Roselle Public School District

Code of Student Conduct



2019-2020

Roselle Board of Education 710 Locust Street Roselle, New Jersey 07203

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District Mission

The Roselle Public School District is committed to and will prepare all of our students for college, work, and life. We will provide a safe, clean, positive and supportive learning environment in which all students can successfully develop socially, emotionally, and academically into lifelong learners and responsible and productive citizens. We will continually strengthen and align our curriculum with state, national and international standards that are engaging, rigorous, relevant, and implemented consistently. We will ensure that all students, parents, staff and community members are respected and informed in our family-friendly schools. We will strive to motivate and engage all of our students through various innovative instructional strategies, methods and techniques. Utilizing students' skills, talents, and unique abilities, we will prepare them to meet the demands of an ever-changing competitive 21st Century global society.

District Vision

To prepare all of our students for college, work and life in high performing Roselle Public Schools.

School Hours

| | <u>START</u> | DISMISSAL |
|--|--------------|------------|
| Roselle Pre-Kindergarten (Full Day) | 8:40 a.m. | 3:00 p.m. |
| Roselle Pre-Kindergarten (Half-Day a.m.) | 8:40 a.m. | 11:20 a.m. |
| Roselle Pre-Kindergarten (Half-Day p.m.) | 12:20 p.m. | 3:00 p.m. |
| Kindergarten Success Academy | 8:33 a.m. | 2:45 p.m. |
| Dr. Charles C. Polk School | 8:45 a.m. | 2:55 p.m. |
| Harrison Elementary School | 8:45 a.m. | 2:55 p.m. |
| Washington Elementary School | 8:45 a.m. | 2:55 p.m. |
| Leonard V. Moore Middle School | 8:45 a.m. | 2:55 p.m. |
| Grace Wilday Junior High School | 8:30 a.m. | 3:00 p.m. |
| Abraham Clark High School | 8:00 a.m. | 3:05 p.m. |

Half-Day Schedule

A half-day schedule will be followed for Parent-Teacher Conference dates, some Staff In-Service days, as well as the day preceding the Thanksgiving Holiday, Memorial Day Holiday, Spring and Winter breaks, and the last day of classes for students. The Half-Day dismissal time for Pre-K is 11:20 a.m., Grades K-8 is 12:45 p.m., and Grades 9-12 is 12:30 p.m.

Delayed Opening Schedule

In case of inclement weather, the Superintendent will make the announcement of delayed opening by 5:30 a.m. through the School Messenger System. Delayed school opening will also be posted on the district website.

Before School Programs will be suspended on delayed opening days. Classes will begin at 10:00 a.m. and end at the regularly scheduled times. Students should **not** report to school before 10 a.m. on delayed opening days.

Expectations

The following expectations serve as a guide for students, parents, teachers and administrators. We work together as a community to promote the growth of our students as a whole person, and help them succeed academically, socially and emotionally.

Students are expected to:

- Attend school regularly and punctually
- Come prepared for classes, complete all classwork, submit homework in a timely manner
- Participate in classroom work and discussions
- Be accountable for their actions
- Act responsibly with consideration for others
- Appreciate and respect one another's differences
- Resolve differences using discussion and assistance from school personnel
- Follow school rules and regulations
- Dress appropriately in school uniform
- Be substance and drug free

Parents are expected to:

- Support the school's goals and standards of discipline set for the students
- Ensure that their child attends school regularly and punctually
- Make sure their child comes to school well prepared for class
- Train their children to take responsibility for their own actions
- Instill in their children a healthy respect for authority
- Communicate with staff members, in a timely manner, regarding their child's progress
- Encourage discipline and good behavior at home and in school
- Maintain open lines of communication, update contact information as needed, attend school meetings and conferences
- Cooperate with the school for the benefit of the child

Faculty and Staff will:

- Create and maintain a safe, productive learning environment
- Adhere to District/School rules
- Communicate with parents in a timely, consistent, and effective manner
- Keep parents informed of the student's progress and other concerns
- Serve as role models for the students
- Develop classroom / time management strategies for optimal student learning
- Support and promote positive classroom interactions
- Encourage students to strive for excellence and develop their individual abilities
- Create lesson plans that are engaging, challenging, and stimulating for all students
- Provide education that supports students' development into productive citizens

Student Code of Conduct

The Student Code of Conduct serves to support a positive learning environment and for the efficient operation of the Roselle Public Schools. The rules have been compiled in a manner that allow students to understand the consequences for their actions. Failure to live up to school's rules and regulations entails disciplinary consequences.

This document is not meant to be inclusive of all infractions that may occur in the school. Consequences to conduct violations will be imposed on a case by case basis at the discretion of the building Principal or Administration. In some cases, a consequence other than that listed here may be imposed. The severity of the offense, the developmental age of the student, and the student's history of inappropriate behaviors will all be considered when imposing discipline for conduct violations. The Superintendent has the flexibility to make exceptions or to take actions other than those specified.

| Conduct Violation | First Offense | Second Offense | Third Offense |
|---|--|--|---------------|
| A. Arson | Notify Parent/Guardian; Same day mandatory conference; up to 10 day suspension with a mandatory parent/guardian conference upon return; Notify Superintendent; Notify Police and Fire Department; Possible referral for Superintendent's hearing; Possible expulsion hearing. | Notify Parent/Guardian; Same day mandatory conference; up to 10 day suspension with a mandatory parent/guardian conference upon return; Notify Superintendent; Notify Police and Fire Department; Referral for Superintendent's hearing; Possible expulsion hearing. | |
| B. Assault C. Terroristic Threat D. Weapon Possession | Offenses B, C & D will result in a suspension from school up to 10 days with a mandatory parent/guardian conference upon the student's return to school. A police report may be filed. An assault on a teacher, staff member or Board member is considered aggravated assault. Depending upon the seriousness and intent, charges of assault and/or terroristic threat may result in a suspension or expulsion hearing and a police complaint. A mental health screening may be required of students who are found guilty of these offenses. | | |

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| E. Harassment, Intimidation or Bullying (HIB) | Consequences will vary on a case by case basis, taking into consideration the developmental age of the pupil and the pupil's history of problem behaviors and performance. Remedial measures are designed to correct problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective actions for documented systemic problems related to HIB. The consequences and remedial measures may include, but are not limited to: Admonishment; Temporary Removal from the Classroom; Deprivation of School Privileges; Restitution and Restoration; Peer Support Group; Behavioral Assessment or Evaluation including but not limited to a Referral to the Child Study Team; Pupil Counseling; Behavioral Management Plan; Expulsion. | | |
| F. Cheating | A grade of "Incomplete" for the assignment, test, etc Teacher will notify Parent/Guardian and Principal of this infraction. Student allowed to retake the test or complete the assignment. The grade for the retake will reflect the grade earned added to 100 and then averaged. | A grade of "F" for the assignment, test, etc Mandatory Parent/Guardian conference with School Principal; 1-3 days of detention. | A grade of "F" for the assignment, test, etc Parent/Guardian mandatory conference with the School Principal; 1 day suspension; Referral to Intervention & Referral Services Team |
| G. Cutting Class, Leaving Class, Leaving Assigned Location without Permission, or Truancy | Zero grade for missed class assignments; Up to 2 days detention; Parent/Guardian notification | Zero grades for missed classes K-4: N/A Grades 5-6: 3 to 5 days of detention Grades 7-12: 1 Saturday Detention; Parent/Guardian notification | Zero grade for missed classes K-4: N/A Grades 6-12: 1 day suspension; Mandatory Parent Conference with Administration prior to student's readmission to school. |

| H. Cutting Detention | Detention + 1 Parent notification. | K-4: N/A Grades 5-6: Detention + 2 Grades 7-12: Saturday detention; Parent Conference with Guidance Counselor | Zero grades for missed classes. K-4: N/A Grades 6-12: 1 day suspension; Mandatory Parent/ Guardian conference with Administration prior to student's readmission to school. |
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| I. Defiance of Authority J. Disobedience K. Disruption | Administrative mediation; Parental/Guardian notification; 1-3 days detention; possible 1-3 day suspension. | Administrative mediation; Parental/Guardian Conference; 3-5 days of detention; Possible 1-3 day suspension | Administrative mediation; Mandatory Parent/ Guardian conference with Administration prior to student's readmission; 1-4 day suspension; Referral to Intervention & Referral Services |
| L. Fighting / Violence | 1-5 Day Out-of-School suspension; Mandatory Parent/Guardian conference with Administration prior to student's readmission to school | 5-10 Day out-of-school suspension; Mandatory Parent/Guardian conference with Administration prior to student's readmission to school Referral to Superintendent for formal Board hearing for long-term suspension/expulsion and/or placement in an alternate education setting | Referral to Superintendent for possible formal Board hearing for long-term suspension/ expulsion and/or placement in an alternate education setting |

| 14.5 | | | |
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| M. Destruction of School, Staff or Student Property Vandalism Theft N. Extortion | Age of pupil and degree of severity will be considered. 1-3 Days out-of-school suspension; Mandatory Parent/Guardian readmission conference with Guidance Counselor and Administration; Restitution; Restitution for clean-up of vandalized school property; Police report or complaint may be filed | Age of pupil and degree of severity will be considered. 3-5 Days out-of-school suspension; Mandatory Parent/Guardian readmission conference with Administration; Restitution; Restitution for clean-up; Police report or complaint may be filed | Items to be considered: Age of pupil; Degree of damage to property; Seriousness of the offense; Pupil's previous disciplinary record 6-10 days out-of-school suspension; Restitution; Restitution for clean-up; Possible Board hearing for long-term suspension and/or placement in an alternate education setting; Police report or complaint may be filed |
| O. Forgery of a document (passes, notes, parent signatures, etc) | 1-3 days of detention; Parent/Guardian notification | 4-5 Detentions; Mandatory Parent/Guardian conference with Guidance Counselor and Teacher | 1 - 2 Days Out-of- School Suspension; Mandatory Parent/Guardian conference with Guidance Counselor and Administration prior to pupil's readmission to school |

| P. Inappropriate Conduct: Loitering, Tardiness, Dress code Violation, Public displays of affection, Vulgarity, Profanity, Obscenities, Littering, Gambling, Violation of classroom rules, Snowball fights | Teacher warning; Parent/Guardian notification | Up to 3 detentions; Possible 1-3 days of Out- of-School suspension; Parent/Guardian notification or conference | Up to 3 days Out- of-School suspension; Mandatory Parent/Guardian conference with Guidance Counselor and Administration prior to student readmission to school; Referral to Intervention and Referral Services Committee. |
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| Q. Inappropriate Behavior on School Bus | Principal warning and/or 1-3 lunch detentions; Parent/Guardian notification that further incidence will result in additional disciplinary actions | Administrative conference will be held with the student; 3-5 lunch detentions; 1-3 days bus suspension; Mandatory Parent /Guardian conference with Guidance Counselor and Principal For special needs students, failure to follow bus rules will be disciplined in accordance to their prescribed IEPs. | Suspension of bus privileges for a period of time determined by Principal; and/or out-of-school suspension; Parent/ Guardian conference with School Principal and Director of Special Services. Continued transgressions may result in a 30-day suspension or permanent denial of bus privileges at the Business Administrator's discretion. |

| R. Setting off a Fire or Security Alarm | Age of pupil and degree of severity will be considered Up to 10 days Out-of-School suspension; Police complaint filed; Referral to Superintendent for possible suspension/ expulsion hearing. | Additional offenses will result in police and/or administrative action. | |
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| S. Misuse of Computers/ Computer Networks / Use of Personal Cell Phones | Age of pupil and degree of severity will be considered Possible consequences: 1-3 Detentions; Restriction or loss of privileges; Parental/Guardian notification; 1-3 Days Out-of-School suspension | Age of pupil and degree of severity will be considered Possible consequences: 3-5 Detentions; Restriction or loss of privileges; Mandatory Parent/Guardian conference; Up to 4 Days Out-of-School suspension | Age of pupil and degree of severity will be considered 5 - 10 days out-of-school suspension; Restriction or loss of privileges; Mandatory Parent/Guardian readmission conference with Administration and Guidance Counselor |
| T. Unexcused Absences | School Principal or designee will send a letter to Parent/Guardian following a pupil's 4 th unexcused absence. | Following five to nine unexcused absences, the School Principal will send a certified letter to Parent/ Guardian regarding the student's multiple unexcused absences. Parent conference with Principal and Guidance Counselor to provide support; Referrals made to the I&RS Committee and the DCP&P. | Ten or more unexcused absences: Mandatory Parent/Guardian conference with Principal; Referral to Superintendent for further action; Referral to I&RS Committee and the DCP&P |

| U. Smoking (tobacco) or Vaping on school grounds | Parent/Guardian notified; Mandatory Parent/Guardian conference with School Guidance Counselor; Two days detention | Parent/Guardian notified; Mandatory Parent/Guardian conference with School Administrator; 3-5 days detention. | Parent/Guardian notified; Mandatory Parent/Guardian conference with Administrator; Up to 2 days suspension; Referral to Intervention & Referral Services Team |
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| V. Wrongful entry/ trespassing — entering of school building(s), classrooms, and/or offices without authorized permission or cause, or refusing to leave when told to do so | Age of pupil and degree of severity will be considered Written warning; Parent/ Guardian notified; Possible 1-2 days of detention; Possible notification of Police Department. | Age of pupil and degree of severity will be considered 1-5 days of detention Parent/Guardian conference with Principal; Possible notification of Police Department. | Age of pupil and degree of severity will be considered 1-3 day(s) suspension; Mandatory Parent/Guardian conference with Principal and/or Guidance Counselor; Possible notification of Police Department |
| W. Dating Violence | include, but are not limited to corrective instruction or othe | tions for acts or incidents of decreases; parent/guardian conferences or relevant learning or service ervices Team, behavior manager | s, counseling, experiences, referral |
| | When it has been determined that a student possessed a weapon in school, on school property or at a school related activity, the student shall immediately be removed from the regular education program and placed in an alternative education program or be provided home instruction pending a hearing before the Roselle Board of Education. The Board of Education shall make a decision within five days after the close of the hearing. Based on the Board findings, the student may: • Be returned to the regular education program. • Be excluded from the regular education setting for not less than one (1) year, subject to a case-by-case modification by the Superintendent of Schools. The decision of the Board of Education may be appealed to the Commissioner of Education. Policy 5611 can be seen in its entirety on the district website. | | |
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Y. Substance Abuse - the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

As per policy 5530:

Out-of-school suspension pending evaluation.

Failure to adhere to the prescribed aftercare program or the behavioral contract shall subject the pupil to disciplinary measures which may include suspension.

As per policy 5530:

Out-of-school suspension pending alternative placement; Placement in alternative setting or Home Instruction; Required mandatory participation in substance abuse program; Written warning regarding possible expulsion. As per policy 5530:

Immediate referral for assessment & subsequent residential treatment or completion of a longterm out-patient treatment program; Suspension from school until a recommendation for readmission from an approved treatment program is received; Following treatment, participation in an ongoing aftercare group conducted under school auspices. This does not act as substitute for a pupil's participation in aftercare activities required by the treatment program; Written warning regarding possible expulsion.

Fourth Offense: Recommend for expulsion.

Z. Possession / Distribution of a Substance - "Substance" means alcoholic beverages, controlled dangerous substances, i.e. anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical, chemical compound, which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

The authority of any administrator, teacher or other Board of Education employee shall extend over every student whether or not he/she has direct responsibility for the student(s) in every area of school property, on school vehicles, at any time, and at all school functions, regardless of location, whether or not school is in session.

Students in Special Education Programs

The Roselle Public Schools offer the full continuum of placements to meet the needs of students with disabilities ages three through twenty-one for special education and related services.

For students with disabilities, subject to Individualized Education Programs, the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions at *N.J.S.A.* 18A:46-13.4 *et seq.*

Dress Code

Students are required to come to school wearing the prescribed school uniform. Exceptions to this rule are for school sponsored events such as Field Day and Dress Down Days. Parents are expected to ensure that their children report to school in clean school uniforms. Students have a responsibility to dress neatly and appropriately for school, and to be well groomed.

Parents will be asked to pick up their child from school, if the child comes to class in clothing other than the prescribed school uniform, or if their clothing is in violation of the overall dress code.

Absences

The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State. Students that are absent from school for any reason are responsible for the completion of assignments missed. Parents are expected to take the initiative in calling the school to ask for their child's homework.

It is the student's responsibility upon his/her return to school to meet with his/her teachers to arrange for make-up work. Absences for religious holidays or school sponsored events will not be counted in determining the total number of absences. See Policy 5200 for more detailed information.

Drug Free Zone

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee and student of this district must agree to be bound by this policy. Anyone who violates this policy will be subject to discipline, which may include discipline or dismissal as appropriate.

Locker Searches

Policy 5770 authorizes the search of students' lockers or other storage facilities by the school Principal or other officials designated by the local Board of Education. The law provides that these inspections may take place as long as written notice is given to the students at the beginning of the school year. In compliance with this law, this is to notify our students that inspections of the aforementioned areas will be on-going during the entire school year.

Due Process

The Student Code of Conduct establishes essential regulations to maintain discipline in the operation of the schools, in order to effectively promote positive student development and academic success. The Student Code of Conduct clearly outlines the procedures followed to address misconduct, in order to ensure that disciplinary responses are appropriate to the misbehavior, distinguish between minor and serious offenses, as well as between single and multiple offenses, and are administered in a fair, consistent manner.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A"16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A: 16-7.2 through 7.4.

Student Bill of Rights

- Right to an education that supports students' development into productive citizens
- Right to safe and secure school environments
- Right to attend school irrespective of marriage, pregnancy or parenthood
- Right to due process appeal procedures and policies
- Right to parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, this section and N.J.A.C. 6A:16-7.2 through 7.8
- Right to protection pursuant to federal and state laws and regulations

References:

| Policy # | Policy Title |
|----------|---|
| 5200 | Attendance |
| 5230 | Late Arrival and Early Dismissal |
| 5240 | Tardiness |
| 5250 | Excusal from Class or Program |
| 5420 | Reporting Pupil Progress |
| 5500 | Expectations for Pupil Conduct |
| 5511 | Dress and Grooming |
| 5512 | Harassment, Intimidation, and Bullying |
| 5513 | Care of School Property |
| 5516 | Use of Electronic Communication etc. |
| 5520 | Disorder and Demonstration |
| 5530 | Substance Abuse |
| 5533 | Pupil Smoking |
| 5535 | Passive Breath Alcohol Sensor Device |
| 5550 | Disruptive Pupils |
| 5560 | Disruptive Pupils |
| 5561 | Use of Physical Restraint & Seclusion |
| | Techniques for Students with Disabilities |
| 5570 | Sportsmanship |
| 5600 | Pupil Discipline or Code of Conduct |
| 5610 | Suspension |
| 5611 | Removal of Students for Firearms Offenses |
| 5612 | Assault of District Board of Education |
| | Members or Employees |
| 5613 | Removal of Students for Assaults with |
| | Weapons Offenses |
| 5615 | Suspected Gang Activity |
| 5620 | Expulsion |
| 5700 | Pupil Rights |
| 5770 | Pupil Right of Privacy |
| 5701 | Plagiarism |
| 5751 | Sexual Harassment |
| 5841 | Secret Societies |
| 5850 | Social Events and Class Trips |
| | |

Health and Social Services

NJ Department of Education Office of Student Support Services: (609) 376-9109

https://www.state.nj.us/education/students/safety/behavior/hib https://www.state.nj.us/education/students/safety/behavior/atd

hib@doe.nj.gov

Roselle Family Success Center/ Prevention Link

121-125 Chestnut Street Suite 301, 3rd Floor Roselle, New Jersey 07203

Phone: 732.381.4100 TTY: 732.381.4192

National Suicide Prevention Lifeline

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Phone: 1-800-273-8255.

Drug and Alcohol Rehab Centers in Roselle, New Jersey

Life Options Counseling Services

121-125 Chestnut Street, Roselle, NJ 07203.

Phone: 732 770-5627

Care Plus of New Jersey

Northern NJ non-profit provides recovery-focused integrated mental health care, substance abuse rehabilitation, psychiatry, therapy for adults and children

17-07 Romaine Street, Fair Lawn, NJ 07410

Phone: 201 797-2660

Division of Child Protection and

Permanency

65 Jackson Drive, Suite 300

Cranford, NJ 07016

Phone: 908-374-3800 / 866-224-1914

Neighborhood Health Services Corporation

184 First Street Elizabeth, NJ 07206

Phone: 908 355-4459

Boys & Girls Club of Union County

Phone: 908 687-2697

Roselle Health Department/ Police Department

210 Chestnut Street Roselle, NJ 07203

Phones: 908 245-5600 / 908 245-2000 / Juvenile Aid 908 245-5922

Roselle Public Schools Code of Conduct

Roselle Public Library

104 West 4th Avenue, Roselle NJ 07203 908 245-5809

Community Food Bank of New Jersey

31 Evans Terminal Road Hillside, NJ 07205 908 355-3663

Web site: https://www.cfbnj.org/

NJ Department of Community Affairs Division of Housing and Community Resources

(Include name of the program) PO Box 806 101 South Broad Street Trenton, NJ 08625-0806

Union County Housing Authority

1 Elizabethtown Plaza 5th Floor Elizabeth, NJ 07207 732 382-8100 1 800 955-2232

NJ Family Care

Publicly funded health insurance program

1 800 701-0710 www.njfamilycare.org www.healthcare.gov

Union County Division of Social Services

342 Westminster Avenue Elizabeth, NJ 07208 (908) 965-2700

Division of Mental Health & Addiction Services

PO Box 700 Trenton, NJ 08625 609 292-5760 1 844 REACH NJ (1 844 732-2465) dmhas@dhs.state.nj.us

New Jersey Supplemental Assistance Program (NJ SNAP) 1 800 687-9512 NJ Medicaid 1 800 356-1561 Reporting Child Abuse & Neglect 1 877 652-2873 (1 877 NJ ABUSE)

Gateway Pregnancy Center

65 Jefferson Avenue 1350 Morris Avenue Elizabeth, NJ 07201 Union, NJ 07083 908-353-0604 973 399-8378