

Toms River Regional Schools



Code of Conduct

This document outlines the policies and expectations set forth by Toms River Regional Schools Board of Education and upheld by the Administration. All policies and expectations herein are applicable to all learning environments. This document is intended for all students of TRRS and will be applied to all students, in all learning environments, 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.

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INTRODUCTION

Toms River Regional Schools is a community of dedicated students, professional staff, and supportive community members. Together we are committed to providing an innovative and rigorous educational experience that:

- aligns with and exceeds New Jersey Student Learning Standards.
- respects the dignity and safety of every person in the school community.
- recognizes and nurtures the unique talents, interests, and experiences of each individual.
- develops students into lifelong learners who are socially responsible, confident, value diversity, and are able to adapt to the present and future challenges of a complex world.

Toms River Regional Schools are, above all, student centered. We recognize the classroom as a place where all students

1. feel safe to learn, work together, and express themselves respectfully;
2. are encouraged to discover and develop their interests and abilities, no matter what their present level of performance;
3. are offered experiences in new and wider fields of knowledge that can make life richer and more satisfying.

We understand that all of a person's experiences influence that person's development. The curriculum of Toms River Regional Schools, therefore, maximizes pupil opportunities-- classroom instruction, extracurricular activities, field experiences, social functions, and community projects-- that embrace the whole child. Recognizing and encouraging student choice and voice are fundamental to achieving this vision.

Being a lifelong learner means not only developing habits of mind that include analysis, introspection, critical thinking, and problem solving, but also applying a mindset that ensures personal future readiness and becoming a socially responsible citizen: adaptability, flexibility, mindfulness, empathy, tolerance, open-mindedness, and grit. The district is committed to helping students strengthen these traits through authentic learning opportunities that connect them with their community and the larger world.

Many closely interrelated factors determine the degree to which we can create a positive learning environment. We acknowledge the importance of physical surroundings, but even more important are human relationships. Supportive, caring, and professionally bounded connections between students and staff help promote growth and a sense of belonging.

We believe that no educational philosophy can be static. The aims and policies of the Toms River Regional Schools are being continually reexamined in light of changing pupil and community needs. We encourage continuous feedback and revision.

DISTRICT EXPECTATIONS FOR STUDENT LEARNING OUTCOMES

As essential partners, our roles are interdependent. Each participant of the school community is accountable for their role as an integral part of the overall educational experience.

Students will	Toms River Regional Schools will	Families and Community Members will
<p>Be responsible for working to their potential and accept the challenges of classroom work.</p> <p>Exhibit independent thinking, problem-solving, self-evaluation, and decision-making skills.</p> <p>Understand and appropriately use technology.</p> <p>Be effective communicators and collaborators.</p> <p>Exhibit growth mindset and open-mindedness.</p> <p>Appreciate and strive for healthy lifestyle choices.</p> <p>Accept responsibility for personal choices while caring for the welfare of others.</p> <p>Demonstrate respect for themselves and others.</p> <p>Use effective and positive approaches to resolve conflicts.</p> <p>Appreciate and foster diversity.</p>	<p>Cultivate a safe school environment where students are comfortable to express themselves and take risks.</p> <p>Foster a climate of kindness, friendship, and inclusiveness.</p> <p>Strive to develop confident students who are able to make meaningful contributions in a diverse society</p> <p>Purposefully develop relationships among all stakeholders to support a community of learners.</p> <p>Maintaining a positive learning environment.</p> <p>Foster positive behaviors through creating an atmosphere of mutual respect and appreciation.</p>	<p>Recognize that education is a collaborative effort and students, staff and families are essential partners in the learning process.</p> <p>Be available to engage in productive dialogue with school partners to support students' academic, social, and emotional growth and development.</p> <p>Support the district's expected learning outcomes.</p> <p>Ensure that students attend school daily and on time.</p>

CONDUCT EXPECTATIONS FOR STUDENTS

A safe and an orderly school environment is critical to schoolwide success. Student behavior is reflective of the values and beliefs maintained by the district. Each student is expected to behave appropriately with regard for the rights and welfare of other students, and the educational purpose underlying school activities, and with due care for school facilities and equipment.

The District requires that all staff enforce the Student Code of Conduct. This stated set of expectations for behavior and corrective measures can help us ensure due process, consistency and accountability throughout the District.

Students are expected to demonstrate courtesy and respect to all members of the school community, to avoid engaging in offensive conduct and to stop those behaviors when asked to do so.

Students are expected to:

1. Comply with Federal and State laws, District policies and regulations, and instructions from school authorities.
2. Attend school every day and arrive on time. (Every effort should be made to avoid unnecessary absences and instances of lateness.)
3. Participate in scheduled classes regularly to keep up with coursework, achieve course objectives, learn skills and acquire knowledge, and earn the course credits required for grade promotion and graduation from high school.

ATTENDANCE (Policy #5200)

Students are expected to be in school on a regular basis in accordance with *NJSA 18A:38-25 through 31* as well *NJAC 6A:16-7.6*. Attendance and punctuality are the responsibility of each student and their parents. Missed classroom time cannot be recovered and negatively affects a student's education. Excessive absences, tardies, and early dismissals are disruptive to the learning environment and should be limited to legitimate causes. Students who are absent from school for any reason are required to complete all missing work for their classes.

Absences

Student attendance is recorded daily and parent/guardian notification of a child's absence is conducted through an automated telephone call. In accordance with NJDOE Attendance Statutes and Regulations, **students who accumulate eighteen (18) or more absences over a course of a school calendar year will be considered chronically absent, which may result in a loss of credit for the year, truancy mediation, and/or grade retention.** Students who are chronically absent will be referred to a school-based committee to determine appropriate interventions and support to families.

Defining Excused and Unexcused Absences

The State of New Jersey Department of Education provides the following five allowable reasons for an **excused** student absence from school:

1. Religious observances
2. College visits (*maximum of 3 days in both 11th and 12th grades*)
3. Take Your Child to Work Day
4. Participation in Veterans Day observance
5. Closure of a busing district that prevents student transportation to school

All other absences are considered unexcused when determining chronic absenteeism through NJDOE guidance. While the NJDOE provides school districts with the latitude to further define "excused" and "unexcused" absences, Toms River Regional Schools honors the state's guidance and only accepts the above-mentioned allowable reasons for excused absences when calculating a student's chronic absenteeism.

For purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit, and in accordance with District Attendance Policy 5200, TRRS accepts parental and medical notes for absences related to student illness, attendance in court, requirements of a student's IEP or health care plan, death in the immediate family, funerals of relatives, interviews with admission officers at institutions of higher education, examination for a driver's license, and/or necessary or unavoidable medical/dental appointments that cannot be scheduled at a time other than the school day.

A parent and/or medical note documenting an absence should be provided within three days of returning to school. Acceptance of a parental or medical note does not imply an absence is excused in accordance with state reporting procedures, but only serves to verify an absence and indicate the student has not been truant. An accumulation of 10 or more unverified absences is considered truant pursuant to N.J.A.C. 6A:16-7.6(a)3.

Lateness to School

All students are expected to arrive at school on time. Any student arriving late to school must provide a note from a parent/guardian indicating the reason for being tardy. Students must sign in with the Main Office upon arrival for attendance purposes. Parents/Guardians are required to escort elementary students to the Main Office to sign in when arriving late to school.

Late Policy for Secondary Schools (Grades 6-12)

Students are expected to be in their assigned classroom when the bell rings to begin period 1. **A maximum of ten (10) late notes from a physician or parent/guardian will be accepted to excuse tardiness** due to any of the following circumstances:

- Illness
- Family emergency
- Church services
- Doctor/dentist appointment
- Driver's test

All other lates will be considered unexcused. As a student accumulates lates, disciplinary consequences may be administered and a referral will be made to a school-based committee to implement a plan to support arriving at school on time.

Intermediate Schools

School Start Time: 7:55 AM (Int. North and East)

- Arrival time 7:55 AM - 8:20 AM = 1 late and $\frac{1}{3}$ cut for period 1
- Arrival time after 8:20 AM = 1 cut for period 1

School Start Time: 8:35 AM (Int. South)

- Arrival Time 8:35 AM - 9:00 AM = 1 late and $\frac{1}{3}$ cut for period 1
- Arrival after 9:00 AM = 1 cut for period 1

Accumulation of Cuts due to Excessive Tardiness

- **One (1) First Period cut** = one (1) detention
- **Two (2) First Period cuts** = two (2) detentions
- **Three (3) First Period cuts** = one (1) day Alternate Education Program (AEP)
- **Four (4) First Period cuts** = one (1) day Alternate Education Program (AEP); Meeting with students parent/guardian

High Schools

School Start Time: 7:15 AM

- Arrival time 7:15 AM - 7:40 AM = 1 late and $\frac{1}{3}$ cut for period 1
- Arrival time after 7:40 AM = 1 cut for period 1

Accumulation of Cuts due to Excessive Tardiness

- **One (1) First Period cut** = one (1) detention
- **Two (2) First Period cuts** = two (2) detentions
- **Three (3) First Period cuts** = one (1) day Alternate Education Program (AEP)
- **Four (4) First Period cuts** = one (1) day Alternate Education Program (AEP); No credit status; possible removal from class

Early Dismissals

All students are expected to be present for the entirety of the school day. Early dismissals are reserved for emergencies and should not occur on a daily or regular basis. Students will be dismissed early from school upon written request by a parent/guardian that includes the following information:

- Reason for requesting an early dismissal.
- First and last name of child
- Time of pickup
- Home, business and/or cell phone number where the parent can be contacted for verification.

Students dismissed during the school day must be picked up in the Main Office and signed out by a parent/guardian. **Students are allowed five (5) early dismissals each school year.** Students exceeding five (5) early dismissals may be subject to disciplinary action and will be referred to a school-based committee to determine appropriate interventions.

****Please note that students must attend at least four hours to be considered “present” for the school day.***

ELIGIBILITY TO ATTEND EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is considered a privilege and can be restricted if academic performance declines. Students must attend school for a minimum of 4 hours in order to participate in any after school sponsored extracurricular activities, per Board Policy No. 5200.

PARTICIPATION IN ATHLETIC PROGRAMS

Students are required to be in good academic standing in order to participate on athletic teams, as determined by the guidance department and athletic coordinator. The following documentation is also required for students to participate in any athletic program at TRRS:

- Pre-Participation Sport Physical Evaluation Packet: The physical exam needs to be within 365 days of the first practice session Health history questionnaire must be completed for each sport season
- Any student listing on the Health History form as having asthma (Asthma Treatment Plan, allergies (Allergy Action Plan) or daily medications (Doctor's orders), must have the appropriate forms filed in the Health Office. 9
- The Cardiac brochure, concussion and eye injury information sheets must be read. The "Parent/Student Cardiac, Concussion & Eye Injury Ackn
- The Opioid Educational Fact Sheet must be read and the acknowledgment form signed and dated by both parent and student.

All required forms can be found on the district website on the [Health Forms and Information](#) page.

SEARCHES AND SEIZURES BY SCHOOL OFFICIALS (Policy #5770)

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and nature of the infraction.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

HARASSMENT, INTIMIDATION, AND BULLYING (Policy #5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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.

Harassment, intimidation, or bullying means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that 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 by any other distinguishing characteristic;
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds;
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that
 - A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - Has the effect of insulting or demeaning any student or group of students; or
 - Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Conflict vs. Bullying

In regards to Harassment, Intimidation, and Bullying cases, it is important to understand the difference between peer conflict and bullying.

- ***Conflict*** is a mutually competitive or opposing action or engagement, including a disagreement, an argument or a fight which is a normal part of human development.
 - Individuals are equally involved in some type of disagreement.
 - Name-calling, threats, and other conduct that might "look like" bullying can occur.
- ***Bullying*** is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).
 - One or more people intentionally committing a mean or violent act against another person or a group of people.
 - Victims of bullying have a hard time defending themselves due to an imbalance of power
 - Disrupts the educational process.

DRESS CODE (Policy #5511)

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. The Board of Education will not interfere with the right of pupils and their parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The Board of Education authorizes the Superintendent to enforce school regulations prohibiting pupil dress or grooming practices which:

- Present a hazard to the health or safety of the pupil or to others in the school;
- Materially interfere with school work, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property; and
- Prevent any pupil from achieving the educational objectives because of blocked vision or restricted movement.

The Superintendent shall designate the Principal as the arbiter of pupil dress and grooming. Although no attempt is made to include all items, the following types of attire are generally unacceptable:

- Jewelry/earrings during physical education activities
- Clothes/articles which are soiled with grease, oil, paint, or dirt
- Clothes, jewelry, or articles displaying indecent or inappropriate writing, pictures, or slogans
- Jewelry or other articles that could cause damage to other pupils or property (Example: chains, belts, cleats, etc.)
- Clothing that is ragged or excessively torn
- Clothing that is extreme in brevity, length, tightness and/or transparency.
- Clothing that exposes a bare midriff
- Tank top shirts (spaghetti straps, halter tops, bandeau style tops or sports bras)
- Jewelry/earrings and clothing which restricts movement, is distracting, or causes a safety hazard to oneself or others
- Head coverings of any kind are prohibited in school unless authorized by administration for religious purposes, including but not limited to hats, hoods, bandanas and balaclavas
- Inappropriate footwear that is deemed unsafe for school. Good judgment should be exercised when choosing footwear.
- Pajamas, or underwear exposed or worn as outerwear

No restrictions of freedom of dress and adornment will be imposed which:

1. Reflect discrimination as to civil rights;
2. Enforce particular codes of morality or religious tenets; and/or
3. Do not fall within the direct or implied powers of the Board of Education.

Services for Students and Families

[Perform Care](#): A the single point of **access to a wide array of behavioral health, intellectual and developmental disability services** as well as substance use ..

[Ocean Partnership for Children \(CMO\)](#): Provides care management services for Ocean County youth ages 5-21 years old with complex mental health, substance use, intellectual, and developmental needs and their families.

[Family Crisis Intervention Unit](#): Provide services to defuse an immediate crisis and to keep children and their families safe. Services are free of charge and provided in the home. They provide free counseling services to Ocean County Services, managed through Harbor House.

[Anchor Family Success Center](#): Hosts programs and activities at their child care sites to provide increased access to services for families throughout the county.

[Family Support Organization](#) Offers a variety of youth services.

[Ocean County Youth Center](#) Offers a safe space for at-risk youth in Ocean County to develop into more secure and productive individuals.

[NJ Youth Challenge Academy](#): A residential youth program that provides training and mentoring for disengaged teenage youth so they become responsible and productive citizens of their community, state, and country.

[Youth Advocate Program](#) Offers a variety of services to support families and schools.

[Harbor House](#) Provides shelter, support, and services for vulnerable youth and families, empowering them to build successful pathways, relationships, and futures.

[Dental and Medical Needs](#) Health services offered through Ocean County Department of Health.

[Project TEACH](#) An alternative, year-round education program for pregnant or parenting teens.

[Mobile Response](#) Provides intervention and stabilization services to youth (birth to age 21) exhibiting severe emotional or behavioral disturbances that threaten to disrupt their current living arrangements.

Second Floor Helpline

1-888-222-2228

2NDFLOOR is a confidential and anonymous helpline for New Jersey's youth and young adults (ages 10-24). We are here to help you find solutions to the problems that you face at home, at school or at play.

SAMHSA National Helpline

1-800-662-HELP (4357)

Operated 24/7, the Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline provides information and referrals if you or a loved one are facing mental health and/or substance use issues. The confidential service does not provide counseling, but can direct you to helpful resources, treatment facilities, and support groups in your area.

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

This national toll-free number—available 24/7—connects to local crisis centers where a trained worker will provide confidential support to people experiencing suicidal thoughts or emotional distress.

Crisis Text Line

Text 741741

Many people, especially teenagers and young people, are growing up more comfortable speaking via text message. The Crisis Text Line serves anyone in the United States with this confidential and free 24/7 text line, connecting you with a trained crisis counselor.

Childhelp National Child Abuse Hotline

1-800-4-A-Child or 1-800-422-4453

Dedicated to preventing child abuse, this 24/7 hotline is staffed by professional crisis counselors and translators who provide help and emergency/social service referrals in over 170 languages. Online chat with a trained professional is also available through the website.

National Domestic Violence Hotline

1-800-799-SAFE (7233) or text "LOVEIS" to 22522

The 24/7 National Domestic Violence Hotline provides confidential assistance to anyone experiencing domestic violence or questioning whether or not they are in an abusive relationship. Online chat with trained advocates is also available through the website.

SAMHSA Disaster Distress Helpline

1-800-985-5990 or Text "TalkWithUs" to 66746

Available to anyone in the US and its territories, SAMHSA's 24/7 disaster distress helpline provides immediate crisis counseling if you are experiencing stress, anxiety, and other symptoms as a result of man-made or natural disasters—including pandemics.

National Eating Disorders Association (NEDA) Helpline

1-800-931-2237

Available Monday through Friday, the NEDA Helpline offers phone and chat support for yourself or a loved one coping with an eating disorder and quick access to a crisis text line if needed.

Rape Abuse and Incest National Network (RAINN)

1-800-656-HOPE (4673)

With both phone and online chat options, the 24/7 RAINN helpline provides access to support from trained staff, who can help direct you to a local health facility with experience caring for survivors of sexual assault, as well as resources for healing, recovery, long-term support, and more.

LGBT National Hotline

1-888-843-4564

With hours Monday through Saturday, the LGBT National Hotline provides one-to-one peer support and a confidential, safe space for anyone to discuss issues with coming out, gender or sexual identity, relationship concerns, bullying, self-harm, and more.

The Trevor Project

1-866-488-7386 or Text "START" to 678678

With phone, chat, and text options, The Trevor Project is a national organization providing 24/7 crisis intervention to LGBTQ young people.

National Runaway Safeline

1-800-RUNAWAY (1-800-786-2929)

Available 24/7, the National Runaway Safeline is a crisis hotline, online service, and judgment-free safe space for runaways and homeless young people.

Veterans Crisis Line

1-800-273-TALK (8255) or Text 838255

Veterans or Service members in crisis can call this helpline to reach specially-trained VA responders at any time of day. Friends, family members, and loved ones can also find support through this portal.

National Alliance on Mental Illness (NAMI) HelpLine

1-800-950-NAMI (6264)

The NAMI HelpLine is a nationwide peer-support service, not a crisis line. Still, it does provide information, resource referrals, and community support if you or someone you know are living with a mental health condition.

CHART OF INFRACTIONS AND DEFINITIONS OF INFRACTIONS

CHART OF INFRACTIONS (6-12)			
VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Arson	10 Days OSS Police/Fire Marshall Notification BOE Hearing*		
Assault 18A:37-2	4-10 Days OSS Police Notification Principal's Hearing*	10 Days OSS Police Notification BOE Hearing*	
Assault on a school employee 18A:37-2	10 Days OSS Principal's Hearing and/or BOE Hearing* Police Notification		
Cafeteria violation	1-3 Days Lunch Detention	3-5 Days Lunch Detention	Extended Lunch Detention Parent Conference
Cheating or copying others work	Teacher/Student Conference Zero Grade Alternate Assignment	Zero Grade Parent/Guardian Meeting	Zero Grade Principal Hearing*
Creating a disturbance	1-3 Days AEP	1-3 Days OSS	3-10 Days OSS Parent/Guardian Meeting
Cutting class	1 Day Detention	2 Days Detention	1 Day AEP**
Cutting detention	2 Days Detention	1 Day AEP	2 Days AEP
Dangerous behavior 18A:37-2	1-10 Days OSS Principal's Hearing/ BOE Hearing*	3-10 Days OSS BOE Hearing*	5-10 Days OSS BOE Hearing*
Disruptive behavior or general misconduct	1 Day Detention	2 Days Detention	1-3 Days AEP Parent/Guardian Meeting*
Drug or alcohol possession or use 18A:40A-9	4 - 10 Days OSS Police Notification SAC Referral	10 Days OSS Police Notification Principal Hearing* SAC Referral	Suspension Until IRS Review for Intervention Strategies BOE Hearing* Police Notification SAC Referral

Dress code violation	Parent Notification ISS Until Change of Clothes Arrives	1 Day Detention ISS Until Change of Clothes Arrives	1-3 Days AEP Change of Clothing Required
Electronic devices and cellular phones	Warning (Confiscation and return at end of school day if given when requested)	1 Day Detention (Confiscation and parent pick up at end of school day)	1 Day AEP (Confiscation and parent pick up at end of school day)
False alarm or bomb threat	10 Days OSS Police/Fire Marshall notification Principal and/or BOE Hearing*		
Fighting	10 Days OSS	10 Days OSS Principal's Hearing and/or BOE Hearing*	10 Days OSS Principal's Hearing and/or BOE Hearing*
Filming school violence	1 Day OSS Principal Hearing*	3 Days OSS Parent Conference	5 Days OSS BOE Hearing*
Forgery	1-2 Days Detention	1-3 Days AEP	1-3 Days AEP Principal's Hearing*
Hallway pass violation	Warning	1 Day Detention	2 Days Detention No Pass Status
ID violation	1 Day Detention	2 Days Detention	1 Day AEP
Inappropriate behavior, horseplay or unsafe conduct	2 Days Detention	1 Day AEP	1- 2 Days OSS/AEP
Insubordination 19A:37-2	1-3 Days Detention or 1 Day AEP	1-3 Days AEP Parent-Teacher Conference	2-4 Days AEP
ISS violation	2 Days OSS	3 Days OSS	4 Days OSS
Late to school	Every late < 22 minutes = 1/3 cut; Every late > 22 minutes = 1 cut 1 Cut = 1 Day Detention; 3 Cuts = 1 Day AEP**		
Late to class (unexcused)	3 Lates = 1 Detention	6 Lates – 2 Detentions	9 Lates = 1 day AEP **
Leaving building/school grounds	1 Day AEP	2 Days AEP Parent Meeting	3 Days AEP
Lewd/Obscene exposure 20A:37-2	1-10 Days OSS Principal's Hearing* Police Notification	3-10 Days OSS Principal and/or BOE Hearing* Police Notification	10 Days OSS BOE Hearing* Police Notification

Parking violation	Warning/Possible Suspension of Parking Privileges for 1 week	Suspension of Parking Privileges for 1 Week	Suspension of Parking Privileges 2-4 Weeks
Possession of tobacco, E-cigarette, or related paraphernalia	TIPS Nicotine Education and Prevention Program 1 Day AEP (Confiscation of item) Referral to SAC	TIPS Nicotine Education and Prevention Program 2 Days AEP (Confiscation of item) Referral to SAC	TIPS Nicotine Education and Prevention Program 1 Day OSS (Confiscation of item) Referral to SAC
Profanity –Vulgarity– Obscenity	Warning or 1 Day Detention/AEP	2-3 Days Detention or 1 Day AEP	1-3 Days AEP or 1 Day OSS Parent Meeting
Profanity-Vulgarity- Obscenity directed towards a staff member	1-3 Days OSS/Apology	3 – 4 Days OSS/Apology Principal’s Hearing*	5-10 Days OSS/Apology Principal’s Hearing* BOE Hearing*
Sale of drugs/alcohol/tobacco	10 Days OSS Police Notification SAC Referral	10 Days OSS Police Notification SAC Referral	Suspension until IRS/SAC Review for Intervention Strategies Principal and/or BOE Hearing* Police Notification
School bus violation	1-2 Days Detention Loss of Bus Privileges Warning Letter*	2-3 Days Detention Loss of Bus Privileges Warning Letter*	1 Week Loss of Bus Privileges Parent Meeting
Sexual harassment, harassment, bias incident or cyber bullying.	Referred to District Affirmative Action Officer as per HIB Policy Consequence Determined Through HIB Violation – Use of AEP or OSS Pending Severity	Referred to District Affirmative Action Officer as per HIB Policy Consequence Determined Through HIB Violation – Use of AEP or OSS Pending Severity	Referred to District Affirmative Action Officer as per HIB Policy Consequence Determined Through HIB Violation – Use of AEP or OSS Pending Severity Principal and/or BOE Hearing*
Smoking/chewing or other tobacco use in school, on grounds, or going to/from school	2 Days OSS and TIPS Nicotine Education and Prevention Program SAC Referral Police Notification	3 Days OSS SAC Referral Police Notification	4 Days OSS SAC Referral Police Notification
Technology violation	1-3 Days Detention/AEP/OSS (Loss of internet privileges for a specific period of time)	3-4 Days AEP/OSS (Loss of internet privileges for minimum of 30 days) Parent Meeting	5-7 Days OSS Principal Hearing*

Theft 18A:37-2	4 Days OSS Police Notification	5 Days OSS Police Notification Parent Meeting	10 Days OSS Police Notification Principal and/or BOE Hearing*
Threat toward a staff member	4-10 Days OSS Police Notification	5-10 Days OSS Police Notification Parent Meeting	10 Days OSS Police Notification Principal and/or BOE Hearing*
Threat toward a student	1-3 Days OSS Police Notification	3-4 Days OSS Police Notification Parent Meeting	5-10 Days OSS Police Notification Principal and/or BOE Hearing*
Unauthorized assembly or occupancy and failure to disperse when directed to do so by the principal or others in authority	1 Day AEP*	2-3 Days AEP*	1 Day OSS
Vandalism 18A:37-2	1-3 Days OSS Police Notification Restitution	3-4 Days OSS Police Notification Restitution Parent Meeting	5-10 Days OSS Police Notification Restitution Principal and/or BOE Hearing*
Weapons possession 18A:37-2.1-1995	10 Days OSS Police Notification Principal and/or BOE Hearing*		

Prior to an office referral for the infractions mentioned below, the classroom teacher has made several attempts to correct misbehavior including teacher disciplinary action and parental notification.

***These penalties are guidelines and may be changed at the discretion of the building leadership.**

****4th offense will result in no credit status; 6th offense will result in removal from class**

Note: Behavior deemed to be a threat to himself/herself or others may warrant a 'Fit to Return' assessment.

Interventions:

1. Warning
2. Student/teacher conference
3. Parent contacted and noted
4. After school detention (by teacher, if desired)
5. Team meeting with student and counselor
6. Team meeting with parent, student and counselor
7. Discipline referral to administration conference
8. School detention or **AEP (Alternate Education Period)**.

Discipline Infraction Definitions	
Infraction	Definition

Arson	Student plans and/or participates in malicious burning of school property.
Assault or Assault on a school employee	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Cafeteria violation	Student engaged in activities that violated cafeteria rules.
Cheating or copying others work	Cheating: The student falsified a document or claims someone else's work as their own.
Creating a disturbance	Student intentionally causes inconvenience, annoyance or alarm, or recklessly creates a risk thereof, he (1) engages in violent, tumultuous or threatening behavior; or (2) annoys or interferes with another person by offensive conduct; or (3) makes unreasonable noise.
Cutting Class	Student leaves or misses class without permission.
Cutting Detention	Student leaves without permission or does not attend assigned detention.
Dangerous behavior	Student engages in activity which has a high risk of being harmful or injurious to oneself or others.
Disruptive behavior or general misconduct	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior, any conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities. Student delivers socially rude or dismissive messages to adults or students.
Drug or alcohol possession or use	Includes the possession, attempt to possess, use, or being under the influence of the following on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity: 1) alcoholic beverages; 2) controlled drug substances and drug paraphernalia; 3) substances that "look like" a controlled substance; or 4) unauthorized prescription, OTC (over-the-counter), and other abused or controlled substances.
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district
Electronic devices and cellular phones	Inappropriate or unauthorized use of cell phone or electronic devices. Student is in violation of school cell phone and electronic device procedures.
False alarm or bomb threat	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Fighting	The student assaults, batters, or physically harms another student or school personnel.
Filming school violence	Student records violence of any kind in any school setting.
Forgery	The student has signed a person's name without that person's permission.
Hallway pass violation	Student is in violation of the school hall pass procedures.
ID violation	Student is in violation of the school ID procedures.
Inappropriate behavior, horseplay or unsafe conduct	Student engages in actions involving physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Student engages in any behavior without regard to safety rules, standards, procedures, instructions, and specific criteria in the system.
Insubordination	Student refuses to follow directions or talks back.
ISS violation	Student's conduct in ISS results in removal from the program.
Late to school/class	Student is late (as defined by the school) to class or the start of the school day.
Leaving building/school grounds	Student leaves the building or school grounds without permission.

Lewd/obscene exposure	Student engages in behavior that is strongly repulsive to the sense of decency and propriety, especially in sexual matters.
Parking violation	Student violates school parking lot regulations
Possession of tobacco, E-cigarette, or related paraphernalia	Student is in possession of tobacco, tobacco products or electronic tobacco smoking devices.
Profanity - Vulgarly - Obscenity	Student engages in profane, vulgar or obscene behaviors. Student causes, creates or distributes or attempts to cause, create or distribute profane, vulgar, or obscene material.
Profanity - Vulgarly - Obscenity directed towards a staff member	Student engages in profane, vulgar or obscene behaviors. Student causes, creates or distributes or attempts to cause, create or distribute profane, vulgar, or obscene material towards a staff member.
Sale of drugs/alcohol/tobacco	Includes the purchase, sale, or transferring of the following on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity: 1) alcoholic beverages; 2) controlled drug substances and drug paraphernalia; 3) substances that "look like" a controlled substance; or 4) unauthorized prescription, OTC (over-the-counter), and other abused or controlled substances.
School bus violation	Student violates school bus rules for conduct while riding, entering, or exiting the school bus.
Sexual harassment, harassment, bias incident, or cyber bullying	Harassment/discrimination is intimidation, annoyance, or alarm to another person by threats of or actual physical contact or violence; the creation, by whatever means, of a climate of hostility, intimidation, fear of harm, humiliation, or embarrassment; or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment/discrimination is behavior based on race, color, national origin, age, religion, marital status, political beliefs, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Students shall not threaten to cause injury or harm to another person. Threat shall refer to a communication made by any means including but not limited to electronic and/or online methods.
Smoking/chewing or other tobacco use in school, on grounds, or going to/from school	Student uses tobacco, tobacco products or electronic tobacco smoking devices in school, on school grounds, or going to/from school.
Technology violation	Student engages in inappropriate (as defined by Acceptable Use Policy and Procedure) use of cell phone, music/video players, camera, computer, Chromebook and/or other device.
Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.
Threat toward a staff member	Student makes a statement (written, verbal, or electronically) of an intention to inflict pain, injury, damage, or other hostile action onto a staff member.
Threat toward a student	Student makes a statement (written, verbal, or electronically) of an intention to inflict pain, injury, damage, or other hostile action onto another student.
Unauthorized assembly or occupancy and failure to disperse when directed to do so by the principal or others in authority	Students gathering on school grounds that violate Policy 5520 and/or the Code of Conduct.

Vandalism	Any student, organization, or group of students that participates in activities that destroy, deface, damage or remove school property or personal property on school property or at school-sponsored activities.
Weapons possession	Student is in possession of knives and/or firearms (real or lookalike). See school/district policy.

Supportive Policies

- 1140 - [Affirmative Action Program](#)
- 2361 - [Acceptable use of Computer Network/Computers and Resources](#)
- 2417 - [Student Intervention and Referral Services](#)
- 5200 - [Attendance](#)
- 5511 - [Dress Code & Grooming](#)
- 5500 - [Expectations for Pupil Conduct](#)
- 5512 - [Harassment, Intimidation and Bullying](#)
- 5519 - [Dating Violence](#)
- 5530 - [Substance Abuse](#)
- 5533 - [Student Smoking](#)
- 5550 - [Disaffected Pupils](#)
- 5560 - [Disruptive Pupils](#)
- 5600 - [Student Discipline/Code of Conduct](#)
- 5610 - [Suspension](#)
- 5611 - [Removal of Students for Firearms Offenses](#)
- 5612 - [Assault by Pupils on Board Members or Employees](#)
- 5620 - [Expulsion](#)
- 5750 - [Equal Educational Opportunity](#)
- 5751 - [Sexual Harassment](#)
- 5770 - [Pupil Right of Privacy](#)
- 7610 - [Vandalism](#)
- 8330 - [Pupil Records](#)
- 8457 - [Weapons](#)