

**Regulations on Student Discipline, K-12**  
**Boonton Board of Education**

Town of Boonton Public Schools  
Boonton, New Jersey 07005  
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## TABLE OF CONTENTS

### **Section I** – Code of Student Conduct

- A. Philosophy..... 2
- B. Authorized Types of Corrective Discipline  
for Misconduct ..... 3
- C. Minimal Required Disciplinary Procedures..... 4

### **Section II** – Punishable Offenses and Penalties..... 6

### **Section III** – Substance Abuse Offenses ..... 9

### **Section IV** – Use of Electronic Devices-Offenses..... 9

**SECTION I**  
**CODE OF STUDENT CONDUCT**

A. Philosophy

Education requires an atmosphere of good order and discipline. Good order and discipline may be described as the absence of distraction, frictions, and disturbances which interfere with an environment conducive to learning.

The following conditions are favorable to the development of a good student environment:

A school atmosphere that includes ...

- An administration that exhibits positive leadership.
- A teaching staff that exhibits understanding and compassion.
- A classroom with positive atmosphere and high morale.
- Professional and positive relationships between administration, teachers, and students.

A home condition which ...

- Assumes the parents/guardians hold the primary responsibility for discipline of the child.
- Reinforces appropriate school behavior in the home.
- Acknowledges the child's responsibilities and obligations in the school as well as in the community.
- Encourages the cooperation of parents with school authorities, and the participation of parents in conferences regarding the behavior, health, and/or academic progress of their children.
- Cooperates with school authorities in carrying out appropriate discipline measures.

A responsible student who ...

- Respects authority which includes obedience to school rules and regulations, and conformity to the laws of the community, state, and nation.
- Demonstrates respect and consideration for the personal and property rights of others
- Has an understanding of the need for cooperation with all members of the school community.
- Behaves in classrooms and all areas of the school building and grounds in a manner that respects the rights of others.

B. Authorized Types of Corrective Discipline for Misconduct

Any one or combination of the following types of corrective disciplinary action may be imposed in the case of student misconduct.

1. **COUNSELING**

A student will be counseled by school staff members for any offense or infraction. A staff member engaging in counseling action shall place emphasis on explaining to the student why a particular type of behavior is damaging to himself/herself and unacceptable in the school. The consequences of continuation of such conduct and more appropriate types of behavior should be discussed.

2. **RESTITUTION OF DAMAGES**

A student and his/her parent or guardian will be required to make restitution either in kind, in cost, or in labor expended for any piece of property or equipment, which the student has vandalized, stolen, or misused, whether it is owned by the school district, by another student, or by any school staff member. A student may be deprived of privileges until restitution has been made.

3. **SUSPENSION/DEPRIVATION OF PRIVILEGES**

A student may be suspended from school attendance for a set period of time, or deprived of the privilege of leaving school at normal dismissal time (Administrative Detention), or attending or participating in any school or school related program or activity.

4. **EXPULSION**

In the instance of severe misconduct, a student may be expelled from attendance in school in accordance with Board of Education Policy.

5. **REFERRAL**

A student may be referred by a teacher, parent, an administrator, among others, to the child study team, an appropriate public or private social agency, or a health care provider for evaluation intervention, counseling, treatment, or therapy. It is understood that all staff members have the responsibility to immediately report instances of student misconduct or serious problems being experienced by students.

The cooperation of the student and his/her parents or guardians in outside referral services may be required by the school district as a condition for continuation in school with full privileges.

C. Minimal Required Disciplinary Procedures

1. **PRIOR INFORMATION TO STUDENTS AND PARENTS**

A complete copy of this manual, together with any other rules and regulations dealing with student conduct, shall be distributed to all students and parents by the principals of the elementary, middle, and senior high schools on or before the first day of school each school year. Similar distribution shall be made to transfer students at the time of admission.

2. **UNIFORMITY AND CONSISTENCY IN ADMINISTRATION OF DISCIPLINE**

Principals and teachers shall make every effort to apply the disciplinary measures appropriately and fairly, while exercising judgment with respect to individual circumstances. Repeated offenses will result in increasing levels of disciplinary actions.

3. **RESPONSIBILITIES OF STUDENTS**

Students shall respect the rights and property of others. They must obey school regulations. It is also their responsibility to behave in ways which promote good school citizenship, school spirit, and pride in the Boonton Schools.

Opportunities for student input and reaction to the implementation of the disciplinary procedures shall be made available during the school year, for example, at student council and class meetings.

4. **REPORTING**

A written record shall be made of each serious incident of student misconduct for which a student is disciplined. Such records shall be retained by the principal for the years the student is in the school. The designation of serious, as it pertains to an incident of student misconduct, will be determined by the building principal, or his/her designee.

Discipline records are forwarded with academic records to a student's new school when one transfers.

Parents shall be notified in writing of all serious offenses for which discipline is administered, and shall be given an opportunity to consult with principals and/or teachers before severe discipline is administered, except in cases of emergency. A record of contacts shall be maintained by the Principal or his/her designee.

Principals shall report periodically to their faculties on disciplinary trends in the school.

The principal shall forward to the superintendent one copy of each letter to parents notifying them of a suspension from school.

The superintendent shall report monthly to the Board of Education on the number of suspensions. Serious incidents shall be reported promptly to the Board.

**5. ACADEMIC DISHONESTY**

Discipline for misconduct shall bear no relation to grades, course credits or graduation, except in case of academic dishonesty or noncompliance with classroom instructional requirements.

**6. CORPORAL PUNISHMENT (SEE NJSA 18A:6-1)**

No member of the school district staff shall use or cause to be used on a student corporal punishment (i.e., infliction of physical pain by another; punishment causing or intended to cause bodily pain and suffering). However, any staff member may, within the scope of his/her duties and responsibilities, use and apply reasonable physical restraint for the following purposes:

- a. To quell a disturbance threatening physical injury to others and self;
- b. To seize weapons or other dangerous objects in the possession of a student;
- c. To defend oneself, for purposes of self-defense;
- d. To protect persons or property.

Appropriate physical restraint shall not be construed as constituting corporate punishment within the meaning and intent of this policy. When a student has to be physically restrained by a staff member, as outlined above, the incident shall immediately be reported by the staff member to the supervisor or principal. The principal shall forward a written report of the incident to the parents and the superintendent.

## **SECTION II** **PUNISHABLE OFFENSES AND PENALTIES**

Listed below are examples of misconduct for which school staff are directed to take preventative and/or corrective action. Age appropriate consequences will be applied at each school. It is important to realize that each case will be judged by its own merits. The circumstances surrounding each case will be considered when being handled by the specific grade level administrator.

For the purpose of understanding what type of action will generally be taken in regards to the below listed examples of offenses, the following codes will be used in this section of the booklet:

(A) = After school detention (Administrative detention – BHS) will be assigned to the student, or students involved.

(B) = A one to three school day suspension will be imposed on the student, or students involved. On the high school level, a one to three day In School Suspension will be imposed on the student, or students involved.

(C) = A three to ten school day suspension will be imposed on the student, or students involved. On the high school level, a three to ten day Out of School Suspension will be imposed on the student, or students involved.

(D) = Long term suspension/expulsion.

Note: As an alternative to actions A or B, students may be assigned to Saturday detention at Boonton High School, supervised lunch, or before school detention. At the elementary level, loss of recess or lunch privilege is a level A. This will be done at the discretion of the administrator handling the case.

In certain instances any combination of the above listed codes may be applicable.

### **1. Offenses against students, teachers or other school personnel**

- a)** Fighting with other students; (A,B,C,D)
- b)** Theft or attempted theft of property of other students, or school staff; (B,C)
- c)** Inciting others to fight, threaten, or harm; (B,C,D)
- d)** Driving dangerously on school grounds; (B)
- e)** Creating disorder in classes, hallways, assemblies; (A)
- f)** Sexual offenses such as inappropriate touching, whether consensual or not; verbal abuse, inappropriate sexual expressions; (C,A,D)

- g)** Violating codes of conduct of organized school groups (i.e. athletic code, honor society code, etc.); (A,B,C)
- h)** Bringing to or using in school dangerous weapons such as knives, guns, chains, explosives; (C,D)
- i)** Running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of other students; (A,B)
- j)** Bullying, intimidating, threatening with harm, or otherwise creating fear on the part of other students or school staff; (B,C)
- k)** Use of foul, abusive, derogatory or demeaning language (racial discrimination) to other students, or school staff; (A,B)
- l)** Procuring another student's money or possessions by use of threats or fear; (B,C)
- m)** Insubordination; disregarding or defying the authority of school staff or their instructions or directions; (B,C)
- n)** Disregarding instructions of school bus drivers, distracting drivers, or interfering with the safe operation of school buses, whether from inside the bus or out; (A,B,C)
- o)** Assault by a student upon a teacher, administrator, board member, or employee of the Board of Education, in accordance with N.J.S. 18A:37-2.1; (C,D) The Board of Education will also consider the beginning of expulsion proceedings.

## **2. Offenses Against Property and/or the School**

- a)** Unauthorized entry into school buildings or vehicles; (C)
- b)** Vandalizing, destroying, damaging, defacing school buildings, grounds, or school owned equipment, including vehicles owned by the district or used for school purposes; (B,C,D)
- c)** Stealing the property of the district; (C)
- d)** Misusing the property or equipment of the district; (B)
- e)** Vandalizing, destroying, damaging, defacing the personal property of students or staff including automobiles, books, locker contents, clothing, etc.; (B,C,D)
- f)** Unauthorized occupancy, takeover, or misuse of any school facility or equipment intended for shared student use, such as lavatories, hallways, classrooms, offices, sidewalks; (B,C,D)
- g)** Violation of any school rule, regulation, or procedure established by principals; (A,B,C)
- h)** Being in unauthorized place in the school or on the school grounds; (A,B,C)
- i)** Falsifying the names of parents or school staff on passes, excuses, other official school documents; (A,B)

- j) Arson, setting fire to school buildings or equipment and material in the school; (C,D)
- k) Sounding or causing to be sounded or sent false alarms, bomb scares, other false or misleading messages to the school or community safety agencies; (B,C,D)
- l) Bringing to school or exploding in the school or on school grounds firecrackers or other explosive devices; (C,D)

**3. Offenses of the Student Against Himself/Herself (Self-Deprivation of Education Benefits)**

- a) Truancy from school; (B)
- b) Tardiness to school or to classes; (A)
- c) Cutting class; (A,B)
- d) Leaving school grounds without authorization during the school day; (B)
- e) Unauthorized or inappropriate dress such as to endanger one's own safety or health or create disruption, distraction, disorder in the school; (A)
- f) Lying about any matter, jeopardizing one's reputation for honesty and integrity; (A,B)
- g) Gambling; (B,C)
- h) Smoking; (B,C) NOTE: Any violation of the no smoking policy must also be reported to the local Board of Health at which time legal action may be taken towards the offender and his/her family.

When a student has been suspended out of school, his/her return to school will include a parent conference. The sequential order of these conferences will be as follows:

- a. **First Suspension** – the conference will include the school specific vice principal and parent.
- b. **Second Suspension** – the conference will include the principal, vice principal, and parent.
- c. **Third Suspension** – the conference will include the superintendent, principal, vice principal, parent and counselor.
- d. **Fourth Suspension** – the conference will take place before the Board of Education and will include the superintendent, principal, vice principal, parent, counselor and student.

**SECTION III**  
**SUBSTANCE ABUSE OFFENSES**

The Boonton Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activities.

Any student found to be under the influence or in possession of illegal drugs or alcohol on school grounds or at a school event shall be suspended and must undergo a full drug and alcohol assessment. The suspension will range from 3 to 15 days based on the severity of the charges and the cooperation of the student. Students charged with distributing or selling drugs on or off school grounds will be suspended and then placed on home instruction pending possible expulsion from school.

Definition of terms, specific offenses and consequences are further elaborated in the regulations of Board Policy #5530 which are sent home to each parent each year at the opening of school.

**SECTION IV**  
**USE OF ELECTRONIC DEVICES-OFFENSES**  
**PER BOARD OF EDUCATION POLICY NUMBER 5891**

The Boonton Board of Education prohibits the possession of beepers on any district property at any time. Additionally, phone photography and text messaging is not permitted during the school day. Cell phones may not be used during the school day.

Penalties are as follows:

- a. **First Offense** - Confiscated by the building principal or designee until the unit is retrieved by the parent/guardian.
- b. **Second Offense** - Confiscated, retrieved by parent, and two day Saturday detention and unit banned on school property.

## **BOARD OF EDUCATION POLICIES ON STUDENT DISCIPLINE**

(Available for review in each school, district office)

- 5500 ..... Pupil Conduct
- 5511 ..... Dress and Grooming
- 5512 ..... Hazing
- 5513 ..... Care of School Property
- 5520 ..... Disorder and Demonstration
- 5530 ..... Substance Abuse
- 5533 ..... Smoking
- 5560 ..... Disruptive Pupils
- 5600 ..... Pupil Discipline
- 5610 ..... Suspension
- 5611 ..... Dangerous Weapons
- 5620 ..... Expulsion
- 5700 ..... Student Rights
- 5710 ..... Student Grievance
- 5721 ..... Independent Publications
- 5751 ..... Sexual Harassment
- 5770 ..... Pupil Right of Privacy
- 5820 ..... Student Government
- 5891 ..... Electronic Devices

