

STUDENT CONDUCT

STANDARD OF BEHAVIOR

Effective Citizenship requires a spirit, which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. **Policies are created in compliance and with the support of the Alexandria Township Board of Education. Students become the responsibility of the school from the time they reach the morning bus stop until they arrive home in the afternoon.** Policies are designed to help each student understand the value of acting in a responsible manner. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals, while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all students. Disruption and interference with the education of others, a lack of respect for rights or properties of others, and an inability to do as directed, are examples of behavior necessitating action. Therefore, the community, which includes the Alexandria Middle School, adheres to the following four basic standards for student behavior.

Students' Responsibility

Standard of Behavior at Alexandria Alexandria Students will:

- Demonstrate respect for self and others at all school settings at all times (field trip(s), on bus, at bus stop, etc.)
- Attend school and class regularly.
- Demonstrate care and respect for school property and the property of others
- Make a concerted (honest) effort to complete all assignments and prepare for tests.
- Demonstrate appropriate bus conduct.

New Jersey state statute, N.J.S.A. 18A 25-2, states in part: *"Pupil can be excluded from the bus for disciplinary reasons by the principal..."*

It should be noted that students at Alexandria Middle School are guaranteed the basic rights of all students under the Constitution of the United States and the State of New Jersey. These rights are balanced against individual student responsibility. The safety of the student body, teachers, and the total school community will be protected and guaranteed at all times.

Students' Rights

Students have the right to be treated with respect. Students have the right to a safe and orderly environment.

Students' Responsibility

Students have the responsibility and are expected to treat peers and teachers with respect. Students have the responsibility to respect school property and the property of others while behaving in a manner, which guarantees a safe and orderly school environment.

DISCIPLINE GUIDELINES

Discipline problems will be treated with positive methods before punitive measures are found necessary. It is intended that consequences, when assigned, will encourage improved student behavior.

In all areas, the school administrator(s) has full discretion regarding the type of consequence appropriate and fair in a given situation (per New Jersey statute 18A:37-4). The preceding situations are general guidelines of consequences.

Should a student show improvement by not repeating an offense for one semester in any of the following listed areas, disciplinary action taken in a given area may revert back to the previous penalty administered by school authorities. Please note that this applies only to the following sections/infractions: Section A, Section B, and Section C. In areas not specifically covered by the discipline policy, punishment will be administered at the discretion of the administration. Administrators may change a detention to an in-school suspension, or in-school to an out-of-school suspension at their discretion, based upon the circumstances of the infraction.

The administration shall keep a file on every student who has violated the rules. It shall be the responsibility of the administration to see that, for each subsequent infraction, a concise account and record shall be communicated to the home in order to keep the parent informed of any change in the student's status.

Any student, who accumulates a total of **12** points, will be suspended out of school, pending the completion of mandatory functions, which occur outside the regular classroom.

Students who are suspended (either in-school or out-of-school) are immediately excluded from all student activities and/or functions for the duration of the suspension; this includes attendance, as well as active participation. Eligibility for attendance or participation will be restored when the student is re-admitted to school or regular classes. Example: A student is suspended at the close of school on Thursday for one (1) day. That student is then immediately prohibited from attending all school activities until reinstated to school on Monday.

However, scheduling a student to serve a suspension in the in-school room may require a one or two day delay. Therefore, in an effort to provide consistency of punishment, the exclusion for extra-curricular activities or curricular functions, which take place after regular class hours, shall begin immediately upon suspension, and will continue for the length of suspension, in spite of the fact that the student may continue to attend regular classes.

Eventually, the student will serve the suspension in the in-school suspension room. Example: A student is suspended on Monday afternoon for two (2) days in-school, but cannot be scheduled in the in-school suspension room until Thursday. That student is excluded from all extra-curricular activities and curricular activities which take place after regular school hours immediately on Monday and will regain eligibility for such activities on Thursday morning (two school days from the time of sentence), despite the fact that he/she has not yet served the suspension from regular classes as yet. This same prohibition would be in place for all weekend activities if the days of suspension include a Friday.

Note: If there is a difference in interpretation of a student offense between the administrator and the reporting staff member, a private conference will be held between the administrator and staff member prior to the consequences being administered to the student.

Student Code of Conduct Point System

In addition to our standard Student Code of Conduct, we will use a point system to identify students who are continually disruptive to the educational process of the school. Parents will be contacted for all disciplinary action offenses.

A point value is assigned to each infraction. When a student attains 12 points, the student will receive a 3 day out of school suspension. On any subsequent occurrence, when a student surpasses the original 12 points, five days out-of-school suspension will be assigned.

Any student who attains **three points** will lose the following privileges:

- Dances
- Parties
- All school winter activity
- Spectatorship or participation at any school function/event (this relates to attendance of school functions and events, not extra curricular activities such as sports, clubs, etc.)

Any student who attains **six points** will lose the following privileges (in addition to those listed under the three point gate):

- Volleyball Tournament
- Assemblies
- Extra curricular activities (Sports, Clubs, etc.)

Any student who attains **nine points** will lose the following privileges (in addition to those listed under the three and six point gate):

- Field Trips
- End of the year picnic
- Field Day

Any student who attains **twelve points** will lose the following privileges (in addition to those listed under the three, six, and nine point gate):

- Participation in Graduation
- Administrative discretion on additional privilege restriction

A student may work off points by performing **administration pre-approved** community/school service.

EXPECTED BEHAVIORS AND POINT SYSTEM

- DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS AT ALL SCHOOL SETTINGS AT ALL TIMES (FIELD TRIP (S), ON BUS, AT BUS STOP, ETC.)
- ATTEND SCHOOL AND CLASS REGULARLY
- DEMONSTRATE CARE AND RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF OTHERS

ONE POINT (per occurrence)				
	First Offense Disciplinary Response	Second Offense Disciplinary Response	Third Offense Disciplinary Response	Fourth Offense Disciplinary Response
1. In the hall without a hall pass	Restricted lunch for one day	Detention with parent contact	In-school suspension with parent contact	
2. Unexcused lateness to class	Three Tardies: Lunch detention upon third tardy	Six Tardies: Detention issued on sixth tardy and parent contact	Nine Tardies: Two detentions issued upon ninth tardy and parent contact	
3. Inappropriate attire	Warning and change of clothes or removal from class	Change of clothes or removal from class and restricted lunch	Change of clothes or removal from class and detention with parent contact	Change of clothes or removal from class and 2 detentions with parent contact
4. Using cell phones during school hours See * below	Device removed for the remainder of the school day, verbal warning with written documentation	Device removed the remainder of the school day, restricted lunch, and parent contact	Device removed the remainder of the school day, parent must retrieve item, and detention	
5. Outward physical display of affection or inappropriate behavior toward or with another student. Examples may include but are not limited to: hand-holding, hugging, kissing, etc.	Restricted lunch for one day	Detention with parent contact	Two detentions and parent contact	

ONE POINT (per occurrence)			
	First Offense Disciplinary Response	Second Offense Disciplinary Response	Third Offense Disciplinary Response
6. Gum chewing, food, candy drinks in classroom	Restricted lunch for one day	Detention and parent contact	Two detentions and parent contact
7. Standing while the bus is in motion	Verbal warning	Detention and parent contact	Two detentions and parent contact
8. Not sitting in assigned seat	Verbal warning	Detention and parent contact	Two detentions and parent contact
9. Not wearing seat belt	Verbal warning	Detention and parent contact	Two detentions and parent contact
10. Taking the wrong bus	Verbal warning	Detention and parent contact	Two detentions and parent contact
11. General misconduct	Consequence adjusted pending infraction		

TWO POINTS (per occurrence)			
	First Offense Disciplinary Response	Second Offense Disciplinary Response	Third Offense Disciplinary Response
12. Unexcused lateness to school	Three unexcused tardies: Detention issued upon third tardy and parent contact	Six unexcused tardies: Two detentions issued on sixth tardy and parent contact	Nine unexcused tardies: In-school suspension issued on ninth tardy and parent contact
13. Cutting detention	Parent contact, missed detention rescheduled and additional detention issued	In-school suspension with parent contact	
14. Disrespectful, defiant, or insubordinate behavior in or outside classroom	Restricted lunch for one day, Detention with parent contact	2 Detentions with parent contact	In-school suspension, counseling intervention, and parent contact
15. Obscene or vulgar language, possession of obscene material, or obscene gestures	Detention with parent contact	Two detentions with parent contact Meet with Affirmative Action Officer	In-school suspension and parent contact Parent/Student meeting with Affirmative Action Officer
16. Students guarding or warning smokers of teacher's approach	Restricted lunch for one day	Detention with parent contact	In-school suspension, substance abuse education and parent conference
17. Forgery	Detention and parent contact	Two detentions with parent contact	In-school suspension with parent contact
18. In an unauthorized area without permission	Restricted lunch for one day	Detention with parent contact	Two detentions with parent contact
19. Gambling	Teacher warning and paraphernalia removed, Parent Contact	Restricted lunch for one day, parent contact and paraphernalia removed	Detention, parent contact and paraphernalia removed
20. Cutting Class	Detention with parent contact	Two detentions with parent contact	In-school suspension with parent contact
21. Throwing objects during school hours or on or out of bus	Detention with parent contact	Two detentions with parent contact	In-school suspension with parent contact
21. Extending hands, arms, head, or body through bus window	Detention with parent contact	Two detentions with parent contact	In-school suspension with parent contact
22. Spitting	Detention with parent contact, Refer to nurse for consult	Two detentions with parent contact	In-school suspension with parent contact
23. Dangerous behavior such as tripping/pushing students during school hours or on bus	Detention with parent contact	Two detentions with parent contact	In-school suspension with parent contact
24. Repeated General Misconduct	Consequences adjusted pending infraction		

THREE POINTS (per occurrence)			
	First Offense Disciplinary Response	Second Offense Disciplinary Response	Third Offense Disciplinary Response
25. Inappropriate use of computer technology	Removal from the computer, detention and parent contact	Removal from computer, in-school suspension, and parent contact	Meeting with Superintendent, removal from computer pending outcome
26. Lighting matches/lighters, possession of cigarettes, cigars, pipes, and/or chewing tobacco during any school activity	Removal of item(s), in-school-suspension and parent contact		
27. Inappropriate sexual behavior	Meeting with Principal, in-school suspension, and parent conference	Out-of school suspension and parent conference	Meeting with Superintendent and counseling intervention
28. Noncompliance during an emergency situation	In-school suspension with parent contact		
29. Profanity directed at school employee	In-school suspension and parent contact	Two days in-school-suspension and parent contact	Meeting with Superintendent, consequence pending outcome
30. Fighting	In-school suspension and parent contact	Out-of-school suspension with parent conference	
31. Theft or possession without permission and/or knowledge of owner or sale of stolen property	Restitution, in-school suspension, and parent contact	Restitution, out-of-school suspension, and parent conference	
32. Damage to school property (including defacing student work on display)	Restitution, in-school suspension, and parent contact	Restitution, out-of-school suspension, and parent conference	

FOUR POINTS (per occurrence)	
	Disciplinary Response
33. Disrespectful, defiant, or insubordinate behavior during in-school suspension	<ul style="list-style-type: none"> Additional day of in-school suspension and parent contact
34. Harassment/bullying of another student (may be verbal, written, or physical) Examples include but are not limited to: <ul style="list-style-type: none"> The use of racial/ethnic slurs directed at or about another person Hazing Extortion/taking money or valuables from an individual through threats 	<ul style="list-style-type: none"> Principal immediately notified Consequence may include but is not limited to counseling, warning and/or disciplinary action

FIVE POINTS (per occurrence)	
Disciplinary Response	
35. Terroristic threats, directing harm toward another student	<ul style="list-style-type: none"> • 1-10 days out-of-school suspension, police notification, parent conference • Re-entry hearing with Superintendent • Possible Child Study Team referral
36. Threatening the well-being of staff members	<ul style="list-style-type: none"> • 1-10 days out-of-school suspension, police notification, parent conference • Psychiatric evaluation • Possible homebound and outside placement secured • Child Study Team referral started • Re-entry hearing with Superintendent (if returning to school)
37. Possession of dangerous objects or look-alike objects	<ul style="list-style-type: none"> • Removal not less than one year and homebound and outside placement secured, police notification, and parent conference • Child Study Team referral started • Re-entry hearing with Superintendent (if returning to school)
38. Possession or use of alcohol, tobacco or controlled dangerous substance within the Drug-Free School Zone during any school activity; or while participating or attending any school-sponsored activity	<ul style="list-style-type: none"> • 1-10 days out-of-school suspension, police notification, parent conference • Medical clearance to return to school • Re-entry hearing with Superintendent • Possible Child Study Team referral
39. Habitual harassment/bullying (may be verbal, written, or physical) of the same student or groups of students	<ul style="list-style-type: none"> • Principal immediately notified • Consequence may include but is not limited to counseling, warning and/ or disciplinary action

ACADEMIC OFFENSES
MAKE A CONCERTED EFFORT TO LEARN INFORMATION PRESENTED AND COMPLETE ALL LEARNING
ASSIGNMENTS

	First Offense Disciplinary Response	Second Offense Disciplinary Response	Third Offense Disciplinary Response
40. Academic dishonesty	Zero credit given for assignment and student/parent contact	Zero credit given for assignment, counseling intervention, and parent contact	Zero credit given for assignment, detention with educational component, and parent contact
41. Failure to complete assignments	Student/teacher contact	Student/teacher/parent contact	Counseling intervention and parent contact

Regaining Points

A Student can receive points back during the school year. Below are some suggestions on how a student can do this.

- One point if the student is nominated for Project Wisdom
- One point for a positive teacher report concerning the student
- One point after two weeks if no further points have been received
- One point for any administrative approved service
- One point for tutoring at Homework Club
- One point for working concession stand at sports activities
- One point for community service associated with yard work
- One point for community service associated with PTA activity
- One point for community service associated with food drive activities

A student can also receive points for community service activities not listed above. However, points will not be received for any overlap relating to service hours acquired for other reasons.

ALL ACTIVITIES MUST BE PRE-APPROVED BY AN ADMINISTRATOR. ALL HOURS MUST BE SIGNED OFF BY PARTICIPATING PARTIES AND ADMINISTRATORS. NO POINTS WILL BE RECEIVED IF PROPER PROCEDURE IS NOT FOLLOWED.