

# Franklin Elementary School

## *“Where Dreams Begin”*

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### Kindness Pledge

*I pledge to myself on this day,  
To try to be kind in every way.*

*To every person, big and small,  
I will help them if they fall.*

*When I love myself and others too,  
That is the best that I can do!*

*Today the choice is mine!*

(Author unknown)

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## **Be the Best Bucket Filler You Can Be...**

### **Today, Tomorrow, and Always!**



# ROXBURY TOWNSHIP SCHOOL DISTRICT

## CODE OF CONDUCT

2016-2017

### STUDENT RIGHTS AND RESPONSIBILITIES

K - 4

Franklin School

Jefferson School

Kennedy School

Nixon School



#### INTRODUCTION

*It is the belief of the Roxbury Township school community that all students have rights. Commensurate with these rights are responsibilities for which all students are held accountable while in school. Not unlike the larger society for which we prepare our students, the smaller society of the school must have rules and consequences to establish and maintain a safe, orderly, and respectful environment.*

*The Code of Conduct is designed to clarify expectations of students in terms of their behavior and self control. Disciplinary actions will be taken for infractions of established rules. These actions will be carried out in a fair and equitable manner. All matters pertaining to the Code of Conduct will be held confidential in order to protect student privacy rights.*

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **1. SCHOOL AT LARGE**

**Rights** – Students have the right to attend a school that is safe, clean, in good repair, and drug-free where they and their property are respected at all times and under all circumstances.

**Responsibilities** – Students have the responsibility to follow directions given by those in authority, respect the rights and feelings of others and their property, keep themselves drug free, maintain a clean school environment\*, and refrain from acts of violence or vandalism. Any item that may be perceived as a threat to a person’s safety in the school environment, such as a knife or other weapon, is banned from all school-related activities.

Students will follow procedures for *Responsible Reporting* when they feel uncomfortable or at risk, or they perceive the same for others.

## **2. LEARNING ENVIRONMENT**

**Rights** – Students have the right to a full day of instruction in a learning environment that is safe and free from excessive noise and/or disruptive behaviors.

**Responsibilities** – Students have the responsibility to contribute to a positive and safe environment by coming to school on time and prepared, cooperating with peers and those in authority, respecting the rights and feelings of others, following established rules, and being actively involved in the learning process.

## **3. SHARED AREAS**

**Rights** – Students have the right to an orderly and safe school environment, which is free from disruption and excessive noise.

**Responsibilities** – Students have the responsibility of ensuring the safety of themselves and others by following established rules and demonstrating positive behaviors appropriate to each shared area of the school community, including bus transportation.

## **4. EXTRA CURRICULAR ACTIVITIES**

**Rights** – Students who are in good standing as citizens in our school community have the right to participate in and enjoy the benefits of socialization and organized activities sponsored by the school.

**Responsibilities** – Students have the responsibility to conduct themselves appropriately at assemblies, concerts, meetings, field trips, and other extra-curricular activities by cooperating with peers and those in authority, adhering to general school rules, and/or rules imposed by the visited area, and serving as a proper ambassador for our school community.

\* **SCHOOL ENVIRONMENT** includes classrooms and offices, hallways, restrooms, media center, technology area, gymnasium, cafeteria, playground, buses, bus stops, and all property and equipment that is a part of that environment.

# CODE OF CONDUCT

- 1. I will prepare myself mentally and physically for the process of learning by...**
  - a. Arriving at school well nourished, well rested, clean, and with texts, homework, and necessary materials.
  - b. Wearing appropriate shoes and clothing to keep myself safe. I understand that shoes with wheels may not be worn at any time on school property when school is in session.
  - c. Demonstrating respect for my body by refraining from the use of alcohol, tobacco, and other drugs.
  
- 2. I will demonstrate respect for people, other living things, property, and country.**
  - a. "People" includes peers and adults. "Property" includes classrooms and all equipment, cafeteria, library, restrooms, hallways, school buses, and bus stops.
  - c. I will act courteously, honestly, and safely in all school settings.
  - d. I will demonstrate respect for the flag and all it represents.
  
- 3. I will take responsibility for my own behavior and learning by...**
  - a. Being honest about my mistakes.
  - b. Using appropriate language.
  - c. Being prompt.
  - d. Accepting the consequences for my own choices and actions.
  - e. Reflecting on more responsible behaviors and better choices.
  
- 4. I will use time and other resources responsibly by participating willingly and conscientiously in academic and non-academic activities.**
  
- 5. I will share responsibility when working as a member of a group by...**
  - a. Listening to others and tolerating opinions different from my own with respect.
  - b. Showing consideration and respect for authority, each other, myself and other's space and belongings.
  - c. Accepting the consequences of my own decisions and actions.
  
- 6. I will meet the unique requirements of each class by taking responsibility to know, understand, and fulfill the requirements of the teacher(s) in each class that I take.**
  
- 7. I will monitor my progress toward objectives by being able to self-evaluate the following:**
  - a. My ability to like and respect myself.
  - b. My ability to respect other's thoughts and feelings, although different from my own.
  - c. My ability to respect and contribute positively to the community.
  - d. My ability to show respect for the environment and the world in which we live.
  
- 8. I will take the responsibility to bring home school notices, homework assignments, and all other information. I will communicate with my parents and school personnel about school-related matters because:**

- a. My parents provide the first institution for learning.
- b. My parents retain their role in influencing the behavior of their children.
- c. My parents are partners with the school in the education of their children.

## **CLASSROOM GUIDELINES AND PROCEDURES**

- If it becomes necessary to remove a student from class for any reason, the teacher will convey information about the incident to the administrator.
- The student will be escorted from the classroom by a staff member or an administrator.

## **ADMINISTRATIVE GUIDELINES AND PROCEDURES**

Students will be sent to the school administrator for serious disruptions to the learning process. These infractions may include, but are not limited to spitting, fighting, stealing, destroying property, inappropriate language and gestures, harassment, bullying, threats, possession of cell phones, other electronic devices, alcohol, tobacco, or other drugs, and weapons or dangerous instruments. One or more of the following may occur:

- Parent is notified when deemed appropriate.
- Intervention strategies may be discussed with parents/guardians.
- Board Policy on Suspension may be reviewed and applied appropriately.
- Law enforcement may be notified.

If a student speaks of or acts upon harming himself or herself, the parent or guardian will be notified immediately. At that time, services may be recommended or required (e.g. counseling, crisis intervention, and/or special services within or outside of the school).

In cases of stealing, losing, and/or destroying another's property, restitution will be expected.

## **CAFETERIA RULES**

- 1. Remain seated as per cafeteria rules.**
- 2. Talk using an "inside" voice.**
- 3. Keep the tables, chairs and cafeteria area clean---do not play with food.**
- 4. Be courteous to those in charge.**
- 5. Be silent and listen whenever an adult speaks to the group.**
- 6. Money or food may not be shared.**

One or more of the following may occur when a student violates a school rule or a cafeteria rule:

- Student receives a verbal warning.
- Teacher is notified.
- Student may be separated from his or her class.

- Student may lose the privilege of eating in the cafeteria for a designated time period.
- Student may lose other privileges.
- Principal is notified.
- Parent is notified.

## **RULES FOR SHARED AREAS**

**HALLWAY** - *We must be considerate of other classes that are in session.*

1. Walk to the right.
2. Be quiet.
3. Respect hallway displays.

**ASSEMBLY** - *We must be a respectful audience.*

1. Enter in an orderly manner.
2. Sit and give attention to the speakers.
3. Show appreciation for the performers.
4. Exit in an orderly manner.

**BUS** - *We must encourage safety and cleanliness on our buses and at our bus stops.*

1. Sit in your assigned seat.
2. Wear your seatbelt.
3. Use “inside” voices.
4. Keep your hands, feet, and possessions to yourself.
5. Follow the bus driver’s instructions.
6. Discard litter appropriately.
7. Do not eat or drink on the bus at any time.

## **PLAYGROUND**

1. Wear appropriate shoes and clothing.
2. Be safety conscious and refrain from physical contact sports.
3. Behave appropriately towards others.
4. Line-up quickly when signaled.

## **RESTROOMS**

1. Be sure to sign-out of class and take the bathroom pass with you.
2. After washing hands, return to class as quickly as possible.
3. Keep restrooms neat and clean for others.
4. Use the restroom facilities in a responsible manner.

## **BUS CONDUCT**

The school wants to assist students to develop proper behavior patterns to and from school on the school buses. Cooperation is sought with regard to the following rules:

1. Parent or designee is encouraged to wait with the child until the bus arrives. Students are to stay off the roadway while waiting for the bus. Students will not throw things or play at the bus stop. Students will wait until the bus stops before moving into the loading zone. Students should stay off private property and not step beyond the curb until the bus arrives.
2. Students shall enter the bus in an orderly manner, go directly to their assigned seats, put on their seat belts, and remain seated until the destination is reached.
3. Throwing objects on the bus distracts the bus driver, is unsafe, and is prohibited.
4. Shouting, obscene language, fighting, or rough-housing is not permitted on the bus. The same respectful rules that apply in school apply on the bus.
5. Students will keep their heads, arms, and hands inside the bus and out of the aisles.
6. Students will keep their hands and feet to themselves at all times.
7. Students will be picked up and unloaded only at regularly scheduled stops.
8. Students must keep backpacks, athletic equipment, books, etc. out of the aisles.
9. Students are not to touch the emergency doors except in an emergency situation.
10. Students who must cross a road to reach their destination shall cross in front of the stopped bus while the red lights are flashing. Caution is especially necessary on rainy days.

The Roxbury Township school community would like to impress on each and every parent/guardian the importance of order on the buses to and from school. The bus driver has a great responsibility to drive the bus safely and should not have to continually discipline the children.

## **BUS EXCLUSION PROCEDURES**

Children who misbehave and endanger the safety of the other children or themselves may be excluded from the bus. If excluded from the bus, children must continue to attend school. It will be the responsibility of the parents to provide transportation to and from school.

The following procedures will normally be taken before exclusion:

1. The bus driver will advise the student to conform to regulations.
2. If the student continues to misbehave, a bus conduct form will be initiated by the

driver. A conference will be held with the student and administrator. The parent and homeroom teacher will receive a copy of the conduct form. The parent may call the office if they wish, for clarification.

3. If the child continues to misbehave and additional conduct forms are filed, the parents will be notified and exclusion from the bus and/or after-school detention may result. *Certain severe infractions, as described in the Student Code of Conduct under Administrative Rules, may result in immediate bus exclusion upon the first violation.*

## **HARASSMENT, INTIMIDATION & BULLYING (HIB)**

Under the *Anti-Bullying Bill of Rights Act (P.L.2010, c.122)* any gesture, 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 an 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 that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds in cases in which a school employee is made aware of such actions is considered an act of harassment, intimidation or bullying.

An HIB incident will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his property and creates a hostile educational environment for the student.

All suspected incidents of HIB should be reported as soon as possible to the school principal or principal's designee.

- A prompt investigation will be initiated by the principal or the principal's designee within one school day of the report of the incident and will be conducted by the school's Anti-Bullying Specialist
- The school principal will inform the parent/guardian of all students involved in the alleged incident
- An investigation will be concluded no later than 10 days from the written report
- Parents/guardians of the students who are parties to the investigation will receive information including the nature of the investigation and its results within five days of the conclusion of an investigation
- A parent/guardian may request a hearing before the BOE and a hearing will be held in executive session within 10 days of the request

It is important to point out that any two or more children can have a conflict or disagreement or fight during the course of any school day and this would not be categorized as bullying. Bullying on the other hand is an aggressive behavior that involves an imbalance of power or strength, is deliberate in nature and is often a repeated attempt to intimidate, embarrass, or harm another. The message here in our school is "Bullying is wrong and no one deserves to be bullied."

# **DRUGS, ALCOHOL, TOBACCO**

## **Disciplinary Action: First Offense**

When a student is confirmed as using, under the influence of, in possession of, transmitting, or selling illicit drugs or alcohol, the following action shall be taken:

The student shall be placed on temporary suspension, not to exceed ten days, until a conference is held with the parents/guardians following which the pupil may be placed on school probation until disposition of the case is made by legal and/or school authorities in accordance with state law. Such probation will include surveillance by school authorities and may include exclusion from all school social and extra-curricular activities until such time as the student has demonstrated himself/herself worthy of the return of these privileges.

## **Disciplinary Action: Additional Offenses**

The student will be subject to suspension or expulsion through proper channels until disposition of the case by legal and/or school authorities. If expulsion is recommended, a full child study team evaluation shall be initiated and completed prior to the expulsion.

## **General**

A wide choice of action is possible in handling each student's case ranging from advice and rehabilitation to suspension and expulsion. Whenever possible, a non-punitive solution is preferable if predicted chances for recovery are good.

## **Drug Abusers Who Voluntarily Seek Advice**

Some students with drug abuse or other problems may voluntarily go for advice to a favorite or respected member of the school staff. In such a case, the staff member should advise and guide the student in any way possible while attempting to convince him/her of the need for medical treatment and rehabilitation. However, any staff member is obligated to report such a situation to the chief school administrator.

## **Use of Tobacco Products**

Students are forbidden to carry or use tobacco in any form. Students who disobey the rules of the school concerning the use of tobacco, shall be reported to the chief school administrator and may be suspended from school for a period not to exceed ten days.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Roxbury Township Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

Students who are found to be in possession of weapons or dangerous instruments will be reported to the chief school administrator who will in turn inform appropriate law enforcement officials.

Pupils who are found guilty of possessing weapons or dangerous instruments will be subject to state mandated sanctions.

## **ALTERNATIVE DISCIPLINE PLANS**

If student receives several discipline reports for infractions of administrative rules, cafeteria rules or other rules in any combination, a meeting with the teachers, parents, student and administrator may be convened. An alternate discipline plan may be written and followed for the student. This plan may deviate from the steps listed in this Code of Conduct.

## **SUPPORT SERVICES**

The Roxbury Township Board of Education shall provide ongoing counseling services for students who exhibit problems of drugs or alcohol abuse through the Child Study Team psychologist, the school nurse and/or the chief school administrator, as well as through an appropriately certified alcohol or substance abuse counselor acting as a resource person or in conjunction with a certified teacher or guidance counselor.

An evaluation by the Child Study Team to determine a pupil's eligibility or need for a special educational program and/or related services due to involvement or consumption of alcohol or other drugs shall be initiated following state rules and regulations which govern such evaluation.