

Lopatcong Township School District

Student Code of Conduct

Lifelong success depends in part on self-discipline. The Student Code of Conduct affords every student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive nurturing school environment. Your child deserves the most positive educational climate possible for his/her growth. Together we will make a difference in the process. The plan outlines the expectations for appropriate behavior.

With your encouragement, your child will be a part of many exciting and rewarding experiences this academic year. Please take the time to read and discuss the Code of Conduct with your son/daughter.

STUDENT RESPONSIBILITIES

In order to benefit from the public education provided to them by law, students are inherently required to recognize and accept responsibility in a number of areas:

1. Attendance:

Regular attendance at school is a fundamental responsibility of students. Parents and school officials are obliged to see that school age students actually attend school. The compulsory education laws (N.J.S.A. 18 A:38-25 et seq) hold the parent or guardian of children between the ages of 6 and 16 responsible for monitoring such attendance and invoking truancy procedures when necessary. While the compulsory education statutes require attendance until age 16, as a practical matter a student may not withdraw from school without parental permission until they have reached the age of maturity (18) or have been declared an emancipated minor.

Tardiness, cutting, excessive or unexcused absenteeism not rising to the level of truancy are also serious matters which, while not resulting in court sanctions against parents, will be a cause for student discipline or other modes of intervention as a matter of school policy.

2. Application to Studies:

Under N.J.S.A. 18A:37-1, students are expected to apply themselves to the tasks set out for them by the schools. These include striving to attain established goals and objectives, completing assignments, and contributing to the classroom and school environment.

3. Appropriate Conduct:

Also under N.J.S.A. 18A:37-1 et seq., students are responsible for following school rules and generally behaving in a manner consistent with maintenance of a positive learning environment. Students are expected to submit to the authority of teachers and other school officials, exercise an appropriate degree of self discipline in their words and actions, resolve conflicts in a constructive manner,

respect the persons and property of fellow students and the school, be honest, and report violence, vandalism and other improper or unlawful activity to a person in authority. While recognizing that they have certain rights, students must also accept that such rights carry with them responsibilities. For example, freedom of speech is balanced by the responsibility for statements made; the right to transportation is contingent on good behavior while on the bus.

STUDENT RIGHTS

1. Procedural rights

This refers to the particular procedures or steps that must be followed before certain actions are taken. The student will be given verbal or written notice of what is about to happen.

2. Substantive rights

The following are examples of behavior that students have a right to express freely: free speech and free expression, free from discrimination based on race, gender, religion, or ethnic origin.

Expectations for Student Behavior

It is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning. All students can behave in ways that enhance the social relationships of the school and facilitate learning.

The following are the expectations for student behavior:

- Prepare themselves mentally and physically for the process of learning
- Respect the person, property, and intellectual and creative products of others
- Take responsibility for their own behavior
- Use time and other resources responsibly
- Share responsibility when working with others
- Meet the requirements of each course of study
- Monitor their own progress toward school objectives
- Communicate with parents or legal guardians and appropriate school staff members

We want parents to know that school rules are designed to protect all children and that students who choose to break the rules are treated firmly, but kindly and appropriately.

Depending on the behavior problem, one or more of the following disciplinary actions may be taken:

Disciplinary Actions

Demerits

An accumulation of demerits will result in a detention and other consequences based on documented administrative practices (see table below). However, inappropriate conduct does not necessitate a demerit before a detention is given. Demerits only accumulate for one marking period; so the count is reset to zero (0) at the beginning of each marking period.

Cumulative Demerits	Consequences
5 to 9	One (1) After School Detention; Parent Contact
10 to 14	One (1) After School Detention and One (1) Lunch Detention; Parent Contact; Guidance Intervention
15 to 19	Two (2) After School Detentions; Guidance Intervention; Parent Conference
20 to 24	Three (3) After School Detentions, Guidance Intervention; Parent Conference
25 +	One (1) day In-School Suspension; Guidance Intervention; Loss of Privileges to be Determined by Building Administration

Compensation

The amount of money owed to school due to damage by a student.

Discipline Conference with Student

A conference is held with the student, the building administrator and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified and also be requested to attend a conference.

Loss of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate in cafeteria or specific special activities such as dances and certain assemblies. The parent will be notified.

Essay Assignments

A student may be given an essay assignment due to a disciplinary situation. The assignment must be completed at home with parent signature and turned into the main office the next school day.

Detention

A student may be detained after school for disciplinary reasons. The parent will be notified about a student's detention.

Failure to stay for detention will result in additional detentions or an In-School Suspension.

Removal from Classroom

The classroom teacher may remove a disruptive student from the classroom and request that an administrator determine whether the student should return to the class or remain in an alternative supervised area.

Denial of Bus Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Remainder-of-the-Day Release to Parent/Designee

The student will be released to the custody of the parent/designee for the duration of the school day.

Suspensions

All suspensions require parent communication with an administrator prior to the student returning to their regular school schedule.

In-School Suspension (ISS)

The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed on ISS. The parent will be notified.

Out-of-School Suspension (OSS)

The school administrator may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short suspension. When the student's behavior causes a danger to self or to others, an out-of school suspension may be immediate. During any off-campus suspension, a student is not permitted on district property or at district functions.

Expulsion

The permanent withdrawal of the privilege of attending school.

Referral to Local Authority

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. Any action taken by law enforcement will be separate from disciplinary action taken by the school district.

PRIVILEGES TO ATTEND SCHOOL SPONSORED ACTIVITIES INCLUDING, BUT NOT LIMITED TO: DANCES, CONCERTS, "ALMOST ANYTHING GOES", AND GRADUATION MAY BE REVOKED FOR ANY CONTINUAL VIOLATION OF THE FOLLOWING BEHAVIOR PROBLEMS.

Disciplinary Report Procedures

When disciplinary action is assigned, all students need to have their discipline report signed by their parent / guardian and returned to the main office the next day. Failure to return a signed disciplinary report may result in further consequences.

Depending on the behavior problem, one or more of the following disciplinary actions may be taken.

Defiance of Authority

Refusal to comply with reasonable requests of school officials.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Detention (MS)	Detention – Multiple Days; ISS
Maximum:	Detention; ISS	OSS

Dress Code Violation

Failure to comply with district and school dress code standards.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Change Clothes	Parent Notification; Change Clothes; Detention
Maximum:	Parent Notification; Change Clothes	Parent Notification; Change Clothes; Detention

Eating Outside of the Cafeteria Without the Teacher’s Permission

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	Detention – Multiple Days
Maximum:	Lunch and After School Detentions – Multiple Days	ISS

Fighting

Mutual participation in physical violence against a person or persons.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Two (2) Days ISS	Three (3) Days ISS; Referral to Local Authorities
Maximum:	OSS	OSS

Forgery (Level I)

Use of signature or initials of another person on a classroom document (e.g., test, progress report, homework).

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Parent Notification; Demerit (MS)	Detention – Multiple Days
Maximum:	Detention – Multiple Days	ISS

Forgery (Level II)

Use of signature or initials of another person on documents such as permission slips, doctor notes, or excuse notes.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	ISS
Maximum:	Detention – Multiple Days	OSS

Gum Chewing within the School and/or on School Grounds

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	Detention
Maximum:	Detention	Detention – Multiple Days

Identification Badge Misplacement

Pupils must wear the school issued identification (ID) badge and lanyard at all times during the school day. Pupils will be charged \$7.00 if they lose, damage, or deface their ID badge and \$1.00 if they lose, damage or deface their lanyard.

<u>Occurrence</u>	<u>Repeated Occurrences</u>
Three (3) times per year	Issue temporary ID / Demerit
Four (4) times per year	Detention
ID (permanent or temporary) not worn after the conclusion of homeroom period	Detention
ID not turned in at the conclusion of the school year	Withhold End-of-Year Privileges if \$7.00 Loss of ID Fee is not paid

Inappropriate Language/Drawings

Includes, but is not limited to, profanity or obscene gestures either written or verbal.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Parent Notification	Detention – Multiple Days
Maximum:	Detention; ISS	OSS

Internet/Computer Violation

Inappropriate use of school computers and electronic information services, including the Internet and e-mail.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Demerit; Possible Loss of Computer Usage	ISS; Loss of Computer Usage for a Year
Maximum:	Detention – Multiple Days	ISS; Loss of Computer Usage for Next Year

Leaving Class Without Permission

Any time a pupil leaves a classroom without signing out and/or receiving teacher permission.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	ISS
Maximum:	Detention – Multiple Days	ISS – Multiple Days

Leaving School Without Permission

Any time a student leaves school without permission.

<u>First Occurrence</u>	<u>Repeated Occurrences</u>
One (1) to Three (3) Days ISS; Contact Local Authorities	Three (3) to Five (5) Days OSS; Contact Local Authorities

Lying/False Accusation

Knowingly giving false or misleading information including false accusations against others.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	Detention – Multiple Days
Maximum:	ISS	OSS

Misconduct – Academic/Cheating

Action enabling a pupil to receive a grade or score that was not or would not have been earned legitimately.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Demerit (MS); Parent Notification	Detention – Multiple Days
Maximum:	Detention – Multiple Days	ISS

(In all incidents academic consequences will be issued by the pupil's grade level teaching team.)

Misconduct – Bus

Violation of bus rules (refer to handbook).

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Parent Notification	Parent Notification; Detention
Maximum:	Denial of Bus Privileges and Detention	Denial of Bus Privileges – Multiple Days

Misconduct – Cafeteria

Violation of cafeteria rules.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference; Demerit (MS)	Removal from Table and Detention
Maximum:	Removal from Cafeteria; Detention – Multiple Days	Removal from Cafeteria; ISS

Misconduct – Classroom

Violation of classroom rules.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference (ES, MS); Demerit (MS)	Detention – Multiple Days; ISS
Maximum:	Detention; ISS	OSS

Misconduct – Other School Building Areas/Grounds Locations

Violation of rules of conduct in other areas of the school buildings (e.g., corridors, bathrooms, gym) or on school grounds.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference (ES, MS); Demerit (MS)	Detention – Multiple Days; ISS
Maximum:	Detention; ISS	OSS

Misconduct – Procedural

Not having disciplinary report returned with parent’s signature.

<u>Occurrence</u>	<u>Action</u>
Three (3) Times per Year	Warnings (phone call home)
Four (4) or More Times per Year	Detention (phone call home)

Plagiarism

Copying another person’s idea or written work (including from the Internet) and claiming it as his/her own.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention – Two (2) Days	Detention – Multiple Days (more than two); ISS
Maximum:	ISS	OSS

Possession of Electronic Battery Devices

Including, but not limited to, cell phones, iPods, tablets, CD players, laser pointers and all Smart devices including Smart watches.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Confiscation; Demerit (MS); Parent Retrieval	Detention – Multiple Days; Parent Retrieval; Loss of Privilege to Carry Device Within the School Building
Maximum:	Detention; Parent Retrieval	ISS; Parent Retrieval; Loss of Privilege to Carry Device Within the School Building

Pushing/Shoving

Physical contact by one pupil upon another or mutual physical contact among two or more pupils, but not rising to the level of fighting.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention	ISS
Maximum:	Detention – Multiple Days; ISS	OSS

Tardiness - Unexcused

Late arrival to a scheduled class or appointment.

<u>1st to 4th Occurrence</u>	<u>5th and 10th Occurrence</u>	<u>11th to 15th Occurrence</u>	<u>Thereafter</u>
Warnings	Lunch Detention	Lunch Detention – Multiple Days	Detention – Multiple Days

Teasing/Name Calling

Causing another pupil to feel uncomfortable, but not rising to the level of harassment, intimidation, or bullying.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Warning	Detention
Maximum:	OSS	OSS

Theft

Taking or concealing property that belongs to others.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Detention; Parent Notification	ISS (incident to be reviewed)
Maximum:	Three (3) Days ISS	OSS

Vandalism

Destroying or defacing property of the district, staff or pupils.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days After School Detention; Restitution or Restoration	ISS; Restitution or Restoration
Maximum:	Expulsion; Restitution or Restoration	Expulsion; Restitution or Restoration

Serious Misconduct

The following offenses are serious and would result in maximum penalties by the school system.

Alcohol Violation

Use, possession, sale, purchase or distribution of alcoholic substances. This violation includes drunkenness at a school event.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days ISS; Referral to Local Authorities; Parent Conference	Three (3) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion	Expulsion

Assault

A physical attack on another person.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days ISS; Referral to Local Authorities; Parent Conference	Three (3) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

Dating Violence at School

See [Board Policy #5519 – Dating Violence at School](#) for the definition

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference	Detention
Maximum:	Expulsion	Expulsion

Dangerous Weapon

Use, display, or possession of a knife or any other instrument that is capable of causing injury, given the manner in which it is used or threatened to be used. This could include a toy gun.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days OSS; Referral to Local Authorities; Parent Conference	Five (5) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

Drug Violation (distribution)

Distribution of illegal drugs or fake illegal drugs.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days OSS; Referral to Local Authorities; Parent Conference	Five (5) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

Drug Violation (possession)

Possession of illegal drugs or fake illegal drugs.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days OSS; Referral to Local Authorities; Parent Conference	Five (5) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

Harassment, Intimidation, or Bullying

See Section B of the [Board Policy #5512 – Harassment, Intimidation, and Bully](#) for the definition.

<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Pupil Conference	Detention
Maximum:	Expulsion	Expulsion

Serious Threat

Threatening the safety of persons or property.

	<u>Range</u>	<u>Any Occurrence</u>
Minimum:	ISS or OSS (multiple days); Referral to Local Authorities; Parent Conference	
Maximum:	Expulsion; Referral to Local Authorities	

Sexual Harassment

Unwelcome conduct of a sexual nature.

	<u>Range</u>	<u>Any Occurrence</u>
Minimum:	ISS or OSS; Referral to Local Authorities	
Maximum:	Expulsion; Referral to Local Authorities	

Tobacco Violation / Pupil Smoking

The use, possession, or distribution of a tobacco or vaping product.

	<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	Three (3) Days ISS; Referral to Local Authorities; Parent Conference	Three (3) Days OSS; Referral to Local Authorities; Parent Conference	Three (3) Days OSS; Referral to Local Authorities; Parent Conference
Maximum:	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

Truancy

Any absence that is not excused by the pupil’s parent or legal guardian and approved by the appropriate school official.

	<u>Range</u>	<u>First Occurrence</u>	<u>Repeated Occurrences</u>
Minimum:	One (1) Day ISS	Two (2) Days ISS; Referral to Local Authorities	Two (2) Days ISS; Referral to Local Authorities
Maximum:	Three (3) Days ISS; Referral to Local Authorities	Expulsion; Referral to Local Authorities	Expulsion; Referral to Local Authorities

A copy of the entire policy for (5512.01) “Bullying and Other Forms of Harassment and Intimidation” can be accessed on the school website.

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