Pierrepont School Code of Conduct

Category	Definition	BOE Policy	1st offense	2 nd offense	3 rd offense	4 th 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.	5200 5600	On the 8th unexcused absence, a phone conference will be held between the parent and a counselor (CST, guidance or SAC). On the 10th unexcused absence 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, even if the school has received medical documentation These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.	On the 12th unexcused absence a meeting will be set up with parent, a counselor, and the teacher to review attendance policy and excused and unexcused absences. On the 15th unexcused absence 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 even if the school has received medical documentation. These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.	On the 16th unexcused absence a phone conference will be held with the parent and an administrator.	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.
Category	Definition	BOE Policy	1st offense	2 nd offense	3 rd Offense	
Tardiness	Unexcused arrival at school after the starting time. Students will be marked late if they arrive to homeroom after 8:15.	5200 5600	Starting on the fifth (5th) unexcused tardy, 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. Continual tardiness will lead to, lunch and/or central detentions, and parent conferences.	Students will be assigned central detention (CD) or lunch detention (LD) on the sixth unexcused tardy. The student will meet with the Student Assistance Counselor (SAC), CST or guidance counselor Students will serve a detention for every second unexcused tardy following the sixth (6) tardy.	On the 8th tardy, Students will serve a second detention. Students will serve a detention for every second unexcused tardy following the sixth (8) tardy. On the 10th tardy, a conference will be held with the parent and administration.	Students may be assigned an in school suspension for excessive tardiness
	Definition		1 st offense	2 nd offense	3 rd offense	4 th offense

Unexcused arrival at	1st and 2nd lateness:	At 3 rd Lateness: 1-2	At 6th Lateness: 2 to 4	At the 9th
class after the start time	Warnings and or	days of TD. Parent	days of LD/CD.	Lateness: 3 to 5
as determined by the	teacher detention (TD).	notified by the	Parent conference with	days of CD.
teacher/administrator.		teacher; Student	teacher. Student	Parent conference;
		assistance counselor,	assistance counselor,	Student assistance
		CST or guidance	CST or guidance	counselor, CST or
		counselor	counselor intervention	guidance
		intervention		counselor
				intervention

Category	Infraction Description	Definition	BOE Policy	1st offense	2 nd offense	3 rd offense	4 th 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.	5200 5600 5610	1 to 2 days ISS; Parent conference with student	2-3 days ISS; Parent conference; Mandatory meeting with student assistance counselor or CST.	3 days ISS/OSS; 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	Unexcused Absence from Disciplinary Assignment	Failure to attend teacher detention, lunch detention, central detention. Also see "Defiance, Willful Disobedience and/or Insubordination."	5200 5600 5610	Warning, or Doubling of penalty by the teacher. Parent notification by teacher.	Warning or Tripling of penalty by teacher; Parent notified by teacher.	1 day ISS; Parent notification.	1 to 3 days OSS; Parent notification.
Inappropriate Behavior	Teasing	Name calling, insulting, or other behavior that would hurt someone's feelings or make them feel bad about themselves.	5500 5560 5600	Written warning or TD. Student calls parent with teacher or student assistance counselor. Verbal or written warning.	1 to 3 LD or CD. 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 student assistance counselor. Parent and student meeting with administrator.
Towards Peers	Teasing	Starting rumors, telling others not be friends with someone, or other actions that would cause someone to be without friends.	5500 5560 5600	Verbal or written warning. or 1 to 3 TD. Student calls parent with teacher or student assistance counselor.	1-3 days of LD/CD. Student assistance counselor intervention required	2-4 days of LD/CD or up to 1-2 days ISS or OSS. Student assistance counselor intervention required	Not less than 5 days of CD or up to 2-3 days of ISS or OSS. Referral to CST and student assistance counselor.
Minor Physical Contact	Scuffle	Minor physical contact: (Pushing, Bumping) (Consequences apply to students who initiate or retaliate with physical contact)	5500 5560 5600 5610	1 to 2 days CD. Parent call home.	Not less than 3 days of LD/CD or up to 1 to 2 days ISS. Student assistance counselor intervention required.	Not less than 4 days of CD or u to 2-3 days of ISS or OSS; Parent and student meeting with administrator and school counselor.	Not less than 5 days of CD or up to 3 days ISS/OSS, Referral to the student assistance counselor and CST. Parent and student meeting with administrator.
Fighting	Fighting	Major physical contact (Punching, kicking, slapping, or similar behavior that may injure others.t	5500 5560 5600 5610	1 to 2 days suspension (in or out of school depending on the situation.) Parent	2 to 3 days suspension (in or out of school depending on the situation.) Parent	3 or more days of out of school suspension Parent meeting with administrator.	3 + days of out of school suspension Parent meeting with administrator. Referral to the

		(Consequences apply to students who initiate or retaliate with physical contact)		meeting with administrator.	meeting with administrator.		student assistance counselor.
нів	Harassment	Engagement of acts of Harassment, Intimidation, Bullying as defined per BOE policy.	5512 5500 5560 5600 5610	1-2 days of LD/CD or up to 1 day ISS/OSS. Student assistance counselor intervention required.	Not less than 3 days LD/CD or up to 1 to 2 days of ISS/OSS. Student assistance counselor intervention required.	Not less than 4 days of LD/CD or up to 2 to 3 days of ISS/OSS. Student assistance counselor intervention required.	Not less than 5 days of LD/CD or up to 3 to 4 days of ISS/OSS. Student assistance counselor intervention required.
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 and damage/destruction of electronic devices. NOTE: Depending upon the severity or total costs involved, sequence of offenses may be accelerated.	5513 5610 7610 5600	Not less than 3 days of LD/CD or up to 1 day ISS or OSS dependent upon situation. Seek appropriate restitution. Parents 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.	2to 5 days ISS/OSS. Seek appropriate restitution. Parents notified. Police 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.	5 to 10 days OSS. Seek appropriate restitution. Parents notified. Police notified. Should parents/guardia ns 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. Parents notified. Police notification. Possible CST referral. 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 are considered to be profane or obscene while on school property, trip, or at any school sponsored event.	5500 5560 5600 5610	Warnings and/or 1 day LD/CD depending upon severity and impact upon others.	1 to 3 LD or CD. Parent conference; Mandatory meeting with student assistance counselor.	Not less than 4 days of LD/CD or up to 1 to 3 days ISS. Parent conference; Mandatory meeting with student assistance counselor.	Not less than 5 days of LD/CD or up to 2-4 days ISS/OSS. Parent conference. Referral to CST and SAC.
	Written or Verbal Obscene or Profane Language Directed at a Staff Member or other Adult	Use of language, written or verbal, or gestures that are 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.	5500 5560 5600 5610	1 to 3 days ISS or OSS; 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.	

	Verbal or Written upon any student	Unlawful threat or a threat to use force upon another person or in some manner to injure		Not less than 2 days of LD or CD or up to 1 day ISS/OSS.	Not less than 3 days of LD/CD or up to 2 days ISS or OSS.	Not less than 3 days of OSS. Referral to CST. Psychological	
Assaults/ Threats		another.	5500 5560 5600 5610	Student assistance counselor intervention required. Parent conference. Possible police notification.	Student assistance counselor intervention required. Parent conference. Police notified.	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 abovedirected at or upon a school employee.	5500 5560 5600 5610	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.	5500 5513 5560 5600 5610	Not less than 2 days of LD/CD or 1 to 3 days ISS/OSS. Seek appropriate restitution. Parent conference. Police notified.	3-5 days ISS/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	
Inappropria	ate 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.	5511 5600	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. The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class. If the parent is unable to bring a change of clothing, the pupil shall be sent to an alternate setting where he or she will be given assignments for the day.	1 to 2 days CD. Parent Conference. Change of clothes.	1 to 3 days ISS. Parent Conference. Change of clothes.	

or other staff (NOTE: Seq penalties like accelerated i Administrate involved.) Acts or beha instructions, an administra		to the ons of a teacher staff member. Sequence of s likely to be ted if an strator is d.) behaviors in opposition to the ons, directions, or orders of nistrator. Student must		1 to 3 days of TD. Parent Conference; Mandatory meeting with student assistance counselor. Due to the critical importance our school and the need to en be directed by administrative principal and his (her designed).		sure safety and o	order individually and fo	r all, students may	
Defiance or W Disobedience to Administra	School	comply for order; adri ultimate a (Includes Principals to do so.)	or reasons of safe ministrators repr authority within Not reporting to or Office, etc. wh 5500 and all ot be BOE policies.	ety and esent the the school. o the en directed	principal and obeyed. Stud Depending up accordingly a offenses are g	his/her designed ents are expected on the nature of the discretion enerally consider	e are the chief au ed to do so in a ti r severity of the a of the building p	thority of building matter mely fashion and without action, students will be or rincipal or his/her design a. Additionally, continuous	ers and are to be ut debate. disciplined nee but such
Field Trips, Class Trips, and Activities Held at Locations Off School Grounds	Behavio	r on Trips	Students are s school rules as discipline as c within these g when on school or trips held a or off school g Additionally, restrictions or may be put in trip chaperone needed.	nd contained quidelines ol activities way from grounds. further controls place by es as	ntained delines activities ay from bunds. rther entrols lace by		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. BOE		
Food & Drink	Food and Drink Consume in the Building Classroo or while on/at Scl Activitie	cer loc per exa corn foo hool or s Ad hav for the drii	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 sciency or some related arts classrooms. Additionally, classroom teachers have the option of setting a policy for consumption of food or drink it their classrooms. No food and/or drink are permitted on the blackton outside. Other restrictions may		5500 5600	Warning and/or 1 TD Food/Drink taken away.		2 LD or CD. Food/Drink taken away.	3 LD or CD. Parent Conference. Food/Drink taken away.
Cell Phones (These rules will apply for all electronic devices.)	Cell Pho and Insta Message * Studen are not to use cell phones to call hom for medi reasons-i e calls m go through the Heal- Office	nne Du ant cell es nor ots cor o foll wil o cell ee cell cal tim thes use aust abi gh IM BE	e to an increase et o an increase et o an increase et l phone use and encompliance and encompliance and et l phone use: In all phone use: In all phones during et et l phone use: In all phones during et et l phone et as "calculators lity to get inform l'ing; CELL PHO OFF DURING ME).	of inappropria student d lack of n their use the ary assignmen violations of ppropriate use instructional es may not be " due to their nation via DNES ARE TO	ts 5516 5560 5600 2361	Cell Phone confiscated (student warning)	Cell Phone confiscated Returned to parent only Parent notification pick up pho	confiscated. Returned to parent only. Parent notification to	Cell Phone confiscated. Returned to parent only. Parent notification to pick up phone. 1-2 LD/CD

Computer or other Equipment Misuse (Inappropriate Content) Acceptable use of computer networks/computers and resources	involve other categ such as: harassmen vandalism.) School district may communications to system integrity, co using the system reensure compliance. State laws that regusafety. Therefore, mexpect files stored will be private or communications to students knowingly materials prohibite. Regulation 2361 in environment will be accordance with Boregulations and sucresult in termination students' account of school district's contained and their independent computers. The uses specifically agrees publish, or display inaccurate, abusive profane, sexually of threatening, racially otherwise illegal or material; nor shall the use, sale, or discontrolled substance of material, inform in violation of any Federal law is also a breach of the Con Agreement.	with all infractions, this may also involve other category penalties, such as: harassment, threats, or vandalism.) School district may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential. Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' account or access on the school district's computer networks and their independent use of computers. The user (student) specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent/Waiver		pri tak for day and dep the inf Sec app res app Pan	raction. ek propriate stitution if plicable. rent nference	Computer privileges taken away for 3 to 5 days. 1 to 3 days of CD and/or ISS depending on the infraction. Seek appropriate restitution if applicable. Parent conference.	Computer privileges suspended indefinitely until approval from administration. 1 to 3 days of ISS/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.		5500 5560 5520 5600 and all otl applicab BOE policies	le	Written warning or to 3 LD/CI Student cal parent with teacher or student assistance counselor.	O. of LD/CD or up to 1-2	Not less than 4 days of LD/CD or up to 3-4 days ISS/OSS Parent conference and Student assistance counselor intervention.	
Courtesy Busing	Acts or behaviors that are deemed inappropriate while riding on the bus.		8635		2) 3)	Warning Move seat to the fi Bus Conduct Repo	ont for 2 days ort to the Assistant Pr on of bus privileges	incipal
Behaviors or Conduct Violations of Laws or Policies not Specifically Addressed in these Guidelines 5500 and all other applicable BOE policies					Addres	ssed on a case-by-c	ase basis.	

Accumulation of Multiple Suspensions or Excessive Discipline	5500 5600, 5610 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.
Possession and/ or Consumption of Alcoholic Beverages/Illegal Substances	5530 5533 5610 and all other applicable BOE policies	A) Parent Contact by Administrator B) Follow Procedures Applicable to BOE Policies C) Immediate out of school suspension (according to severity of offense). C) Appropriate legal action D) Mandatory meeting with counselor	
Possession of a Weapon	8467	A) Contact parent by administration B) Immediate out of school suspension (depending on severity of offense). C) Follow procedure applicable to BOE. D) Appropriate legal action E) Mandatory meeting with SAC	

Smoking in School Building and	5533	1st offense	2nd offense	3rd offense
on School Grounds, (includes	7434			
vapor from an electronic	5530	A) Parent Contact by	A) Parent Contact by	A) Parent Contact by Administrator
smoking device)		Administrator	Administrator	
	other			B) Follow Procedure Applicable to BOE Policy
For the purpose of this Policy,	applicable	B) Follow Procedure	B) Follow Procedure Applicable	
"smoking" means the burning of,	BOE	Applicable to BOE	to BOE Policy	C) Immediate out of school suspension (5 days)
inhaling, exhaling the smoke	policies	Policy		(according to the severity of offense).
from, or the possession of a			C) Immediate out of school	
lighted cigar, cigarette, pipe, or		C) Immediate out of	suspension (3 days) (according	C) Appropriate legal action
any other matter or substance		school suspension (2	to severity of offense).	
which contains tobacco or any		days) (according to		D) Mandatory meeting with counselor
other matter that can be smoked,		severity of offense).	D) Appropriate legal action	
including the use of smokeless				
tobacco and snuff, or inhaling or		C) Appropriate legal	E) Mandatory meeting with	
exhaling of smoke or vapor from		action	counselor	
an electronic smoking device.				
For the purpose of this Policy,				
"electronic smoking device"				
means an electronic device that				
can be used to deliver nicotine or		D) Mandatory meeting		
other substance to the person		with counselor		
inhaling from the device,				
including, but not limited to, an				
electronic cigarette, cigar,				
cigarillo, or pipe.				

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. **(TD)** Teacher Detention(s)
- 3. **(LD)** Lunch Detention(s) for restorative practices

- 4. **(CD)** After School Central Detention(s) for restorative practices generally served within 24/48 hours of the offense.
- 5. **(ISS)** In School Suspension, is suspension assigned during the school day. Students assigned to ISS are to remain after school until 3:30 p.m.
- 6. **(OSS)** Out-of School Suspension is an assigned day or days when a student is not permitted to attend school or any school functions and his/her parents are responsible for them at this time.

Appeals: Parents who wish to appeal a disciplinary action, may speak with the school's administration. Parents may appeal to the Superintendent after meeting with school administration. If a student is suspended or expelled, parents may ask for hearing with the Rutherford Board of Education and can make a final appeal to the NJ Commissioner of Education.

Pursuant to the Family Education Rights and Privacy Act (FERPA): Disciplinary consequences and matters will only be discussed with parents or legal guardians of the students receiving consequences. The school administration, faculty, and staff cannot discuss the consequences or punishments of students other than your own.

The District assures that physical restraint and seclusion techniques in students are only used in an emergency and in accordance with the provisions of N.J.S.A. 18A:46-13.4 et seq.

The Student Assistance Counselor maintains a current list of community based health and social service provider agencies to support a student and the student's family. Resources will be shared upon parent request.

Additional Information Additional information concerning district policies and regulations can be found at the Rutherford Board of Education website: https://www.rutherfordschools.org/boardofeducation/districtpolicies/