

R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;



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- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;



- v. Possess or explode a firecracker or other explosive device on school premises;
 - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law;
 - z. Commit an act of harassment, intimidation, or bullying; or
 - aa. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.



4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,



- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.



7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

- a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.



- b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
- c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or administrative team.

E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.



- a. The consequences may include, but are not limited to, the examples listed below:
- (1) Admonishment;
 - (2) Temporary removal from the classroom;
 - (3) Deprivation of privileges;
 - (4) Classroom or administrative detention;
 - (5) Referral to disciplinarian;
 - (6) In-school suspension during the school week or the weekend;
 - (7) After-school programs;
 - (8) Out-of-school suspension (short-term or long-term);
 - (9) Reports to law enforcement or other legal action;
 - (10) Expulsion; and
 - (11) Participating in school district-sponsored programs.

2. Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

F. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.



1. Consequences

a. Consequences may include, but are not limited to, the following:

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Classroom or administrative detention;
- (4) In-school suspension;
- (5) Out-of-school suspension;
- (6) Reports to law enforcement; and/or
- (7) Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

- (1) Parent conferences;
- (2) Pupil counseling (all pupils involved in the act or incident);
- (3) Peer support group;
- (4) Corrective instruction or other relevant learning or service experiences;
- (5) Supportive pupil intervention (Intervention and Referral Services - I&RS);
- (6) Behavioral management plan; and/or
- (7) Alternative placements.

G. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:



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Type of Pupil Behavior	1st Offense	2nd Offense	3rd Offense
Bias incident	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer.	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer.	Notify parents. Immediate suspension. Notify police department and district Affirmative Action Officer.
Carrying dangerous weapons	Four (4) or more day's suspension with option to refer to Child Study Team. Confiscate and refer immediately to police department.		
Cheating	Parent/Teacher conference. Consequences to be determined by teacher and/or Administration.	In-school detention. Administrator/Parent conference. Referral to Pupil Services.	Saturday school detention or suspension. Review by Child Study Team.
Chewing gum, disrupting class, loud and boisterous talk	Action will be based on teacher and administrative judgment at school level. Notify parent. In-school or Saturday school detention may be employed.		
Destroying or defacing property	In-school or Saturday school detention or suspension. Parent conference. Reimbursement to the district and possible prosecution.		
Endangering safety of others	Parent conference and in-school or Saturday school detention, or one (1) to three (3) days suspension.		
Extortion/Shakedown	In-school or Saturday school detention or suspension. Parent conference.	Suspension. Re-entry conference with parent.	Four (4) or more days suspension. Refer to Child Study Team.
False alarm	Parent conference. File charges with police department. Refer to Child Study Team. Four (4) or more days suspension.		



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Type of Pupil Behavior	1st Offense	2nd Offense	3rd Offense
Fighting	Re-entry conference with parent and one (1) to three (3) days suspension of all participants. Possible prosecution depending on severity. Possible notification of police department.		
Forgery and/or altering documents	Parent conference. In-school detention.	Saturday school detention or one (1) to three (3) days suspension.	
Gambling	In-school or Saturday school detention or suspension. Parent conference.	Suspension. Re-entry conference with parent.	Four (4) or more days suspension. Refer to Child Study Team.
Habitual tardiness or truancy	In-school or Saturday school detention. Parent conference.		
Harassment, Intimidation or Bullying, may include cyber-bullying (Follow procedures as set forth in Board Policy.)	Notify Parents and School Anti-bullying Specialist. In-school or Saturday school detention or suspension.	Parent conference. One (1) to three (3) days suspension. Notify police department and School Antibullying Specialist.	Parent conference. Extended suspension. Notify police department and School Anti-bullying Specialist.
Inappropriate behavior	Notify Parents. Warning, In-school or Saturday school detention or suspension. Notify appropriate district official.	Parent conference. In-school or Saturday school detention or suspension. Notify appropriate district official and/or police department.	Parent Conference. Extended suspension. Notify appropriate district official and/or police department.
Inappropriate public display of affection	Pupil warning. Notify parents.	Parent conference. One (1) to three (3) days in-school or Saturday school detention.	In-school or Saturday school detention. One (1) to three (3) days suspension.
Inappropriate use of electronic devices	Possible loss of privileges to use electronic devices. In-school or Saturday school detention or suspension. Parent conference.		
Open defiance of authority	Parent conference with in-school or Saturday school detention, or suspension.		Immediate suspension.



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Type of Pupil Behavior	1st Offense	2nd Offense	3rd Offense
Passing without authorization	Escort to office. Pupil conference. In-school or Saturday school detention or suspension.		
Possession of alcoholic beverages	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Ten (10) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Possession of Drugs and/or Drug paraphernalia	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	Ten (10) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Possession of tobacco products	Out-of-school suspension. Parent conference.		
Smoking on school property during regular school hours and at any school activities	Out-of-school suspension. Parent conference. Possible referral to the State Board of Health.		
Starting or causing fires	Suspension. Notify parents and police. Referral to Child Study Team. Re-entry conference with parent.	Extended out-of-school Suspension. Notify police. Refer to Child Study Team. Re-entry conference with parent.	
Stealing/Theft	Refer to appropriate school officials. One (1) to three (3) days in-school or Saturday school detention. Parent conference. Possible notification of police.	Three (3) days suspension. Notify parents. Notify police department.	Three (3) days suspension. Notify parents. Notify police department. Refer to Child Study Team.



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Type of Pupil Behavior	1st Offense	2nd Offense	3rd Offense
Suspicion of being under the influence of drugs or alcohol	Child will be placed in custody of parent immediately. Immediate out-of-school suspension pending prompt medical examination. Pupil will be re-admitted following a parent conference and a written report within twenty-four hours of a medical examination which verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school. If such written report of the medical examination is not submitted to the Superintendent within twenty-four hours of the pupil referral, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.		
Threatening or attacking another pupil or school personnel	Parent conference with in-school or Saturday school detention, or suspension. Conference with appropriate staff member required. Notify police when appropriate.		
Trafficking drugs	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	
Unauthorized possession of obscene materials	In-school or Saturday School detention. Confiscate item. Parent conference.	Parent conference. One (1) to three (3) days suspension.	



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Type of Pupil Behavior	1st Offense	2nd Offense	3rd Offense
Under the Influence of Drugs or Alcohol	Four (4) or more days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent.	A minimum of an additional four (4) days out-of-school suspension. Complaint filed with police department. Re-entry conference with parent and a written report submitted to the Superintendent from a physician who has examined the pupil and that verifies that the pupil's alcohol or other drug use no longer interferes with his/her physical and mental ability to perform in school.	
Use of Profanity or Obscene Language	Notify parents, One (1) day in-school detention.	One (1) to three (3) days in-school detention. Re-entry conference with parent.	Up to three (3) days suspension. Re-entry conference with parent.

This list is not intended to be all-inclusive but rather represents some of the more common offenses that are encountered in schools. The discipline consequences are guidelines for administrators only. More or less serious consequences may be issued at any time.

H. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,



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- a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.
 5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
 6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
 7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
 - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.



I. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

J. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.



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K. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
 - d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
 - e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).



L. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 20 May 2014

