or suggestive language, affiliation with gangs, reference to alcohol, tobacco, controlled substances, sexual references, or violence.
 - b. Any item of clothing that is excessively ripped, torn, or cut including clothing that has rips or tears above mid-thigh.
 - c. Half-shirts, see-through blouses, or any type of shirt or blouse where a midriff is showing.
 - d. Shorts, skorts, skirts or dresses must be no shorter than mid-thigh in length, or so long that they are a tripping hazard.
 - e. Clothing or accessories that jeopardize the health of the student or others.
 - f. Accessories or clothing that causes damage to school property.
 - g. Flip Flops, slides, and slippers.
 - h. Any other clothing not specifically identified in the above list, and deemed inappropriate by the administration may not be worn.
3. Outdoor jackets, coats, hats, bandannas, sunglasses, and hoods are not to be worn in the building.
4. Students must wear sneakers or rubber soled athletic shoes for gym class.

Please remember we are a PK-8 school, and students should be dressed age appropriately. Appropriate attire for a 1st grader may not be appropriate for an 8th grader.

Drugs/Alcohol/Smoking

Students are forbidden to possess, consume, sell or distribute cigarettes, e-cigs, smokeless tobacco, alcohol products, or any substance considered a drug. Violation of this rule will result in suspension and/or expulsion ([Student Smoking – Policy #5533](#)).

Extra-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 extra-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of

students, and to enable students to explore a wider range of individual interests than might be available in the regular curricular program.

For purposes of this policy, extra-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and do not include Athletic Association competitions and practices. Extra-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 student eligibility for participation in extracurricular activities:

Attendance Standards

No student 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 unless the CSA grants an exception for just cause. In the event of a Friday absence from school, the student will be ineligible for weekend participation. Students who are participating in another school activity are not considered absent.

Academic Standards

A student who has been suspended from participation in co-curricular activities for reason of poor attendance will be offered an opportunity to work out a plan for improved attendance with the CSA. If the student adheres to the plan and demonstrates his/her improved attendance, the student will be reinstated to participation in co-curricular activities.

A student who has been suspended from participation in co-curricular activities for reason of poor academic performance will be offered an opportunity to establish with the CSA performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. If the student adheres to the plan and demonstrates his/her improved performance attendance, the student will be reinstated to participation in co-curricular activities.

A student may be dismissed from extra-curricular activity for the use, sale, or possession of alcohol, drugs, or tobacco or for violation of the rules of student conduct established by this district. A student 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.

Harassment/Intimidation/Bullying/Cyberbullying

Students must respect the rights of other students. 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 appears on the school's website and can be found by clicking here: [HIB Policy](#). The school's anti-bullying specialist is Mrs. Quinn. Mr. Thompson is the school's anti-bullying coordinator.

HIB Basic Procedures

A staff member, volunteer, substitute, etc. must verbally report all incidents of HIB to the building principal the same day as the incident is known. The principal will initiate an investigation within 1 school day of receiving the verbal report. The staff member who verbally reports the HIB act must submit a written report to the principal within 2 school days of the observed HIB incident. The principal will notify the parents of all the students involved in the alleged incident. The investigation must be completed within 10 school days from the date of the written report. Please contact Mrs. Quinn or Mr. Thompson if you have any questions or concerns regarding more specific information.

Pupil Grievance - Board Policy 5710

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 an appropriate appeal procedure to be 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/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:

1. A meeting should be arranged with the pupil's immediate teacher and the matter discussed fully by the persons concerned.
2. If the matter cannot be resolved by the pupil's teacher, the grievance should be presented to the Chief School Administrator.
3. The Chief School Administrator will make every effort to arrange meetings with the persons concerned to acquaint himself with all of the facts surrounding the problems.
4. If the matter concerns administrative policy, and does not fall within the stated policy regarding the responsibility of the Chief School Administrator, it should be reduced to writing and presented to the Board of Education at its regular meeting.
5. The Board of Education, or a properly designated committee of the Board, will recommend a resolution to the grievance.

Adopted: 16 December 2002

PTO Functions

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 may not be allowed to attend the next function. Students attending a PTO function must attend school that day.

Technology Use

All students and parents must sign an acceptable use agreement form, which is contained in the 1st day packet 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. For more information regarding the acceptable use of technology, please review [Acceptable Use of Computer Network / Computers and Resources \(POLICY # 2361\)](#).

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. Students will be given an assigned seat. (This is in accordance with state law.)
2. Students may not eat, drink, or chew gum while riding the bus.
3. All students 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. Students are to use seat belts.
9. Students are to be at their bus stop at least 10 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.
10. Students must stay on the sidewalk and never walk in front of or behind a bus while at school.
11. Children are to cooperate with the driver and Safety Patrol members in order to ensure the safety of all concerned.
12. 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.
13. If parents plan to transport their own child(ren), they must notify the main office 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 1:25 p.m. The main office will notify the bus driver and the teacher.
14. If parents wish their children to remain after school for any planned activity, (i.e. girl scouts, etc.) they must send a note and must plan to pick up the child after the activity is completed. 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 Teacher in Charge and/or CSA through a bus conduct report. Depending on the seriousness and frequency of the violation, the CSA will decide on an appropriate action. The Teacher in Charge or CSA 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: The Teacher in Charge will review behavioral expectations with the student and the student's parents may be notified.

Second Notice of Misconduct: A conference will be held between the Teacher in Charge or CSA and the student at which time the student's bus conduct will be discussed. The Teacher in Charge or CSA will contact the student's parents. The student's bus privileges may be suspended for a specified number of days and/or an alternate consequence may be given.

Third Notice of Misconduct: The Teacher in Charge or CSA 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 Teacher in Charge or CSA of such arrangements.

Additional Notices of Misconduct: The CSA 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 CSA of such arrangements.

***** Please note, a student's bus privileges may be suspended on a first time offense depending on the severity of the offense. Other consequences and remedial measures, in addition to the ones outlined above, may be taken to address inappropriate bus behavior.**

ACKNOWLEDGEMENT

Please visit the Parent Portal, and you will be prompted to sign off that you have reviewed the Parent Handbook and Student Code of Conduct with your child(ren). All policies cited within this Code of Conduct can be viewed in their entirety by visiting the link titled, ["Board of Education's Online Policies."](#)