

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Code of Conduct

Background and Introduction

Pupil achievement is the main focus of the Bloomsbury School District. Growth and development of the pupil as a whole requires the need to address the social and emotional development of pupils as well. Therefore, in addition to challenging pupils to grow academically, Bloomsbury Elementary School will focus on the core values of respect, tolerance, and honesty. All members of our school community are expected to show these values for the school community in their dress, interactions, and actions.

To promote these beliefs, members of the Bloomsbury educational community established a Code of Conduct that provides a framework for expected behaviors of each of the members of the Bloomsbury school community: parents/caregivers, educators and pupils. This framework is critical to providing a learning environment based on honesty, respect, trust, and cooperation. At the start of each school year, this Code of Conduct will be reinforced throughout the Participant community: Principals with the parents/caregivers and pupils; Teachers with the pupils; and Parents/caregivers with their child/children. Cooperation between parents, school staff, and the children results in an intelligent student body that is a source of pride to the entire Bloomsbury community.

Affirmative Action Policy

It is the policy of the Bloomsbury School District to provide an equal opportunity for all pupils to participate in the educational program. Pupils will not be denied this opportunity because of

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

race, color, national origin, ancestry, age, sex, affectional or sexual orientation, familial status, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known. If at any time a person thinks he/she has not been treated fairly, he/she should discuss this with the Building Principal and/or the district's Affirmative Action Officer by calling the school.

Participant Community Responsibilities

Each participating member of the Bloomsbury elementary school community must be accountable for his/her role as an integral part of the overall education experience.

Bloomsbury School

- ensure the safety and welfare of pupils and staff in an enjoyable learning environment
- encourage pupils to take responsibility and to be accountable for their learning and their actions
- foster a climate of kindness, friendship, and inclusiveness amongst the entire student body
- strive to develop confident pupils who are able to make meaningful contributions in a diverse global society
- provide highly qualified staff members who are trained, equipped, and prepared to intervene appropriately in the event of behavioral misconduct
- provide academic programs in keeping with the New Jersey Core Curriculum Content Standards

Parents/Caregivers

- teach the child respect for the law, authority, the rights of others, and for private and public property
- show an interest in school by attending school functions and by taking part in PTO, Board of Education meetings, Back to School Night, and other school related activities
- stress the importance of being ready for school by keeping up with materials, books, pupil agendas, and everything else necessary for good schoolwork
- ensure that pupils are acting safely on their way to and from school
- teach the child the importance of getting to school on time every day
- explain the importance of traffic safety to the children and model appropriate behaviors by crossing at the corners
- teach the child to be tolerant of teachers and classmates whose culture may be different from theirs
- trust teachers to treat your children with the same respect that we expect from them

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

Pupils

- speak, answer, and act respectfully at all times
- will not steal
- show respect for school and personal property
- be responsible for lost or damaged books from the library or classroom
- behave appropriately on their way to and from school
- will not fight
- pupils will not forge notes or signatures
- will be prepared for physical education lessons
- will not disrupt the school/classroom environment
- will walk quietly in the building and during emergency drills
- use the restroom only for its intended purpose
- will not chew gum
- will not bring cell phones or portable music players to school without written parental consent and/or teacher permission
- will not throw snowballs, either on school property or to and from school
- follow all rules for good lunchtime behavior
- will not plagiarize
- will treat siblings with the same respect as others

All pupils deserve the right to work in a safe and secure environment. All Code of Conduct Standards apply in the school building, in the classroom, in the cafeteria, on the playground, during school-sponsored activities outside of the building, and in assemblies. Each disciplinary incident will be addressed individually and dealt with in an age and developmentally appropriate manner. The staff of the Bloomsbury Elementary School remains committed to providing a safe educational environment for all pupils and to the philosophy of positive discipline. Please contact your child's teacher or Principal with any questions or concerns you may have.

Attendance

It is mandatory under New Jersey law that pupils regularly attend school. Accordingly, there are rules and regulations regarding pupil absenteeism. For record keeping purposes, we consider there to be two classifications of pupils' absences: Non-Cumulative and Cumulative. Non-Cumulative absences are absences covered by a doctor's note, a religious holiday, death in the immediate family, or an administrative waiver. All other absences, including family vacations, will be considered Cumulative absences. Both types of absences must be documented with a signed excuse. In the case of a doctor's note, the doctor must sign and date it and include the following information:

- the pupil's name;
- the reason for the absence;

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

- the date(s) of the absence; and

When a pupil is absent from school, a parent must call the school before 9:00 a.m. to give the reason for the pupil's absence. In addition, it is advised that a pupil return to school with a note from a parent stating cause of absence. Absence excuses should be presented to the homeroom teacher on the first day that a pupil returns to school. Pupils who are not in attendance during the school day will not be allowed to participate in any after school or evening events for that day. Please note that a pupil in grades Kindergarten through eight who is in school for less than four hours will be considered absent.

C. Disciplinary Measures

1. Consequences and Interventions

Action Taken for Minor Infractions:

Minor infractions include breaking any of the previously outlined rules or behavior guidelines. These include, but are not limited to, being unkind to other pupils; being disrespectful to an adult; being continually unprepared for class; or being disruptive in class, the cafeteria, or on the playground.

Such infractions may result in any of the following:

- time out
- loss of recess
- lunch detention
- after school detention (to be assigned the following day after parent notification)
- parent and/or Principal notification
- parent/teacher/pupil/Principal conference

Continuation or repetition of these minor infraction behaviors may result in action taken for major infractions.

Supportive interventions and referral services will be utilized to ensure that the nature of pupil behaviors, the developmental age of the pupil, and the pupil's history of problem behaviors and performance are all taken into consideration. All inappropriate behavior and disciplinary actions will be documented by the teacher and shared with the parents and Principal. Positive behavioral alternatives will be discussed with the pupil(s). The school will adhere to all Federal and State laws with respect to records and privacy protections.

2. Action Taken for Major Infractions:

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

Major infractions will be dealt with immediately. These behaviors include but are not limited to: fighting; endangering other pupils or staff; deliberate destruction or defacing of property; inappropriate language orally or in writing; threats of any nature; theft; possession of any dangerous substance; possession of inappropriate material; and harassment or bullying of any kind. Such infractions may result in any of the following:

- immediate notification of parent(s)/guardian(s)
- immediate notification of Principal
- in school or out of school suspension
- parent/teacher/pupil/Principal conference prior to return
- expulsion from school

Any person(s) reporting infractions will be protected from reprisal and/or retaliation.

3. Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.
4. Suspension from School
 - a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
 - b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.
5. Expulsion
 - a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

1. Restitution and Restoration
 - a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused;
or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
 - b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
2. Counseling
 - a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
 - b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
 - c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.
3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Administration.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

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.

a. The consequences may include, but are not limited to, the examples listed below:

- (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) Participating in school district-sponsored programs.

2. Remedial Measures

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.

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

F. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

a. Consequences may include, but are not limited to, the following:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Classroom or administrative detention;
- (4) In-school suspension;
- (5) Out-of-school suspension;
- (6) Reports to law enforcement; and/or
- (7) Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

- (1) Parent conferences;
- (2) Pupil counseling (all pupils involved in the act or incident);
- (3) Peer support group;
- (4) Corrective instruction or other relevant learning or service experiences;
- (5) Supportive pupil intervention (Intervention and Referral Services - I&RS);
- (6) Behavioral management plan; and/or
- (7) Alternative placements.

G. Chart of Discipline

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

A listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to those found in the Pupil Code of Conduct.

H. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

- c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
- d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

I. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational 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.

J. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

K. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. 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:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
 - d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
 - e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

BLOOMSBURY BOARD OF EDUCATION

REGULATION 6500 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Adopted: July 9, 2013

L. Annual Report

The Chief School Administrator shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.