

**STUDENT CODE  
OF  
CONDUCT**

**2010 - 2011**

**White Township Consolidated School  
565 CR 519  
Belvidere, NJ 07823  
[www.whitetwpsd.org](http://www.whitetwpsd.org)**

Approved by the White Township Board of Education - July 2010

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

Students attending our school have certain rights but also have certain responsibilities. For example, students have the right to attend school in a safe and secure environment, 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 MUST BE TURNED OFF! Students MAY NOT keep their cell phones on them, they should be in a backpack or purse.** 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, to the lavatory, and hallway behavior. While classroom rules may vary, proper decorum in other areas of the building is universal.

### 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. Flip Flops are not allowed. "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 MUST BE TURNED OFF!** If it is absolutely necessary for a student to bring their cell phone to school it must remain in a backpack or purse (not in their pockets). Students may also have the office keep cell phones for students during the day for safe keeping. 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 policies appears on pages 14-23 of this document, in the Parent/Student Handbook **and on the school's website.**

### **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 Principal, 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 Principal, 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 2010-2011 school year. You may contact her by calling the school (475-4773), through e-mail ([dmm@whitetwpsd.org](mailto:dmm@whitetwpsd.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 Principal.
- c. The Principal 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 cannot be resolved by the Principal, the grievance should be presented to the Superintendent.
- e. If the matter concerns administrative policy, and does not fall within the stated policy regarding the responsibility of the Superintendent, it should be reduced to writing and presented to the Board of Education at its regular meeting.
- f. 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 must 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 Principal through a bus conduct report. Depending on the seriousness and frequency of the violation, the Principal will decide on an appropriate action. The Principal 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 Principal and the student at which time the student's bus conduct will be discussed. The Principal 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 Principal 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 Principal of such arrangements.

**Additional Notices of Misconduct:** The Principal 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 Principal of such arrangements.

### **Board of Education Policy 5512- HAZING**

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing. If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was to remedy the past hazing behavior.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy No. 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, pupils, parents and interested community members on the district's Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

This Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to this Policy.

N.J.S.A. 18A:37-1 et seq.; 18A:42-5; 18A:42-6

Adopted: 16 December 2002 Revision Adopted: 26 April 2007

### **Board of Education Policy 5512.01- HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, a cellular phone, computer or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C.6A:16-7.6, Conduct Away from School Grounds, and the district's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Principal or Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupil's histories of inappropriate behaviors, per the code of pupil conduct.

### **Factors for Determining Consequences**

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

### **Factors for Determining Remedial Measures**

#### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

#### Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. 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, and must be consistent with the district's code of pupil conduct. 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, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### **Examples of Consequences**

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;
9. Legal action; and
10. Expulsion.

### **Examples of Remedial Measures - Personal**

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

### **Examples of Remedial Measures - Environmental (Classroom, School Building or School District)**

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the be;
11. General professional development programs for certificated and non-certificated staff;

12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention & Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative office or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### **Investigation**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Response to an Incident of Harassment, Intimidation or Bullying**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences, or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable pupil and staff member behavior and the consequences of such actions and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

### **Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

### **Consequences for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate in the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

### **Harassment, Intimidation and Bullying Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.c. and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

Adopted: 16 December 2002

Revision Adopted: 22 October 2007

Revision Adopted: 22 December 2008

Revision Adopted: 20 October 2003

Revision Adopted: 25 August 2008

Revision Adopted: 22 June 2009

## **Board of Education Policy 5512.02 - CYBER-BULLYING**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Superintendent or designee may report allegations of cyber-bullying to law enforcement authorities.

### **Definitions**

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

### **Reporting Procedure and Investigation**

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Chief School Administrator or designee.

The Chief School Administrator or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Chief School Administrator or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Chief School Administrator or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

### **Discipline and Consequences**

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Superintendent or designee.

### **Reprisal or Retaliation Prohibited**

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Superintendent or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 26 March 2007

**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.

### ACKNOWLEDGEMENT

Please sign below to indicate that you have received a Parent Handbook and reviewed the Student Code of Conduct with your child. Please make sure you have read the School-Parent-Student Compact on the final page of the Code of Conduct. Please complete this page and return it to school.

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 Printed Name of Student

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 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

Please sign and return this form to school.