**Ogdensburg Borough Public School District**

**Character Intervention Program**

**And**

**Code of Conduct**

**Purpose of the Student Code of Conduct**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is the District's specific response to requirements of the New Jersey Department of Education found in N.J.A.C. 6A:16-7.1.

This Code is an outgrowth of collaboration among District staff, parents, and other community members. This Code, adopted by the Board of Education, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct. This Code recognizes that the Ogdensburg Borough Public School has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Student Code of Conduct requires all students enrolled in the Ogdensburg Borough Public School to accept responsibility and the appropriate consequences for their actions and behavior.

Policies and procedures (rules) regarding student behavior refer to the actions of students while they are on school property, including actions that occur before, during, and after regular school hours. These rules also apply to all school-sponsored/related activities or events, such as field trips, sports, dances, assemblies, or evening school-related events on or off school property. Students and parents/guardians should be aware that the commission of certain criminal offenses, whether at or away from school, will result in the involvement of the appropriate law enforcement agency.

**Standards of Student Conduct**

The District is committed to the rights of students as recognized and protected under state and federal laws. In addition, the District has enumerated certain expectations (core beliefs) regarding student behavior that, when adopted by students, effect a positive influence on the school and community.

The following are five standards of student conduct that the school district believes responsible students should be taught and encouraged to follow:

**•** Accountability

• Responsibility

• Respect

• Safety

• Promptness

**Character Development**

Students will earn recognition based on their demonstration of positive character traits to reinforce school expectations. Ogdensburg Borough Public School utilizes Character Education to promote these positive behaviors.

**Classroom/Building Practices**

Classroom management techniques focus on developing appropriate student behaviors and promoting classroom learning. These strategies may include:

* **Clearly communicated expectations for student behavior.**
* **Ongoing positive and corrective feedback.**
* **Fair and consistent treatment of students.**

**Harassment, Intimidation, & Bullying**

**(See Policy and Regulation 5512 at www.obboe.org)**

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or

2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**Electronic Communication**

Electronic communication means communication transmitted by means of any electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager.

**Offensive Language**

It is the position of the Board of Education of the Ogdensburg School District that the use of offensive language in the school environment is unacceptable and tends to create a hostile work and educational environment. Such language includes, but is not limited to, the use of slurs or offensive language related to race, ethnicity, gender and/or gender orientation, disability and religious beliefs. In order to maintain a safe and appropriate educational environment for students and employees, all district employees are required to report such violations of the Student Code of Conduct to school administrator.

**Discipline Philosophy and Procedures**

Discipline is a shared responsibility of parents, students, teachers, staff members, and administrators. Because it is shared, it must be understood by all parties. Ogdensburg Borough Public School encourages academic achievement focused on the importance of scholastic success and on maintaining order and discipline that promotes success for all students. As an educational institution, it is necessary to respect the right of all students to receive an education in a non-disruptive environment.

Information regarding the incident should be communicated to administration or office staff. A Discipline Referral form will be completed and a copy will be forwarded to the parents or guardian. No child is returned to a class during the same period that the removal occurs with the expectation that classwork will be provided.

When detention is assigned, the students and parents are given advanced notification so that arrangements may be made for the student to be picked-up. A student who fails to report to a scheduled detention without prior permission from the administration will be subject to additional consequences:

* **1st offense** – The initial detention is rescheduled and a second detention is issued.
* **2nd offense** – The student will be assigned a 1 day in-school suspension.
* **3rd offense** – The student will receive a 2 day in-school suspension.

The In-School Suspension program is used in accordance with the infractions listed in the Code of Conduct. The student will remain in school during the day(s) of the suspension period, but is separated from regularly assigned classes. Teachers will send the work to the student and it will be returned to the teacher to evaluate. Out-of-school Suspension is reserved for serious offenses. Students may not be readmitted to school without a parent conference. Suspended students are ineligible to participate in all extracurricular activities during the suspension period. Students are expected to make up all work missed during a suspension and they will be held accountable for the work.

Ogdensburg School’s standards of behavior extend to all school-sponsored activities, including, for example, athletic events, and visits to other schools or institutions, field trips, or dances.

**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. Please access Policies and Regulations from the school’s website under the Board of Education tab for clarification.

* Cheating, academic dishonesty, and falsifying documents (Regulation 5500)
* Refusal to complete assignments (Regulation 5500)
* Vandalizing or theft of school or personal property (Regulation 5500)
* Insubordination to adults in authority (Regulations 5560 & 5600)
* Disorderly or disruptive behavior (Regulations 5560 & Policy 5520)
* Threatening behavior, engaging in sexual harassment, theft by intimidation, acts of harassment, intimidation, or bullying (Regulation 5512)
* Sexual harassment (Regulation 5751)
* Use of physical force (Regulations 5560 & 5512)
* Possession or use of weapons (Regulations 5611 & 5613)
* Use of firecrackers or explosive devices (Regulation 5600 & 5613)
* Causing fire on school premises, sounding false alarms for emergency drills, joining a secret society prohibited by law (Regulation 5600)
* Entering school premises or any specific portion of the premises without permission or authority (Regulation 5560)
* Reckless or dangerous behavior, conveying false information about pupils or staff (Regulation 5560)
* Foul, abusive, or derogatory language (Regulations 5512 & 5560)
* Truancy (Regulations 5200 & 5550)
* Littering (Regulations 5513 & 5721)
* Smoking on school property (Regulation 5533)
* Illegal gambling (Regulation 7510)
* Possession, use, or distribution of a controlled substance (Regulations 5500 & 5530)
* Misuse of technology, school network (Policies 5513 & 5516, Regulation 2361), Acceptable Use Policy infractions
* Dress Code (Policy 5511)

**General Consequences and Remediation**

**(See attached table for Specific Disciplinary Actions)**

1. Lunch/recess/after school detention;
2. In-school suspension/ Out-of-school suspension;
3. Temporary removal from the classroom;

4. Deprivation of privileges\*;

5. Referral to administration;

6. Reports to law enforcement or other legal action;

7. Expulsion;

8. Bans from participating in school-sponsored programs, or being in school buildings or on school grounds;

9. Restitution and restoration;

10. Peer support group;

11. Corrective instruction or other relevant learning experience;

12. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

13. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;

14. Parent conferences;

15. Alternative placements (e.g., alternative education programs)

**\***Privileges include, but are not limited to, field trips, dances, graduation ceremonies, and other after-hour school events.

**NOTE: In all cases, the administration maintains its discretion for administering discipline for any and all infractions. A single occurrence may proceed directly to a suspension or an expulsion procedure given the severity of the incident. Likewise, an incident may be mitigated by circumstances such that an alternative consequence is warranted. Whenever a student is suspended, he/she will not be permitted on school property during the suspension period without expressed permission from the administration. Those students on In School Suspension will be required to leave the school campus at 2:55 p.m.**

**When a student is suspended, he/she is expected to make up class work and will be credited for the work made up. The suspension will not adversely affect the student’s grade unless the class work is not completed in a reasonable time.**

**Students with Disabilities**

**N.J.A.C. 6A16-7.1 (7)**

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

**Student Dress**

 Students are expected to come to school dressed appropriately guided by common sense. School is a place of learning and you should be dressed in a manner that is appropriate to our setting. Because we are concerned about the health and safety of our students, students will not be permitted to wear accessories/clothing that is unsafe or distracting. The following attire is not considered appropriate for school and will not be permitted:

 1. Clothing that refers to alcohol, tobacco, or drugs

 2. Clothing with inappropriate logos, symbols, or language that may be considered offensive, disrespectful, or designed to promote substance abuse

 3. Pants or skirts, which are long enough to pose a safety hazard

 4. Cutoffs, shorts, dresses, or skirts that are unusually short and/or tight enough to be revealing or distractive. Shorts and skirts must be midway between the top of the knee and the top of the leg.

 5. Tank or strap tops, strapless, bareback tops, or see through tops

 6. Midriffs and/or low cut pants that expose the midsection or underclothing

 7. Restrictive, outdoor, or unsafe clothing, such as outerwear jackets, coats, hats/bandanas, sunglasses, or chains

 8. Backless shoes

 9. Sleeveless tops with straps 2 inches or wider may be worn.

The administration reserves the right to make the final decision regarding all appropriate attire in school as well as at school supervised events and/or field trips.

**Specific Disciplinary Actions**

STUDENTS WILL BE ON TIME

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| **INFRACTION** | **DISCIPLINARY ACTIONS** |
| Arrival after the second bell | * 1- 4 Late pass
* 5 - 9 Letter to parent
* 10 - 14 Letter and Lunch Detention
* 15 - 19 Letter and After school detention each offense
* 20 + Letter and In-School Suspension
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| Failure to get a late pass | * Warning
* Teacher Detention
* Administrative Detention
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STUDENTS WILL PROMOTE AN UNDISRUPTED LEARNING ENVIRONMENT

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| **INFRACTION** | **DISCIPLINARY ACTIONS** |
| Disruptive behavior that interrupts learning | * Warning
* Detention
* Referral to Administration
 |
| Unprepared for class | * Warning
* Affects grade average
 |
| Refusal to complete work | * Warning
* Detention
* In school suspension
 |
| Leaving assigned area without permission | * Referral to Administration
 |
| Plagiarism or cheating | * Receive a zero grade for assignment
* Referral to Administration
 |
| Cutting class | * In school suspension
* Out of school suspension
 |
| Verbal confrontation with any staff member | * Detention
* In school suspension
* Out of school suspension
 |
| Profanity, abusive language, or gestures | * Detention
* In school suspension
* Out of school suspension
 |
| Failure to comply or insubordination | * In school suspension
* Out of school suspension
 |
| Possession or use of tobacco, alcohol, drugs, or dangerous controlled substances | * Out of school suspension and alerting authorities
 |
| Dress code violations | * Warning and changing of apparel
* Detention
 |
| Forging documents | * Detention
* In school suspension
 |
| Behavior causing unsafe conditions | * Detention
* In school suspension
* Out of school suspension
 |
| Harassment, Intimidation, and Bullying (HIB) | * Referral to HIB team
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STUDENTS WILL DEMONSTRATE POSITIVE BEHAVIORS THROUGHOUT THE BUILDING AND GROUNDS

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| **INFRACTION** | **DISCIPLINARY ACTIONS** |
| Inappropriate displays of affection | * Parents called and detention
 |
| Chewing gum | * Disposal of gum and warning
* Detention
 |
| Misconduct during emergency drill | * Detention
* In school suspension
* Out of school suspension
 |
| Cell phone, laser, or other electronic or audio/video device not stored in school bag | * Detention
* Parent must retrieve item from main office
 |
| Inappropriate cafeteria behavior | * Warning
* Referral to Administration
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| Inappropriate recess behavior | * Warning
* Loss of next day’s recess
* Loss of week’s recess
 |
| Vandalism | * Detention along with monetary compensation for repair or replacement of affected property
* Reported to police
 |
| Littering | * Warning
* Detention
 |
| Leaving school without permission | * In school suspension
* Out of school suspension
 |
| Misuse of phones and alarm devices; misuse of school computers or network | * Detention
* In school suspension
* Out of school suspension
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STUDENTS WILL ENCOURAGE A POSITIVE COMMUNITY ATMOSPHERE

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| **INFRACTION** | **DISCIPLINARY ACTIONS** |
| Fighting, physical abuse of another or violent threats in school, on school grounds, or busses | * In school suspension
* Out of school suspension
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| Sexual harassment or assault | * Referral to HIB team
 |
| Possession of weapons or dangerous instruments | * Out of school suspension with alerting of authorities
 |
| Theft of school or personal property | * Detention
* In school suspension
* Out of school suspension
 |
| Joining secret or inappropriate organizations | * Detention
* In school suspension
* Out of school suspension
 |
| Gambling  | * Detention
* In school suspension
* Out of school suspension
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