

Collingswood Public Schools

Collingswood, New Jersey

Elementary School Code of Student Conduct

August 2017

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Dear Students and Parents:

Because **who** we are as individuals makes up **what** we are together, whether family, school, community, or nation, we have established the following core values and belief statements as an overall framework for our district and our schools. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Therefore, our core values are:

Core Values and Belief Statements	
<p>WE BELIEVE that all students belong to all of us;</p> <p>THEREFORE, we will treat each person with respect and dignity, hold high expectations for all learners, and provide the resources and support necessary for each student to achieve his or her highest potential.</p>	<p>WE BELIEVE that embracing diversity enriches and empowers the school community;</p> <p>THEREFORE, we will hold high expectations for all students and staff, identify and eliminate any institutional barriers to student success, and listen to others' perspectives with openness while accepting that individuals maintain various points of view.</p>
<p>WE BELIEVE that education is a partnership between students, families, school, and community;</p> <p>THEREFORE, we will build strong partnerships with our stakeholders based on trust and open communication and engage in planning and decision-making to achieve mutually agreed upon goals.</p>	<p>WE BELIEVE that learning can take place outside of the classroom and beyond the school day;</p> <p>THEREFORE, we will foster opportunities for students to learn values, teamwork, perseverance, sportsmanship, and the benefits of hard work through co-curricular, athletic, and service experiences;</p>
<p>WE BELIEVE that all students can learn;</p> <p>THEREFORE, we will support personal growth by helping students build a strong academic foundation while encouraging critical thinking, creativity, active questioning, and risk-taking.</p>	<p>WE BELIEVE that all students have a responsibility to themselves and others;</p> <p>THEREFORE, we will model the standards of integrity such as honesty, empathy, and kindness necessary for students become contributing members of a community.</p>

We believe in your potential, your ability to learn, the talents you have to share, and the contribution you can make to our schools and to our future as a nation. The following sections will further outline our most important guidelines for making your school life most productive and positive.

Scott A. Oswald, Ed.D.
Superintendent of Schools

Philosophy

The Collingswood 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 students. The emphasis on positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents as well as respect for District and community property. The Collingswood Board of Education expects students to conduct themselves in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of other students. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Collingswood Board of Education believes that the standards of student behavior must be set cooperatively by interaction among students, parents, staff, and community producing an atmosphere that encourages students to grow in self-discipline.

Overview

Many policies and regulations govern the operation of a school district. This booklet will provide students and parents with an overview of important school and district policies and procedures, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at www.collsk12.org.

Parents and students are asked to read and discuss each segment of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of Collingswood Public Schools. However, any failure to do so will not excuse pupils or their parents from compliance with the standards, expectations, and penalties set forth in this Code. It is important to note that the policies, as set forth, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local enforcement agencies. In addition to the disciplinary consequences, a student may receive support services and/or be given the opportunity to repair the harm caused by the disciplinary infraction.

All students, parents, and staff are subject to these guidelines.

Conduct and Discipline

1. The Superintendent of Schools shall develop general guidelines for student conduct on school property or while attending school events, trips or contests, and shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.
2. The Superintendent of Schools or designee shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules.
3. All students shall adhere to the rules and regulations established by the Superintendent of Schools. Non-compliance will result in disciplinary action.
4. Disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the regulations of the New Jersey Administrative Code. Staff shall comply with the regulations of the New Jersey Administrative Code when dealing with discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file in the Superintendent's office. Student/Staff confidentiality shall be protected in accordance with federal and state law.

Responsibilities

We believe all students can behave at school. We feel all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor students from learning, or violates the best interest of any individual in the school community.

For any school to be successful, it is imperative that all children have a stake in that success. Therefore, children are expected to behave appropriately in school. Each teacher will provide specific discipline guidelines, which include behavioral expectations, consequences, and rewards. Our procedures have been developed to be fair and consistent and to make students aware of consequences so that their decisions reflect careful choices more often than wrong decisions.

We expect all students to fulfill the behavioral standards of our school. They can accomplish this by doing the following:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for personal behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as members of a group.
- Meet the unique requirements of each class.
- Monitor personal progress toward objectives.
- Communicate with parents and school personnel about school related matters.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for his/her own actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the School District.

We recognize the important role of the **parent** in teaching and reinforcing appropriate behavior in school and in the community. As such, all parents are asked to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school **staff** also plays an important role in establishing, maintaining, and modeling appropriate behavior for students. As such, all staff members are expected to:

- Model positive modes of behavior and good manners.

- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

Teachers, instructional assistants, support staff, and the principal will make every effort to communicate with parents regarding their child's behavior. Telephone contact will be made and/or a discipline report will be sent home to help keep parents apprised of incidents which have occurred and action which was taken.

Student Conduct Guidelines

In order to help ensure a respectful, responsible learning environment, it is expected that all students shall:

- Be on time and attend every class every day.
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility. Bullying and harassment in all its forms is unacceptable.
- Exhibit ethical behavior as it applies to tests, assignments and other work for which the student is responsible.
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided

- by the parent to the school nurse. Students are not permitted to self-administer Medication except in certain limited life-threatening conditions.
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school sponsored activities.

Student Rights

Students have the right to:

- Advance notice of behaviors that will result in suspension or expulsion.
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6A:32-7, Student Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, N.J.A.C. 6A:32 Student Records; as well as other existing Federal and State laws pertaining to student protections.

Comprehensive Behavioral, Health, and Academic Supports

The Collingswood School District provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board of Education:

- **Intervention & Referral Services** are provided in accordance with the provisions of *N.J.A.C. 6A:16-8.1 et seq.* The I&RS team provides an individualized monitor outside of regular counseling staff to follow up with students in need of intervention services. Interventions can include behavioral assessments and behavior intervention plans, referral services or working with teachers to provide instructional modifications such as extended time.
- **School Nurses, School Counselors, Psychologists, Social Workers, and School Psychology Interns** provide a variety of health and professional supports, including support with physical and mental health issues. Remediation of problem behaviors take into account the nature of the behaviors, the developmental age of the student, and the student's histories of problem behaviors and performance.

The School District offers the following positive reinforcement for good conduct and academic success:

- **Monthly Awards & Recognition:** Students will also be rewarded for positive behavior. Periodic assemblies will be held to recognize students for demonstrating acts of courtesy or kindness, good citizenship, and also academic achievement. For example, assemblies may be held to recognize those who made the honor roll.
- **Other Recognition Opportunities:** School and grade appropriate recognition can take the form of school-based recognition ceremonies that are unique to the individual schools (i.e., Newbie F.I.R.E.). These ceremonies serve to recognize and honor students for positive academic and behavioral contributions.

For students with disabilities, the behavior interventions and supports are determined and provided pursuant to the requirements of *N.J.A.C. 6A:14*. Students with disabilities are sometimes eligible to receive behavioral supports/services as determined by the IEP team or the Child Study Team. The Collingswood Public School District provides these types of services to eligible children based on individual assessments performed by qualified professionals in the field of Behavior Consultation or Behavior Analysis. Individual behavior plans which are designed are based on a positive behavior approach, ensuring that children are learning to modify their behaviors based on positive feedback from adults. Behavior plans may be re-designed as often as necessary as the child grows, develops, and learns to modify his/her behavior over time.

The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and *N.J.A.C. 6A:14*. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

**Collingswood Public Schools
Elementary School Discipline Code**

Code of Conduct Offenses and Possible Consequences

The objectives of the Collingswood Elementary School Code of Conduct and Responsible Student Behavior are to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. Under no circumstances will a student be permitted to disrupt the education of other students. Students who disrupt the education of other students in any manner will be subject to the consequences outlined in the Code of Conduct. The Code of Conduct is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different than those prescribed herein. The discipline code is intended as a guide for administrative action, however, the administration retains the right to modify it when and where necessary. Administration has the right to contact Police for certain behavior infractions as outlined in the *Memorandum of Agreement between Schools and Law Enforcement*.

Incident	Possible Consequences
Assault/Battery toward students	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Possible Suspension
Assault/Battery toward staff	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Possible Suspension • Notification of Superintendent
Dress Code Violation	<ul style="list-style-type: none"> • Contact parent for a change of clothes • Referral to Principal
Electronic Devices: cell phones, ipods, etc	<ul style="list-style-type: none"> • Item taken until end of day • Contact Parent • Additional offenses, item will be returned only to parent
Fighting	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Completion of Think Sheet • Possible Suspension
Insubordination, unacceptable language, gestures, disrespectful remarks, failure to follow directions	<ul style="list-style-type: none"> • Teacher discipline • Referral to Principal • Contact Parent • Completion of Think Sheet • Possible lunch detention, in-school suspension
Lunch Room Misconduct	<ul style="list-style-type: none"> • Time out in lunch room • Removal from lunch • Completion of Think Sheet • Referral to Principal
Misconduct in class	<ul style="list-style-type: none"> • Teacher discipline • Referral to Principal

	<ul style="list-style-type: none"> • Contact Parent • Completion of Think Sheet • Possible lunch detention, in-school suspension
Obligations (textbook, equipment, damage to school property)	<ul style="list-style-type: none"> • Replacement cost for textbooks and other items not returned in satisfactory condition • Damaged property or theft will be assessed at the amount of the loss
Possession of a Weapon or Facsimile Threat with a Weapon	<ul style="list-style-type: none"> • Referral to Principal • Item confiscated • Contact Parent • Referral to Superintendent • Police Notification • Suspension
Smoking on School Grounds	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Referral to counseling • Possible Suspension
Possession of Tobacco Products on School Grounds	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Referral to counseling • Possible Suspension
Possession or under the influence of drugs or alcohol	<ul style="list-style-type: none"> • Refer to Board of Education Policy on Drugs and Alcohol
Sexual Harassment/Sexual Assault	<ul style="list-style-type: none"> • Referral to Principal • Referral to appropriate authorities • Refer to Board of Education Policy on Sexual Harassment
Stealing/Theft	<ul style="list-style-type: none"> • Referral to Principal • Contact Parent • Police Notification • Suspension
Threatening a Student/Bullying/Harassment	<ul style="list-style-type: none"> • Referral to Principal and ABS • Contact Parent • Completion of Think Sheet • Possible referral to counseling or suspension
Tardiness	<ul style="list-style-type: none"> • Habitual tardiness may result in lunch detention to make up for missed time • Completion of Think Sheet • Parent Contact

DRESS CODE

Parents are asked to be mindful of the dress code which focuses on general appearance and insures the safety, health, and well-being of students as they relate to apparel. The following items are deemed inappropriate according to the dress code:

- shirts with bare backs, bare midriffs, bare shoulders

- tank tops, spaghetti straps
- cut-offs
- flip-flops, slip on shoes, sport slides
- suggestive, violent, profane, obscene, and or drug, alcohol, and tobacco promotion on clothing, body or accessories
- extremely tight, body contoured clothing, spandex, bicycle shorts, underwear as outerwear
- mesh or see through tops without tee-shirt type undergarment
- skirts, shorts, and dresses less than arm's length with extended fingertips
- sunglasses, goggles, hats or bandannas, or other headwear, worn or carried in building
- wallets or other accessories with chains or spikes
- coats, outerwear, or jackets worn in the classroom

Parents will be notified when a student attends school wearing clothing that violates the dress code.

Collingswood Public Schools

Think Sheet

Notice to Parent or Guardian

The purpose of this report is to inform you of the disciplinary incident described below. We ask that you appreciate the action taken by the school and to counsel your child regarding the incident.

DESCRIPTION OF OFFENSE:

Student: _____ Date: _____

Teacher: _____ Grade: _____

We believe the school experience should be pleasant for our students and staff. We acknowledge the need for students to socialize during appropriate times; however, inappropriate behavior interrupts the learning process. Today inappropriate and/or unacceptable behavior was displayed in one of the following areas:

_____ Citizenship	_____ Giving	_____ Courage
_____ Responsibility	_____ Respect	_____ Honesty
_____ Sharing/Cooperation	_____ Friendship	_____ Compassion

Did you follow directions and stay on task? _____ Yes _____ No

Did you respect the rights of others? _____ Yes _____ No

Did you allow other students to learn? _____ Yes _____ No

Did you take care of the property of others? _____ Yes _____ No

1. What I did was _____

2. The reason I am in trouble is because _____

3. I could disturb or hurt _____

4. I've had trouble with this behavior before: _____Yes _____No

5. How will I avoid having this problem in the future? (What will I do differently next time?)

6. Is it appropriate to apologize for the behavior I demonstrated? _____Yes _____No

7. If yes, I need to apologize to _____

8. Good things will happen to me if I control my behavior. Some of them are:

Completion of this sheet means that I am ready to follow class/school rules.

Student Signature

Teacher Signature

Parent Signature

Please discuss with your child the importance of improving his/her behavior.

Comments: _____
