

Florham Park Schools

Administration

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Business Administrator

Principals

Mr. Peter Christ
Ridgedale Middle School

Dr. Steven Caponegro
Brooklake School

Mrs. Sherri Glaab
Briarwood School

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September 2014
(updated)

FLORHAM PARK DISTRICT STUDENT CODE OF CONDUCT

Florham Park is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself

Each school maintains a code of conduct that applies to any student who is on school property, who is in attendance at school or at any sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff.

The goal of the STUDENT CODE OF CONDUCT is to provide clear and concise parameters for student conduct and discipline. Its intent is to establish an atmosphere for discipline, which creates support for positive personal growth and achievement. The district is firmly committed to implementing the STUDENT CODE OF CONDUCT in a fair, unbiased manner.

Principals are to ensure the Student Code of Conduct is distributed to each student at the beginning of the school year and to any and all incoming students throughout the year and is reviewed by the classroom/homeroom teacher during the month of September. Expectations for student conduct are reviewed in each classroom.

The Student Code of Conduct and expectations for student behavior should be reviewed with parents. Parents are encouraged to reinforce the Student Code of Conduct with their child(ren).

Student Responsibilities

All students entering the Florham Park Schools must provide proof of immunization. Proof of residence is also required and any health records that are available should be provided to the school nurse. Immunizations are a STATE requirement before a student can be admitted to school he/she must be immunized. If a student does not have the necessary immunizations for school admission, the parent/guardian is required to have his/her child immunized immediately.

Our students have the following responsibilities regarding their education:

- To attend school and all classes
- To adhere to all school rules, policies and directions from teachers and others in authority.

- To respect the rights of others to reach their educational goals.
- To demonstrate mutual respect and tolerance for personal difference
- To participate to the fullest in the educational process.
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms.
- To pursue the prescribed course of study.
- To respect and care for school property.
- To adhere to all school safety and health regulations and procedures.

Failure to comply can result in disciplinary actions, which may include any (or a combination) of the following:

- Required parent conference
- Detention
- In-School Suspension
- Students may be excluded from participation in school activities, field trips, programs and athletics.
- Out-of-School Suspension
- Restitution

Student Rights

An effective, instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students. Such an environment must include respect for self and others, as well as for district and community property.

- Our students have the right to receive an education, which allows for maximum personal growth and prepares them to be productive members of our society.
- Our students have the right to participate in all aspects of school-regardless of race, color, creed, national origin, sexual orientation, sex or handicapping condition.
- Our students have the right to present information and be told the disciplinary action for the specific infraction.
- Our students have the right to a safe, comfortable and orderly school environment.
- Our students have the right to due process.

Concerted efforts are made to recognize students who have previously exhibited marginal or unacceptable behavior and have demonstrated improvement in their behavior. If the student continues to show unacceptable behavior, the student will be considered exempt from school incentives.

Student Use of Personal Beepers and Portable Cellular Telephones in School or School-Sponsored Events

Students shall not possess a paging device while on school grounds or while attending a school-sponsored activity on or off school property. A “paging device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

During school hours, students are required to keep portable cellular phones off and out of sight. Cell phones that are used by students during the school day are subject to being confiscated and returned to the parent/guardian when they come to school to retrieve it. Students who utilize cell phones during school hours could be suspended. The use of camera phones is strictly forbidden during school and at any school functions. Parents who need to reach their children during the school day to address an emergency should contact the main office.

School Attendance

The Florham Park School District places a high value on student attendance because regular school attendance is a primary factor in a student’s successful academic and social development. Frequent absences of students from the regular classroom learning experience disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

Students shall attend school daily. To avoid consequences for lateness, parents will ensure that their child attends school punctually and daily. Parents should notify the school the morning of absence by telephone or written note. If such notice is not received, the school will make every attempt to contact the parents on the day of the absence.

When the student returns to school, he/she shall bring a signed note from the parent explaining the reason for the absence. The principal/designee may also require additional verification from the parent/student, such as physician’s notes or court subpoenas, to substantiate the reason for absence. All documentation must be submitted within five (5) days of the last absence.

Students are required to attend school for a minimum of four (4) hours to be considered present for the day. No student may participate in any school function or athletic event if they were considered absent for the day. Any cuts or truancy is not considered a student absence and will be subject to disciplinary measures.

Tardiness

A student arriving late to school or any classes will be marked tardy. Tardiness will result in disciplinary actions, which may include any of the following:

- Parent Notification
- Detention
- In-School Suspension
- Additional Assignments

In all cases the student must make up missed work. A parent conference and referral to the guidance counselor will be initiated to the follow-up on tardiness when appropriate. These actions may be taken in addition to disciplinary measures, as described above.

Any work missed as a result of tardiness will be the responsibility of the student.

Progressive Disciplinary Action Steps

It is the responsibility of the school community, in general, to maintain an environment that is conducive to learning. When disruption of the school climate by a student occurs, disciplinary action at a higher level may be necessary. It is the duty of all employees of the District to report the misconduct of any student, and it is the responsibility of the staff to treat all violations of these guidelines in the prescribed manner.

Corrective action taken by school personnel will vary according to the age and the developmental level of the student. The circumstances that are related to specific behavioral problems and actions will be considered.

To remediate the behavior(s) of the student through appropriate guidance and Child Study Team services when necessary and appropriate. prior to invoking formal discipline, it is important that pro-active remedial actions be employed by staff members, which may include, but are not limited to:

- Consultation, as appropriate, by teachers/guidance counselors, CST case managers, etc.
- Parent/guardian conferences with teachers/guidance counselors
- Warnings.
- Detention
- Referral to administrator or designee in charge of disciplinary action
- Referral to School I&RS committee.

Principals may use additional discipline measures, which include but are not limited to:

- Administrative Detention

- In-School Suspension
- Out-of-School Suspension
- Placement in an alternative school or setting.
- Other approved disciplinary action

The district's goal continues to be to create a safe and orderly environment for students, to keep students in school and in their academic classes. To achieve a safe and orderly environment, progressive/disciplinary steps are necessary. Whenever possible, for the first or second offense (with the exception of violent or criminal acts), mediation and counseling should be considered as a first alternative prior to in- school or out-of-school suspension. Students are referred to the following support staff for appropriate intervention: guidance counselors, child study team members, school nurse, the Intervention and Referral Services Committee.

Suspension of any type will balance the need to remove sources of disruption from the learning environment with the goal of keeping all students in their regular academic classes where they will receive their prescribed program.

Bullying Policy Statement

All members of the Florham Park Schools community have a right to live and work in an environment that is safe and satisfying. Harassment and bullying will NOT be tolerated because such behavior is inconsistent with this important, basic right and because the district recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with district efforts to improve academic performances and improve school attendance.

Harassment, intimidation or bullying is defined as 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 grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with the law, 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 or physical or emotional harm to his/her person or damage to his/her property; or b) Has the effect of insulting or demeaning any student or groups of students; or c) Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

It is the responsibility of each student to conduct himself/herself in a way that is socially appropriate and respectful to the rights of others. Harassment and bullying are against

district policy and against New Jersey State Law and will not be tolerated in the Florham Park Schools. For more information see Florham Park Board of Education Policy 5131.1 located on the Florham Park Schools website (www.fpbs.org) and is attached to this code of conduct.

Teachers and all employees must immediately report cases of bullying and harassment to building administrators.

Acceptable Use of Technology

The use of the Florham Park Public Schools' Network Resources must be in support of education and research, and consistent with the educational objectives of the Florham Park Public School District. All students are to review and agree in writing to follow the district's acceptable use policy prior to using the district's network. Any violations in the use of the technology, including proper use of technology equipment, will result in progressive disciplinary actions as outlined in the code of conduct. Additional violations may result in restricted access to computers, suspension of computer/network privileges and/or other disciplinary actions.

Zero Tolerance

Students who bring weapons to school or commit any act of violence against a student or staff member will be removed from the school building immediately.

The police will be called and the parent notified if a student is found to be in possession of a weapon or if a terroristic threat has been made. Depending on the incident, the age of the student, and the review of the incident by administration, the student will be assigned suspension. In most cases, the minimum stay will be at least 10 days. In more serious cases, the removal will be for a longer period of time.

At the time of removal, the student must receive:

- Oral or written notice of the charges;
- An explanation of the charges and the evidence that supports them;
- An opportunity to present his/her side of the story.

Generally, the notice and hearing requirements should precede removal from school; however, in emergency situations the student may be removed from school immediately.

Graduating Students

As members of the eighth grade class from the Middle School, students are expected to serve as role models from the student body. All expectations as noted in this Student Code of Conduct –i.e., appropriate behavior, demeanor and attendance, are to be modeled by all graduating students. Repeated violations of the Student Code of Conduct or a

suspension/removal from school due to a Zero Tolerance incident may result in the graduating student not being allowed to participate in graduation ceremonies and/or any other eighth grade activity, which are privileges that the student must earn.

Disciplinary Action Guidelines for Students with Educational Disabilities

Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students unless stated otherwise in their Individual Educational Plan (IEP) for discipline actions, including suspensions. Students with disabilities may be disciplined with short-term suspensions (meaning 10 consecutive or cumulative school days in a given school year). At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the disabled child's case manager. The disabled student is afforded the same due process procedures as the non-disabled student.

Student Searches

All students are subject to searches for weapons, drugs or other prohibited materials in an effort to ensure a safe and orderly environment. Any student baggage (i.e., book bag, handbag, back pack, etc) may be searched, including student lockers. Any student refusing to participate will be detained and the parent/guardian will be contacted. Police may also be requested to intervene.

Student Dress Code

School is an environment for learning, therefore students are expected to dress appropriately. It is the responsibility of the students to maintain their appearance consistent with school guidelines. Please adhere to the following for all schools and refer to the building's code of conduct for any additional information.

Students that do not abide with the dress code may be subject to the following consequences in accordance with building guidelines.

Each school has a code of conduct guideline that is followed. Please refer to the school's code of conduct as attached. All schools included input from multiple sources (parents, administration, students, staff, outside resources)



BUILDING THE STEPS TO SUCCESS

**CODE OF CONDUCT
FOR
BRIARWOOD ELEMENTARY SCHOOL**

2014 – 2015

Mrs. Sherri Glaab, Principal

Briarwood School

Code of Conduct

Pre-K – Grade 2

Philosophy

In order to educate our children effectively, we must maintain acceptable standards of behavior in our schools. These standards must be fair to students, parents, teachers and administrators, while helping to create an atmosphere where learning can take place.

One of the main goals is an elementary school setting to teach children self-discipline. In order to achieve this goal, it is necessary to teach children to make appropriate choices regarding behavior. It is always the school's first choice to approach discipline in an appropriate manner. Briarwood School does not condone the removal of students from classes except when behavior affects other students' ability to learn, for repeated violations or incidents of violence. We believe students belong in their classrooms and they need to be in the classroom to learn.

Together, school and families, must work to promote a school environment that is nurturing orderly, safe and conducive to learning. The school environment should also promote positive personal and social development for every child.

Student rights and responsibilities

A right is something that belongs to you because you are a citizen of the United States. No one can take your rights away from you. However, you must use your rights in a responsible manner. There are certain things listed below that you will need to do without anyone telling you to do them. These are your responsibilities.

1. Every child has the right to be free from discrimination. It is your responsibility to treat everyone as you expect to be treated. This means that boys and girls in Briarwood School should be able to work, play and share together without being teased because they're who they are.
2. Every child has the right to feel safe and protected in school. It is your responsibility to help make our school a safe school. This means that no one should hurt you or threaten to hurt you. You should also not try to hurt anyone else by words or actions.
3. You have the right to have your belongings safe in school. It is your responsibility to keep your belongings in their proper space. Objects that are inappropriate for school should be kept at home. This includes: GAMEBOYS, WALKMANS, IPODS, TOYS (unless your teacher has a special day), POKEMON CARDS, and any sporting equipment that could injure another child

- such as HARD baseballs, footballs, etc. No one should touch or take your belongings, nor should you touch or take something that does not belong to you.
4. You have the right to be treated with kindness and in a fair manner. It is your responsibility not to laugh at the mistakes of others or hurt anyone else's feelings. No child should laugh or make fun of another person or hurt their feelings on purpose.
 5. You have the right to know what your principal and teachers expect of you and what you should expect of yourself. It is your responsibility to complete the homework your teacher expects from you and be sure your teacher receives it on time. All your schoolwork should be finished to the best of your ability. Be proud of the work you do!
 6. You have the right to tell your side of any problem that might happen in school. It is your responsibility to be respectful when talking and to give others the same chance to speak. You will never be punished for breaking a school rule without having the opportunity to tell your side of the story. You must always allow others to tell their side as well.
 7. You are an individual and have the right to be treated as such. It is your responsibility to respect all members of your community as individuals. This means that you are a unique person and not just a part of a group. This applies to every child in the Briarwood family.
 8. You have the right to a safe ride to and from school. Riding the school bus is a privilege. If you break the rules on the bus, you will lose the privilege of riding on the bus.
 9. You have the right to a clean and healthy school so you can learn in the best way possible. It is your responsibility to help take care of your school. You should help to keep it clean. You should never damage school property.
 10. You have the right to receive a great education. It is your responsibility to obey all the school rules so that everyone can learn in an orderly fashion. This means that you must be prepared to learn every day you come to school. You must learn the classroom rules and obey them. You should also come to school **ON TIME** each day.
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Please take time to read the school rules with your child. Everyone must work together to provide children in the most opportune atmosphere in which every child can learn. When you have completed this discussion with your child(ren), please return the signed tear-off sheet to your child's teacher immediately. Thank you for your support and cooperation.

Important Rules: What happens if they are broken

Listed below are some of the important rules everyone needs to be aware of concerning behavior at Briarwood School, on the bus, and at all school-sponsored activities. It is important to read these rules and understand what happens when rules are broken.

If a student does something that breaks the law, parents will be notified and the proper authorities contacted.

1. School attendance and tardiness

Children should attend school each day, and arrive on time, unless there is an emergency or illness. Absences should be phoned in to the school nurse. Please use the school voice mail to contact your child's teacher. Every staff member at Briarwood School has his/her own voice mail and e-mail. Your child's teacher will provide homework, especially in cases of extended illness. However, please allow ample time when requesting homework. Such requests should be phoned to the office by 11:00AM. A teacher's day is so busy so that last minute requests for homework may be difficult to honor. Please let your child's teacher know any circumstances surrounding your child's illness that may affect your child's performance in school.

It is important for every child to attend school ON TIME every day. If your child is late on a regular basis, you are denying your child an appropriate education. Teachers begin instruction as soon as the children enter the room. Five minutes (or more) each day becomes cumulative if you calculate the time by each week. It is important for children to begin the day with the rest of their class. Please do not adopt a casual attitude toward being on time just because the children are in the early primary grades. It is important for children to adopt a good attitude regarding being on time for school at the earliest age.

Cumulative tardiness deprives your child of time in class each day. In cases where tardiness is severe, you will be notified by the school. You will receive a letter noting the tardiness and this letter will be placed in your child's file. In some cases a child may need to repeat the grade level if continued tardiness or absence prohibit the child from learning grade level requirements.

2. Respect for others, using bad language, stealing

You may not laugh at, make fun of, or hurt the feelings of others. You must always speak courteously to others and without threats or cursing. You must never take or damage something that belongs to others. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, your principal will decide additional consequences. If anything is damaged, you will be responsible for the damage to property.

3. Obedience

While you are at school, in a classroom, on the playground, the bus or any school activity, you are expected to respect the people who work at school and follow their directions. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, your principal will decide additional consequences

4. Honesty

You should always tell the truth. You will always be given the opportunity to tell your side of a problem. You should also do your own work at all times. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, your principal will decide what else needs to be done.

5. School work

When your teacher gives you an assignment, you are expected to always do your very best work. You are also expected to complete your work on time and bring it to your teacher. If the rule is broken, your teacher will deal with this situation. If it continues to be broken, your parents will be notified. Your teacher and principal will decide what else needs to be done.

6. Care of School Property

You are always expected to take good care of school property. This includes: textbooks, library books, computers, and all equipment in the school. If the rule is broke, your teacher and principal will speak with you and decide what needs to be done. Your parents will be called to discuss any damage. You will be responsible for the damage to property and for lost textbooks or library books.

7. Fighting

You should always do your very best to get along with others. You must not hurt one another in school at any time. In most cases, the student involved will be dealt with by the principal. Parents will be notified and the principal will decide what needs to be done. In more serious cases or if the rule continues to be broken, suspension is likely. Proper authorities will also be called.

8. Threats and assaults against school personnel or other children

No one must ever threaten or hurt any person in school. You must never damage or destroy the property of others. If the rule is broken, your principal will notify your parents. Suspension is likely. Proper authorities will be called.

9. Items that should NOT be brought to school without permission

Some things should never be brought to school because they are dangerous to you or others. As well, you should not bring items to school that will distract you from your job of learning in school. Some of these items are: matches, tobacco, alcohol, medicines, guns, drugs, pets, knives of any kind, laser pointers, toys, games, cell phones, valuable items. If the rule is broken your principal will speak to you and take the item away from you. Your parents will be notified and the authorities may also need to be notified.

If you find a dangerous object, do not pick it up. Leave it in place and tell an adult immediately. The adult will notify the principal immediately.

10. Bus transportation and behavior on the bus

ALL children riding the bus are expected to follow all rules when riding the bus. If the rules for safety and well-being are broken, you will be subject to the district's bus code of conduct for bus infractions. This may include suspension from riding the bus. The bus driver will refer you to the principal. Your parents will be notified. Your parents will receive a copy of the school bus misconduct notice. Your parents will be responsible for providing transportation if you are suspended from the bus.

ALL episodes of inappropriate behavior on the bus (i.e., field trips, sports events, transportation to/from school) are considered part of the care and responsibility of the school district, Therefore, any behavior related to bus transportation will always be addressed and considered as part of the discipline code of conduct.

*Adjustments to the above consequences may be made at the discretion of the administrator.

Briarwood Code of Conduct

We have reviewed and discussed the Code of Conduct for Briarwood School (includes Harassment, Intimidation and Bullying and Conduct/Discipline Policy). It is understood that we will reinforce this Code of Conduct in order to support a positive learning environment this year!

Student: _____ Teacher: _____

Parent's Signature

Date

**Attachments to Code of Conduct:
Harassment, Intimidation and Bullying Policy 5131.1
Conduct/Discipline Policy 5131**

