

**Exhibit**

CODE OF STUDENT CONDUCT RUBRIC

The infractions below are summarized from Code of Student Conduct Policy and Regulations. Unless otherwise mandated by district policy and/or applicable state law and regulations, school administrators will use their discretion when applying remedial and disciplinary measures, considering all factors involving the student and the inappropriate act of behavior.

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling/Restorative Practices	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
1. Insubordination and/or disrespectful behavior	X	X	X	X		X	X	X		X		
2. Disruptive behavior	X	X	X	X		X	X	X		X		
3. Use, threaten use, or incite use of physical force		X	X		X	X	X	X		X	X	X
4. Assault											X	X
5. Attempt to steal, stealing, and/or damaging property					X	X	X	X		X	X	X
6. Sexual harassment							X	X		X	X	X
7. Violate student organization code of conduct	X	X	X	X			X	X				
8. Possess or use weapons											X	X
9. Use of inappropriate language, including racial and ethnic remarks	X	X	X	X	X	X	X	X		X	X	X

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10. Knowingly writing or saying false statements about a staff member or student, including all electronic and social media	X	X	X	X	X	X	X	X		X	X	
11. Endanger the safety of others		X	X	X	X	X	X	X		X	X	X
12. Use or possession of unsafe or illegal articles	X	X	X	X	X	X	X	X		X	X	X
13. Use of a threat and/or violence in order to obtain the property of others						X	X	X		X	X	X
14. On or in district property without authorization; trespassing				X		X	X	X		X	X	
15. Eliciting others and/or taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority										X	X	X
16. Vandalism and/or graffiti					X	X	X	X		X	X	X
17. Littering	X	X	X	X	X		X	X		X		
18. Consistent tardiness to school or class	X	X	X	X			X	X	X	X		
19. Unexcused absence; cutting class; leaving school without permission; truant from school; eliciting others to be truant from school	X	X					X	X	X	X		
20. Cheat or commit academic dishonesty		X	X	X			X	X	X			
21. Persistently refuse to complete homework and other assignments	X	X	X	X			X	X	X			
22. Illegal gambling	X	X	X	X	X	X	X	X		X	X	X
23. Using tobacco in any form, including electronic devices, and possession of lighters, matches, or other tobacco related items		X	X	X	X	X	X	X		X	X	X

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24. Forgery of a signature or use of a fake document		X	X	X			X	X		X	X	
25. Set fire to or cause a fire on school premises								X			X	X
26. Possess and/or use fireworks or an explosive device								X			X	X
27. Causing any false emergency alarm								X			X	X
28. Possess, use, or distribute a controlled substance in violation of File Code No. 5131.6 Substance Abuse								X			X	X
29. Engage in any activity as part of a gang or group that promotes inappropriate and/or illegal behaviors; join a secret society prohibited by law								X		X	X	X
30. As a member of any organization participate in activities that include initiation and/or hazing practices that include violation of any parts of the rules of conduct;								X		X	X	X
31. Harass, intimidate or bully other students or staff as defined in File Code No. 5131.1 Harassment, Intimidation, and Bullying	X	X	X	X	X	X	X	X		X	X	X
32. Engage in activity prohibited by a staff member	X	X	X	X	X	X	X	X		X	X	
33. Conduct on School Buses:												
a. Disrespect toward a bus driver and bus personnel	X	X	X	X			X	X		X	X	
b. Entering and leaving the bus in an disorderly manner	X	X	X	X			X	X		X	X	
c. Riding a bus that was not assigned			X	X			X	X		X		
d. Not remaining seated while the bus is in motion	X		X	X			X	X		X		
e. Not wearing seatbelts	X		X	X			X	X		X		
f. Reckless and boisterous behavior on bus or at bus stop	X		X	X			X	X		X	X	
g. Failure to maintain a reasonable tone of voice or making loud	X		X	X			X	X		X		

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noises												
h. Placing any body part or object out a bus window	X		X	X			X	X		X	X	
i. Refrain from bringing animals onto the school bus	X		X	X	X		X	X		X		
j. Refrain from bringing bulky, unmanageable projects onto the school bus	X		X	X								
k. Refrain from eating and drinking on the bus	X	X	X	X	X		X	X				
l. Refrain from smoking on the bus							X	X		X	X	X

CODE OF STUDENT CONDUCT RUBIC (exhibit continued)

**Remedial and Disciplinary Measures**

*The procedures below must be followed in accordance with the consequences a student receives for a violation of the Code of Student Conduct.*

Category	Procedures
Warning	<ol style="list-style-type: none"> <li>1. A school staff member in authority will warn the student for his or her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.</li> <li>2. The staff member will document the conduct that caused the warning.</li> <li>3. When multiple warnings have been given, or a pattern of behavior has been established, the staff member will contact the parent/guardian.</li> </ol>
Counseling	<ol style="list-style-type: none"> <li>1. The student may be required to consult with school support staff including the school guidance counselors, school psychologist, and/or school social worker to process and develop a behavior improvement plan, and when appropriate, to assess the need for a change in educational placement;</li> <li>2. The parent/guardian will be contacted to discuss the student behavior;</li> <li>3. The school support staff will:               <ol style="list-style-type: none"> <li>a. Clearly communicate the charges;</li> <li>b. Develop a behavior improvement plan with the student;</li> <li>c. Monitor the student’s behavior;</li> <li>d. Provide accurate information regarding the disciplinary consequences of continued misconduct;</li> <li>e. Provide ongoing communication with parents/guardians as necessary and appropriate; and</li> <li>f. Keep parents/guardians informed of the student’s progress.</li> </ol> </li> <li>4. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:               <ol style="list-style-type: none"> <li>a. The Intervention and Referral Services (I&amp;RS) team;</li> <li>b. The child study team;</li> <li>c. A public or private social service agency; or</li> <li>d. A legal agency.</li> </ol> </li> </ol>
Parent Conferences	<p>The student will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.</p>

CODE OF STUDENT CONDUCT RUBIC (exhibit continued)

Category	Procedures
Administrative Referral	<ol style="list-style-type: none"> <li>1. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that caused the disciplinary referral, including previous warning(s) and/or contact with the parent/guardian;</li> <li>2. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.</li> </ol>
Restitution and Restoration	<ol style="list-style-type: none"> <li>1. The student may be required to make restitution, in kind or cost or labor, for any loss he or she has caused; or</li> <li>2. Restore to its former condition, by his or her own labor, any property the student has damaged or defaced;</li> <li>3. The parent/guardian will be contacted to discuss the student behavior;</li> <li>4. A student who refuses to make restitution or restoration as directed may be disciplined according to the code of student conduct.</li> </ol>
Temporary removal from classroom	<ol style="list-style-type: none"> <li>1. If the student poses an immediate danger to him or herself, other students, or the teacher, the classroom teacher will direct the student to report to the office of the administrator in charge of student discipline;</li> <li>2. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that has caused the student's removal from the room;</li> <li>3. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated;</li> <li>4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.</li> </ol>
Detention	<ol style="list-style-type: none"> <li>1. The student will be required to report before/after the school day or on a Saturday to a detention room for a period of supervised study;</li> <li>2. Transportation will be the responsibility of the student's parent;</li> <li>3. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day;</li> <li>4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.</li> </ol>

CODE OF STUDENT CONDUCT RUBIC (exhibit continued)

Category	Procedures
Deprivation of privileges	<ol style="list-style-type: none"> <li>1. The student may be deprived of the privilege(s) of:                             <ol style="list-style-type: none"> <li>a. Moving freely about the school building;</li> <li>b. Participation in extracurricular or intramural and interscholastic activities;</li> <li>c. Attendance at a school-related social or sports activity;</li> <li>d. Participation in a graduation ceremony; or</li> <li>e. Transportation by school bus.</li> </ol> </li> <li>2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.</li> </ol>
Loss of credit	<ol style="list-style-type: none"> <li>1. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work;</li> <li>2. A student may lose credit for assignments and/or course grades for unexcused absences and tardiness, as determined by the teacher in consultation with the attendance committee as outlined in the Attendance, Absences, and Excuses board policy; and</li> <li>3. Students and parent/guardians shall be notified if a student is in danger of losing credit, such a decision is at the discretion of the school principal.</li> </ol>
In-school suspension	<ol style="list-style-type: none"> <li>1. The student will be removed from his or her regular classes and required to report to an in-school suspension program for supervised study as determined by the appropriate school administrator as detailed in the Suspension and Expulsion board policy;</li> <li>2. Students assigned an in-school suspension will be entitled to due process. The student shall be:                             <ol style="list-style-type: none"> <li>a. Informed of the charges;</li> <li>b. Given a chance to reply to the charges.</li> </ol> </li> <li>3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.</li> </ol>

CODE OF STUDENT CONDUCT RUBIC (exhibit continued)

Category	Procedures
Suspension from school	<ol style="list-style-type: none"> <li>1. The student will be denied the right to attend school for a period of time as detailed in the Suspension and Expulsion board policy;</li> <li>2. Students assigned a suspension will be entitled to due process. The student shall be:                             <ol style="list-style-type: none"> <li>a. Informed of the charges;</li> <li>b. Given a chance to reply to the charges;</li> <li>c. Provided the opportunity for an informal hearing before the suspension.</li> </ol> </li> <li>3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.</li> <li>4. Suspensions shall be reported to the Superintendent or his/her designee. In addition to the due process rights above, students who are suspended for more than 10 days shall be afforded a formal hearing before the board.</li> </ol>
Expulsion	<ol style="list-style-type: none"> <li>1. The student will be required to withdraw permanently from school after the superintendent has exhausted all means to bring about a correction of the repeated misconduct;</li> <li>2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken;</li> <li>3. The expulsion of a student shall be approved by the board and will not be imposed without the due process as detailed in the Suspension and Expulsion board policy; and</li> <li>4. Expelled students shall not be allowed on school grounds unless accompanied by a parent/guardian.</li> </ol>

**Notes:**

Chronic Behavioral or Academic Problems

See board policies 5131 and 6164.1 regarding Intervention and Referral Services.

Substance Abuse

See board policies 5131 and 5131.6 for penalties and reporting to local law enforcement.

Weapons Offenses

See board policies 5131 and 5131.7 regarding student removal and reporting to local law enforcement.

Harassment, Intimidation, and Bullying

See board policies 5131 and 5131.1 for a comprehensive description of required actions, consequences, and remedial and disciplinary measures.



CODE OF STUDENT CONDUCT RUBIC (exhibit continued)

Conditions for Suspension, Expulsion of Certain Students

- A. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).
  
- B. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.
  
- C. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in preschool in a school district or charter school shall not be suspended, and shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).

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Second Reading: August 29, 2016  
Adopted: August 29, 2016

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Adopted: September 23, 2019  
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