

## M

### Regulation 5600 PUPIL DISCIPLINE

#### A. Purpose

The purpose of these regulations is to provide

1. Pupils, parents, and staff members with a clear description of behavior that is unacceptable because it interferes with the maintenance of a school environment conducive to learning and protective of members of the school community;
2. Pupils with an opportunity to modify unacceptable behavior;
3. Consistency and predictability in the administration of pupil discipline; and
4. A program of sequential discipline.

#### B. Rules of conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual harassment of pupils or staff members;
  - f. Violate codes of conduct adopted for organizations of pupils;
  - g. Possess or use weapons or any implement intended to harm others;
  - h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
  - i. Convey information about other pupils or staff members known to be false;

- j. Act so recklessly as to endanger the safety of others;
  - k. Procure the property of others by threat or intimidation;
  - l. Enter school premises or any specific portion of the premises without permission and without authority;
  - m. Vandalize school property, real or personal;
  - n. Create litter on school property;
  - o. Be truant from school or class, or incite other pupils to truancy;
  - p. Cheat or otherwise engage in academic dishonesty;
  - q. Persistently refuse to complete homework and other assignments;
  - r. Engage in illegal gambling;
  - s. Smoke on school premises;
  - t. Falsify an excuse or any school document;
  - u. Set fire to or cause a fire in any way on school premises;
  - v. Possess or explode a firecracker or other explosive device on school premises;
  - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
  - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
  - y. Join a secret society prohibited by law; or
  - z. Engage in any other activity expressly prohibited by a school staff member in authority, or incite others to do the same.
3. Pupils assigned to a school bus must obey all school rules and
- a. Show respect for the driver at all times;
  - b. Enter and leave the bus in an orderly manner;
  - c. Ride only the bus to which they have been assigned;
  - d. Be and remain seated while the bus is in motion;

- e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
  - f. Talk in a reasonable tone of voice and avoid loud noises;
  - g. Extend no portion of the body or other object out a bus window;
  - h. Keep aisles clear at all times;
  - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
  - j. Refrain from smoking, eating, and drinking on the bus; and
  - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. Pupils may be disciplined for misconduct away from school premises and school-sponsored events when that conduct interferes with the administration of the instructional program or jeopardizes the maintenance of order in the school.

#### C. Disciplinary measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

##### 1. Admonishment

A school staff member in authority will admonish the pupil for his or her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

##### 2. Temporary removal from classroom

a. The classroom teacher will direct the pupil to report to the office of the administrator in charge of pupil discipline.

b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.

c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

##### 3. Deprivation of privileges

The pupil will be deprived of the privilege of

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus.

#### 4. Detention

- a. The pupil will be required to report before or after the school day to a detention room for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent.
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

#### 5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (§B2p and §B2q) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

#### 6. In-school suspension

- a. The pupil will be removed from his or her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy No. 5610.

#### 7. Suspension from school

- a. The pupil will be denied the right to attend school for a period of time pursuant to Policy No. 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy No. 5610.

## 8. Expulsion

- a. The pupil will be required to withdraw permanently from school pursuant to Policy No. 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his or her right to a thorough and efficient education and will not be imposed without the due process set forth in Policy No. 5620.

### D. Remedial measures

The following remedial measures may be taken to aid in correcting pupil conduct and to insure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

#### 1. Restitution and restoration

##### a. The pupil will be required to

- (1) Make restitution, in kind or cost or labor, for any loss he or she has caused or
- (2) Restore to its former condition, by his or her own labor, any property the pupil has damaged or defaced.

b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at ¶C.

#### 2. Counseling

a. The pupil will be required to consult with school guidance counselors to determine the causes of his or her misconduct and to assess the need for a change in educational placement.

##### b. The counselor will explain

- (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
- (2) What the consequences of continued misconduct are likely to be, and
- (3) Appropriate alternate behaviors.

c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to

- (1) The child study team,

- (2) A public or private social agency, or
- (3) A legal agency.

3. Parent conferences

The pupil will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate educational program

The pupil will be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, child study team, and/or school principal.

E. Discipline Guide-High School

<b>INFRACTION</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
1 Truancy	IS-1	IS-2/TC	IS-2/PC	S-1/PC
2 Cutting/ Roaming Halls	IS-1/TC	IS-2/TC	S-3/PC	S-5/AH
3 Vandalism	S-1-10/PC/R	S-3-10/PC/R	S-10/PBA	
4-7 Disrespect Defiance, Disruptive, Refuse to Follow Directions	IS-1	IS-2/TC	S-1-3/PC	S-3-5/AH
8 Obscenity: Foul Language	AD or IS/PC	IS-2-3/PC	S-3/PC	S-5/PC/CST
9 Drugs: Use/Influence	S-10/PC/ CI/AH	S-10/PC/ C/PBA		
10 Drugs: Possession	S-10/PC/ C/AH/PBA	S-10/PC/ C/PBA		
11 Drugs: Sale, Distribution	S-10/PC/ C/AH/PBA	S-10/PC/ C/PBA		
12 Fighting	S-3-10/PC/ Peer Med./ PBA	S-5-10/PC/ Peer Med./ PBA	S-10/AH/PBA	
13 Smoking	S-3/TC	S-5/PC/C	S-5-10/PC/ C/AH	S-5-10/PC/ C/AH
14a Alcohol: Use/Influence	S-10/PC/ CI/AH	S-10/PC/ C/PBA		
14b Alcohol: Possession	S-10/PC/ C/AH/PBA	S-10/PC/ C/PBA		

14c Alcohol: Sale, Distribution	S-10/PC/C/AH/PBA	S-10/PC/C/PBA		
15 Theft	S-1-10/PC	S-3-10/C	S-5-10/PC/C/AH	PBA
16 Trespassing	IS-2/PC	S-1-3/PC/C	S-3-5/PC/C	S-10/PC/C/PBA
17 Tardiness: Chronic Lates to School (1 Late Allowed Per Month)	AD	AD	AD	AD
18 Refusing In-School Susp	Additional ISS	S-1/PC	S-2/PC	S-3/PC
19 Threats: Students	AA/TC/Peer Med.	S-1-3/AA/PC	S-3-5/AA/PC	S-5-10/AH
20 Threats: Adults	S-3-5/PC	S-10/PC/CST/AH	S-10/PBA	PBA
21 Assault: Students	S-3-10/PC/C	S-5-10/PC/C/AH	S-5-10/C/PBA	S-10/C/PBA
22 Assault: Adults	S-10/PC/C/PBA			
23 Weapons: Use	S-10/PC/C/PBA			
24 Weapons: Possession	S-10/PC/C/PBA			
25 Refuse to Identify Self	IS-2/PC	S-1-3/PC	S-3/PC	S-5/PC/AH
26 Forgery	IS-2/PC	S-1-3/PC	S-3-5/PC/CST	S-5-10/PC/AH
27 Gambling	IS-1/TC	IS-2/PC	S-3/PC	S-5/PC/AH
28 Improper Use of Car	IS-2 (2 weeks loss of driving privilege if leave school grounds)	Loss of driving privileges for the year		
29 Bus Violation	AA/Warning	Off Bus 5 Days	Off Bus 30 Days	Rest of Year
30 Extortion	S-2-5	S-5-10/AH	S-10/PBA	
31 Lighting Matches/ Lighter	IS-2/TC	S-1-3/PC/C	S-5/PC/C/CST	S-10/PC/C/AH
32 Setting a Fire	S-5-10/PC/C/PBA	S-10/PC/C/PBA		

33 Firecrackers/ Fireworks	S-5/PC/C/ PBA	S-10/PC/ C/AH		
34 False Fire Alarm	S-5/PC/C	S-10/C/PBA		
36 Throwing Objects	IS-1/TC	IS-2/PC	S-3- 5/PC/CST	S-5- 10/PC/AH
37 Lying	AA	AA	AA	AA
38 Leaving School Property Without Permission	IS-2/PC	IS-2/PC	S-1-3/PC	S-3-5/AH
39 Evading School Personnel	IS-2/PC	S-1-3/PC	S-3/PC	S-5/PC/AH
40 In School While Susp	IS-2-/PC	S-2/PC	S-3/PC	S-5/PC/AH
42 Failure to Sign In	IS-1/TC	IS-2/TC	S-1-3/PC	S-3-5/PC/AH
45 Sent Out Of In-School Susp	S-1/TC and Report Back to ISS	S-2/PC	S-3/PC	S-5/PC/AH
47 Social Problem Involving Other Student, Instigating a Fight	S-1-3/PC	S-5-5/PC	S-5/PC	S-T/PC/AH
51 Indecent Exposure	S/PC	S/PC/C	AH/PBA	
99 Other: List Reason a. Defacing School Property	S-3/PC/R	S-3-5/PC/C	S-5/C/AH	S-10/C/PBA
b. Possession of Beeper	S-2/PC/C	S- 10/PC/C/AH	S- 10/PC/C/PBA	

1. It is understood that the administration of this guide must include some administrative judgment where cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, this guide will be followed.

2. Each student is entitled to due process. Therefore, a request for a hearing in the presence of parents, if under age, will be honored. Eighteen-year-old students are also entitled to a hearing.
3. Teachers and other personnel are authorized and required to report offenses and enforce the guide.
4. In cases where an infraction of this guide is also a violation of the law, the administration may file a complaint with the police as well as administer fitting administrative punishment.
5. Concerns about equal application of the guide should immediately be brought to the attention of the administration. In cases where two or more students commit the same offense, it is still possible that their punishment might differ. Only a review of their disciplinary record cards show whether they have been guilty of the same infractions in the past and which punishment by the guide is more appropriate.
6. Punishments assigned under this guide can be supplemental by more severe punishment where circumstances warrant. Most of the punishment listed are for up to four offenses. In cases which go over this number, the administration will increase the punishment and may recommend actions by the Board of Education.
7. This guide applies to behavior on buses and at all school-sponsored activities.

Codes:

AA Administrative Action	AH Administrative Hearing
TC Telephone Conference	TD Teachers Detention
AD Administrative Detention	IS In-School Suspension
C Complaint Signed (Police)	S Suspension (S-1=Susp a day)
TW Teacher Warning	PC Parent Conference
PBA Possible Board of Education Action	CST Child Study Team Referral
R Restitution/Payment for Loss	CI Crisis Intervention

Note: After twelve (12) days of in or out of school suspension, or upon recommendation of the Principal, the student will be referred for an administrative hearing for possible placement in the Vineland Alternative High School or after school program.

Discipline Guide-Intermediate Schools10/PC/C/PBA

1 Truancy	TC-AD-2-4	TC-AD-2-4	PC-AD-2-4-INS-1-3	PC-C-INS-1-3
2 Cutting/ Roaming Halls	TC-AD-INS-1	PC-AD-INS- 1-3	S-1-3-PC-AD-INS-3-5	S-1-3-PC-AD-INS-3-5
3 Vandalism	PC-R-INS-1-3	PC-R-C-S-1-5	PC-R-C-1-5	PC-R-C-PBA-S-5-10

4 Disrespect	TC-TD-INS-1	TC-AD-INS-1-3	PC-AD-INS-3-5	PC-S-3-5
5 Defiance	TC-TD-INS-1	TC-AD-INS-1-3	PC-AD-INS-3-5	PC-S-3-5
6 Disruptive	TC-TD-INS-1	TC-AD-INS-1-3	PC-AD-INS-3-5	PC-S-3-5
7 Refuse to Follow Directions	TC-TD-INS-1	TC-AD-INS-1-3	PC-AD-INS-3-5	PC-S-3-5
8 Obscenity: Foul Language (Indecent Exposure)	PC-TD-AD-INS-1-3	PC-TD-AD-INC-1-3 (C-PBA)	PC-AD-INS-3-5- (C-PBA)	PC-S-3-5 (C-PBA)
9 Drugs: Use	PC-C-PBA-S-10			
10 Drugs: Possession	PC-C-PBA-S-10			
11 Drugs: Sale or Distribution	PC-C-PBA-S-10			
12 Fighting	PC-AD-INS-1-3	PC-AD-INS-3-5	PC-CST-S-3-5	PC-PBA-2-5-10
13 Smoking	TC-PC-AD-INS-1-3	PC-AD-INS-2-5	PC-S-1-3	PC-S-2-5
14 Alcohol	PC-C-S-3-5	PC-C-CST-PBA-S-10		
15 Theft	S-1-2-PC-R-INS-3	PC-C-R-S-3	PC-C-R-S-3-5	PC-C-R-PBA-S-5-10
16 Trespassing	PC-INS-1-2	PC-S-1-3	PC-C-S-1-5	PC-C-PBA-S-5-10
17 Tardiness: Chronic	Every three unexcused latenesses to school shall result in school detention			
18(a)Refusing detention	According to Detention Notice- INS-1			
18(b)Refusing internal suspension	S-1-2-3			
19 Threats: Students	PC-AD-INS-1-3	PC-S-1-3	PC-C-S-3-5	PC-C-PBA-S-5-10
20 Threats: Adult	S-1-3-PC-INS-3-5	PC-C-S-3-5	PC-C-CST-PBA-S-5-10	PC-C-PBA-5-10
21 Assault: Student	PC-C-S-3-10	PC-C-S-5-10	PC-C-CST-S- 5-10	PC-C-PBA-5-10
22 Assault: Adult	PC-C-CST-			

	PBA-5-10			
23 Refusing to Identify	PC-AD-INS-1-2	PC-S-1-3	PC-S-3	PC-PBA-S-5
24 Weapons: Possession	PC-C-PBA-S-5-10			
25 Weapons: Use	PC-C-PBA-S-10			
26 Forgery	TC-TD-AD-INS-1	TC-AD-INS-1-3	PC-S-1-2-INS-1-3	PC-S-3-5
27 Gambling	TC-PC	PC-AD-INS-1-2	PC-S-3	PC-PBA-S-5
28 Improper Use of Car	Does not apply			
29 Bus Violation	According to established Board policy			
30 Extortion	PC-C-R-S-3-10	PC-C-R-CST-S-5-10	PC-C-R-PBA-S-10	
31 Lighting Matches Playing with Lighters	PC-C-R-S-3-10	PC-C-R-CST-S-5-10	PC-C-R-PBA-S-10	
32 Setting a Fire	PC-C-CST-PBA-S-5-10	PC-C-PBA-S-10		
33 Firecrackers/Fireworks	PC-C-PBA-S-3-10	PC-C-PBA-S-5-10		
34 False Fire Alarm	PC-C-S-1-3-INS-3-5	PC-C-S-3-5	PC-C-CST-PBA-S-10	
35 Opening Others Lockers	TW-AW-TD-AD	TW-AW-TD-AD	PC-AD-INS-1-3	PC-S-1-3
36 Throwing Objects-List Type	TW-AW-TD-AD-INS-2	PC-S-1-3	PC-CST-S-3-5	PC/PBS-S-5-10
37 Lying	TC-TD-INS-1-2	TC-TD-AD-INS-1-3	PC-S-1-3	PC-S-3-5
38 Leaving School Property or Designated School Area Without Permission	TC-PC-INS-1	PC-AD-INS-1-3	PC-S-1-3	PC-S-3-5
39 Evading School Personnel	PC-AD-INS-2	PC-S-1-3	PC-S-3	PC-PBA-S-5
40 In School While on Susp	PC-INS-1	PC-S-2	PC-S-3	PC-PBA-S-5
41 Unprepared for Class	TW-TD	AW-AD	TC-INS-1	PC-INS-1-3
42 Failed to Sign In	TC-INS-1	AD-S-PC-	PC-S-1-3	PC-S-2-5-

		INS-1		PBA
43 Chronic Detentions	TC-INS-1	S-1-TC-INS-1-2	PC-S-1-3	PC-S-2-5
44 Sent Out Of In-School Susp	TC-S-1	PC-S-3	PC-S-5	PC-S-10-PBA
99 Other: List Reason a. Possession	PC-C-S-2-5	PC-C-S-10	PC-C-S-10-AW	PC-C-S-10-of Beeper PBA

Codes:

TC Telephone Conversation

TD Teachers Detention

AD Administrative Detention

INS Internal Suspension

C Complaint (Police)

S Suspension (S-#-days)

TW Teacher Warning

AW Administrative Warning

PC Parent Conference

PBA Possible Board Action

CST Child Study Team Referral

R Restitution/Payment for Loss

F. Disciplinary procedures

1. Pupils and parents will be given notice of the rules of conduct and disciplinary procedures by copy of Policy No. 5600, this regulation, and any other school rules binding on pupil conduct. Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
  - a. Orally inform the pupil of the conduct for which he or she is being disciplined and
  - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Educationally disabled pupils may be disciplined only in accordance with ¶G. Unless the circumstances pose an imminent peril to the pupil and/or others or cause a substantial disruption to the educational program, the disciplining staff member will ascertain whether a misbehaving pupil is classified as educationally disabled before any discipline is imposed.
5. Where the discipline is greater than an admonishment, the pupil's parent will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the principal or designee.

6. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent prior to the informal hearing conducted in accordance with ¶F3.
7. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policy Nos. 5610 and 5620.
8. Violations of the rules regarding pupil conduct on school buses will be handled as follows:
  - a. The driver will report the offensive conduct to the principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
  - b. The parent will be notified, by copy of the form, of the pupil's conduct.
  - c. The principal will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe,
    - (1) On the first notice of misconduct, the pupil will be counseled, and the parent notified.
    - (2) On the second notice of misconduct, the pupil will be counseled, the parent notified, and the pupil will be suspended from the bus for three to five days; and
    - (3) On the third notice of misconduct, the principal will confer with the parent and the pupil will be suspended from the bus for a period of ten to thirty days or more than one semester or the balance of the school year, whichever is less.
  - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent and further disciplinary action.

G. Educationally disabled pupils

1. Educationally disabled pupils are subject to this regulation except that no educationally disabled pupil may be disciplined if
  - a. The pupil's behavior is primarily caused by his or her educational disability or
  - b. The program that is being provided does not meet the pupil's educational needs.
2. Before an educationally disabled pupil is disciplined, the disciplining staff member must consider the nature of the pupil's offending behavior in the light of his or her disabling condition and educational needs, except that

- a. The pupil may be temporarily removed or disciplined only as necessary to abate the peril of physical harm to the pupil or others or to quell a substantial disruption to the educational process and
  - b. The pupil may be disciplined in accordance with any disciplinary component in his or her individualized program.
3. The suspension of an educationally disabled pupil will be processed in accordance with Regulation No. 5610, ¶E.

#### H. Records

Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6:3-2 and Policy No. 8330.

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