

# Florham Park Schools

## Administration

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Ridgedale School

Mrs. Sherri Glaab  
Briarwood School

Special Education  
Mr. Gary Pascal

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Mr. Brian Silkensen

ELA Specialist  
Mrs. Christy O'Connor

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## **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 electronically 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 per state guidelines.

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 Cellular Telephones in School or School-Sponsored Events

[Policy 5516](#)

During school hours, students are required to keep portable cellular phones off and in their locker. 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. Parents who need to reach their children during the school day to address an emergency should contact the main office. Students who utilize cell phones during school hours could face consequences. Additionally, the use of camera phones is strictly forbidden during school hours and at any school functions. Students taking photos or videos of students or staff without permission or knowledge is prohibited. Storing or sharing these photos or videos are subject to school suspension and may be reported to authorities.

## School Attendance

### [Policy 5200](#)

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

### [Policy 5240](#)

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 proactive 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
- Sunset School
- Community Service within the school grounds
- 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 will 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

[Policy 5512](#)

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 5512 located on the Florham Park Schools website ([www.fpk.org](http://www.fpk.org)) and is attached to this code of conduct.

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

## 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 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.

## Acceptable Use of Technology

[Policy 2361](#)

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.

Student use of district technology devices shall be in accordance to the rules and guidelines of this document, the Board of Education **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES, Board of Education Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS, and Board of Education Policy 5513, CARE OF SCHOOL PROPERTY.** Failure to follow the terms of these policies will result in disciplinary action, including, but not limited to, confiscation of any and all devices lent to the student and revocation of the student's access to the Florham Park School District's technology, as well as any other disciplinary action deemed appropriate by the Florham Park School District.

## 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

[Policy 5511](#)

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)



# CODE OF CONDUCT

RIDGEDALE MIDDLE SCHOOL

2017-2018

Peter Christ, Principal

Vincent Marchese, Dean of Students

# Ridgedale Middle School

## Code of Conduct for Students

### Grades 6-8

The Ridgedale Middle School Community believes that a desirable teaching and learning environment is the work of many people – parents, pupils, teachers, administrators, members of the Board of Education, and members of the community. Habits learned by a pupil at school and at home will be carried throughout that student's life.

Pupil behavior directly affects the climate of the school; thereby affecting its purpose and the achievement of those in it. Student behavior is the responsibility of all the school's stakeholders. Since appropriate school behavior is essential in creating an optimum environment for the social, emotional, and academic growth of all students, each student is asked to discuss the attached "Shared Values Statement" with his or her parents or guardians. This statement summarizes this extensive "Code of Conduct" and gives families the chance to discuss what is acceptable and what is unacceptable behavior.

### 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 5512 located on the Florham Park Schools website ([www.fpk.org](http://www.fpk.org)) and is attached.

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

## **Section 1 – Student Rights and Responsibilities**

Each student attends school so that he or she may develop their individual talents to the fullest and become the best person that they can. In order for this to be possible, the student has certain rights that must be protected and certain responsibilities that he or she must accept and abide by.

A student at Ridgedale Middle School has the following rights:

- The right to be happy and treated with compassion
- The right to be an individual
- The right to be safe and secure during school hours and at all school functions
- The right to learn about him/herself
- The right to be helped in learning self-control

A student at Ridgedale Middle School has the following responsibilities:

- To treat others with compassion and respect
- To respect the unique differences among individuals and groups of people
- To help make school a safe place
- To maintain a sense of order and decorum
- To protect the rights of others
- To treat others as he/she would want to be treated
- To always do his/her best
- To respect school property

## **Section 2 – General Rules for Behavior**

In order for a school to function effectively, it must have rules and regulations in place to provide for a smooth and orderly educational process while protecting the rights of individual students and ensuring welfare of the entire school community.

It is understood, first and foremost, that students will comply with all federal, state and local ordinances – these laws have supremacy over the school. It is further understood that the school itself will adopt additional rules for within the building, depending on specific and evolving circumstances.

Furthermore, each individual teacher will employ assertive discipline in his/her classroom. Teachers, with student input, will create a general list of rules for behavior in their individual classrooms, along with both positive and negative consequences for student behaviors. Parents and students will be informed of these classroom rules on the first day of school. When a student has displayed behaviors that go beyond the scope of what a teacher should have to deal with within his/her classroom, the principal will deal with those student behaviors

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.

The following is a general list of rules for Ridgedale Middle School.  
All students will:

Adhere to all teacher's rules for their individual classrooms

- Dress in an appropriate manner
- Conduct themselves in a physically appropriate manner
- Use methods other than fighting to resolve conflicts
- Respect the property of the school
- Respect the property of others
- Listen to the directions of those having authority over them
- Treat others with respect
- Help to create a non-hostile school environment
- Use appropriate language
- Maintain a safe school environment
- Allow teachers to teach
- Be honest and tell the truth
- Be where they are supposed to be when they are supposed to be there
- Leave items deemed inappropriate for school at home
- Behave appropriately on the bus
- Use the internet responsibly
- Conduct themselves appropriately during lunch
- Live a healthy lifestyle and avoid alcohol, tobacco and illicit drugs
- Do their best at all times
- Electronic devices and cell phone use, calling, texting, or camera use is not allowed

### **Section 3 – Dress Code**

It is the purpose of the Florham Park School District, in the matter of student grooming/dress code, to enhance the health and safety of the students and to avoid distractions to the educative process. It is not the intention of the school district to neither usurp parental prerogative in the determination of appropriate grooming for their children, nor to infringe on an individual's freedom of speech.

Throughout many school systems in the United States, schools have found a relationship between proper school dress and proper school behavior and grades. Therefore, students are encouraged to be neat, clean, and well groomed when attending classes, representing the school on field trips, and at all school functions. Clothing must be neat and not distracting or offensive to the students, staffs, citizens of the school community, or visitors to the school, health and/ or safety:

#### **1. PANTS/SHORTS:**

- a. Must be worn at waist level
- b. Shorts are to be an appropriate length, minimum of a 5"-7" inseam
- c. Undergarments are not to be visible
- d. Leggings and tight-fitting yoga pants are only permitted with a mid-thigh length shirt or tunic, or under a skirt.
- e. No chains may be worn as belts or as accessories to pants/shorts

## **2. DRESS/SKIRTS:**

- a. Must be worn at waist level and be of an appropriate length
- b. Undergarments are not to be visible

## **3. SHIRTS/BLOUSES:**

- a. Must be “tuckable”, but not necessarily tucked in
- b. No half shirts exposing the midriff or shirts that expose the midriff when hands are raised
- c. No razor back or muscle shirts style shirts are to be worn
- d. Fishnet shirts (with holes or see through) – must have a shirt underneath
- e. Any skin-tight tops (i.e. leotard, swimwear, spandex, etc.) must have a double shirt worn

## **4. FOOTWEAR/SHOES:**

- a. Must be firmly attached to the foot
- b. No flip-flops

## **5. OTHER:**

- a. No coats are to be worn in class
- b. No sunglasses are allowed to be worn in the school building
- c. No hats are allowed to be worn in school
- d. No articles of clothing which are markedly soiled with grease, paint or dirt
- e. No articles of clothing which display indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of sexual nature), or slogans/pictorial effects degrading any cultural, religious, or ethnic values.
- f. No articles of clothing or other nature that could cause damage to other people or property
- g. No clothing that is extremely torn, slit, drags on the floor or in a state of disrepair
- h. Any other articles which may be deemed by the administration as distracting or disruptive to the educational process.

## **Section 4 – Homework**

We support the intelligent and meaningful assignment of homework for all students at Ridgedale. Homework can play a valuable role in providing you with essential practice in needed skills as well as encouraging you to work independently. You should expect to receive approximately 60 minutes of homework a night and additional time dedicated to independent reading and math fluency practice. Homework is assigned in alignment with Board policy 2330.

## **Section 5 – Students’ Rights to Due Process**

Any student who is accused of violating a school regulation and is to be reprimanded or disciplined shall have the right to procedural due process in accordance with N.J.S.A. 18A:37-1 et seq.

Educationally handicapped pupils are generally subject to the same disciplinary procedures as non-handicapped pupils in accordance with the provisions of N.J.A.C. 6A:14:2.8.

When a disciplinary consequence is given to a student, every effort will be made to contact his/her parents/guardians, whether it be by phone call, written notice, or both.

## **Section 6 – Disciplinary Consequences**

When it comes to the application of consequences for violations of our student code of conduct, it is the administration's goal to be firm, fair and consistent in the application of its rules.

When it comes to the application of consequences, it is our belief that when dealing with the most serious of violations, that a student's behavior records from previous years will be analyzed when making a determination of consequences. In this way, we can be sure that we are looking out for the best interests of our entire student body.

Please be aware that while the following guidelines listed below are the general rules that will be followed. The principal has the right and discretion to impose consequences that may go beyond what

### **DEFINITIONS**

Absences (unauthorized or excessive) – absent without an excuse note from parent/doctor or absent for unapproved reasons.

Abusive Language – language directed at one or more other individuals as to humiliate, degrade or show hate, bias.

Administrative Compensatory Service (A.C.S.) – required service to the school community as a result of an infraction. Duties may include, but not limited to the following: peer tutoring in Homework Club, removal of defacement, cleanup, restoration, etc. of the effected area. Compensatory damages may be required for restitution. Implementation of ACS is at the discretion of the administrator.

Alcohol Possession or Use – consumption of alcohol, and presence on school property after consuming alcohol even if consumed off school property, possession including lockers, desks, etc.

Assault – behavior with significant danger of or intent to inflict physical injury on another person.

Behavior Inappropriate – behavior that may interfere with the learning process or safety of the student or others or behavior that has been specially forbidden by school or classroom rule. Behavior intended to or that reasonably could be predicted to interfere with the safety or educational value of a class or other group of students and/or adults in school or at a school activity on-site or off-site.

Being in Unauthorized Area – being in any area without specific permission and/or approved adult supervision.

Blackmail – the threat or act of extracting money or other items or services of value in exchange for the concealment of material items or information or as pressure against another to commit an act.

Bomb Threat/Possession/Knowledge/Making – participating in a bomb threat in any way, possessing any kind of bomb in whole or in part, assisting with the assembling of materials or construction of any kind of bomb in any way, or any knowledge of any sort about a bomb.

Breaking and Entering – entering school property, including outside areas by unauthorized use of keys or by circumvention of fences, doors, windows or other barriers whether damage is done to school property or not.

Co-curricular/Extra-Curricular Activities – any school sponsored activities such as assemblies, performances, sport teams, clubs or service organizations that meet before, during or after school. Any school sponsored one day or multiple day trips, including overnight.

Coercion/Intimidation/Threats – behavior that is intended to or can reasonably be construed to have the effect of forcing one or more to do or not to do something against their will or better judgment under threat of violence, ostracism or other adversity.

Community Service – project opportunities for students to be of service to others, the school or larger community

Cutting/Misconduct in After School Detention – failure to arrive within the first five (5) minutes after school for detention; failure to remain seated and silent; disrupting detention in any way whatever, any disobedience, disrespect or discourtesy whatsoever during detention; leaving detention without permission; failure to leave school property after being excused from detention.

Cutting Class – failure to appear on time for any scheduled class, lunch period, activity or other scheduled event for which the student has been assigned to attend. Leaving class without permission.

Defamatory Materials – writing possession, distribution of any writing, illustration or other representation that casts another person or group in an unfavorable light by gross exaggeration, falsehood, bias or hate.

Disruption on Bus – leaving one's seat, standing, touching another person, speaking to someone more than one seat away, littering, using a window without permission or otherwise acting in any manner that might impair the safety of others on the bus and failure to follow orders of driver and/or bus aide.

Dress Code Violation – see pages 2-3 of Code of Conduct.

Drugs (Possession, Knowledge or Use) – using any controlled substance as defined by the Board of Education, entering school property after use of controlled dangerous substance, carrying or

possessing controlled dangerous substance on school property, knowledge of the possible presence of a weapon on school property or of someone who may possess a weapon on school property.

Eating in an Unauthorized area – eating permitted only in cafeteria or by teacher/administrator permission.

Explosives (Possession, Knowledge or Use) – use or possession of any substance or items whose nature or purpose is to produce an explosion. Knowledge of the presence of such a substance or item in or about on school property.

False Alarm – participating in any way with raising a deliberate false fire, bomb, weather, or other alarm or warning of imminent danger.

Fighting – any dispute between two or more persons involving physical contact such as punching, kicking, etc. (Physical injury should not be criteria.)

Firearms/Weapons (Possession, Knowledge or Use) – any item intended or that might reasonably be construed as useful as a weapon whether carried on the person, stored in a locker or desk or by any means maintained on school property, knowledge of the possible presence of a weapon on school property.

Fires (Settings) – behavior intended to/or with significant risk of causing a fire on school property, possession of matches, lighters or similar materials.

Forgery – creating, using or assisting in any way with creation of use of a signature or document intended to deceive a reader or recipient as to its authorship, content or authenticity.

Gambling – the participation, in any way, of games or contests with money, material, or services at stake, betting in any form, including odds making, holding stakes, recording or judging outcomes, knowingly in the presence of gambling by others, collecting gambling debts, etc.

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. Incidents occurring off school grounds that have a negative effect on the school learning environment are subject to the



principal's review as well. **Derogatory use of words such as “gay, queer or homo” is never acceptable and will prompt an immediate HIB investigation.**

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer or pager. For more information see Florham Park Board of Education Policy 5512.

Indecent Exposure – leaving open to the sight of others whether by undress or by form-fitting or transparent attire, areas of one's person beyond the limits accepted by prevailing social customs, including the torso, upper thighs, buttocks and abdomen with very limited exceptions permitted for unusual activities such as swimming or for very young students.

Insubordination – failure to obey a staff member whether by action, inaction or delay.

Malicious Mischief/Vandalism – willful, wanton or malicious destruction of property or person.

Obscene Language – spoken words, curses, or epithets beyond the limit of polite language, whether directed at any individual or not.

Participation in/part to group disturbance – any incident in which a student knowing becomes involved in an group altercation or incident.

Physical Scuffle – any activity, rather than one directed and supervised by an adult in charge, involving the physical contact of two or more persons.

Riots – participation in concerted group disturbance.

Sexual Conduct/Expressions (Consented or not) - any act of sexual expression involving the unwanted and/or inappropriate touching of one person by another on school property whether consensual or not.

Stealing/Robbery/Theft/Larceny – depriving others of their own property by force, trick, deception, stealth or any other unauthorized means.

Tardiness (Unexcused) – arriving late for school for an unexcused reason. Tardies are a matter of state record. We cannot do away with them. Tardies are cumulative, as so are consequences dealing with tardies.

Throwing Objects (Any Activity) – any activity, other than one directed and supervised by an adult in charge, involving the throwing of any item through the air.

Tobacco (Possession or Use) – carrying, controlling or possessing in any way a tobacco product on school property, or the use of a tobacco product on school property in any way

Unacceptable Cell Phone Usage: - Cell phones are not to be used during the school day. They are to remain off and in student lockers. Use of a cell phone will be defined as: talking, reading or generating text messages, checking voicemail, time, etc., playing games, sending or looking at

pictures, and internet browsing. Students found using their cell phones will have their phones confiscated until the parent or guardian retrieves it from the main office.

Unacceptable Electronic Devices Usage: - Camera-equipped cell phones, computers or similar devices may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purposes). They may neither be used in the school building nor on buses. They may not be used at any time in the lockers rooms or bathrooms.

Students are not allowed to take photographs or videos of students or staff without their knowledge or permission. Consequences for these actions include student suspension.

The transmission, storing or sharing photographs taken on cells phones or similar devices may constitute criminal behavior.

Unauthorized physical contact (student/faculty): Any physical contact that has the intent of causing harm between students or toward a faculty or staff member.

## SANCTIONS

Teacher Detentions – A teacher may require a student to remain after school with that teacher for academic or disciplinary reasons. The teacher will contact the parent/guardian to arrange an appropriate detention time, approximately 30 minutes or at the teacher's discretion.

Lunch Detentions (Mid-Day Time Out) – A teacher or administrator may exclude a student from the regular lunch and/or playground for school infractions. Students may also be assigned to Mid-Day Time Out for consistently not completing homework. These detentions will not be recorded in the district database unless authorized by the administration. An email to the parent will alert them of the occurrence from the assigning teacher.

Administrative Detentions – A student assigned to administrative detention must be referred by a teacher on the approved Discipline Incident Form. The school administrator must speak to the student's parent/guardian by telephone or in person and report that conversation on the prescribed form. This conversation must occur within two school days of the incident leading to the detention. The detention will be subject to the following conditions:

- ❖ The student will voluntarily report to the assigned location no later than 2:30 PM or 7:00 AM.
- ❖ The student will remain in detention for 60 minutes or the time determined by the teacher.
- ❖ The student will remain in a seat silently, with no disturbances to others.

In-school Suspension – A student assigned to an in-school suspension must be referred by a teacher on the approved Discipline Incident Form. Prior to assigning an in-school suspension, the Principal shall hold a conference by phone or in person. The referring teacher, the student, and the student's parent-guardian must all be invited to attend. It shall be deemed reasonable notice of an opportunity to participate in such a conference if the Principal or designee shall attempt to call the parent and offer a meeting as soon as possible or defer to a phone conference. At the conference, the student and parent shall be free to raise questions or provide information as to whether that student committed the alleged infraction and as to whether any extenuating or mitigating circumstance should be considered. Only the Principal shall assign an in-school suspension. Any student assigned to an in-school suspension, except for the first time in any school year, shall be assigned for one (1) to three (3) days in-school suspension. Each subsequent in-school suspension shall normally be for one (1) day longer than any previous suspension, except that no suspension will be any longer than nine (9) days. Each day of suspension will be served subjected to the following conditions. Any student who serves and in-school suspension will also not be eligible to participate in extra-curricular activities scheduled on that serving day.

- ❖ The student will voluntarily report to the assigned location with the necessary materials no later than 7:45 AM on the assigned day (s).

- ❖ The student will secure assignments or other work from teachers that can be completed during the suspension.
- ❖ The student will remain in the designated suspension room through all classes and lunch periods until dismissal.
- ❖ The student may make any necessary trip from the room (e.g.: bathroom, nurse, etc.) only with the specific permission and under the conditions set out by the staff member in charge.
- ❖ The student will remain in the seat silently with no disturbance to others.

Sunset School – A student assigned to Sunset School must be referred by a teacher on the approved Discipline Incident Form. The referring teacher must speak to the student’s parent/guardian by telephone or in person and report that conversation on the prescribed form. This conversation must occur within two (2) school days of the incident leading to the detention. After three (3) unsuccessful, documented telephone call attempts, the teacher may write a letter in place of this requirement. The letter must be submitted to the Principal for approval and mailing. Only the Principal shall assign Sunset School detention. The detention will be subject to the following conditions:

- ❖ The student will voluntarily report to the assigned location with necessary materials at 2:30 PM on the assigned date. If the student arrives unprepared, appropriate grade level assignments will be given.
- ❖ The student will remain in detention for the hours set forth by the Principal.
- ❖ No food or drink will be allowed.
- ❖ No electronics, games, cards, magazines, etc. will be allowed.

Out of School Suspension – A student assigned to out of school suspension must be referred by a teacher on the approved Discipline Referral Form. Prior to assigning an out of school suspension, the Principal shall hold a conference. The referring teacher, the student, and the student’s parent/guardian must all be invited to attend. It shall be deemed reasonable notice of an opportunity to participate in such a conference if the Principal or designee shall attempt to call the parent and offer a meeting at the close of the current school day or before the beginning of the next school day. At that conference, the student and parent shall be free to raise questions or provide information as to whether that student committed the alleged infraction, and as to whether any extenuating or mitigating circumstances should be considered. Only the Principal shall assign an out of school suspension. Any student assigned an out of school suspension, except for the first time in any school year, shall be assigned for one (1) to five (5) days of out of school suspension. Each subsequent out of school suspension shall normally be for one (1) day longer than any previous suspension, except that no suspension shall be longer than nine (9) days. Each day of suspension will be served subject to the following conditions:

- ❖ While suspended, the student will remain off school property at all times until 7:45 AM on the day he/she is assigned to return to the regular school program.
- ❖ The student will secure assignments or other work from the teachers that can be completed during suspension before and after that suspension.
- ❖ The parent/guardian must accompany the student to the Principal's office with completed assignments by 7:45 AM on the return to the regular school program for re-admission to school.

Exclusion from Co/Extra Curricular Activities – A student receiving exclusion from these activities as a consequence must be referred by a teacher on the approved Discipline Incident Form. Prior to assigning the exclusion, the Principal may hold a conference. The referring teacher, the student, and the student's parent/guardian may be invited to attend. It shall be deemed reasonable notice of an opportunity to participate in such a conference if the Principal or designee shall attempt to call the parent and offer a meeting at the close of the current school day or before the beginning of the next school day. At the conference, the student and parent shall be free to raise questions or provide information as to whether that student committed the alleged infraction and as to whether any extenuating or mitigating circumstance should be considered. Only the Principal shall assign exclusion from Co-Curricular Activities. The exclusion will be subject to the following conditions:

- ❖ The student will not be allowed to attend school assemblies or performances.
- ❖ The student will not be allowed to participate in clubs either before, during, or after school.
- ❖ The student will not be allowed to participate in sport programs or tournaments, or allowed to attend games held on-site.
- ❖ The student will not be allowed to participate in school trips, either one-day duration or multiple-day duration, including overnight.

Placement Review – Referral to the Child Study Team. Parent will be asked to consent, or formal process will be invoked so as to accomplish a full evaluation of the student if deemed advisable by CST.

# RIDGEDALE MIDDLE SCHOOL CONSEQUENCE CHART

	Admin Detention	Sunset School	In-School Suspend	Out of Sch. Suspend	Exc. Ex - Curricular	Community Service/ ACS	I&RS CST	Expulsion Hearing
1:1 Technology Handbook Agreement	1,2,3	1,2,3	1,2,3	1,2,3	2	1,2,3		
Absence (Unauthorized or excessive)	1	2			1,2,3,	1,2,3		
Abusive language	1	2	1	3	2	1,2,3		
Acceptable Use of Technology	1,2,3	1,2,3	1,2,3	1,2,3	2	1,2,3		
Alcohol – possession or use				1	1	1,2,3	1	2
Assault			1	1,2,3	1,2,3			
Breaking & Entering			1	1,2,3	1,2,3		1	12,3
Behavior inappropriate	1,2	3	1,2,3	1,2,3		1,2,3	3	
Being in an unauthorized area	1,2		1	3	1,2,3			
Blackmail*			1	1,2	1	1,2,3	1	3
Bomb threat/poss./knowledge/use*				1	1	1,2,3	1	1
Breaking/Entering			1	1,2,3	1,2,3	1,2,3	1	2,3
Coercion/Intimidation/Threatening	1,2		1,2	1,2	1,2,3		1	2,3
Cutting/misconduct/ in detention	1	2,3	2	3	3	1,2,3		
Cutting/misconduct/ in in-school suspension			1	2,3	2	1,2,3	2	
Cutting class	1	2	3		2	1,2,3	2	
Defamatory material (writing, possession, etc.)*			1	2	2	1,2,3	2	
Disruption on bus	1	2	3		2	1,2,3		
Dress code violation	1,2,3				3	1,2,3	3	
Drugs/possession/knowledge/use*				1	1	1,2,3	1	1,2

**\*Police notification**

	<b>Admin Detention</b>	<b>Sunset School</b>	<b>In-School Suspend</b>	<b>Out of Sch. Suspend</b>	<b>Exc. Ex. Curricular</b>	<b>Community Service/ ACS</b>	<b>I &amp;RS CST</b>	<b>Expulsion Hearing</b>
Eating in unauthorized area	1,2,3	3			3	1,2,3		
Explosives/possession/knowledge/use*				1	1	1,2,3	1	1
False alarm			1	1,2	1	1,2,3	1	2
Fighting	1,2,3		1,2,3	1,2,3	1			1
Firearms/weapons/possession/knowledge				1	1	1,2,3	1	1
Fires/setting*				1	1	1,2,3	1	1
Forgery	1,2	3	3	3	3	1,2,3	3	
Gambling	1,2	3	2	3	2	1,2,3	2	
Gum chewing on school property	1,2,3	3			3	1,2,3		
Harassment/intimidation/bullying	1		1,2	2,3	1,2,3	1,2,3	2	3
Inappropriate use of cell phone	2,3							
Inappropriate use of electronic device (i.e. cell phone cameras)			1,2	1,2,3				
Indecent exposure	1	1	1	2,3	2,3	1,2,3	2	
Insubordination to staff members	1,2	2	1,2,3	1,2,3	1,2,3	1,2,3	2	
Malicious mischief/vandalism(restitution &)			1	2	2	1,2,3	2	
Obscene language	1	2,3	1,2,3	1,2,3	2	1,2,3	2	
Plagiarism/ Copy write violation	1,2		2,3		1,2,3			
Participation in/part to group disturbance		1,2	1	1,2,3	1,2	1,2,3	2	
Physical Scuffle	1		1,2,3	1,2,3	1,2,3			
Riots				1,2,3,			1,2,3	1,2,3

**\*Police notification**

	<b>Admin Detention</b>	<b>Sunset School</b>	<b>In-School Suspend</b>	<b>Out of Sch. Suspend</b>	<b>Exc. Ex. Curricular</b>	<b>Community Service/ ACS</b>	<b>I&amp;RS CST</b>	<b>Expulsion Hearing</b>
Sexual conduct/ expressions (consented or not)	1,2,3	3	1,2	3	3	1,2,3	3	
Tardiness (excessive)	1	2			2,3	1,2,3	1	
Theft (restitution and community service)	1		1,2	1,2,3	1,2,3	1,2,3	1	
Throwing objects (confiscation )	1,2,3	1,2,3	1,2,3	1,2,3	2,3	1,2,3	2	
Tobacco – possession or use (confiscation & use)			1	2,3	2	1,2,3	1	
Unauthorized physical contact (student/faculty)	1,2,3	1,2,3	1,2,3	1,2,3	2	1,2,3	1,2	
Other – ACS	<b>At administr ative discretion</b>							

\*Numbers indicate the number of times the offense has happened.

\*Adjustments to the above consequences may be made at the discretion of the administrator based on severity of the offense.



## **Shared Values Statement and Acknowledgement**

In recognition of the idea that a productive learning environment is the result of the work of many people, the Ridgedale Middle School community has compiled the preceding nine pages containing our philosophies behind our “Student Code of Conduct”, which includes the disciplinary measures that will be taken if and when a student is found to be in violation of the school rules.

As a member of the school community, I accept responsibility for my actions and accept the consequences of my actions if they violate the “Student Code of Conduct”. After having read through the Student Code of Conduct, I understand what the consequences for inappropriate behavior or actions will be.

I will strive to adhere to all school rules and become a productive and exemplary member of the Ridgedale School community.

As members of the Ridgedale Middle School and Florham Park School District community, I am signing this statement fully understanding its contents.

### **Attachments to Code of Conduct: ([www.fpks.org/policy.html](http://www.fpks.org/policy.html))**

[Attendance Policy 5200](#)

[Late and Early Arrivals Policy 5230](#)

[Tardiness Policy 5240](#)

[Conduct/Discipline Policy 5131](#)

[Dress Code Policy 5511](#)

[Equal Opportunity Policy 5750](#)

[Harassment, Intimidation and Bullying Policy 5512](#)

[Homework Policy 2330](#)

[Electronic Communication Devices Policy 5516](#)

[Acceptable use of Computer Networks/ Computers and Resources, Policy 2361,](#)

[School District Provided Technology Devices To Pupils, Policy 7523](#)

[Care of School Property, Policy 5513](#)