

# Township of Union Public Schools

## Code of Conduct & Core Values



2017 - 2018

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## **Township of Union Public Schools Code of Conduct**

### **Introduction**

The Township of Union Public Schools recognized the excellence of its student citizens and approaches student behavior issues with a positive, proactive philosophy. An effective academic and behavioral program is one which contains preventive strategies to assist students in behaving appropriately and to avoid making mistakes. It is also a program which provides support services for all students, with special attention to those students who may need additional help. Finally, it is a program which assigns appropriate consequences for students who choose to be uncooperative and/or unresponsive to staff direction.

### **Mission Statement**

The mission of the Township of Union Public Schools is to build on the foundations of honesty, excellence, integrity, strong family, and community partnerships. We promote a supportive learning environment where every student is challenged, inspired, empowered, and respected as diverse learners. Through cultivation of students' intellectual curiosity, skills and knowledge, our students can achieve academically and socially, and contribute as responsible and productive citizens of our global community.

## Township of Union Public School Core Values (REAL)

### Respect

### Empowerment

### Accountability

### Achievement

### Leadership

- **Respect** – Students giving due respect to self and others and maintaining an environment conducive to team work, academic and social growth. Respect of others includes showing tolerance, manners, cooperation and patience in any given situation.
- **Empowerment** – Empowering all students to take initiative and give their best in all that pertains to school and the community. Signs of empowerment include strength, pride, courage and spirit.
- **Accountability** – Students taking responsibility for their actions that influence their lives, peers and members of the community. Personal accountability includes ownership of ones actions and words.
- **Achievement** – Student drive and recognition of effort and the determination set forth in reaching goals.
- **Leadership** – The courage to lead by word and actions. Strong leadership includes strength of convictions, honesty and truthfulness.

We believe that this can be accomplished when:

- Teachers, parents, administrators, and other adult members of the Township of Union Public School community, model respectful and respectable behavior toward one another in support of our core ethical values;
- Individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual;
- Individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- Individuals utilize effective problem-solving and conflict-resolution strategies; and
- The dignity of every individual is protected and maintained.

In order for this document to be effective, the entire school community must make every effort to promote and practice its contents. This Code of Conduct will be reviewed annually by parents, students, staff, and community members. In addition, the Superintendent of Schools shall report annually on the implementation of the Student Code of Conduct will be disseminated annually to school staff, parents, and teachers in order address the changing needs of the school community. Its effectiveness rests with everyone's awareness and understanding of its purpose and its contents.

## **Administrators' Responsibilities**

The principal must develop and implement procedures and routines to ensure that the school maintains a safe and drug-free environment. It is the principal's responsibility to make certain that the entire school environment is conducive to learning. The principal must also make sure that all students, staff, and parents are fully aware of the school rules, procedures and routines for maintaining student discipline and decorum.

- Make available a copy of school rules and procedures to all students, staff, and parents.
- Visit classroom and other areas in and around the school regularly to monitor instruction and safety of staff and students.
- Respond to all serious cases of student misconduct and to student misbehavior that persists after other appropriate measures of progressive discipline utilized by staff have been exhausted.
- Ensure that the parents/guardians and students are afforded the appropriate rights of due process prior to suspensions or expulsions.
- Communicate with parents/guardians using written, verbal, and/or face to face contact.

All school property, such as lockers, desk, etc., assigned to student is the property of the Township of Union School District. The student is given a temporary privilege to use the property and this privilege may be revoked at any time. School property should not be store materials, objects, etc. that are in violation of the Code, school rules, or any statutes or ordinances. The school administrator may authorize the search of school property temporarily assigned to students. Prior to a search of said property, the student (s) involved shall be notified and given an opportunity to be present.

However, where school authorities have a reasonable suspicion that the property contains materials that pose a threat to the health, welfare or safety of students in the school, it may be searched without prior warning.

All visitors must register in the school office and state the purpose of the visit. The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time. All visitors or other persons on school premises must identify themselves when requested by school personnel. This includes school-sponsored activities and events. If the person does not properly identify himself or herself, or his or her purpose, the person is trespassing, and the appropriate legal action will be taken. Any person whose actions or language threatens the health, safety, or welfare of students or staff will be barred from visiting a school or attending school-sponsored events.

## **Staff, Parent, and Other Adult Community Members' Responsibilities**

The Township of Union Public School Community believes that in order to instill in each student an understanding of, and an ability to demonstrate, appropriate behavior, its members have a responsibility to:

- Clearly define behavioral expectations, boundaries, and behavioral supports;
- Provide positive recognition for good conduct and academic success that include supportive interventions and referral services, when appropriate;
- Be firm, fair, and consistent in responses to violations of students' behavioral expectations;
- Provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community in support of our core ethical values (Township of Union Public School (REAAL));
- Act as an effective role model for students to emulate.
- Act respectfully toward students, as well as toward each other;
- Use appropriate and acceptable language when communicating with students.
- Keep appropriate, direct, and timely communication between home and school. Positive and effective communication serves as the foundation for the home-school partnership.
- Work in partnership to provide each student an appropriate educational program.

## **Student Conduct and Responsibilities (5131, 5512.01)**

An important component of the Township of Union Public Schools Mission is to have students behave ethically and lawfully. Students will be recognized for appropriate behavior. Students who break school rules and regulations can expect specific consequences and/or other interventions. Certain disciplinary actions are guided by states and federal laws and may require a report to the police department. Therefore, every student is called upon to:

- Learn the Student Code of Conduct;
- Learn the skills needed to follow behavioral expectations;
- Use behavior that reflects our core ethical values;
- Respect themselves and all members of the Township of Union Public School community.
- Welcome visitors and all those who contribute to the school community and extend them courtesy, respect, and assistance.
- Attend and be on time for school daily. Those students who are absent from school are not permitted to participate in after-school activities or attend evening performances/events without Principal/designee approval for extenuating circumstances. Such regular attendance shall be during all the days and hours that school is in session. (Refer to N.J.S.A. 18A:38-25 through N.J.S.A. 18A:38-31 and N.J.S.A. 32-8, and 13.1, and 6A:16-7.8 and also see Policy 5230.)
- Report to homeroom and class on time; students who are late must report to the school office for a late pass.
- Be prepared for school and classes.
- Complete all academic work as assigned and be responsible for one's own learning; in the case of absence be responsible to contact the teacher(s) for all missed assignments.
- Refrain from gum chewing on school grounds and on the bus.
- Refrain from the recreational use of radios, cell phones, iPods, electronic games, etc., in the school.
- Maintain a drug free environment; students may not possess, consume, or sell tobacco, drugs, or alcohol in any form while at school, on school grounds, or attending a school-related function.
- Use appropriate and acceptable language.
- Refrain from fighting, gambling, and possessing dangerous or inappropriate objects or substances. Bullying, harassment, intimidation, or coercion of any person is not permitted. (Refer to N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9, also see Policy 5230.)
- Policy on Harassment, Intimidation and Bullying (**5512.01**), Pupil Discipline/Code of Conduct (**5500**), Expectations for Pupil Conduct (**5600**).

## **Student Rights (See Policy 5610 & 5620 Suspension and Expulsion)**

The right to advanced notice of behaviors that will result in suspension or expulsion under the authority of N.J.S.A. 18A:37-2 and Policy 5610 which states that *“No student otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that student has materially and substantially interfered with the maintenance of good order (i.e., indulged in disruptive behavior) or removal is necessary to protect the student’s physical safety or emotional well-being.”*

- The right to an education that supports development into productive citizens.
- The right to attendance in a safe and drug free school environment.
- The right to attendance at school irrespective of marriage, pregnancy, or parenthood.
- The right to freedom of speech and expression.
- The right to privacy and free association.
- The right to equal protection.
- The right to be free from intimidation, harassment, and bullying.
- The right to defend one’s actions when accused of a wrongdoing.
- The right to be treated without discrimination.
- The right to parental notification of disciplinary action involving detention, suspension, or expulsion. Parent notification will be consistent with the policies and procedures established pursuant to N.J.A.C. 6A:6.2(b). 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 Student Rights Amendment; N.J.A.C. 6A:32-7, Student 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 student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Student Records; Maintenance and Retention, Security and access, Regulations, Non-liability; N.J.A.C. 6A:14-2.9, student records; as well as other existing federal and state laws pertaining to student protections.
- The right to due process of law in cases of suspension and expulsion 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, and N.J.A.C. 6A:16-7.2-7.6. Specifically, no student shall be suspended from the public schools of this District without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate.
- The right to protections with regard to the maintenance and security of student records pursuant to Policy 55610.

## **Student Privileges**

It is important for student to understand that the behaviors that reflect the Student Code of Conduct and Township of Union Public Schools (REAAL) are expected at all times. The following are considered privileges, not rights, and may be revoked by the principal/designee:

- Participation in assembly programs, dances, parties, and other school-related functions;
- Participation in day field trips and overnight field trips;
- Access to the school Internet and building network;
- Participation in co and extra-curricular activities; and
- Participation in promotion exercises.

### **Recognition for Achievement (See policy 5440 Recognition for Achievement)**

A program of recognition for academic achievement and positive reinforcement for conduct that reflects the district's core ethical values shall include, but is not limited to:

- Student of The Month
- Pros Award
- Dolphin Dollars
- Burnet Points
- PAWS
- Citizenship Award

### **Student Support Programs**

- School Counseling Program – The Guidance Department provides services to all children as well as their families. Their objective is to educate, build strong character for all students, and provide quality school counseling programs designed to meet the child's specific developmental needs.
- Peer Mediation (Peer to Peer) - Students also serve as Peer Mediators. Through this program, trained students help their classmates identify problems behind conflicts and find solutions.

### **Student Dress (See Policy 5511 Dress and Grooming)**

Parents/guardians and school staff are expected to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events.

*The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing an effective learning environment, fostering a climate of discipline, order, teaching and professionalism. Therefore, please note the following:*

#### ***Elementary Schools***

- No open-back shoes; no showing of midriff; tops must have straps of three-finger width.
- Hats are not permitted unless they are part of a school function or for a documented medical reason.
- Armbands, headbands, or bandanas are prohibited.
- Shirts that display offensive or profane language are prohibited.
- All students are expected to attend school dressed in a neat, clean and decent manner. The interpretation of this rule is at the discretion of the building principal.

#### ***Middle Schools and High School***

- Audio headsets are not to be worn or displayed in school.
- All shorts must come down to the knees.



- Jewelry and accessories that pose a safety hazard can not be worn. Piercing jewelry – including, but not limited to – lip, nose, eyebrow or tongue, and hoop and/or hanging earrings must be removed for physical education classes, vocational/industrial arts education classes, interscholastic sports, and intramural sports.
- Studded belts, studded jewelry, or rings with two or more finger holes may not be worn.
- Undergarments must be worn. No undergarments may appear above the waistline of the outer garment. No underwear or clothing resembling underwear may be worn as outerwear.
- Shirts and blouses must be properly buttoned.
- The following are not to wear: Any shirts with a suggestive saying and/or pictures, tube tops, halters, midriff tops, bare back tops, string tops, see-through tops or pants, or pajamas. Excessively short or tight clothing may not be worn.
- Clothing may not display indecent, obscene, or offensive writing, pictures or slogans.
- Gloves may not be worn.
- Blouses and dresses with plunging necklines or displaying underwear may not be worn.
- Trousers, slacks, and jeans must be worn at the waist.
- Appropriate footwear is required. Slippers, Heely sneakers, or shoes that will create a safety hazard shall not be worn.
- Short shorts, boxer shorts, or bicycle shorts (spandex) may not be worn.
- Special announcements will be made concerning “new styles” and/or situations not covered above.
- Special trips: Teacher chaperoning field trip will advise their group of the appropriate dress for the trip.
- Hats are not permitted unless they are part of a school function or for a documented medical reason.

#### **Rules of Acceptable Conduct during Assemblies/Performances**

- Enter and exit in a quiet, orderly manner.
- No talking or physical contact during the performance.
- Remain in one’s seat for the duration of the program, unless one has an emergency or assignment; if one must enter/exit, do so only between selections, not during a performance.
- Any student/child who is not part of the performance must remain seated with an adult.
- Treat the performer(s) in a respectful manner and offer appropriate applause.

#### **Appropriate Use of Computers, the Internet, and the School Network**

The rapidly changing, technologically-driven society in which we live presents us with new challenges in our pursuit to encourage ethical behavior for our students. The following regulations will help to guide our students, staff, and Board of Education members in the acceptable use of computers:

- All are required to read carefully, understand, endorse, and submit an “Acceptable Use Policy” contract.
- Unauthorized or improper opening or manipulating of files is forbidden.
- Purposeful changing of system configuration is forbidden.
- Students are required to follow the directions of their teachers in the use of computers, the Internet, and the network.

#### **Fire Drill Regulations and Procedures**

- At the sounds of the alarm, all students are to exit the building according to the directions posted in each room, or at the direction of the adult in charge.
- Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden.
- Students shall leave the building in a rapid walk, but MUST NOT run.
- Students are to return to the building when recall signal is given.

➤ **Student Attendance**

**Regular Release of Pupils Before the End of the Normal School Day**

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil’s educational program and the reason for such release can be shown to have a positive benefit for the pupil.

**General Bus/Bus Stop Regulations**

The safety of our students is our primary concern. Any student who does not adhere to the following regulations will be reported to the bus supervisors, the Assistant Principal, or the Principal. Offenders risk the suspension of bus privileges.

- Behavior that reflects the Student Code of Conduct is expected when waiting for and riding the school bus.
- The authority of the school bus driver/bus aide must be respected while riding the school bus.
- Bus passes are issued to eligible students who are assigned to a bus.
- Bus passes are checked. Students without passes may not be permitted to ride the bus and will need to contact a parent/guardian.
- Students must ride their assigned bus and may be assigned seats.
- Students are only permitted to stand or move around the bus when entering or exiting the bus.
- No arms, heads, or other body parts, objects, etc. are permitted out of windows.
- Students are not permitted to throw items of any kind on or out of the bus.
- The opening of emergency exits is forbidden, unless performing an evacuation or other emergency act.
- Students involved in an after school activity or detention will be able to ride a late bus. A late bus pass must be obtained daily from the school office. Regular bus regulations apply to all riders of the late bus.
- Students must wear seat belts when provided.

**Student Behaviors That Result in Disciplinary Action**

(i.e., Detention, Suspension, Expulsion, and/or report to the Police Department)

**Elementary**

Failure to Report for Lunch Detention	Inappropriate Comment	Left School Without Permission
Failure to Report for Afternoon Detention	Unprepared for Class/Homework	Forgery
Failure to Report for Morning Detention	Class Disruption	Destruction of School Property
Rude/Discourteous	Continued Misconduct	Fighting
Insubordinate	Inappropriate Physical Contact	Profanity
Safety Hazard	Bullying Behavior	Lack of Cooperation
Horseplay	Excessive Lateness to School	Cafeteria Misconduct
Cell Phone/Laser Pointer/ Electronic Device	Inappropriate Bathroom Behavior	Recess Misconduct

**Present Action and Recommendations**

Lunch Detention(s)    AM    PM  
 Suspended    In-School Suspension    Out-of-School suspension

*The above consequences are guidelines. The principal has the legal right to suspend any student for up to 10 days (Legal reference: NJSA 18A:37-Y NJSA 6A:14-218).*

### Middle Schools

Failure to Report for Teacher Detention	Inappropriate Comment	Left School Without Permission
Failure to Report for Afternoon Detention	Failure to Identify	Forgery
Failure to Report for Saturday Detention	Class Disruption	Destruction of School Property
Cyber Bullying	Stealing	Smoking on School Grounds
Cutting Class	False Alarm	Possession of Illegal Substance
Truant	Excessive Lateness to Class	Dress Code Violation
Rude/Discourteous	Continued Misconduct	Fighting
Insubordinate	Inappropriate Physical Contact	Profanity
Safety Hazard/Horseplay	Bullying Behavior	Lack of Cooperation
Misuse of Hall Pass	Excessive Lateness to School	Cafeteria Misconduct
Cell Phone/Laser Pointer/ Electronic Device	Inappropriate Bathroom Behavior	Transportation Misconduct

#### Present Action and Recommendations

Detention(s) Teacher AM PM Saturday  
Suspended In-School Suspension Out-of-School suspension

*The above consequences are guidelines. The principal has the legal right to suspend any student for up to 10 days (Legal reference: NJSA 18A:37-Y NJSA 6A:14-218).*

### UNION HIGH SCHOOL

Violation	Action Taken
Fighting	10 days suspension - both parties
Assault-Directed at another student	10 days suspension – Refer to Superintendent’s Office Notify Police
Assault-Directed at Staff Member	10 days suspension – Refer to Superintendent’s Office Notify Police
Verbal Assault (profanity): To Student To Staff Member	1-2 Days Saturday Detention 2-4 Days Suspension
Gross Insubordination-Staff	2-4 Days Suspension
Threatening a Staff Member	2-10 Days Suspension - Notification To Police
Obscene gesture and remark directed towards Staff Member	4 Days suspension – Notify Police & SAC – refer and/or reinstate through principal
Distribution of Controlled Dangerous Substance	10 Days suspension – Notify Police & SAC – refer to Superintendent’s Office
Chronic Lateness to Class	Saturday Detention
Chronic Cutting of Office Detention	Saturday Detention – 2 Day Suspension
Chronic Disruption and/or Misconduct in Class	Saturday Detention – 2 Day Suspension
Chronic disregard for school rules (class, cafeteria, halls, and school grounds)	2-4 Days Suspension, refer to Superintendent’s Office

No Smoking on school grounds	1 <sup>st</sup> Offense: Warning and Parent/Guardian Conference 2 <sup>nd</sup> offense: Implementation of State Law Summons and Fine
Theft	3-10 Days Suspension and Notification to Police
Possession of a Dangerous Weapon	5-10 Days suspension and Notification to Police, refer to Superintendent's Office.
Disregard for School Safety Rules	Saturday Detention, 2-Day suspension to the extent that it constitutes a hazard to self or others (shop, lab, gym, cafeteria, halls, stairs, grounds)
Extortion	4-Day Suspension, Notification to Police, refer to Superintendent's Office
Throwing Snowballs	Saturday Detention or 2-Day Suspension
Vandalism	Saturday Detention or 2-4 Day Suspension, Financial Restitution, refer to Superintendent's Office
Forging school documents	Saturday Detention or 2-3 Day Suspension
Lewd Behavior	2-4 Day Suspension, refer to CST
Throwing food in the Cafeteria	2-4 Day Suspension and Financial Restitution
Leaving the School Building Without Permission	2-4 Day Suspension
Failure to Identify oneself to any employee of the BOE	1-4 Day Suspension
Any Conduct Unbecoming a Student of UHS at the Discretion of the Administration	3-10 Day Suspension

*The above consequences are guidelines. The principal has the legal right to suspend any student for up to 10 days (Legal reference: NJSA 18A:37-Y NJSA 6A:14-218).*

#### **Student Behavior Standards Not on School Premises**

Please note that student behavioral standards extend beyond school grounds, as per N.J.A. C. 6A:16-7.6. This applies especially to incidents involving all forms of harassment, bullying, intimidation, fighting, substance abuse, and dangerous instruments/weapons.

#### **Additional Resources**

##### **School-based Services**

- School Counselor
- Child Study Team
- Intervention & Referral Services Committee

## **Acknowledgment**

The Township of Union Public Schools gratefully acknowledges the efforts of the Code of Conduct and Core Values Committee

Mr. Gregory Tatum, Superintendent of Schools  
Ms. Annie Moses, Assistant Superintendent of Schools  
Ms. Kim Conti, Director of Special Services  
Mr. Vincent Rettino, Vice Principal, Hannah Caldwell  
Ms. Jill Hall, Teacher/Community Member

## **Adoption**

The Township of Union Public Schools Code of Conduct will be adopted by the Township of Union Public Schools Board of Education August 16, 2016.

## **Glossary**

**Core Ethical Values** – A value is a belief about what is good that transcends a specific situation and that guides judgment and decision-making. In order for a value to be a “core” ethical value, it must be of central importance in the life of the individual and the life of the community.

**Intervention and Referral Service (I&RS) Committee** – The Township of Union Public School District shall provide a program of intervention and referral services for all students who may be experiencing learning, behavior, and/or health difficulties to help them function productively and develop positively in the classroom environment.

**Child Study Team** – The Child Study Team is comprised of a team of professionals, including school social worker, school psychologist, learning disability teacher consultant, and speech and language pathologist. The Child Study Team provides support services to all special education students in the district.

## List of District Policies

<u>Policy</u>	<u>Title</u>
2361	Acceptable Use of Computer
5200	Absences & Excuses
5230	Late Arrival/Early Dismissals
5500	Expectation For Pupil Conduct
5512.01	Harassment, Intimation & Bulling
5530	Substance Abuse
5533	Smoking
5550	Disaffected Pupils
5560	Disrupted Pupils
5600	Pupil Discipline
5610	Suspensions
	Removal of Pupils from the General Education
5611	Program for Weapons & Fire Arm Offenses
5612	Assault by Pupils, on Board Members or Employees
5620	Expulsion
5751	Sexual Harassment