

## Randolph Middle School Code of Conduct

### Randolph Township Schools Mission Statement

It is the mission of the Randolph Township Schools to help prepare all our students for further education, productive work, responsible citizenship and personal fulfillment. Toward that end, we will provide students with educational experiences that enable them to acquire the knowledge and develop the thinking and problem-solving skills necessary for a lifelong process of learning. We will guide all students in discovering, valuing and developing their unique talents in order to realize their potential.

### Policy on Discipline

The maintenance of discipline is a cooperative task between the home and the school. If difficulty occurs with an individual pupil, we will first try to find the cause of the problem. Many times the underlying cause of the problem is minor and can be remedied without parental involvement. In more serious cases requiring disciplinary action, parents will be contacted immediately to help work out a solution. Suspension from school may occur if deliberate acts of a pupil cause injury to the health, morals, or welfare of others; if there is a serious violation of school regulations; or if the conduct of the pupil interferes with the education of other pupils in the classroom. In the event of suspension, the student must have a re-entry meeting with the grade level counselor or administrator depending upon the infraction.

### Belief Statement

This Code of Conduct is designed to promote a healthy, safe school that encourages academic and social emotional development and enables students to make positive decisions. To encourage students to make good choices, both positive and negative consequences will be recognized to promote appropriate behavior and discourage behaviors that interfere with the academic setting.

## **Student Rights and Responsibilities**

All students shall have the right to...

- 1) Participate in a school that is physically safe from internal and external threats.
- 2) Learn in an environment free from harassment.
- 3) Be respected by their teachers and peers.
- 4) Expand their experiences through a challenging program of academic and extracurricular activities.
- 5) Be educated in an environment that supports their learning style.
- 6) Express their opinion in a responsible manner and to take an appropriate part in their education.
- 7) Know the rules and expectations for their behavior.

All students have the responsibility to...

- 1) Maintain school property and ensure that safe conditions continue in school.
- 2) Be responsible for their behavior and encourage the same within the school.
- 3) Demonstrate respect for themselves through appropriate dress and behavior.
- 4) Demonstrate respect for others through the use of appropriate interactions and avoiding situations that will cause others to be hurt physically or emotionally.
- 5) Accept the challenges of the classroom and give their best efforts to complete assignments and uphold the requirements of the classroom teacher.
- 6) Speak up for them and be their own advocate in the classroom.

## **Positive Reinforcement**

When students have demonstrated positive behavior within the school and their efforts and behavior have made a positive impact on the school community, they may receive acknowledgement in the following ways.

1. Classroom recognition
2. Positive notes, phone calls, and e-mails sent home
3. Positive comments on progress reports and report cards
4. Recognition during team awards
5. Selection as a S.M.I.L. E. partner
6. Selection as a Peer Leader
7. Recognition as a Honor Roll student
8. Recognition as Student of the Marking Period
9. Random Acts of Kindness awards
10. 8<sup>th</sup> grade recognition awards

**The following is information pertaining to the student behavior consequences model.**

- Behaviors # 1- 8 will be addressed by the teacher before being referred to administration.
- Details of each behavior are listed on pages 5-12.
- A Behavior Incident Report will be completed for each behavior where the student is referred to the administration.
- The level of consequences refers to the severity of the behavior.  
i.e.: 2<sup>nd</sup> level is not necessarily a 2<sup>nd</sup> offense.
- The type and length of the suspension is at the discretion of the administration.  
\*NJ Administrative Code 6A:16 – 7.2/7.3 \*Board Policy 561.6
- V, V, & SA Incident Report refers to the Violence, Vandalism, and Substance Abuse.
- Progressive is defined as continued and more severe consequences for behaviors.

**Student Behavior Consequences**

Behavior	1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
1. Tardiness to class	Warning/Possible Detention	Parent notification Detention	Parent & administrative notification Detention/Progressive
2. Homework *District Policy 2330	Conference with student Possible detention	Parent notification Detention	Parent notification Detention/Progressive
3. Dress Code *District Policy 520.6	Warning Change clothes	Referral to administration Parent notification Change clothes Detention	Referral to administration Parent notification Change clothes Detention/Progressive
4. Misuse of passes	Warning Possible detention	Parent notification Detention	Referral to administration Detention/Progressive
5. Possession and use of personal electronic equipment	Warning Item given to administration	Parent notification Detention Item given to administration	Parent notification Detention Item given to administration Detention/Progressive Parent must pick up item
6. Harassment Intimidation Bullying *District Policy 5512.01	Warning Possible detention	Referral to administration Parent notification Detention	Referral to administration Parent notification Police notified if necessary AEP/Suspension
7. General Behavior	Warning Possible detention	Parent notification Administrative referral Detention	Parent notification Administrative referral Detention/Progressive

Behavior	1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
8. Plagiarism *District Policy 540.5	Zero on assignment Detention Parent notification	Referral to administration Zero on assignment M.P. grade lowered one letter grade Parent notification AEP/Suspension	Referral to administration Zero on assignment M.P. grade lowered one letter grade Parent notification AEP/Suspension/Progressive
9. Stealing	Teacher or administrative Conference Detention Restitution	Teacher or administrative Conference AEP/Suspension Restitution	Referral to administration Parent notification Police notified if necessary AEP/Suspension/Progressive V, V, & SA Incident Report
10. Leaving School Grounds	Referral to administration Parent notification Detention	Referral to administration Parent notification AEP/Suspension	Referral to administration Parent notification Police notified if necessary AEP/Suspension/Progressive
11. Attendance School Tardiness *District Policy 510.2	Conference with student and counselor Possible detention	Parent notification Detention/Progressive	Parent notification Detention/Progressive Complaint filed with Municipal court
12. Bus behavior	Parent notification administrative warning Possible detention	Parent notification administrative warning Detention Suspension of bus privileges	Parent notification Administrative warning Detention/Progressive Removal of bus privileges
13. Vandalism Destruction of Property	Parent notification Possible detention	Referral to administration Parent notification Restitution Corrective Measure	Parent/Police notification V, V, & SA Incident Report AEP/Suspension/Progressive
14. Pulling of Fire Alarm	Parent/Police/Fire Notification Detention	Parent/Police/Fire Notification AEP/Suspension	Parent/Police/Fire Notification AEP/Suspension/Progressive
15. Fighting or Physical contact	Warning Possible detention Parent notification	Parent notification AEP/Suspension	Parent notification AEP/Suspension/Progressive V, V, & SA Incident Report
16. Substance Abuse	BOARD	Policy 5530	V, V, & SA Incident Report
17. Smoking	BOARD	Policy 5530	V, V, & SA Incident Report
18. Weapons	BOARD	Policy 560.6	V, V, & SA Incident Report

The rules you are about to read in the Code of Conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The following rules support, but do not limit, our authority.

Students are under the authority of the school from the instant they step on the school bus in the morning until they return home at the end of the day. School rules are in effect on the way to school, on the way home, and during all school activities.

### **ATTENDANCE**

Irregular attendance at school is one of the most common causes of failure. Even though a student may try to “make-up” what has been missed, it is almost impossible to duplicate the experience that occurred as the class discussed its lessons. It will be the student’s responsibility to contact teachers concerning makeup work and to complete all missed assignments.

The state law is very strict in regard to children’s absence from school. Sickness of the child, death in the family, religious holidays and extreme emergencies are the only reasons for absence that the state will accept as legal excuses. A doctor’s note must be presented within five school days after returning to school. All other absences are considered unexcused.

*ALL* absences must be reported to the school. Parents should call (973) 366-8700 before 9:30 a.m. on the day of the absence. When prior notification has not been received, the school will make every effort to contact parents for verification of the absence.

Students who are absent from school are not allowed on school property and may not attend any after-school activities on the day of their absence.

**See District Policy 510.2**

### **TARDINESS TO SCHOOL**

Pupils who are late to school should report to the guidance office for an admission slip before going to their scheduled class. All work missed because of tardiness must be made up in a reasonable amount of time. Chronic tardiness to school will be referred to the Vice Principal. When a child is tardy three days within a marking period and every day afterward, they will receive a day of after school detention

**See District Policy 510.2**

### **TARDINESS TO CLASS**

Any student detained by a teacher between classes or after class should obtain a pass from that teacher for admittance to the next class. It will be the student’s responsibility to always have a pass while in the halls after the scheduled class begins. Occasional tardiness to class will be handled by the classroom teacher. Chronic tardiness to class will be referred to the Vice Principal. A record of unexcused tardiness will be kept on file for future reference.

## **HOMEWORK**

Homework is usually assigned on a daily basis as a review or reinforcement of concepts that were covered during the class periods. Generally, homework in the sixth grade is limited to 60 minutes per night, 70 minutes in 7<sup>th</sup> grade, and 80 minutes in 8<sup>th</sup> grade.

Students absent for one day should contact a friend to obtain homework assignments. Parents should contact the guidance office, if the student is absent for three or more days, to arrange for homework assignments to be picked up.

**See District Policy 2330**

## **FIRE DRILLS AND EVACUATION PROCEDURES**

It is the purpose of these drills to prepare the student body to meet any emergency which might require a rapid mass exit.

To facilitate the evacuation of the building during fire drills and other emergencies, the following rules should guide your actions:

1. Leave the building through the nearest exit indicated on the classroom evacuation chart.
2. Walk rapidly, but do not run.
3. **Talking is NOT permitted.**
4. Listen for directions if issued.
5. Pupils should move into the corridor in single file; each class will move out of the building side by side so that there will be double lines throughout the corridors.
6. The sign above the door in each room indicates the direction you turn when leaving. The classroom teacher nearest the exit will designate students to hold the doors open.
7. Once your class is outside the building you should stay together, approximately fifty feet away from the building. **THERE SHOULD STILL BE NO TALKING.**
8. Keep in mind that there may be emergencies which cause the inaccessibility or blockage of some of our normal exits. In this case, obviously, the rule of evacuating by the nearest exit should be applied.
9. In all fire drills, activities taking place outside of the building should be immediately terminated and youngsters assembled into class groups.
10. At all times, unless otherwise directed, the ringing of the fire bell implies that all persons should evacuate the building except the designed fire wardens.

**\*\*Fire drills are state mandated**

## **SCHOOL DRESS CODE**

The guidelines for the school dress code were developed after careful consideration. The philosophy behind them has always been that a strong relationship exists between the clothing a child wears and his/her general attitude and behavior in school. We feel strongly that the casual nature of certain attire could generate an indifferent attitude toward the student's real purpose of being in school. It will remain our policy to discourage and limit outlandish or questionable attire which negatively impacts the educational process. Please refer to Randolph Middle School Student Handbook for examples of inappropriate dress.

**See District Policy 520.6**

## **RULES CONCERNING BUS TRANSPORTATION**

Riding the school bus is a privilege. This privilege imposes certain responsibilities on the students. The following rules have been devised for the safety and general well-being of all our students.

1. While riding the buses, pupils are expected to conduct themselves in an orderly manner, be courteous to others, respect the law, and respect the property of others.
2. Pupils must not extend their arms, hands or any other parts of their body beyond the confines of the bus.
3. Pupils must not throw objects of any kind from the bus windows, whether the bus has stopped moving or is moving.
4. Pupils will board the buses and leave them at designated places. Drivers are not obligated to make special stops and should not be asked to do so. Adjustments of routes and stops will be made only through the transportation office.
5. Pupils will talk only in conversational tones. There should be no shouting, singing, or making of loud noises that may distract the driver. Distracting the driver endangers the lives of the pupils on the bus.
6. The school strictly forbids any attempts on the part of the student to haze or intimidate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus.
7. Pupils must understand that they are under the authority of the school and bus driver while traveling on buses. In the event of misconduct, the driver will report the student to the school.
8. The responsibility for any damage to a school bus, resulting from improper conduct by a student, shall be placed directly on the individual involved.
9. Students are to ride only on the bus to which they are assigned. They are not to ride on any other bus without permission from Randolph School District Transportation Department.
10. Improper conduct on buses or while waiting for the bus may result in suspension of bus privileges.

## **NURSE'S OFFICE**

- Under no circumstances will a student be able to carry any medications other than inhalers or EpiPens.
- Parents are not allowed to administer medication of any kind to a child other than their own while chaperoning a school field trip or any other school sponsored event.

## **CHANGING CLASSES**

1. Please keep to the right and always walk.
2. Talking in the halls is permitted, provided there is no loud talking or shouting.
3. Students who are in the halls after the start of class will be considered late if they do not have a pass.
4. Students will have four (4) minutes to pass from one class to the next.
5. Do not run or push in the halls. This may cause a serious accident.
6. Lateness to class may result in an after-school detention.

## **PASSES**

Students are not permitted in the halls without a standard hall pass while classes are in session. Students requesting to use the lavatory must record their name and time in the class “sign-out” booklet before obtaining the lavatory pass. Students are not permitted to use the lavatories, visit the nurse’s office or request to see a guidance counselor between classes unless they have a pass from a classroom teacher.

## **PERSONAL ELECTRONIC EQUIPMENT**

Headphones, iPods, portable video games, radios, CD players, cellular phones, electronic organizers, beepers, miniature televisions, and other electronic devices **are not permitted in school**. Students are not to bring these items to school unless they are specifically required for a class project or activity. Students found with any inappropriate items in school will have them confiscated for the remainder of the school day. Habitual offenders will be referred to the Vice Principal. The district staff is not responsible for damaged, lost, or stolen items.

## **LOCKERS AND LOCKS**

All lockers are considered school property and are subject to search by the administration. The school **does not** assume responsibility for your personal property, therefore lockers should be secured with a lock at all times and the combination should not be revealed to anyone.

**See District Policy 561.4**

## **SUBSTANCE ABUSE POLICY**

When a student is suspected of possession or misuse of drugs the Board of Education “Substance Abuse Policy” will be initiated and will include the following:

1. The student suspected of being under the influence will report to the main office.
2. The Principal or Vice Principal shall have the student report to the nurse.
3. Parents or guardians of the student involved and the Superintendent of Schools shall be notified immediately.
4. The parent or guardian will be notified of action taken and requested to come to school.
5. Arrangements will be made for an examination of the student by a doctor selected by the parent or guardian. The parent will be asked to take the student to the doctor for an examination.
6. If the student’s doctor is not immediately available, the student will be taken to the emergency room of Morristown Memorial Hospital for examination accompanied by a member of the school staff (nurse, guidance counselor) and a parent or guardian of the student, if available.
7. If the examining report is negative, the student may return to school following a reentry meeting and written clearance from a doctor.
8. If the examining physician indicates a positive diagnosis, the student will be returned to his home as soon as possible and information shall be submitted to the Department of Health. The student shall not return to school until a written report is submitted to the Principal certifying that the student is physically and mentally able to return to school. The written report shall be prepared by the student’s personal physician, the medical inspector, or physician who examines the student. A copy of the report will be given to the parent or guardian of the student. The Principal will forward this report to the Superintendent of Schools.

**See District Policy 5530**



### **Harassment, Intimidation, and Bullying**

The Board of Education prohibits acts of harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any hostile or demeaning gesture, writing, verbalization or physical act that takes place on school property at school-sponsored functions or on a school bus and that has the purpose or effect of threatening or intimidating a student or group of students, mentally or physically harming such student damaging their property.

Harassment, intimidation or bullying, like other disruptive behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Complaints alleging violations of this policy shall be reported to the Principal or his/her designee. A prompt, thorough and complete investigation of the alleged violation shall be conducted.

Consequences for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

School administrators, faculty, staff and volunteers will model appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

At the Middle School, violations of this policy should be reported, either in person or anonymously, to the guidance office. If necessary, consequences will be assigned at the discretion of the Vice Principal in order to persuade students to make better behavioral choices in the future.

**See District Policy 5512.01**

### **Vandalism**

This policy pertains to any person who knowingly damages school district property. This pertains to, but is not limited to, recklessness or negligence with fire, explosives or another dangerous means and any person or persons who purposely or recklessly tamper with school district property. Individuals may be reported to the appropriate law enforcement agency.

**See District Policy 7610**

### **GENERAL BEHAVIOR:**

The following offenses are among those considered a basis for disciplinary action if committed in school, on school grounds, or on the buses:

1. Fighting/Physical contact
2. Throwing food or any objects.
3. Discharge or possession of firecrackers.
4. Gross disrespect to teachers, students, or school personnel.
5. Possession of drugs (or imitated drugs), tobacco products, or other potentially dangerous and illegal substances or implements.
6. Stealing or possession of stolen property.
7. Vandalism.
8. Smoking.
9. Cutting classes or truancy from school.
10. Insubordination.
11. Any other infractions of the school rules and regulations, as deemed by the Principal, are grounds for disciplinary action.

Any instance of violence, vandalism, or substance abuse on school property must be reported to the state of New Jersey by the Principal or by his/her designee.

## **PLAGIARISM**

Dishonesty/plagiarism shall include cheating in any form. It includes, but is not limited to:

- Giving and receiving of answers in any situation.
- Copying or taking the work of others and claiming it as your own.
- Submitting non-original work, reports, projects, oral presentation, term papers, etc.
- Forgery including but not limited to a parent's signature.

Whether the individual gives or receives information, he/she is guilty of a dishonest act and has put in jeopardy his/her reputation and academic standing.

**See District Policy 540.5**

## **DETENTION POLICY**

As a general guide, detention for misconduct or behavior unbecoming of a student may be designated by a classroom teacher. Detained students may utilize the late bus which leaves the school at 4:10 p.m., or may be picked up by a parent at that time.

To facilitate the detention procedure, the following will be implemented:

1. Students will usually be given at least one day's notice in writing for parent notification.
2. Students must return the SIGNED notice, which would indicate his/her parent is aware of the detention.
3. In lieu of a written notice, teachers may phone the parent.

Should the school encounter an uncooperative attitude in following the above procedures, it shall seek other methods of restricting the student, including suspension from school.

## **SUSPENSION AND EXPULSION OF STUDENTS**

The Board deems the suspension of a student to be a very serious penalty that should not be imposed for disciplinary reasons unless the student has materially and substantially interfered with the maintenance of good order in the school, or unless it is necessary to protect students' physical or emotional safety and well-being. The Principal shall have the power to suspend students for sufficient reason. Such action shall be reported to the Superintendent within one day of the suspension. In each instance of suspension which is longer than ten (10) days, the Superintendent shall decide to continue the suspension or reinstate the student.

Expulsion may be implemented only upon order of the Board: *no student below the age of 16 may be expelled.*

The Superintendent is required to provide an alternative program of education suited to the special needs of each child less than 16 years of age who constitutes a threat to the good order of the educational community or to him/herself while in school. The placement in such a program must comply with all State laws and regulations for special education. Whenever possible, the Board shall protect the identity of students.

**See District Policy 561.6**

### **ALTERNATE EDUCATION PLACEMENT**

If a student demonstrates serious or repeated negative behaviors and makes negative choices, he/she may be assigned to the Alternative Education Placement.

### **SCHOOL SUSPENSION (Middle School Only)**

Some students may have difficulty following school rules or become involved in serious misbehavior requiring suspension from school. If a student remains in school, they will attend out Alternate Education Placement. If suspended out of school, students are not permitted on school property during the school day, nor at any district sponsored events. The pupil will be required to make up any work assigned during the suspension, and has the responsibility of requesting the work from his or her teachers.

If a student is assigned to our Alternative Education Placement, they are expected to report to homeroom on time and assignments will be completed in the Alternative Education location. Students still may not attend any other school functions.

**\*\*\*Any suspension from school will warrant a re-entry meeting with the grade level counselor or the grade level administrator depending upon the infraction.**

**For further descriptions and/or explanations of the above District Policies, please refer to [www.rtnj.org/boardeducation](http://www.rtnj.org/boardeducation).**

**Parents and students are also encouraged to read and review the school handbook to understand the expected behaviors while at school.**