

## **Code of Conduct**

Two of the most important lessons education should teach are discipline and tolerance. While they do not appear as subjects, they underlie the whole educational structure. Training in these areas develops self-control, character, orderliness, and efficiency. They are the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline and tolerance in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habits of self-restraint which will make you a better person. The purpose of this code of conduct is to support students' rights to an education that supports students' development into productive citizens.

**Disciplinary infractions may result in suspension and/or exclusion from participation in extra-curricular activities including athletics, clubs, proms, and graduation exercises.**

## **CLASSES**

Students are expected to report to each class prepared and on time. Disciplinary action, including detention and possible loss of credit, will be assigned to students who are late. Your teachers will explain the impact that lateness and being unprepared has on class participation which is part of your grade.

- Students are expected to follow guidelines and procedures established by the classroom teacher.
- Be seated and ready to work before the bell rings.
- Participate regularly. Your contributions affect your grades.
- Take care of classroom furniture. Students who vandalize school property are to be referred to the office. Writing on desks may result in demerits and/or detention.
- Be sure your work is done neatly and to the best of your ability.
- Pay attention to your teacher.
- Come prepared with pencils, pens and books.
- It is the teacher, not the bell that dismisses classes. Remain seated until your teacher dismisses you.
- A hall pass is required in order to leave a class in session. Detention may be assigned to students who violate this procedure.
- Texts and other materials on loan to you are to be properly covered and cared for.

## **Student Disciplinary Rules & Regulations**

The purpose of this policy is to present a fair, firm and orderly process for handling individual and repeated infractions of school rules and regulations. Though this policy attempts to couple the seriousness of an offense with appropriate punishment by

assignment to certain levels, the administrator in charge must be afforded some latitude in handling individual cases and assigning a level.

Students have a right to attend school in a safe and secure environment. **\*Students have the right to appeal any disciplinary outcome to the building principal.** All disciplinary assignments are at the discretion of the building principal or designee/Assistant Principal. Students will be notified of any disciplinary outcomes/infractions by the building principal or designee by due process.

#### Student Disciplinary Appeal Process (BOE Policy & Regulation #5600):

1. Level 1- Building Principal or Designee
2. Level 2- Superintendent of Schools
3. Level 3 – Board of Education

### Procedures

#### **Level 1:**

Classroom infractions: The teacher will handle such infractions as lateness, incomplete assignments, forgotten materials, talking and other regular classroom situations. For these, the teacher will be responsible for handling the problem in an appropriate fashion. This may include detention, one-on-one counseling sessions with the student, or a telephone conference with the parent/guardian. Problems that are habitual or of such a nature that they totally disrupt the educational process should be referred to the Assistant Principal. Where possible, a teacher should consult with the Assistant Principal prior to sending the student to the office. Once a student is referred to the Assistant Principal the resolution of the problem rests with the Assistant Principal.

#### **Level 2:**

A merit/demerit system has been developed for level 2 infractions. The purpose of the system is to:

- Develop a sense of responsibility in students for their own behavior.
- Allow time and opportunities for students to correct themselves.
- Allow time for parents and counselors to work with the student to prevent further disciplinary measures.

The system works as follows:

Inappropriate behavior is assigned a demerit value. Students are given consequences for accumulation of demerits as outlined below. Once a student is suspended after an accumulation of 25 demerits, a fresh start is given, but in the next cycle. The system then repeats. **THE DEMERIT SYSTEM IS APPLIED ON A YEARLY BASIS.**

Students have the opportunity to eliminate demerits to avoid suspension by earning merits as follows:

- Perfect attendance for marking period 5 merits
- No referrals for one month 5 merits
- Serving a detention beyond those assigned. 5 merits
- Honor/Merit rolls list 5 merits
- Verified community service of at least two hours duration. 5 merits
- Other as determined by administration 5 merits

<b>Description of Inappropriate Behavior</b>	<b><u>Demerits</u></b>
1. Unexcused absence from class (cutting).....	5***
2. Leaving class without permission.....	5
3. Lateness to class.....	5
4. Loitering (halls after bell or after school).....	5
5. Violation Detention Rule.....	5
6. Disrespectful (Lack of respect for person in authority).....	5
7. Misconduct in Class.....	5
8. Pass violation.....	5
9. Misbehavior (cafeteria, halls, assemblies).....	5
10. Truancy.....	10*
11. Possession of cigarettes/chewing tobacco/vapes.....	5*****
12. Lost pass.....	5
14. Possession of another's property.....	5
15. Use of profanity in school.....	5
16. Failure to sign in.....	5
19. Inappropriate dress (See Student Dress Code).....	3
20. Violation of Office Detention.....	5
21. Leaving school grounds.....	5
22. Late to school (tardy).....	5
23. Failure to report to teacher detention.....	5
24. Involved in food fight.....	5
25. Inappropriate display of affection.....	3
26. Gambling in school or on grounds.....	5
27. Violation ID or Cell Phone Policy.....	5
28. Unauthorized use of the elevator.....	5

- \* Parent notification and Saturday Detention
- \*\* Automatic suspension
- \*\*\* Plus Saturday detention and/or suspension
- \*\*\*\* Complaint filed with Manasquan Police Department
- \*\*\*\*\* Incident reported to Manasquan Court. Possible fine

**NOTE:**

Students who accumulate 50 or more demerits are subject to exclusion from participation in extra-curricular activities including, but not limited to, athletic events, clubs, social activities, proms, graduation, etc. for the balance of the school year.

**Consequences For Accumulation of Demerits**

**NOTE: STUDENTS ARE SUBJECT TO LOSS OF PRIVILEGES AFTER CYCLE 2.**

<b>Demerits</b>	<b>Cycle 1</b>	<b>Cycle 2</b>	<b>Cycle 3</b>	<b>Cycle 4</b>	<b>Cycle 5</b>
	1 ISS RPCw/ Asst.Prin.	2 ISS RPCw/ Asst.Prin.	3 OSS RPCw/ Asst.Prin.	4 OSS RPCw/ Principal	5OSS RPCw/ Superintendent

**Upon accumulation of 20 demerits Saturday detention will be assigned.  
Accumulation of 25 demerits will result in suspension.**

The definitions for code letters used with above mentioned consequences are:

RPC - "Required Parent Conference"

Parent/guardian is required to make an appointment to meet with the Assistant Principal within two days of notification. Failure to do so may result in suspension.

OSS - "Out of School Suspension"

Parent conference required.

ISS - "In School Suspension"

**DETENTION**

Detention period is a time when the student is assigned to stay after school or on Saturday for any infraction of school rules. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign detention to a student who is not in any of his/her classes.

In cases where individual students have detention in two areas at the same time, teacher detention shall take precedence and the teacher shall notify the office to this effect. Students who fail to report to detention are subject to further disciplinary action including suspension.

Students will be given 24 hours notice for office detention with the option of reporting the same day if they choose.

Students assigned detention are to report to the designated area at 2:35 p.m. with work to do. Students must come prepared with an assignment. If you are not prepared you will not be given credit for that day's detention. Detention is to be treated like any other class period.

### **Detention Procedures**

Students should seat themselves quickly and remain silent.  
Students should not lounge at desks; keep feet off other furniture.  
Students are not permitted to wear coats or jackets.  
No detention students are permitted to leave the room.

**\*Failure to attend an Office detention (2 hours) may result in a Saturday Detention (4 hours).**

### **Level 3**

### **SUSPENSION (LEVEL THREE INFRACTION)**

The following regulations governing school suspension were signed into law in 1979 and are referenced in New Jersey Statutes 18A:37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Students referred to the Assistant Principal for infractions listed below are subject to suspension as indicated:

<b>Infraction</b>	<b># Days of Suspension</b>
1. Fighting on school grounds.....	up to 4 days
2. Continuous willful disobedience and/or open defiance toward staff member in authority.....	up to 4 days

3. Physical assault upon another person.....	up to 4 days
4. Willfully causing or attempting to cause damage to school property.....	up to 2 days*
5. Taking personal/school property from another person by means of force or fear.....	up to 4 days*
6. Smoking/chewing tobacco in school or on grounds.....	up to 3 days*
7. Use of profanity/obscenity toward any staff member.....	up to 3 days
8. Verbal assault/threat toward any staff member and/or fellow student.....	up to 3 days
9. Unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority.....	up to 3 days
10. Incitement which disrupts the normal school functioning, causes violent behavior and/or truancy by student.....	up to 3 days
11. Continuous/deliberate class disruption.....	up to 2 days
12. Conduct of such a character as to constitute a continuing danger to the physical well being of other students.....	up to 4 days*
13. Possession and/or use of drugs, alcohol, and/or any other controlled dangerous substance (Refer to Drug/Alcohol Policy) .....	up to 9 days*
14. Possession of weapons and/or other items which may present a danger to others.....	1 year*
15. False alarms .....	up to 9 days*
16. Stealing.....	up to 3 days*
17. Physical assault upon a staff member.....	***
18. Lewd/obscene exposure.....	up to 3 days
19. Harassment , Intimidation, & Bullying .....	up to 4 days

- \* Incident reported to Manasquan Police Department
- \*\* Incident reported to Manasquan Court. Possible \$100.00 fine
- \*\*\* Suspended pending expulsion proceeding before Board of Education. Proceeding to be scheduled no later than 21 days following day of suspension (NJ Statute I8A:37-2.1)

Students suspended more than twice a year are subject to exclusion from participation in extra-curricular activities including, but not limited to, athletic events, clubs, social activities, proms, graduation, etc.

### **Rules Governing In-School Suspension**

- Students will report to the In-School Suspension room by 7:34 am.

- The suspension will be served from 7:34 am to 2:30 pm. Failure to report on time will result in a penalty (i.e.: detention or additional day of ISS).
- Students are responsible to bring all books and school related materials/supplies with them before entering the ISS room. There will be **NO** locker visits.
- The ISS Supervisor will forward all school work/assignments to the students.
- Students will stay on task at all times and follow the In-School Suspension guidelines. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited. The student is expected to complete each day's assignment for every class according to directions.
- The student will only be allowed to use the restroom with the Supervisor's permission.
- **NO** electronics of any kind including cell phones will be permitted in the ISS room.
- **NO** food or drinks will be allowed (except bottled water) unless it is during a scheduled lunch break.
- Students are encouraged to bring a lunch with them. Students will have the opportunity to purchase lunch from the cafeteria. Lunch will be eaten in the ISS room.
- Students will not be allowed to participate in any after school extra-curricular activities.
- All regular school rules apply as set forth by the Code of Conduct outlined in the Student Handbook.
- Any violations of ISS rules will result in additional days of ISS or may result in an Out of School Suspension.

### **Out of School Suspension**

3rd Out of School Suspension - loss of privileges for 30 days

4th Out of School Suspension - loss of privileges for 45 days

5th Out of School Suspension - loss of privileges for balance of school year

**Note: Students who are habitually suspended for the serious infractions mentioned above will be referred to the Superintendent of Schools for expulsion.**

1. Students, as well as the entire school community, must recognize that unacceptable conduct will neither be condoned nor accepted in schools. New Jersey State Statutes support suspensions.
2. Parents are placed directly into the problem and its solution because now the child is at home and parents must care for him or her during the suspension period.
3. Parents whose children do not need disciplinary actions need know that a conscientious effort is made to foster acceptable behavior, and that serious infractions are handled with swift and just action.
4. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, administrators must uphold their legal responsibilities to ensure that students under their jurisdiction have every opportunity for success.

### **Rules Governing Out of School Suspension**

1. A suspension begins at the end of the school day (2:30 p.m.) in which the student is informed by the administrator and extends to the beginning of the school day the student is scheduled to return.
2. Making up missed assignments is the responsibility of the student. Work must be made up to receive credit.
3. A parent/guardian is required to schedule an appointment and accompany the student to the conference in order for the student to be readmitted to school.
4. Suspended students may not be on school grounds during the period of suspension.
5. Students may not take part in or attend any school sponsored activity on or off school grounds when suspended.
6. Assistant Principal will inform the parent/guardian of the suspension by letter and phone call.
7. Failure to abide by the rules governing suspension may result in (1) additional suspension time, (2) police action or (3) expulsion.

Additional offenses or actions that are extremely severe or dangerous to the well-being of other students or the orderly functioning of the school may result in:

- 1. Recommendation to the Board of Education for expulsion**
- 2. Filing of appropriate complaints or juvenile petition**

### **Cutting/Truancy**

Any student cutting a class one (1) time within a marking period will be assigned Saturday detention. An additional cut within the same marking period will mean an



automatic grade of 69 for the marking period, a 2<sup>nd</sup> Saturday Detention, and a warning about open defiance. A 3<sup>rd</sup> cut within a marking period will result in suspension for open defiance/willful disobedience. Students who cut lunch or study may be suspended from school, and extra-curricular activities pending a parent conference.

## **USE OF ELEVATOR**

The elevator is restricted to only non-ambulatory students with administrative approval, school staff and personnel. Any student who uses the elevator without administrative approval is subject to consequences outlined in the school discipline code.

**Under no circumstances during a fire drill or other emergency is the elevator to be used.** During a fire drill or emergency any student in a wheelchair or on crutches, on the second floor should immediately go to center hall between rooms 204 and 206. An administrator and/or designated staff member will then help the student exit the building.

## **Students Rights (BOE regulation #5600)**

1. You have the right to a pre-eminent education.
2. You have the right to attend school regardless of your individual personal status, including marital status, pregnancy or parenthood.
3. You have the right to be recognized as an individual with unique needs, aspirations, and competencies.
4. You have the right to attend Manasquan High School without fear or abuse.
5. You have the right to expect fair and equitable treatment by staff and peers, including application of the code of conduct.
6. You have the right to student confidentiality regarding student records following state and federal laws.
7. You have a right to due process, appeal procedures and policies.
8. You have the right to parent notification of a student's due process consistent with policies and procedures.

Manasquan High School will provide an equitable application of the Code of Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic.

## **Physical Restraint of Students**

The administration and staff shall comply with the Manasquan Board of Education's physical restraint and seclusion Policy and Regulation #5561 (Use of Physical Restraint and Seclusion Techniques for Students with Disabilities) and New Jersey statutes **N.J.S.A. 18A:46-13.4**, when dealing with an emergency in which a student is exhibiting behavior that places the student or others in immediate physical danger.

## **Comprehensive Behavioral Support**

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

### 1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Senior Open Lunch
- b. Eligibility for extra-curricular activity
- c. Merit System

### 2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

## **Community Based Family Health & Social Service**

1. High Focus            Freehold, NJ            800.877.3628
2. Gen Psych            Brick, NJ                855.436.7792
3. CPC Behavioral      Freehold, NJ            732.780.7387
4. Meridian Behavioral Neptune City, NJ 732.643.4400
5. The Samaritan Center Manasquan, NJ    732.223.4673