

# River Edge Student Code of Conduct

Dear Students,

A school is like a big family. If its members are going to be safe and happy, and things are going to get done, we must have some rules. Rules do the following things:

They tell people what they can do. They tell people what they cannot do.

They make it possible for people to live, work and learn together without too much trouble.

They have consequences if they are followed or broken.

Rules must be fair...they must be the same for everyone. This handbook is about the rules in our school.

## Student Responsibilities

What are "RESPONSIBILITIES?"

There are some things you should do without being told to do them. Some of these things you do for others. Some you do for yourself. This means that there are also people who do things for you.

You would not like it if you had to remind these people to do these things for you. What if you had to remind your teacher that it was time for recess or lunch? What if you had to remind him or her every day?

The teacher would not like it if he or she had to remind you of the things you should do. What if the teacher had to remind each student to come back to the room after recess? That would be silly. It is better if your teacher does not have to remind you to do the things you know you should do.

These things which people do without being told to them are called responsibilities.

**1. DO NOT KEEP OTHERS FROM LEARNING** Parents send their children to school to learn. If you keep others from learning by bothering them, you have taken something from them which is important.

**2. COME TO SCHOOL - UNLESS YOU ARE SICK OR EXCUSED** In New Jersey, there is a law which says you must go to school unless you are sick. The reason for this law is to be sure that all children get an education. If you miss too much school, you will not be able to learn the things you need to know.

**3. BE ON TIME FOR SCHOOL AND CLASSES** If you are late for school in the morning, you miss things you need to know. The teacher has to stop teaching to help you get started. This keeps the teacher from helping all the students. This is true if you are late after recess or lunch.

**4. FINISH YOUR SCHOOL WORK** Learning to read or do mathematics is like learning to play the piano or ride a bicycle. If you don't practice, you will never be very good at it. Some things have to be done over and over before they are learned. You have to keep trying, even if it is hard.

Most of the work you are given at school can be done in class. Sometimes you will have to do some schoolwork at home. You should do all the work given to you.

**5. TAKE CARE OF SCHOOL PROPERTY** The parents of every child in school have helped to pay for everything in your school. The buildings, books and desks belong to all the people in River Edge. This means you are sharing the things you are using at school. If these things are destroyed, it means students must go without them or parents must send money to replace them. If something belongs to everyone, everyone must help take care of it.

**6. HELP MAKE SCHOOL A GOOD PLACE TO BE** When you think about it, your school is a place where good things happen to people. They make new friends; they are treated with respect; and they learn things which will help them the rest of their lives.

If someone doesn't like school, it may be that some of these things are not happening to this person. It is one of your responsibilities to help make school a good place for everyone.

## **Student Rights**

A right is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

**1. YOU HAVE A RIGHT TO BE YOURSELF AT SCHOOL** This means that you should not be treated unfairly because you are tall or short, a boy or a girl, have blond or black hair, or if it takes you a little longer to get the right answer.

**2. YOU HAVE A RIGHT TO BE RESPECTED AND TREATED WITH KINDNESS AT SCHOOL** This means that others should not laugh at you, make fun of you, bully you, or hurt your feelings. No one is to embarrass you in front of the class.

**3. YOU HAVE A RIGHT TO LEARN ABOUT YOURSELF AT SCHOOL** This means you may talk about your ideas and feelings if it does not take away the rights of others.

**4. YOU HAVE A RIGHT TO BE SAFE AT SCHOOL** This means no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.

**5. YOU HAVE A RIGHT TO TELL YOUR SIDE OF A PROBLEM BEFORE ANYTHING HAPPENS** This means that you will not be punished for breaking a rule or taking someone else's rights away without a chance to tell your side of the story.

## **Consequence of Breaking Rules**

### **IMPORTANT RULES AND WHAT HAPPENS IF THEY ARE BROKEN**

Listed below are some of the important rules everyone needs to know. It is also important to know what happens if the rules are broken. Under each rule you will find out what happens the first time the rule is broken and what happens if it continues to be broken.

#### **1. SCHOOL ATTENDANCE**

***What this means:*** You must attend school every day unless you are ill or have a dental or doctor appointment or a note from your parents explaining your absence. If you are absent for any other reason which is not explained, you are unexcused.

If you are not in school on time you are tardy. You must come to school on time or have a reason for your tardiness. If you do not have a reason, your tardiness is unexcused.

***If the rule is broken:*** a. Your teacher will talk with you about why you were absent.

b. Your teacher will tell your parents that you were absent or tardy without an excuse.

***If the rule continues to be broken:*** Your parents will have to come to school for a meeting with you and the principal.

You may receive detention after school to make up for your lost learning time.  
Consequence of Breaking Rules

If you are absent more than twenty (20) days in a school year, the principal and teacher may determine that you are not prepared to move on to the next grade.

You and your parents may have to go to court to explain why you are not attending school.

#### **2. CARE OF SCHOOL AND PERSONAL PROPERTY**

***What this means:*** You are expected to take care of things the school lets you use--like desks, books, and the school building. If you damage, destroy, or steal something that belongs to the school or to another student, you have broken this rule.

***If the rule is broken:*** You will be sent to the principal to talk about what you have done.

Your parents will be told.

You will be expected to pay for the damage or return the stolen item. If you cannot pay, or return the item, you will be required to work off the cost, or your parents will have to pay.

***If the rule continues to be broken:*** Your parents will have to come to school for a meeting with you and the principal.

You will have to pay for the damage or stolen item.

You will either be suspended in school or at home for a day or more, according to Board policy.

### **3. DISOBEDIENCE**

***What this means:*** Disobedience is refusing to do what you are told while you are at school, in the classroom, and on the playground. You are expected to treat the people who work at the school with respect and follow their directions.

***If the rule is broken:*** Unless it is a very serious problem, your teacher will talk with you and may talk with your parents.

***If the rule continues to be broken:*** Your parents will have to come to school for a meeting with you, your teacher, and the principal.

If you continue to be disobedient after this meeting, you will either be given detention after school or lose school privileges.

If none of these things helps you to change your behavior, you may be suspended from school and your parents called in.

### **4. FIGHTING**

***What this means:*** Fighting on school grounds, or to and from school, is not allowed.

***If the rule is broken:*** In most cases, the first time, the students involved will be spoken with by their principal. The parents of all students involved will be called. You may have to stay after school or lose school privileges.

In some cases the persons responsible for starting or continuing a fight may be given detention or sent home for the rest of the day.

***If the rule continues to be broken:*** Your parents will have to come to school for a meeting with you and the principal.

You will either be suspended in school or at home for a day or more, according to Board policy.

If you continue to fight others after these things are done, you will be suspended again, your parents called, and you will face expulsion (dismissal) from school, according to Board policy.

### **5. BULLYING**

***What this means:*** A person is bullied when he or she is exposed, in a single incident or series of incidents, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. Bullying can be physical, verbal or by electronic means, such as a computer, cell phone or any other electronic device. Verbal bullying, such as using mean comments or calling someone a bad name can be just as harmful as *physical bullying, which could include hitting, kicking, shoving, and spitting.*

If the rule is broken: In most cases their principal will speak with the students involved. The parents of all students involved will be called. You may lose some school privileges.

If the rule continues to be broken: Your parents will have a conference with the principal. You may be suspended either in school or at home for a day or more, according to Board policy.

If you continue to bully others after these things are done, you will be suspended again, your parents called, and you will face expulsion (dismissal) from school, according to Board policy.

## **6. PROFANITY**

*What this means:* Swear words or other inappropriate language are not to be used at school.

*If the rule is broken:* The teacher and/or principal will speak with you.

*If the rule continues to be broken:* Your parents will have to come to school for a meeting with you and the principal.

Your parents will be asked to withhold some of your privileges at home.

If you continue to use profanity after these things have been done, you will have to stay after school, your parents will be called in, and you may be suspended (sent home) for a day or more.

## **7. WRITING/DRAWING WORDS/PICTURES**

*What this means:* Any notes, drawings or written words, electronic or otherwise that depicts offensive, threatening, harassing, demeaning or objectionable material to an individual or about an individual is not permitted.

*If the rule is broken:* a. In most cases, the first time your principal will speak to you. Your parents will be called. You may have to stay after school or lose privileges. b. In some cases, you may be given detention or suspended from school for the rest of the day..

*If the rule continues to be broken:* a. Your parents will have to come to school for a meeting with you and the principal. b. You will either be suspended in school or at home for a day or more, according to Board policy. c. If you continue this behavior, you will be suspended again, your parents called, and you will face expulsion (dismissal) from school, according to the Board of Education Policy.

## **8. SCHOOLWORK**

*What this means:* If your teacher says you are to do your own work on a test or an assignment, copying from other students is not allowed.

When your teacher says an assignment is to be handed in at a certain time, you are expected to meet the deadline unless there is a good reason.

***If the rule is broken:*** The teacher will speak with you.

Your work may not be accepted, and you may receive no credit for the test or the assignment.

***If the rule continues to be broken:*** The same things will happen, and your parents will have to come to school for a meeting with you, your teachers, and the principal.

## **9. THINGS YOU DON'T BRING TO SCHOOL WITHOUT PERMISSION**

***What this means:*** There are some things, which you must not bring to school because they are dangerous to you and to others. There are other things, which interfere with the rights of others to learn.

Some of these things are: matches, cigarettes, pills and medicine, pets, radios, pocket knives, guns, toys, games, and skateboards.

Students are discouraged from bringing any items of personal value to school. The district is not responsible for personal items that are lost or stolen.

***If the rule is broken:*** The item will be taken from you by your teacher or principal and returned to you after school if it is not a danger to you or others.

***If the rule continues to be broken:*** Your parents will have to come to school for a meeting with you and your teacher or principal.

### **Special Section - Weapons**

#### **Zero Tolerance for Guns Act**

Special attention must be given to the possession of guns or any type of weapon. Possession of a gun or weapon will be taken very seriously by school officials. Policy and procedures are aligned with the Gun-Free Schools Act (GFSA) of 1994.

Pursuant to this Act, New Jersey has a state law which requires a local Board of Education to remove a student from school, for a period of not less than one year, who has been determined to have brought a weapon to school. Each case is subject to individual exception by the Chief School Administrator. Each school district must provide an assurance that it is compliant with the state law and has received the signature of parents as acknowledgment of receipt of this statement. The Zero Tolerance for Guns Act, Chapter 127, was signed into law in New Jersey in 1995.

Therefore, parents are required to sign and submit the required form indicating they received notice of the GFSA/Zero Tolerance for Guns Act and the School's Code of Conduct (Title IV).

## **10. APPROPRIATE ATTIRE FOR SCHOOL**

***What this means:*** All dress should be clean and modest; and, in general, should not be distracting or offensive to others. Students should dress in a way that is in good taste and in a style appropriate for school.

Clothing such as beach and/or play wear, including short skirts and short shorts, tops with spaghetti straps, tank tops, and bare midriff tops are considered inappropriate school attire.

Statements and advertisements written on clothing should be appropriate for school and should not conflict with the district's educational goals.

For the safety of students, proper footwear is also required. Flip-flops and high platform shoes should not be worn.

Hats are not to be worn in the school building.

***If the rule is broken:*** Parents will be called and you will be sent home to change into appropriate attire.

***If the rule continues to be broken:*** Parents will be called in for a conference with the principal.

You may be suspended (sent home) from school, in accordance with Board policy.

## **11. ACCEPTABLE USE OF COMPUTER TECHNOLOGY**

***What this means:*** You are expected to use district computer technology, with permission from an authorized staff member, for educational purposes only. Before access is given, you and your parents will sign the district's Acceptable Use Policy (AUP) to indicate your understanding and agreement with the requirements for appropriate use of district computers.

\*See student AUP for complete guidelines on appropriate use and disciplinary consequence.

### Code of Conduct Guidelines

PROHIBITED CONDUCT	K-2 CONSEQUENCES	3-6 CONSEQUENCES
CAFETERIA MISBEHAVIOR	Conference with student; time out in lunch and recess period (1-2 days); possible referral to school counselor	Conference with student; time out in lunch and recess period (1-5 days); possible referral to school counselor
CELL PHONE MISUSE	Confiscate phone till end of school day; parent conference	Confiscate phone till end of school day; recess detention (1-3 days); parent conference
ACADEMIC DISHONESTY	N/A	Conference with parent; complete assignment appropriately; possible referral to school counselor
VIOLATION OF TECHNOLOGY "ACCEPTABLE USE POLICY"	Loss of computer privileges (1-2 days); possible parent conference	Loss of computer privileges (1-5 days); parent conference
MISUSE OF INTERNET OUT-OF-SCHOOL (libel or threat)	Parent Conference	Parent Conference
INSUBORDINATION AND/OR DEFIANT BEHAVIOR	Parent conference; recess detention (1-3 days); possible referral to school counselor	Parent conference; recess detention (1-5 days); possible referral to school counselor
TOBACCO (paraphernalia, possession, or use)	Parent conference; possible referral to school counselor	Parent conference; referral to school counselor
THEFT OR VANDALISM	Apology of Action; parent conference; recess detention (1-3 days); restitution by parents; possible referral to school counselor	Apology of Action; parent conference; recess detention (1-5 days); out of school suspension (1-5 days); restitution by parents; referral to school counselor
PHYSICAL CONFRONTATION	Conference with student; parent conference; recess detention (1-3 days); out of school suspension (1-3 days); possible referral to school counselor	Conference with student; parent conference; recess detention (1-5 days); out of school suspension (1-5 days); referral to school counselor

HARASSMENT, INTIMIDATION, AND BULLYING (hate crimes and bias incidents)  *See HIB policy for further definition	Parent conference; recess detention (1-3 days); possible referral to disciplinarian and/or school counselor; in or out of school suspension (1-3 days);	Parent conference; recess detention (1-5 days); referral to disciplinarian and/or school counselor; in or out of school suspension (1-5 days);
SEXUAL HARASSMENT (verbal, printed, computer, video, text messaging)  *See HIB policy for further definition	Parent conference; recess detention (1-3 days); referral to disciplinarian and/or school counselor; in or out of school suspension (1-3 days);	Parent conference; recess detention (1-5 days); referral to disciplinarian and/or school counselor; in or out of school suspension (1-5 days);
SEXUAL EXPOSURE AND/OR CONTACT	Parent conference; referral to school counselor	Parent conference; recess detention (1-5 days); out of school suspension (1-5 days); referral to school counselor
DRUGS AND ALCOHOL	Parent conference; recess detention (1-3 days); possible referral to school counselor	Parent conference; out of school suspension (1-5 days); referral to school counselor
FIRECRACKERS, STINK BOMBS (firework type devices)	Parent conference; recess detention (1-3 days); possible referral to school counselor	Parent conference; recess detention (1-5 days); out of school suspension (1-5 days); possible referral to school counselor
SEXUAL ASSAULT	Parent conference; referral to school counselor	Parent conference; out of school suspension (1-10 days); referral to school counselor; extended suspension pending Board hearing; meeting with Affirmative Action Officer
WEAPONS	Contact Central Office; parent and student conference; referral to counselor; firearm automatic 1-year suspension	Contact Central Office; parent and student conference; referral to counselor; firearm automatic 1-year suspension
TERRORISTIC THREATS (hit lists; bomb scare; bodily threat against student or staff)	Parent conference; referral to school counselor; recess detention (1-3 days); out of school suspension (1-3 days or until results of psychiatric examination demonstrate that student may return to school; longer suspension with Board of Education hearing)	Parent conference; referral to school counselor; recess detention (1-5 days); out of school suspension (1-5 days or until results of psychiatric examination demonstrate that student may return to school; longer suspension with Board of Education hearing)

FALSE ALARM OR 911 CALL	Meeting with parents; recess detention (1-3 days); possible referral to school counselor	Meeting with parents; recess detention (1-5 days); referral to school counselor
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This chart is not all-inclusive. The administration reserves the right to use discretion in all cases. Consequences per incident may not necessarily be imposed in order listed based on previous infractions. No child will be discriminated against based on 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 characteristics pursuant to N.J.S.A. 10:5. Behavior interventions for students with disabilities will be administered in accordance with the requirements of N.J.A.C. 6A:14.

