

**STUDENT CODE  
OF  
CONDUCT**

**2008 - 2009**

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**White Township Consolidated School  
565 CR 519  
Belvidere, NJ 07823  
<http://www.warrennet.org/whiteschool>**

Approved by the White Township Board of Education - July 28, 2008

### **A Message to Parents & Students**

Students attending our school have certain rights but also have certain responsibilities. For example, students have the right to respectfully express their opinions, to have fair and consistent rules, to have their privacy respected, and to due process procedures. They also have the responsibility to attend school and classes regularly, to respect others as well as school property, and to refrain from conduct that disrupts the teaching-learning process.

The goal of discipline is self-control, not, just obedience to adult authority. By understanding, and abiding by a code of conduct in the school community, students begin to prepare themselves for their participation as citizens in a larger society.

For the vast majority of students who abide by the rules, our discipline code should present no problems. School personnel appreciate students who come to school prepared to learn and ready to cooperate. Students who choose to ignore school policies will learn that there are consequences for making the wrong decision and will hopefully make better choices in the future.

The members of the school community of White Township Consolidated School expect all students to fulfill the behavioral expectations of the school community, and to:

- prepare themselves mentally and physically for the process of learning;
- demonstrate respect for people and property;
- use time and resources responsibly;
- share responsibilities in group projects;
- meet the unique requirements of each class;
- monitor their own progress; and
- communicate with parents and school personnel about school related matters.

Our school rules require that pupils:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person, property, and rights of others
- Preserve the degree of order necessary to the educational program in which they are engaged; and
- Obey persons in authority and respond to that authority.

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

- insisting on reasonable standards of scholastic accomplishment for all pupils;
- creating a positive atmosphere in and out of the classroom;
- extending the same courtesy and respect that is expected of pupils; and
- treating all pupils with consistent fairness.

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

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### **General Responsibilities**

1. Students will show respect for others and for school property.
2. Students will use socially acceptable behavior. (No fighting, pushing, inappropriate language or gestures, etc.).
3. Student will follow all safety procedures.
4. Passes - Late passes and classroom sign-out procedures are required. (Students must report to the Main Office when arriving late for school or when leaving school early.)
5. Fire Drills - Fire drills are required by law and are an important safety precaution. Students must remain silent at all times throughout fire drills. When the fire signal is given, everyone must promptly clear the building by the prescribed route.
6. School Security Drills - Students must remain quiet and follow the directions of their teacher.
7. Dangerous Objects - Students may not bring articles to school that are deemed hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, slingshots, firecrackers, lighters/matches, sharp objects, etc., will be confiscated. They will only be returned to parents/guardians upon their request.
8. Cell Phones - Cell phones may not be used or visible during the school day. Phones will be confiscated if seen and will only be returned to parents/guardians upon their request.
9. Hall Behavior - When walking in the hall students must stay on the right side and always walk quietly.

### **Classroom Responsibilities**

Teachers will explain the set of rules that pertain to their classrooms, and to the lavatory. Different teachers have different expectations of students.

### **Dress Code**

School attire should be neat, clean, appropriate, and in good taste. A good self-image is fostered through appropriate dress. Safety, health and good taste should be considered when selecting school attire. Students who are inappropriately dressed may be sent home to change their clothing.

Unacceptable attire:

1. Clothing, pins, stickers, banners with inappropriate or suggestive language.
2. Spaghetti strap tops, half-shirts, see-through blouses, or any type of shirt or blouse where a midriff is showing.
3. Jewelry that is determined by the school to be noisy, distracting, or potentially dangerous.
4. Shorts, skorts, skirts or dresses which are shorter than mid-thigh.
5. Hats may not be worn in the building. This includes after school activities and evening programs.
6. Unlaced or untied sneakers or shoes, black soled hiking boots or other inappropriate footwear such as flip-flops. "Heelies" may not be used on school property.
8. Outerwear should not be worn in the building during the school day.
9. Clothing or accessories that may create a safety problem will not be allowed, as determined by the administration.

### **Homework**

Homework is due on the day/date designated by the teachers. Homework should be recorded in the daily planner provided by the PTO or the classroom teacher. When students are absent, parents/guardians may request the day's assignments by calling the Main Office by 9:00 AM.

### **Lunch Time Behavior**

1. Students will not touch other students or the food of other students.
2. Students will keep their voices at a reasonable level. If the teacher on duty decides it is too noisy, students may eat in silence.
3. Students will remain seated unless given permission or instructed to do otherwise.
4. Students will clean up their eating area, including the floor.
5. Students will use appropriate table manners at all times. (Disruptive behavior will not be tolerated and may result in a "lunch detention.")

### **Candy / Gum Chewing**

Chewing gum is not allowed on school premises. All food is restricted to the lunch period and for individual consumption only.

### **Foodstuff for Parties/Birthday Celebrations**

**Please do not send or bring any foodstuffs for birthdays and holidays.** Students may not distribute cards containing candy for Valentine's Day.

### **Electronic Communication Devices**

Pupils are not permitted to bring or possess a remotely activated paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephones while school is in session. Cell phones that are turned on in violation of this policy will be confiscated and the pupil will be subject to appropriate disciplinary action. Confiscated cellular phones will only be returned to a parent/guardian.

### **Drugs/Alcohol/Smoking**

Students are forbidden to possess, consume, sell or distribute cigarettes, smokeless tobacco, alcohol products, or any substance considered a drug. Violation of this rule will result in suspension and/or expulsion.

### **Harassment/Intimidation/Bullying/Cyberbullying**

Pupils must respect the rights of other pupils. Harassment, intimidation, bullying or cyberbullying of any kind against any member of the school community will not be tolerated, and violations will result in disciplinary action. The White Township Board of Education Policy #5512, 5512.01, 5512.02 and the accompanying regulations are in keeping with New Jersey anti-bullying laws (N.J.S.A. 18A:37-13 through 18A:37-19 and N.J.A.C. 6A:16-7.9 et seq.). (The complete policy appears in the Parent/Student Handbook.)

### **Stealing**

Stealing will result in an immediate referral to the administrator. Appropriate disciplinary action will follow.

### **Consequences for Inappropriate Behavior**

Consequences for misconduct are dependent on the problem as well as the age of the student and surrounding circumstances. Consequences for inappropriate behavior may include removal, admonishment, revocation of privileges, detention, suspension, parent conference, legal action, or expulsion. In addition, counseling for students exhibiting repeated inappropriate behavior may be recommended.

### **General Infractions**

Teachers or staff members will warn the student regarding his/her inappropriate behavior. If the behavior persists and/or is repeated, then the student shall be written up and referred to the Chief School Administrator, or the administrator in charge for such further action as the administrator should deem appropriate and in keeping with Board of Education Policy and Regulation

### **Major Infractions**

All major infractions are to be written up immediately and automatically referred to the Chief School Administrator, or the administrator in charge for such further action as the administrator should deem appropriate or be required to do by law.

(See pages 8 & 9 - Infraction Report Form)

### **Detention**

Before or after school detention will be scheduled in consultation with the parent/guardian. When a student is assigned a detention the obligation must be completed. If the student does not show up for an assigned detention, the obligation doubles. Those with obligations will be withheld from extra-curricular activities, dances, class trips, field trips, field day, etc. Detentions may be assigned by teaching staff or by the administration.

### **Suspension & Expulsion**

Conduct, which shall constitute good cause for suspension or expulsion in accordance with Board of Education Policies 5610 and 5620, shall include but not be limited to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over the student.
3. Conduct of such character as to constitute continuing danger or threat of danger to the physical well being of other pupils.
4. Physical assault on another pupil or school employee.
5. Taking or attempting to take personal property or money from another pupil or school employee without their knowledge or by means of force or fear.
6. Willfully causing, or attempting to cause damage to school property, while at school or while attending a school approved trip or function.
7. Known possession, consumption, or distribution of any substance considered a drug.
8. Possession of a dangerous object.

Prior to a proposed suspension, a student will have the right to a hearing with the Administrator, at which time the student will have an opportunity to explain the circumstances for the misbehavior. (Due process)

Prior to a proposed expulsion, the student and his/her parent and/or legal guardian will have the right to a full hearing before the White Township Board of Education.

### **Affirmative Action**

Along with the Board of Education and Administration, the Affirmative Action Officer/Public Compliance Officer is responsible for developing the Multi-Year Equity Plan, which ensures that all areas of the school program are bias free. The Board of Education has policies prohibiting bias, harassment, discrimination, and segregation and ensures equity in educational programs. The school strives to overcome the effects of any previous patterns of discrimination in school and classroom practices and systematically monitors district procedures to insure continuing compliance with anti-discrimination laws and regulations.

The Board of Education, administration, and staff forbid any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or another pupil. Any employee who receives such a report of a student being subjected to sexual harassment or if the student himself/herself reports an incident of sexual harassment, the Affirmative Action/Public Compliance Officer or Administrator will be notified and the grievance procedure initiated.

**Mrs. Dawn Werkheiser** is the Affirmative Action/Public Compliance Officer for the 2008-2009 school year. You may contact her by calling the school (475-4773), through e-mail ([dmm@warrennet.org](mailto:dmm@warrennet.org)), or by writing to her at the address of the school. All documents relating to the school's Equity Plan policies, the grievance procedure, and annual reports are located in the main office and in the Affirmative Action/Public Compliance Officer's room and may be viewed upon request.

## White Township Consolidated School Infraction Report Form

Name of Student \_\_\_\_\_

Teacher Reporting the Infraction \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

### MAJOR INFRACTION

- |                                                       |                                                                                             |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Fighting                     | <input type="checkbox"/> Physical or verbal abuse of any student or adult                   |
| <input type="checkbox"/> Theft                        | <input type="checkbox"/> Vandalism or abuse of school or personal property                  |
| <input type="checkbox"/> Extreme classroom disruption | <input type="checkbox"/> Leaving the building                                               |
| <input type="checkbox"/> Setting off a fire alarm     | <input type="checkbox"/> Possession of illegal or unsafe articles                           |
| <input type="checkbox"/> Harassment                   | <input type="checkbox"/> Using electronic devices                                           |
| <input type="checkbox"/> Continual Misconduct         | <input type="checkbox"/> Selling of illegal articles, unsafe articles, or personal property |
- Offense involving a controlled dangerous substance (CDS) or paraphernalia associated with a CDS.
- Smoking or possession of tobacco products, including lighters
- Defiant behavior/disrespect toward a teacher or staff member
- Any other behavior of such magnitude that the teacher or staff member deems a referral to be appropriate

### GENERAL INFRACTION

- |                                                                     |                                                           |
|---------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Failure to take a detention                | <input type="checkbox"/> Throwing Objects                 |
| <input type="checkbox"/> Cutting Class                              | <input type="checkbox"/> Leaving class without permission |
| <input type="checkbox"/> Misconduct at a school function            | <input type="checkbox"/> Late to class                    |
| <input type="checkbox"/> Profanity/Obscenity (language or gestures) | <input type="checkbox"/> Public display of affection      |
| <input type="checkbox"/> Gum chewing/eating outside of lunch time   | <input type="checkbox"/> Littering                        |
| <input type="checkbox"/> Cheating/Plagiarism                        | <input type="checkbox"/> Inappropriate behavior           |
| <input type="checkbox"/> Multiple dress code violations             | <input type="checkbox"/> Hall or Cafeteria misconduct     |
| <input type="checkbox"/> Scuffling                                  | <input type="checkbox"/> Other                            |

(over)

Explanation/Background:

Teacher actions before referral: \_\_\_\_\_ Conference with student

Parental Contact: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Note \_\_\_\_\_ Conference

\_\_\_\_\_ Referral to student assistance personnel \_\_\_\_\_

Teacher detention: \_\_\_\_\_ Lunch \_\_\_\_\_ Before school \_\_\_\_\_ After school

Other/Additional information:

Action by Administrator: \_\_\_\_\_ Conference with student

Parental Contact: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Note \_\_\_\_\_ Conference

\_\_\_\_\_ Referral to student assistance personnel \_\_\_\_\_

Detention: \_\_\_\_\_ Lunch \_\_\_\_\_ Before school \_\_\_\_\_ After school

Suspension: \_\_\_\_\_ In School

\_\_\_\_\_ Out of School

### **Board Policy 5710 - Pupil Grievance**

The Board recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For the purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

In the event that a pupil or (his-her) parents or legal guardian believe they have a grievance, the pupil and/or (his-her) parent or guardian should proceed in the following manner to resolve the matter:

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

Policy Adoption: 16 December 2002

### **Co-Curricular Activities**

The Board of education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

For purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and do not include Athletic Association competitions and practices. Co-curricular activities must be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

The following standards will govern pupil eligibility for participation in co-curricular activities:

**Attendance Standards** - A pupil is ineligible for participation in co-curricular activities if he or she has demonstrated unsatisfactory attendance by accruing four days of cumulative, unexcused absences based on the activity and time segment or activity cycle.

In addition, no pupil who has been absent for a school day may participate in an activity or performance scheduled for the afternoon or evening of that school day. In the event of a Friday absence from school, the pupil will be ineligible for weekend participation. Pupils must report to school by 11:00 AM to establish an eligible attendance day. (Pupils who are participating in another school activity are not considered absent.)

**Academic Standards** - Eligibility to continue co-curricular activities in the fall will be determined at the mid-marking period. A pupil failing any subject at the mid-marking period during the first marking period will be ineligible for the particular activity.

Subsequent eligibility for other activities during the remainder of the year will be determined by passing grades of all subjects on a pupil's report card following each marking period. Continuation of participation in the co-curricular activity is determined by passing all subjects as indicated on the report card.

A pupil may be dismissed from co-curricular activity for the use, sale, or possession of alcohol, drugs, or tobacco or for violation of the rules of pupil conduct established by this district. A pupil who has been suspended, either in school or out of school, will be suspended from participation in co-curricular activities for the period of his or her suspension.

### PTO Dances

Students in grades 6, 7 & 8 are eligible to enjoy the PTO dances if they have successfully met the following criteria:

- Attended school on the day of the dance.
- Fulfilled the behavioral expectations at previous dances
- Provide a permission slip filled out in full

(Students who are not eligible to attend the dance will be notified prior to the dance and will be denied entrance to the function. Parents will also be notified.)

The Student Code of Conduct and other school rules are in force during PTO functions. Parents of any students who violate the standards will be called immediately and asked to take their child home. Any students who violate the standards will not be allowed to attend the next function.

### Technology Use

All students and parents must sign an acceptable use agreement form, which is contained on the final page of this *Student Code of Conduct* sent home at the beginning of each school year. Students are expected to comply with the rules of the district as explained by the technology teacher each year and are expected to communicate in a respectful and responsible fashion.

### Transportation/Bus Behavior

The safety of all children is always a paramount concern and all school rules apply when children are waiting for the school bus, being transported by a school bus to and from school, or when on a school-related field trip.

The following specific rules and policies have been established for the safety of students riding school buses. Please discuss them with your child.

1. Bus drivers will assign pupils seats. (This is in accordance with state law.)
2. Pupils may not eat, drink, or chew gum while riding the bus.
3. All pupils must remain in their seats while the bus is in motion and remain completely seated until the bus they are riding comes to a complete stop.
4. Children must keep hands, feet, and other items out of the aisle and inside the bus at all times, and must **never throw anything out of a bus window**.
5. Children may talk in normal tones, but must not shout in the bus or out the windows. They should not do anything that might take the driver's attention from the road.
6. Children are not to deface or damage property.
7. Children are not to bring dangerous objects to school.
8. Live animals or pets may not be transported on the bus.
9. Students may use seat belts if the bus is so equipped.
10. Pupils are to be at their bus stop at least five minutes before the bus is scheduled to arrive. Before crossing the road in front of a bus, children must wait for a signal from the driver.
11. When on the parking lot, students must stay on the sidewalk and never walk in front of or behind a bus.
12. Parents must assume responsibility for the safety of their children by not sending them to the bus stop earlier than the time indicated on the schedule.
13. Children are to cooperate with the driver and Safety Patrol members in order to ensure the safety of all concerned.
14. To avoid overcrowding, pupils may ride only the bus to which they have been assigned. Changes or transfers may only be made for childcare provisions. Requests must be made in writing and submitted to the transportation coordinator or her designee for approval.
15. Children in third grade or younger who are not accompanied by an older sibling must be met at the bus stop by an individual who will be responsible for his/her care. **Young students will be brought back to school if there is no one to meet them at the bus stop in the afternoon. Parents will then be notified to pick the child up at school.**
16. If parents plan to **transport their own child(ren)**, they must notify the transportation coordinator in writing on the morning of the day the child is to be picked up, stating the time at which they will pick up the child. The time for departure should not be later than 3:10 P.M. The transportation coordinator will notify the bus driver and the teacher.
17. If parents wish their children to **remain after school** for any planned activity, they must send a note and must plan to pick up the child after the activity. The note will be kept on file and will release the Board from responsibility for the child's safety after he/she leaves the school grounds.

The bus driver will report all student misconduct to the Transportation Coordinator and/or Chief School Administrator through a bus conduct report. Depending on the seriousness and frequency of the violation, the Chief School Administrator will decide on an appropriate action. The Chief School Administrator will consider any extraordinary circumstances, and make every attempt to be reasonable and consistent in utilizing the following guidelines to determine the appropriate action.

### **Consequences for Improper Bus or Bus Stop Behavior**

**First Notice of Misconduct:** A conference will be held between the Transportation Coordinator and student at which time the student's bus conduct will be discussed. The student's parents may be notified.

**Second Notice of Misconduct:** A conference will be held between the Chief School Administrator and the student at which time the student's bus conduct will be discussed. The Chief School Administrator will contact the student's parents. The student's bus privileges may be suspended for a specified number of days.

**Third Notice of Misconduct:** The Chief School Administrator will notify the parents of the student's bus conduct. The student's bus privileges will be suspended for a specified number of days. A parent conference will be requested before bus privileges will be reinstated. Parents will have the responsibility of providing alternate transportation for their child and of informing the Chief School Administrator of such arrangements.

**Additional Notices of Misconduct:** The Chief School Administrator will notify the parents of the student's continued bus misconduct. The student's bus privileges will be suspended for an extended period of time. It will be the responsibility of the parents to make the necessary alternate arrangements for the student's transportation and to inform the Chief School Administrator of such arrangements.

**White Township Consolidated School  
School-Parent-Student Compact**  
(In compliance with the No Child Left Behind Act of 2001)

**School-Parent-Student Compact**

The White Township Consolidated School-Parent-Student Compact is a plan that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve state standards.

**The White Township School District will:**

- \*Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the New Jersey Core Curriculum Content Standards.
- \*To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- \*Provide information and school reports in a format and, to the extent practicable, in a language parents understand.
- \*Jointly develop and agree on a parent involvement policy with the parents of participating students. This compact will be distributed to parents of participating students.
- \*Provide a coordinator, technical assistance, and other support necessary to assist schools in planning and implementing parental involvement activities to improve student academic achievement and school performance.

**Parents/Guardians of Students will:**

- \*Assure their child's prompt and regular attendance and compliance with school rules and procedures.
- \*Talk with their child daily about school activities and show an active interest in their assignments.
- \*Provide a regular time and place for homework assignments.
- \*Communicate any needs and concerns to appropriate school representatives.
- \*Respond to school communications promptly, attend parent conferences and programs, and encourage their child's social and intellectual development.

**Students will:**

- \*Put forth their best effort at all times when in school.
- \*Follow school rules and procedures.
- \*Complete and return homework and other assignments in a timely manner.
- \*Respect and care for school property.

Please sign below to indicate that you have received a Parent Handbook, read and understood the Student Code of Conduct, and have read the School-Parent-Student Compact on the previous page. Please remove this page and return it to your child's teacher.

---

 Printed Name of Student

---

 Printed Name of Parent

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 Signature of Student

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 Signature of Parent/Guardian

---

 Date

### Acceptable Use of Technology

During my enrollment as a student at WTCS and user of the WTCS computers and network, I agree to comply with the rules of the district. I will communicate over the network in a respectful and responsible fashion while being consistent with all relevant laws and restrictions.

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 Signature of Student

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 Attest: Parent/Guardian Signature

Please sign and return this form to school.