



ELEMENTARY SCHOOL

CODE OF STUDENT CONDUCT



**2018-19**

# GLEN ROCK PUBLIC SCHOOL DISTRICT

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Glen Rock, New Jersey

September 2018

Dear Students, Parents and Guardians:

**Who** we are as individuals makes up **what** we are together, whether family, school, community, or nation. Elementary students in the Glen Rock Public Schools are expected to follow the golden rule:

TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

We believe that elementary school is a time to grow and learn from mistakes. We emphasize learning over consequences and are guided by a developmentally-appropriate philosophy. We have established the **R.O.C.K.S.** program as an overall framework for our elementary schools. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Therefore, our core values are:

**RESPECT**

**OPTIMISM**

**CITIZENSHIP**

**KINDNESS**

**SELF-ESTEEM**

We believe in your potential, your ability to learn, the talents you have to share, and the contribution you can make to our schools and to our future as a nation. The following sections will further outline our most important guidelines for making your school life most productive and positive.

## Philosophy

We, the members of the Glen Rock School Community, students, parents, and educators believe that every child must be given full opportunity consistent with the safety and well-being of other students and faculty, to acquire a personal code of behavior through instruction, example and experience. We believe that discipline should be developmentally appropriate and a learning experience. Behavior that is disruptive or inappropriate to the well-being of an individual or group in a school requires disciplinary measures to help foster the development of self-discipline on the part of the student. It should be a continuous process through all grades K-12. It should be fair and respect the self-esteem of children.

The Board of Education authorizes the Superintendent of Schools to develop policies, rules, and regulations consistent with N.J.S.A. 18-A:37-2 and Board Policy 5113 governing discipline in Glen Rock Public Schools. Such policies, rules and regulations have been developed in connection with the professional staff, students and community members

## Overview

Many policies and regulations govern the operation of a school district. This booklet will provide students and parents/guardians with an overview of important school and district policies and procedures, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at [www.glenrocknj.org](http://www.glenrocknj.org)

Parents/Guardians and students are to read and discuss each segment of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of the Glen Rock Elementary Schools. However, any failure to do so will not excuse pupils or their parents/guardians from compliance with the standards, expectations, and penalties set forth in this Code. It is important to note that the policies, as set forth, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local enforcement agencies. In addition to the disciplinary consequences, a student may receive support services. All students, parents and staff are subject to these guidelines.

## Conduct and Discipline

(See Board of Education Policy 5131 for the complete text of the **Harassment Intimidation and Bullying Policy**)

The Glen Rock Elementary Schools expect students to conduct themselves, in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of others. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Glen Rock Elementary Schools believe that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff and community producing an atmosphere that encourages students to grow in self-discipline and character development.

**Students** are expected to:

- Treat others the way in which we would like and expect to be treated
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the School District.

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- Work cooperatively with the school staff to ensure the well-being of all children.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the district.

**In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:**

- Be on time and attend every class every day. [See Policy 5113]
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Harassment, Intimidation and Bullying in all its forms, is unacceptable. [See Policy 5131]
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Take responsibility for your learning and behavior by being respectful to the teachers, assistants, and your classmates. Always remember your manners.
- Communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices. [See Policy 5132]
- Understand and comply with school requirements in relation to appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage

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## GLEN ROCK PUBLIC SCHOOLS ELEMENTARY CODE OF CONDUCT

This plan will be used when dealing with conflicts that may or may not rise to the level of HIB. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for both the target and the agent of the act.

<p>In addition to recess/detention, the consequences and remedial measures may include, but not limited to, the below:</p> <ul style="list-style-type: none"> <li>• Discussion with student and/or parent</li> <li>• Referral to guidance counselor</li> <li>• Written reflection (Think About It), and/or apology</li> <li>• Alternate discipline such as an assignment or community service</li> <li>• Temporary removal from the classroom</li> <li>• Deprivation of privileges</li> <li>• Behavior management plan</li> </ul>			
<b>Behavior</b>	<b>First Incident</b>	<b>Second Incident</b>	<b>Third Incident</b>
<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Rumors/Gossiping</li> <li>• Name calling</li> <li>• Leaving someone out</li> <li>• Using inappropriate language</li> <li>• Antagonizing which leads to situation escalating</li> <li>• Disrespect of personal space</li> <li>• Hitting</li> <li>• Spitting</li> <li>• Kicking</li> <li>• Pushing</li> <li>• Grabbing</li> <li>• Poking</li> <li>• Threatening</li> <li>• Using items to intentionally hurt others</li> <li>• Disrespect towards others including members of the staff</li> <li>• Disrupting others through excessive talking, calling out, or attention-seeking behavior</li> <li>• Inappropriate use of technology to hurt others</li> </ul>	<p><b>Level 1 (Grades K-1)</b></p> <p>Warning</p> <p>Parent contacted</p>	<p><b>Level 1 (Grades K-1)</b></p> <p>One inside lunch/recess</p> <p>Parent contacted</p>	<p><b>Level 1 (Grades K-1)</b></p> <p>Two days of inside lunch/recess</p> <p>Parent contacted</p>
	<p><b>Level 2 (Grades 2-3)</b></p> <p>One day of inside lunch/recess</p> <p>Parent contacted</p>	<p><b>Level 2 (Grades 2-3)</b></p> <p>Two days of inside lunch/recess</p> <p>Parent contacted</p>	<p><b>Level 2 (Grades 2-3)</b></p> <p>Three days of inside lunch/recess</p> <p>Parent contacted</p>
	<p><b>Level 3 (Grades 4-5)</b></p> <p>Two days of inside lunch/recess</p> <p>Parent contacted</p>	<p><b>Level 3 (Grades 4-5)</b></p> <p>Five days of inside lunch/recess</p> <p>Parent contacted</p>	<p><b>Level 3 (Grades 4-5)</b></p> <p>In-school suspension.</p> <p>Parent contacted</p>