

MARGATE CITY DISTRICT BOARD OF EDUCATION FILE CODE: 5131 (R)
Margate, New Jersey

Regulation

William H. Ross Elementary School Discipline Code

The Board of Education of the Margate School District will ensure the safety and welfare of students while in the school building. Students are expected to conduct themselves in an orderly fashion and act with due regard for the educational process of the school.

It is the student's and parent's responsibility to become familiar with all the information in this discipline code. The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, after previous teacher intervention (phone calls home, teacher detentions, etc.) they shall be turned over to the designated administrator, personnel, or civil authority. Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

TYPES OF CONSEQUENCES

AD: Administrative Discretion:

This category is the lowest degree of student discipline contained in the school district's Code of Conduct. Discretion is intended to allow School Administrators the latitude to impose reasonable disciplinary measures for minor infractions of school rules committed by students. Some suggested measures for elementary schools are Verbal or Written Warnings, After School Behavioral Program and Community Service performed within the scope of the school Environment.

AE: Activity Exclusion:

This form of action is used in the case of chronic academic or behavioral non-compliance. These exclusions are conducted during school events such as assemblies, pep rallies, and field trips and are issued by the Principal. Students must report to an assigned location on the day of the exclusion and not participate in the special event with their classmates. The students will be expected to bring work or reading material to the activity exclusion. Parents will be notified by the Principal or a designee of the exclusion and the reason it was assigned.

AEP: Alternative Educational Program:

School Administrators have the latitude to assess a student's academic performance and behavioral history in consultation with CST Staff, Counselors and the Director of Special Education to determine if an Alternative Educational Program will serve in the best interest of the student and school community.

CST: Child Study Team: (Referral)

The Child Study Team shall be consulted on all discipline matters involving students who are classified under the category of Special Education.

MHE: Mental Health Evaluation:

The Principal or designee has the discretion to require a student to make an appointment with a Mental Health Professional in those circumstances when the principal or designee deem the recommendation is appropriate for the safety and welfare of the student or other students or staff. This includes, but is not limited to, when a student demonstrates violent behavior in the form of verbal threats, physical confrontation

or a weapons offense. The parent or guardian has the option to utilize the services provided by Psychiatric Intervention Program located at Atlantic City Medical Center or choose their own Mental Health Professional. The family is required to produce written documentation from a Mental Health Professional that he or she poses no safety concerns to him or herself or to others. Parents or guardians are responsible for all costs for a Mental Health Evaluation.

OD: Office Detention with Positive Behavioral Supports:

An office detention will be a lunch detention. The administrator may assign the OD at after school for habitual offenses. Positive Behavioral Supports will be utilized to help students reflect on their behavior and use time as a teachable moment.

OSS: Out of School Suspension:

The Principal or designee has the authority to suspend a student for violation of school policies/regulations or for committing an unlawful act. Principals may suspend a regular education student for a maximum of ten (10) school days to include five (5) days home instruction. The Principal or designee should consult with the Child Study Team in all discipline matters involving Classified Students. All recommendations by the Principal to extend a suspension period beyond ten (10) days shall be referred to the Superintendent by the Principal.

PBIS: Positive Behavioral Interventions & Support:

A proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Could include Peer Mediation, Counseling session on proper behavior, etc.

PC: Parent/Guardian Conference:

When a student has been suspended, the Principal or designee may require the parent or guardian and the student to attend a re-admittance conference with the appropriate school administrator, as a condition for returning to school.

PCT: Parent/Guardian Contact: (Telephone/ E-mail)

The Principal or designee shall initiate a telephone contact to the parent/guardian of a student who has been suspended. The parent/guardian shall be informed of the reason for suspension as well as the terms for suspension. A letter documenting the reason for suspension and number of days suspended shall also be sent to the student's parent or guardian, in addition to the telephone contact.

PL: Parent/Guardian Letter:

A letter from the appropriate school administrator shall be sent to the parent or guardian of the suspended student. The letter shall document the reason(s) for suspension and the number of days the student has been suspended.

PE: Psychological Evaluation:

The Principal or designee has the discretion to refer a student for a Psychological Evaluation in those circumstances when a student demonstrates physical threats to him or herself or others for the health and safety of the student and school. If the Principal or designee recommends a referral, for Psychological Evaluation, the student shall not return to school until the Principal receives a written report from a Licensed Mental Health Professional, usually a Psychiatrist, that the student poses no threat to him/herself or others within the school community.

MPDC: Margate Police Department Contact:

Report made or case created with the Margate Police Department.

WILLIAM H. ROSS III ELEMENTARY - CODE OF INFRACTIONS

KEY TO DISCIPLINE CONSEQUENCES

<ul style="list-style-type: none"> • <i>AD: Administrative Discretion</i> • <i>AE: Activity Exclusion</i> • <i>AEP: Alternative Educational Program</i> • <i>CST: Child Study Team: (Referral)</i> 	<ul style="list-style-type: none"> • <i>MHE: Mental Health Evaluation</i> • <i>OD: Office Detention</i> • <i>OSS: Out of School Suspension</i> • <i>PBIS: Positive Behavioral Interventions & Support</i> • <i>PC: Parent/Guardian Conference</i> 	<ul style="list-style-type: none"> • <i>PCT: Parent/Guardian Contact: (Telephone/ E-mail)</i> • <i>PL: Parent/Guardian Letter:</i> • <i>PE: Psychological Evaluation:</i> • <i>MPDC: Margate Police Department Contact</i>
<p><i>See glossary for definition of code.</i></p>		

INFRACTIONS *(Any or ALL of the codes under each offense may be used at the Administrator's Discretion)*

<i>Infractions</i>	<i>First or Occasional Offenses</i>	<i>Repeated/Habitual Offenses</i>
Inappropriate Behavior HorsePlay Conduct Potentially Dangerous	AD AE PL - PCT Verbal/ Written Warning/ PBIS	AD AEP OSS (1-3) Days PL-PCT-PC OD
Willful Disobedience to Staff	AD AE PL- PCT Verbal/ Written Warning/ PBIS OD	AD OD OSS PL-PCT-PC
Violation of Acceptable Use Policy	Discipline based on the degree of damage and severity of incident AD AE PL- PCT Verbal/ Written Warning/ PBIS OD	AD OSS (1-5) days PL-PCT-PC-MPDC
Forged Note/Forgery or Signature	AD AE PL - PCT Verbal/ Written Warning/ PBIS OD	AD OSS (1-3) days PL-PCT OD
Unacceptable Language, Profanity or Inappropriate Gestures Directed at <u>Students</u>	AD AE PL-PCT Verbal/ Written Warning/ PBIS OD/OSS (1) Day	AD OSS (1-3) Days PL-PCT-PC
Unacceptable Language, Profanity or Inappropriate Gestures Directed at <u>Staff</u>	AD AE PL-PCT Verbal/ Written Warning/ PBIS OD/OSS (1) Day	AD OSS (1-3) Days PL-PCT-PC

<p>Inappropriate Physical Contact (Kicking, Pushing, Grabbing, Touching, Slapping)</p>	<p>AD AE Written Warning PCT</p>	<p>Refer to the Major Offenses Category in the Assault on Student Section</p>
<p>Removed from Classroom for Disruptive Behavior</p>	<p>AD AE PL PCT Verbal/ Written Warning/ PBIS OD</p>	<p>AD OSS (1-3) PL-PCT OD</p>
<p>Removal From Classroom by an Administrator</p>	<p>AD AE AEP OSS (1 Day) PCT-PL</p>	<p>OSS (3) Days PC-PL</p>
<p>Threatening Statements</p>	<p>AD AE AEP OSS (1 Day) PCT-PL</p>	<p>OSS (3) Days PC-PL</p>
<p>Unauthorized Use of Electronic Devices, Cell Phones, Computer Games, iPods</p>	<p>AD AE PL - PCT Verbal/ Written Warning/ PBIS OD</p>	<p>AD AEP PL-PCT-PC</p>

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MAJOR OFFENSES *(Any or ALL of the codes under each offense may be used at the Administrator's Discretion)*

<i>Infractions</i>	<i>First or Occasional Offenses</i>	<i>Repeated/Habitual Offenses</i>
Assault on Student	AD Verbal/ Written Warning/ PBIS OD PSS (2-5) days PL-PCT-PC-MPDC	AD OSS (5-10) days MHE PL-PCT-PC-MPDC
Aggravated Assault on Student	AD OSS (2-5) days PE PL-PCT-PC-MPDC	AD OSS (5-10) days PE PL-PCT-PC-MPDC
Assault on Staff	AD OSS (5-10) days PE-PL-PCT-PC-MPDC	AD OSS (10) days PE-PL-PCT-PC-MPDC
Possession of a Weapon <i>**Administrative Discretion based on the type of weapon</i>	AD OSS(1-3)days PE PL-PCT-PC-MPDC OD	AD OSS (3-5) days PE PL-PCT-PC-MPDC
Assault with a Weapon Student/Staff	AD OSS(1-5)days PL-PCT-PC-MPDC MHE	AD OSS (5-10) days PE-PL-PCT-PC-MPDC MHE
Threats <i>**Psychiatric Evaluation or Mental Health Evaluation may be recommended depending on the nature of the threat</i>	AD OSS (1-3) days PE PL-PCT-PC-MPDC	AD OSS (3-5) days PE PL-PCT-PC-MPDC
Fighting	AD PL PCT Verbal/ Written Warning/ PBIS OD OSS (1-3) days	AD OSS (1-5) days PL-PCT-PC-MPDC
Theft or Possession of Stolen Property	AD Verbal/ Written Warning/ PBIS	AD OSS (3-5) days

	OD OSS (1-3) days Regardless of Value PL-PCT-PC-MPDC	Regardless of Value PL-PCT-PC-MPDC
Criminal Mischief or Vandalism (Reimbursement Damages)	AD (refer to district policy) Written Warning OD OSS (1-3) days Regardless of Extent of Damages PL-PCT-PC-MPDC	AD (Refer to district policy) OSS (3-5) days Regardless of extent of damages PL-PCT-PC-MPDC
False Public Alarm (False 911 Call) - False Fire Alarm(referral to Fire Watch Program)	AD OSS-(5-10) Days MPDC-PC-PL-PCT	OSS (10) days PCT-MPDC-PC-PL-CST AEP
Robbery (No Weapon) Depending on nature of the incident	AD OSS(1-3)days SS (5-10) days PCT-MPDC-PC-PL Depending on the nature of the incident	AD OSS (5-10) days AEP- PCT-MPDC-PC-PL-PE
Sexual Contract Offense <i>**A psychological evaluation may be recommended depending on the nature of the incident</i> <i>**CST if applicable</i> <i>**DCPP Notification if Applicable</i>	AD DYFS Notification if Applicable OSS-(1-3) Days depending on the nature of the incident MPDC-PC-PL-PCT PE	AD DYFS Notification if Applicable OSS-(3-5) Days PCT-SP-PC-PL PE
Harassment/ Intimidation/ Bullying Refer to Policy 5131.1 **Level of Discipline based on the Severity of HIB Behavior	AD OSS (1-5) days MPDC-PCT PL-PCT-PC Verbal/ Written Warning/ PBIS	AD OSS(3-5)days PC-PCT-MPDC
Sexual Harassment	AD OSS(1-3) days PCT-MPDC-PL-PC	AD OSS(3-5) days PCT-PC-MPDC

The State of New Jersey has defined harassment, intimidation, or bullying as follows:
"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- b) has the effect of insulting or demeaning any student or group of students or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Bullying*

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social aggression
3. Threat
4. Intimidation
5. Stalking
6. Physical aggression
7. Public humiliation
8. Any gesture or written, verbal or physical act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Harassment*

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, opportunities or environment.
3. Has the effect of substantially disrupting the orderly operation of a school.

Cyber stalking*

Cyber stalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Bullying, harassment, and cyber-stalking also encompass:

1. Retaliation against a student or school employee by another student for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 1. Incitement or coercion.

Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or cyber stalking