

CONDUCT/DISCIPLINE

The Mansfield Township Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Mansfield Township Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Mansfield Township Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

This board policy shall be aligned with the board approved Code of Student Conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or 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. The board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools.

Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The standards and procedures to implement this policy, shall be aligned with the board approved Code of Student Conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

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 those who hold that authority.

The Superintendent shall establish the degree of order necessary to the educational program in which pupils are engaged.

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This policy shall be reviewed annually and updated along with the Code of Student Conduct. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Superintendent shall annually:

- A. Disseminate the Code of Student Conduct to all staff, students and parents;
- B. Report on the implementation of the Code of Student Conduct to the board of education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the Superintendent for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or face expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or

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on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

Harassment, Intimidation or Bullying

The Mansfield Township Board of Education expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. **Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.**

**The Mansfield Township Board of Education prohibits acts of harassment, intimidation or bullying of students, staff and visitors.**

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, 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
- B. 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 a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function, on a school bus or away from school grounds pursuant to N.J.A.C. 6A:16-7.6.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or BullyingPupils

Consequences and remedial measures 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 student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;

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- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions to punitive actions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

## A. Examples of Consequences:

1. Staff member will meet with the individual to admonish the inappropriate behavior;
2. Guidance counselor will meet with the student or facilitate peer mediation;
3. Temporary removal from the classroom or the area where the behavior occurred;
4. Loss of recess or other privileges;
5. An Administrator will meet with the individual and will call home;
6. Lunch detention in the office;
7. After-school detention for one hour;
8. In-School or out of school suspension;
9. Legal action;
10. Expulsion.

## B. Examples of Remedial Measures:

1. Support for the victim through the guidance counselor and outside resources, if necessary;
2. Review with the offender the behavior expectations and the consequences involved with Code of Conduct violations;
3. Meeting with the guidance counselor for individual counseling session;
4. Join guidance counselor's lunch group;
5. Peer Mediation;
6. Individual behavior plan;
7. Meeting with parent(s) or guardian(s);
8. Referral to a professional;
9. Classroom lesson by the guidance counselor;
10. School-wide assembly to address the concerns;
11. Staff development and training;
12. Additions to the Character Education Program;
13. Improvement of the school climate;
14. School Policy and Procedure revisions.

## C. Examples of Environmental (Classroom, School Building or School District) Measures:

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 student routes or patterns traveling to and from school;
9. Supervision of students before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;

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12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the intervention and referral services team;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Reporting Harassment, Intimidation or Bullying

The Superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

Reports of harassment, intimidation or bullying in any form, including but not limited to, oral reports, written reports or electronic reports shall be taken. Reports may be filed anonymously in writing or by leaving an anonymous message on the guidance counselor's voice mail (ext. 1100). Reports shall also be made to the Department of Education through the Electronic Violence and Vandalism Reporting System (EVVRS). The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.

The board requires that all violations and complaint reports of harassment, intimidation or bullying be investigated promptly by the building principal or his/her designee. All investigations shall be thorough and complete and shall include, but not be limited to:

- A. Taking of statements from victim, witnesses and accused;
- B. Careful examination of facts;
- C. Support for the victim; and
- D. Determination if alleged act constitutes a violation of this policy.

The building principal shall maintain all reports and records of the investigation on file.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and

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severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surround harassment, intimidation and bullying in the school community;
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

Retaliation and Reprisal 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 chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

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## A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy.

Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

## B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or false accusations of another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

## C. Visitors or Volunteers

Consequences and appropriate remedial action for a visitor or volunteer, found to have engaged in retaliation, reprisal and/or false accusations of another as a means of harassment, intimidation or bullying shall be determined by the Superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Dissemination and Implementation

The Superintendent shall take the following steps to publicize this policy:

- A. Publicized on district website;
- B. Distributed annually to all staff, students and parents/guardians;
- C. Printed in school handbooks; and
- D. Posted at the entrance of the building.

All pupils and staff shall be informed that harassment, intimidation or bullying is prohibited on school property, at any school-sponsored function or on a school bus. This shall include development of a process to annually discuss the policy with students. This information shall also be incorporated into the student handbook and employee training programs.

The training needs of district staff for the effective implementation of this policy's procedures and initiatives of the board shall be reviewed annually. The board shall also implement staff training programs consistent with this review.

The extent and characteristics of harassment, intimidation and bullying behavior in the district's school, and implementation programs, or other responses, if appropriate shall be reviewed annually. These programs or other services shall be planned in consultation with parents and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students, and school administrators, as appropriate.

The Superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct N.J.A.C. 6A:16-7 and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

CONDUCT/DISCIPLINE (continued)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 Mansfield Township Elementary School's Harassment, Intimidation, and Bullying Policy shall be incorporated into the school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, Mansfield Township Elementary School is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the school and implement locally determined programmatic or other responses, if determined appropriate by the Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, Mansfield Township Elementary School is required to annually review the training needs of staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the 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 Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, Mansfield Township Elementary School is required to develop a process for annually discussing the school's harassment, intimidation, and bullying policy with pupils.

The Mansfield Township Student Code of Conduct is attached hereto as Regulation #5131R, and is hereby made an integral part of this Policy.

This and all related policies shall be reviewed on a regular basis.

Date: September 25, 2003  
 Revised: December 14, 2006  
 Revised: February 28, 2008  
 Revised: December 11, 2008  
 Revised: March 11, 2010

**Legal References:**

<u>N.J.S.A.</u> 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
<u>N.J.S.A.</u> 2C:12-1	Definition of assault
<u>N.J.S.A.</u> 2C:33-19	Paging devices, possession by students
<u>N.J.S.A.</u> 2C:39-5	Unlawful possession of weapons
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
<u>N.J.S.A.</u> 18A:37-1 <u>et seq.</u>	Discipline of Pupils
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:37-15	Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance Abuse
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.4,-2.4, -4.1, -5.1, -6.1, -6.2, -7.1, -7.9	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

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P.L. 2007, c.129, amends N.J.S.A. 18A:37-15 and includes electronic communication in the definition of public school “harassment, intimidation or bullying”

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners’ Decisions indexed under “Pupils – Punishment of” in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

**Possible**

<b><u>Cross References:</u></b>	*	1220	<u>Ad hoc</u> advisory committees
		*1410	Local units
		3517	Security
		*3541.33	Transportation safety
		*4131/	Staff development; inservice education/visitation conferences
		4131.1	
		4148	Employee protection
		*4231/	Staff development; inservice education/visitation conferences
		4231.1	
		4248	Employee protection
		5000	Concepts and roles in pupil personnel
		5010	Personal goals and objectives for pupils
		*5020	Role of parents/guardians
		*5113	Absences and excuses
		*5114	Suspension and expulsion
		*5124	Reporting to parents/guardians
		*5127	Commencement activities
		*5131.5	Vandalism/violence
		*5131.6	Drugs, alcohol, tobacco (substance abuse)
		*5131.7	Weapons and dangerous instruments
		5132	Dress and grooming
		5145	Rights
		5145.2	Freedom of speech/expression
		*5145.4	Equal educational opportunity

**Possible Cross References : (Continued)**

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- \*5145.6 Pupil grievance procedure
- \*5145.1 Questioning and apprehension
- \*5145.1 Search and seizure
- \*6145 Extracurricular activities
- \*6164.4 Child study team
- \*6171.4 Special education
- \*6172 Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual

Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Weapons, Vandalism

REGULATION

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## Mansfield Code of Conduct

### A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. Additionally, all district students have the right to the following:

1. A safe, healthy, orderly school environment.
2. Access to school rules and, when necessary, be provided with clarification and/or an explanation of those rules from the appropriate school personnel.
3. Present their version of any event that may result in a disciplinary action.
4. Be treated equally and fairly under school policies and regulations.
5. Succeed according to his/her applied efforts and innate abilities.
6. Be treated with respect and afforded confidentiality.
7. To say no to negative peer pressure.
8. Due Process: If you believe that your rights are being violated in any way, you may seek assistance in the following manner:
  - a. Step 1: Make the grievance known to the staff member most closely involved with the problem and attempt to resolve the issue informally and directly.
  - b. Step 2: Should the problem not be corrected following discussion with the staff member, discuss the problem with the principal.
  - c. Step 3: Should the problem not be corrected following discussion with the principal, it should be discussed with the superintendent.

### B. Student Responsibilities

All district students have the responsibility to:

1. Comply with all school rules, policies, and regulation to assist in maintaining a safe and orderly school environment that is conducive to learning.
2. Obey and respect staff members carrying out school rules, policies, and regulations.
3. Demonstrate respect for others and to property.
4. Attend school every day, unless legally excused, and arrive on time prepared with all necessary materials.
5. Accept responsibility for their actions and make corrections when needed.
6. Work cooperatively and make a positive contribution to the group.

7. Be alert and responsive to directions, actively participate whenever appropriate, and ask questions if something is unclear.
8. Positively contribute their talents to the school community by giving their best in all situations.
9. Seek help in solving problems before a disciplinary action is required.
10. Utilize time management techniques to complete work on time and to insure that any missed work due to an absence is completed in a timely fashion.

### **C. Appropriate Behavior**

Students will:

1. Exhibit self-discipline and act respectfully and courteously toward teachers, staff members, parents, school volunteers, and fellow students.
2. Demonstrate considerate and safe behavior in classrooms, hallways, bathrooms, lunch room, playgrounds, on buses, and in all other school facilities.
3. Use language that is appropriate and respectful at a volume suitable to the location and the activity.
4. Wear clothing that is presentable and not offensive and does not distract from the educational process. Additionally, the attire should not pose a danger to school property, the individual, or others.
5. Demonstrate responsible and appropriate conduct while participating in or attending school sponsored events regardless of the location.
6. Follow safety procedures at all times when using school property and equipment.
7. Seek teacher, counselor, administrative, or medical assistance when necessary.
8. Comply with district policies regarding behavior, tobacco, alcohol, drugs, and weapons.
9. Arrive punctually to school fully prepared with all supplies and required assignments complete.
10. Complete their own work and give appropriate credit when utilizing research materials.
11. Respect the rights and property of others.
12. Use reasonable, appropriate means to settle disputes.
13. Follow individual classroom rules and procedures.
14. Refrain from chewing gum.
15. Leave at home items that will interfere with the learning process or may be lost or stolen such as skateboards, wheelies, Ipods, electronic games, any toys, or items of sentimental or monetary value.
16. Stay after school only when a note has been provided to the office.

### **D. Inappropriate Behaviors**

Students will not:

1. Be uncooperative with staff members or substitutes.
2. Use profanity, obscenities, or loud or abusive language.
3. Cause damage to school or another's property.
4. Place the physical wellbeing of another in danger.
5. Exhibit aggressive behavior toward another or be willfully and continuously disobedient.
6. Be openly defiant and disrespectful.
7. Possess illegal substances, including but not limited to drugs, alcohol, or weapons.
8. Steal, cheat, plagiarize, or forge a signature
9. Demonstrate lewd/indecent behavior.
10. Engage in any type of physical, sexual, or verbal harassment or bullying.
11. Possess any instrument that could be used as a weapon.
12. Use gang related gestures or signs or wear gang related clothing.
13. Wear clothing that promotes alcohol, tobacco, or drugs or violent, sexist, racial, or obscene messages that would be disruptive to the learning environment.

## **E. Consequences**

1. Informal meeting between staff member and student
2. Informal meeting between guidance counselor and student
3. Peer mediation
4. Temporary removal from the classroom or the area where the violation occurred.
5. Administrator meets with student
6. Student lunch or recess detention
7. Parent/guardian contact
8. After school detention
9. Parent/guardian – teacher conference
10. Denial of privileges
11. In-school or out of school suspension
12. Referral to superintendent
13. Legal action
14. Referral to Board of Education
15. Expulsion

## **F. Addressing Student Behavior**

### **Level One:**

The individual staff member will meet with the student to:

1. Identify the inappropriate behavior.
2. Discuss the inappropriate behavior with the student and help the student to problem-solve.
3. Involve the student in developing an action plan for a change in behavior that the student and teacher agree upon.

4. If warranted, provide the student with an appropriate classroom/grade level consequence to deter the behavior.

The individual staff member may also choose to conduct a staff member/parent/student conference at this level.

### **Level Two:**

**Before the following steps occur, the staff member will call and inform the parent of the child's inappropriate behavior and address how the teacher plans to proceed.**

If a change in behavior is not observed based upon the agreed to level one action plan, the individual staff member will:

Meet with the guidance counselor and or the grade level team and the student to:

1. Identify the inappropriate behavior.
2. Discuss the inappropriate behavior with the student and help the student problem –solve.
3. If warranted, provide the student with an additional appropriate classroom/grade level consequence(s) to deter the behavior.

The individual staff member may also choose to conduct a staff member/guidance counselor/parent/student conference at this level.

### **Level Three:**

If a change in behavior is not observed after the steps in levels one and two have been satisfied, the staff member will complete a “disciplinary referral” and submit it to the principal. Upon receipt of a referral, the principal will take the appropriate administrative action as outlined in later sections of this code of conduct.

Most behavioral issues can be resolved at Levels One and Two; however, students will be referred directly to the administration for more serious infractions. In those instances, appropriate consequences will be imposed at Level Three. Students and parents should note that appropriate administrative action may include lunch detention, loss of recess, after-school detention, out-of-school suspension, suspension of other school privileges, peer or staff mediation, counselor referral/I&RS referral, police contact, and/or recommendation for expulsion. In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of district-wide policies.

**G. Any of the following behavior infractions may result in any of the consequences listed:**

**Low Level Infractions**

Chewing gum  
Tardy to school or class  
Refusal to complete work  
Unsigned paperwork  
Inappropriate dress  
Inappropriate personal belongings  
Disruptive  
Undirected profanity  
Fooling around

**Consequences**

Loss of recess privileges  
Lunch detention  
Loss of grade/school activity  
Parent/guardian contact

**Middle Level Infractions**

Repeated disruptions  
Directed profanity or abusive language  
Non-permanent defacing of property  
Lying/cheating/forgery  
Abuse of pass or privilege  
Disrespectful  
Gang gestures or signs  
Computer violation

**Consequences**

Lunch/recess detention  
After-school detention  
Parent/guardian contact  
In or out of school suspension

**High Level Infractions**

Gross insubordination (defiant/disrespectful)  
Lewd/indecent behavior  
Racial/ethnic slur  
Harassment/bullying/threats  
Vandalism/destruction  
Theft  
Possession, consumption, or distribution  
Of illegal substances (tobacco, alcohol,  
drugs, etc.)

**Consequences**

Referral to the superintendent  
Immediate in/out of school  
suspension  
Referral to appropriate law  
enforcement agency  
Referral to the Board of Education  
Possible expulsion

Fighting/assault (spitting/biting)  
Possession or use of matches/lighters  
Possession or use of weapons  
Terroristic threats

\*\*\*Note: Above consequences will be based on the discretion of teachers and/or administrators and may be adjusted depending on the age of the child and the circumstances surrounding the situation.

## **RULES FOR SCHOOL BUS RIDERS**

1. Be on time at the bus stop (no more than ten minutes ahead of pick-up time).
2. Stay off the road while waiting for the bus; use the area along the curb.
3. Show respect for private property – lawns, shrubs, trees, etc.
4. Do not extend hands, arm, head, or other part of the body out of the window.
5. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Never tamper with any bus equipment.
7. Treat bus equipment as you would valuable furniture in your own home or your own car. Willful damage to seats, etc. must be paid for by the offender.
8. Assist in keeping the bus clean. Leave no books, lunches, backpacks, instruments, or other items on the bus.
9. Keep the aisles clear of books, band instruments, and other objects.
10. Remain seated while the bus is in motion.
11. Help look after the safety and comfort of younger children.
12. If it is necessary to cross the road after getting off the bus, cross at least 15 feet in front of the bus. Look both ways. Be alert to the danger signal from the driver. The driver will not pick up or discharge riders at places other than the regular bus stop.
13. No animals or pets are allowed on the bus.
14. Riding the school bus is a privilege. Violation of the rules will result in the loss of bus privileges.
15. Wear seat belts.
16. **Please remember we cannot allow students to ride on buses other than their own as most of our buses are at capacity.**

## **Consequences for Bus Rule Infractions**

If bus regulations are not obeyed, the following steps of disciplinary action will be enforced:

1. First Offense – verbal warning (unless the incident is of a serious nature, then third offense will be enforced)

2. Second Offense – verbal warning and official letter to parents notifying parents that the next bus discipline referral may result in a three-day suspension from the bus
3. Third Offense – possible three-day suspension from riding the bus
4. Fourth Offense – conference to be held among the bus driver, parents, student, and Principal in order to prescribe a plan of action to change the pupil’s behavior into a positive nature
5. Any referrals after the fourth referral may result in loss of bus privileges for the year.

### **Cafeteria Rules**

1. Speak politely to your neighbors and use “inside voices.”
2. When the signal is given for “quiet time” or you hear the microphone, stop talking and listen for directions.
3. Remain seated during lunch, and raise your hand if you need assistance.
4. Stay in your own personal space (Keep your hands and feet to yourself.).
5. Show respect to the cafeteria staff and your tablemates.
6. Do not throw food or other objects.
7. Keep your area clean, and remember to throw out any garbage.

### **Consequences for Cafeteria Rule Infractions**

1. A warning or reminder may be given.
2. The child may be asked to sit at the time-out table and/or to forfeit recess time.
3. The child may be sent to the office.

### **Classroom Rules & Consequences**

Classroom rules and consequences will be determined by each individual teacher. Children will understand the rules and follow them.

Consequences will be clear and fair. Students will be sent to the principal only after all classroom consequences have been exhausted and the teacher has contacted the parent. Children will be sent to the principal immediately for severe incidents.

### **Dress Code**

Students are encouraged to wear clothes that are comfortable and appropriate for school. Safety is a priority, and clothing should not drag on the floor. Sneakers should be worn for the physical education program and recess. Any garments that distract from the educational setting are not permitted, and students will be asked to change. Hats are not

permitted in the building. Sneakers or shoes with wheels are not allowed. Sandals and flip flops pose a safety hazard to the student and are also not allowed. All dress code guidelines apply to both boys and girls.

### **School Property**

The Board of Education provides textbooks, school supplies, and equipment for student use. Pupils are expected to exercise care in handling of textbooks and other school materials. Pupils should also realize that the school building, grounds, and all other facilities provided for their education are paid for out of general tax funds. Marking or in any way damaging or destroying school property is inexcusable and is subject to fine and punishment for those responsible. Administration reserves the right to withhold a report card from any student whose payment of such fine is in arrears.

### **Smoking**

Smoking is prohibited on school property at all times. The Board of Education follows very clear rules about students possessing cigarettes or other substances. The guidelines set by the Board are strictly followed regarding cigarettes, illegal substances, and weapons at school

### **Toys and Valuable Items**

Children should bring toys to school only when needed for their academic experience. Toys are not necessary and not permitted in school. Items such as CD players, walkman, tape players, Gameboy, card collections, etc. are prohibited in school. The school takes no responsibility for any items that are lost, stolen, or damaged at school. Any cell phone brought to school must remain in the child's backpack and is not to be used during the school day. The school is not responsible for lost, stolen, or damaged cell phones.

### **Acceptable Use Agreement**

Students and employees must not make inappropriate use of computer resources provided by the Mansfield Township School District. The following are non-exhaustive actions that are considered inappropriate:

- Copying, changing, or deleting files that do not belong to the user
- Gaining or attempting to gain unauthorized access to system programs or computer equipment or another person's resources, programs, or files
- Engaging in any activities with the Internet to harm systems or any information stored thereon, such as creating viruses, damaging files, or disrupting services
- Making or using illegal copies of copy-righted software, storing such copies on school systems or sending them over networks

- Damaging equipment and wasting computer resources
- Using impolite, abusive, or otherwise objectionable language in either public or private messages, e-mail, or files
- Using on-line services including the Internet illegally in ways that violate federal, state, or local laws or statutes
- Using Internet access for sending or retrieving pornographic material, inappropriate material, or files dangerous to the integrity of the network
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Using the Internet for commercial or political purposes or for placing unlawful information. Failure to respect individual's rights of privacy by publishing information that would not normally be found in the public domain (i.e. social security numbers, drivers' license numbers, individual health records)
- Circumventing security measures on school or remote computers or networks
- Falsifying one's identity to others while using the Internet
- Engaging in any activity that does not comply with the general principles listed at the beginning of this document

DATED: March 11, 2010

08/21/09