

## Union School Code of Conduct

Category	Definition	BOE Policy	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Absence	Absence from school restricts and inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey State Law (N.J.S.A 18A-38: 25-26) requiring students to regularly attend school.	5113.1 5114	The attendance officer will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements, <u>even if the school has received medical documentation.</u> Letters will be mailed on the tenth ( <b>10<sup>th</sup></b> ) absence. <b>These letters are in addition to normal office procedures</b> of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.	The attendance officer will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements, <u>even if the school has received medical documentation.</u> Letters will be mailed on the fifteenth ( <b>15<sup>th</sup></b> ) absence. <b>These letters are in addition to normal office procedures</b> of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.	<b><u>Students absent more than eighteen (18) days will not qualify for promotion. You may have an opportunity to appeal this decision at the Appeals Committee meeting at the end of the year.</u></b>	
Category	Definition	BOE Policy	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Tardiness	Unexcused arrival at school after the starting time.	5113.1 5114	Students are expected to arrive to school on time. It is the parent and student's responsibility to get to school on time. Continual tardiness will lead to lunch detentions, in-school suspensions, and parent conferences. On the <b>sixth (6) unexcused tardy</b> , the attendance officer will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance.	Students will serve a LD for <b>every unexcused tardy after eight (8).</b>	Students may be removed from the lunch program after <b>twenty (20) unexcused tardies.</b>	
	Definition		1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
	Unexcused arrival at class, scheduled assignment (lunch, specials, assembly, etc.) after the start time as determined by the teacher/administrator.		1st & 2nd Lateness: Warnings and/or teacher detentions.	At 3rd Lateness: 1-2 days of AD with teacher; Parent notified by teacher; Student assistant counselor intervention.	At 6th Lateness: 2 to 4 days of AD with teacher; Parent conference with teacher. Student assistant counselor intervention.	At 9th Lateness: 3 to 5 days of AD with teacher; Parent conference with teacher. Student assistant counselor intervention.

Category	Infraction Description	Definition	BOE Policy	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Truancy	Willful Avoidance to Attend School	Students who absent themselves from school without the knowledge of parents or guardians will be considered "truant" and may be suspended from school until a conference is held with the student, a parent, and the assistant principal.	5113.1 5114	1 to 3 LD, MD, AD. Student calls parent with teacher or student assistance counselor.	1 to 3 days ISS; Parent conference.	3 days ISS; Parent conference; Mandatory meeting with student assistance counselor or CST.	5 to 10 days OSS; Parent Conference; Mandatory meeting with student assistance counselor or CST.
Cutting	Unauthorized Absence from Scheduled Assignment or Class	Deliberate act or behavior to avoid adherence to assigned schedule (includes all scheduled assignments, such as: lunch, classes, etc.)	5113.1 5131 5114	1 to 2 days AD, MD, or LD. Student must complete any missed work.	2-3 days AD, MD, LD or 1 day ISS; Student must complete any missed work. Parent conference.	3-4 days AD, MD, LD or 2 days ISS; Student must complete any missed work. Parent conference.	4-5 days AD, MD, LD or 3 days ISS; Student must complete any missed work. Parent conference.
	Unexcused Absence from Disciplinary Assignment	Failure to attend teacher detention, AD, LD, MD. Also see "Defiance, Willful Disobedience and/or Insubordination."		Warning Doubling of penalty; Parent notified by teacher.	Warning, Tripling of penalty; Parent notified by teacher.	1 day ISS; Parent notification.	1 to 3 days OSS; Parent notification.
Teasing		Name calling, insulting, or other behavior that would hurt someone's feelings or make them feel bad about themselves.	5131 5131.1	Written warning or LD,MD,AD. Student calls parent with teacher or student assistance counselor. Verbal or written warning.	1 to 3 LD, MD, or AD. Student calls parent with teacher or student assistance counselor. Verbal or written warning.	1 to 3 days ISS; Parent and student meeting with administrator.	1 to 3 days OSS, Referral to the CST and student assistance counselor. Parent and student meeting with administrator.
Teasing		Starting rumors, telling others not be friends with someone, or other actions that would cause someone to be without friends.	5131 5131.1	Written warning or 1 to 3 LD,MD,AD. Student calls parent with teacher or student assistance counselor.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
Minor Physical Contact		Pushing or bumping	5131 5131.1	1 LD, MD, or AD. Student calls parent with teacher or student assistance counselor.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
Fighting	Major Physical Contact	Punching, kicking, slapping, or similar behavior that may injure others.	5114 5131.1 5131.5 5131	1 to 3 days suspension (in or out of school depending on the situation.) Parent meeting with administrator.	2 to 4 days suspension (in or out of school depending on the situation.) Parent meeting with administrator.	3 or more days of out of school suspension Parent meeting with administrator.	5 days of out of school suspension. Parent meeting with administrator. Referral to the CST and student assistance counselor.

HIB	Harassment	Racial, ethnic, or sexual harassment.	5114 5131.1 5131.5 5131	Not less than 2 days of LD, MD, AD or up to 1 day OSS/ISS. Student assistance counselor intervention required.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
Vandalism	Destruction of Property	Behaviors resulting in the destruction of school property or the property of another or the inappropriate destruction of one's own property. Includes non-profane or obscene graffiti. NOTE: Depending upon the severity or total costs involved, sequence of offenses may be accelerated.	5114 5131.5	Not less than 3 days of LD, MD, AD or up to 1 day OSS/ISS. Seek appropriate restitution. Parent notified. Police could be notified. Should parents or guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.	2 to 5 days OSS. Seek appropriate restitution. Parent notified. Police notified. Should parents or guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.	5 to 10 days OSS. Seek appropriate restitution. Parent notified. Police notified. CST Referral. Should parents or guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.	10 days OSS. Seek appropriate restitution. Parent notified. Police could be notified. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.
Profanity & Obscene Language or Gestures	Written or Verbal Obscene or Profane Language	Use of language, written or verbal, or gestures that is considered to be profane or obscene while on school property, trip, or at any school sponsored event.	5131.5 5131.1 5131 5114	Warnings and/or 1 to 2 teacher detentions or ISS depending upon severity and impact upon others.	1 to 3 teacher detentions. Parent conference with teacher; Mandatory meeting with student assistance counselor.	Not less than 4 days of LD, MD, AD or up to 1 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
	Written or Verbal Obscene or Profane Language Directed at a Staff Member or other Adult	Use of language, written or verbal, or gestures that is considered to be profane or obscene while on school property, trip, or at any school-sponsored event directed at a staff member or other adult.		1 to 3 days OSS/ISS; Parent notification; Mandatory meeting with student assistance counselor.	3 to 5 days OSS; Parent conference; Mandatory meeting with administration and student assistance counselor.	5 to 10 days OSS. CST Referral. Psychological or medical evaluation may be required before student returns to school.	
Assaults/ Threats	Verbal or Written upon any student	Unlawful threat or a threat to use force upon another person or in some manner to injure another.	5131.5 5131.1 5131 5114	Not less than 2 days of LD, MD, AD or up to 1 day ISS or OSS. Referral to S.A.C.	Not less than 3 days of LD, MD, AD or up to 2 days ISS or OSS. Referral to S.A.C.	Not less than 3 days of OSS. Referral to CST. Psychological or medical evaluation may be required before student returns to school. Parent conference. Police notified.	

Assaults/ Threats	Verbal or Written: Upon a staff member	Same as above...directed at or upon a school employee.	5131.5 5131.1 5131 5114	Immediate 1 to 5 days OSS; Parent conference; Police intervention.	5 to 10 days OSS pending CST evaluation; Parent conference; Police intervention.		
Theft	Stealing	Taking or planning to take or remove possessions belonging to others or those belonging to the school or other organizations, groups, agencies, etc.	5114 5131	Not less than 2 days of LD, MD, AD or 1-3 days OSS/ISS. Seek appropriate restitution. Parent contacted. Police notified.	3-5 days OSS. Seek appropriate restitution. Parent conference. Police notified.	5 to 10 days OSS. Seek appropriate restitution. Parent conference. Referral to CST. Psychological or medical evaluation may be required before student returns to school. Parent conference. Police notified	
Inappropriate Attire		Wearing of inappropriate attire or attire which does not comply with the dress code or which disrupts the educational program. Student may need to remain in administrative offices until appropriate attire can be obtained.	5132	When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the principal or his/her designee with a written report. The principal or his/her designee, after discussion with the pupil, shall contact the parent. <b><u>The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.</u></b> If the parent is unable to bring a change of clothing, the pupil shall be sent to the ISS room where he or she will be given the assignments for the day.	3-5 days of AD, LD or MD. Parent Conference. Change of clothes.	1 to 3 days ISS. Parent Conference. Change of clothes.	
Defiance, Willful Disobedience and/or Insubordination		Acts or behaviors contrary to the instructions of a teacher or other staff member. (NOTE: Sequence of penalties likely to be accelerated if an Administrator is involved.)	5114 and all other applicable BOE policies	1 to 3 LD, MD, or AD. Parent Conference; Mandatory meeting with student assistance counselor.	Not less than 3 days of LD, MD, AD or up to 1 day OSS/ISS. Parent Conference; Mandatory meeting with student assistance counselor.	2 to 5 days OSS. Parent Conference; Mandatory meeting with student assistance counselor.	5 to 10 days OSS. CST Referral. Psychological or medical evaluation may be required before student returns to school.

Defiance or Willful Disobedience to School Administrator		Acts or behaviors in opposition to the instructions, directions, or orders of an administrator. Student must comply for reasons of safety and order; administrators represent the ultimate authority within the school. (Includes: Not reporting to the Principals' Office, etc. when directed to do so.) 5114, 5131 and all other applicable BOE policies.	Due to the critical importance of having students maintain a respect for authority within our school and the need to ensure safety and order individually and for all, students may be directed by administrative to comply with instructions, directions, or orders. The principal and his/her designee are the chief authority of building matters and are to be obeyed. Students are expected to do so in a timely fashion and without debate. Depending upon the nature or severity of the action, students will be disciplined accordingly at the discretion of the building principal or his/her designee -- but such offenses are generally considered suspendable. Additionally, continued defiance or severe misbehavior may result in homebound instruction.				
Field Trips, Class Trips, and Activities Held at Locations Off School Grounds	Behavior on Trips	Students are subject to all school rules and discipline as contained within these guidelines when on school activities or trips held away from or off school grounds. Additionally, further restrictions or controls may be put in place by trip chaperones as needed.	5114 5131 and all other applicable BOE policies	All school rules and penalties for non-compliance remain in effect during school trips. Further restrictions may be put in place and apply. Students who commit suspendable offenses prior to a trip, or are deemed to be a hazard to themselves or others, or who have demonstrated that they cannot meet the responsibilities required to safely participate in a school trip may be denied the opportunity to participate in school activities.			
Food & Drink	Food and Drink Consumed in the Building, Classrooms, or while on/at School Activities	For reasons of safety and health at certain times and in specific locations food and/or drink is not permitted to be consumed. For example, due to risk of contamination no consumption of food or drink is permitted in science or some related arts classrooms. Additionally, classroom teachers have the option of setting a policy for consumption of food or drink in their classrooms. No food and/or drink are permitted on the blacktop outside. Other restrictions may apply as announced.	5131	Warning and/or 1 teacher detention. Food/Drink taken away.	1 LD, MD, or AD. Food/Drink taken away.	2 LD, MD, or AD. Food/Drink taken away.	3 LD, MD, or AD. Parent Conference. Food/Drink taken away.
Cell Phones (These rules will apply for all electronic devices.)	Cell Phone and Instant Messages	Due to an increase of inappropriate cell phone use and student non-compliance and lack of common courtesy in their use the following disciplinary assignments will be in effect for violations of cell phone use: Inappropriate use of cell phone during instructional time. (Note: phones may not be used as "calculators" due to their ability to get information via IM'ing; CELL PHONES ARE TO BE OFF DURING ALL CLASS TIME).	5131	Cell Phone confiscated. Picked up from office at the end of the school day. Warning.	Cell Phone confiscated. Returned to parent only. Parent notification to pick up phone.	Cell Phone confiscated. Returned to parent only. Parent notification to pick up phone. 1 LD, MD, or AD.	Cell Phone confiscated. Returned to parent only. Parent notification to pick up phone. 1 to 3 LD, MD, or AD.
Computer or other Equipment Misuse	Inappropriate use of computer, media, and/or Internet (NOTE: As with all infractions, this may also involve other category penalties, such as: harassment, threats, etc.)		5114	Computer privileges taken away for 1 to 3 days. 1 to 3 days of LD, MD, AD and/or ISS depending on the infraction. Seek appropriate restitution if applicable. Parent conference.	Computer privileges taken away for 3 to 5 days. 1 to 3 days of LD, MD, AD and/or ISS depending on the infraction. Seek appropriate restitution if applicable. Parent conference.	Computer privileges suspended indefinitely until approval from administration. CST Referral. 1 to 3 days of OSS depending on the infraction. Seek appropriate restitution if applicable. Parent conference.	

Baiting and/or Incitement		Acts or behaviors which directly or indirectly could, or actually do, cause or lead to the involvement of others in a fight or assault.	5131.1 and all other applicable BOE policies	Written warning or 1 to 3 LD,MD,AD. Student calls parent with teacher or student assistance counselor.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
Breach of Leadership Position or Office		Students who hold office or leadership positions in school organizations, clubs, teams, etc. are held to a higher standard and are expected to set the appropriate example of good conduct for all students.	5114 and all other applicable BOE policies	Besides being subject to the consequences provided in this document for the infraction; some issues may be deemed of such consequence that the student will be required to forfeit their office as determined by the advisor of the organization, the student activities advisor and the building Principal and/or his designee.			
Behaviors or Conduct Violations of Laws or Policies not Specifically Addressed in these Guidelines		5131 and all other applicable BOE policies	Addressed on a case-by-case basis.				
Accumulation of Multiple Suspensions or Excessive Discipline		5131 and all other applicable BOE policies	Two or more suspensions (or excessive discipline) may exclude the student from participation in any or all future activities. As determined by the administration and will be placed on a corrective behavior plan.		Three or more suspensions may exclude the student from participation in any or all future activities. As determined by the administration and may require a building hearing with the Principal or his/her designee to determine continued student status, course changes, or other actions.		
HIB	False Accusations	A person found to have falsely accused another as a means of HIB.	5114 5131.1 5131.5 5131	Not less than 2 days of LD, MD, AD or up to 1 day OSS/ISS. Student assistance counselor intervention required.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.
	Retaliation/ Reprisal	A person who engages in reprisal or retaliation to any person who reports an act of HIB.		Not less than 2 days of LD, MD, AD or up to 1 day OSS/ISS. Student assistance counselor intervention required.	Not less than 3 days of LD, MD, AD or up to 1 to 2 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD, MD, AD or up to 2 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD, MD, AD or up to 3 to 4 days OSS/ISS. Referral to the CST and student assistance counselor.

**Above consequences are subject to change. Administration may issue disciplinary assignments at any level based upon the severity of frequency of an offense.** However, there could be a progression to disciplinary assignments, which should alert parents and the student to address behaviors before they become even more serious. Generally, but not always, this progression could be as follows:

1. **Warnings, teacher assigned detentions, and other creative resolutions.**
2. **(LD)** Lunch Detention(s), **(MD)** Morning Detention(s), and **(AD)** After-School Detention(s) generally served within 24/48 hours of the offense.
3. **(ISS)** In-School Suspension, is suspension in school.
4. **(OSS)** Out-of School Suspension is an assigned day or days when a student is not permitted to attend school and his/her parents are responsible for them at this time.

