

High Bridge Elementary School



Code of Conduct

2023-2024

High Bridge Elementary School
40 Fairview Avenue
High Bridge, NJ 08829
(908) 638-4105

Revised August 2023



Dear Parents and Guardians,

This document is intended for all High Bridge Elementary School students. The purpose is to provide the guidelines regarding student expectations for conduct and procedures for discipline. Our goal is to foster the most positive learning environment which will maximize the learning opportunities for everyone at High Bridge Elementary School.

The Elementary School Code of Conduct was designed, reviewed and revised by the district administration, a committee of school staff, the Parent Advisory Committee and the Board of Education. Parents, teachers and administrators must work together to foster a positive school environment built on respect and trust.

It is necessary to review the Code of Conduct on our website with your children so that they understand the information at an age appropriate level. After reviewing the Code of Conduct, please refer to the Student Information and Guardian Authorization form to indicate that you have reviewed the document.

Thank you for your cooperation in making High Bridge Elementary School a positive learning environment.

HIGH BRIDGE BOARD OF EDUCATION
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(908) 638-6552

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High Bridge Public School District Pathway to Resolution / Chain of Command

This document is designed to offer you the most effective path to resolving issues you may encounter with your child's education. Please follow these important steps in our staff hierarchy to ensure your concern is handled properly and efficiently.

On matters involving instruction at your child's school:

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving student discipline at your child's school:

1. Classroom Teacher
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving student social, emotional, behavioral concerns:

1. Guidance Counselor
2. Case Manager if your child has an IEP (Individualized Education Program)
3. Principal
4. Superintendent

On matters involving IEP (Individualized Education Program) and Special Education services:

1. Case Manager
2. Director of Special Services
3. Principal
4. Superintendent

On matters involving facilities or buildings and grounds:

1. Principal
2. Superintendent

On matters involving athletics or extracurriculars:

1. Coach/Advisor
2. Athletic Director (Middle School)
3. Principal
4. Superintendent

On matters involving Parent Portal access:

1. Main Office Secretary
2. Teacher
3. Principal
4. Superintendent

MISSION STATEMENT FOR THE HIGH BRIDGE PUBLIC SCHOOL DISTRICT

The High Bridge Public School District, in partnership with parents and community, is dedicated to providing a strong educational foundation that inspires students to become lifelong learners and responsible, productive citizens.

This foundation is provided through an environment which:

- Values diversity
- Builds self-esteem
- Actively engages and energizes all students
- Fosters the students' natural motivation to learn

Introduction and Philosophy

In 1994 the State Board of Education adopted the following as one of its goals for the state education system:

“Every school in New Jersey will be free of drugs and violence and offer a safe, disciplined environment conducive to learning.”
(N.J.A.C. 6:8-2.1)

The State Board of Education also strongly suggested that each school district develop a code of conduct for its students. Codes of conduct are based on a community's expectations about acceptable or unacceptable behavior. The notion of what is suitable or correct is grounded in our common sense, ethical behavior and shared values, as well as in the laws that define specific acts that are socially unacceptable.

The High Bridge Community believes that a school is a house of learning. As such, it is a place that encourages students to be an active part of the learning process. An active learner is engaged in classroom activities and rarely has difficulty with behavior. The effects of classroom and school related behavior problems have direct and indirect influence on students' academic performance and sense of wellbeing.

In addition, students have the right to be provided with an education that allows them to develop into productive citizens. Students need to be able to attend school in a safe environment.

Support Services

The High Bridge Elementary School has an array of excellent support services available to students who have difficulty with behavioral issues. They include:

- Classroom teacher assistance
- Administrative assistance
- Intervention and Referral services
- Child Study Team services
- School nurse assistance
- Referral to outside sources

Students, parents or guardians may request assistance from any of the above personnel by calling the Elementary School (908) 638-4105 or Child Study Team (908) 638-4512 to make an appointment with any of the staff members noted above.

Students with Disabilities/Section 504 of the Rehabilitation Act of 1973

Students who are classified by the Child Study Team and are eligible for services under the Individuals with Disabilities Education Act (IDEA) and N.J.A.C. Title 6, Chapter 28, may have a behavior plan included in their Individual Educational Plan (IEP) that may be in addition to, or in place of, the school code of conduct. The

foundation for such a plan will be delineated in the discipline section of the IEP. Students eligible for and identified as needing accommodations under Section 504 of the Rehabilitation Act of 1973, 34 CFR, Subparts A, C and D, may also have a specific behavioral plan developed for them.

ELEMENTARY SCHOOL CODE OF CONDUCT K-4

The High Bridge Board of Education believes that the conduct of students in school should enable them to derive the greatest benefits from the educational program offered and that they should learn to assume responsibility for their own behavior and accept the consequences resulting from their acts or inactions.

The Code of Conduct is designed to communicate clearly to all what the expectations are regarding students' academic work, behavior in school, and adherence to classroom procedures. The Code of Conduct also explains the consequences that are imposed when rules are broken.

Each staff member has the responsibility to deal with routine matters of discipline. Should a child demonstrate chronic negative behavior, a discipline report will be forwarded to the administration indicating the rule infraction. The principal will determine the appropriate action to take.

Parents, teachers, and the administration must work together to encourage children to follow agreed rules, regulations, and procedures. Our ultimate goal is to teach our students to be respectful citizens at school and in the community. Our global school rules for the students include: 1) Taking care of ourselves 2) Taking care of others 3) Taking care of our environment 4) Taking care to do our best work. You will find that the rules/guidelines in the Student Code of Conduct easily connect to one or more of our global school rules. Please review the Student Code of Conduct with your child at the beginning of the school year to ensure that student rights and responsibilities are fully understood.

STUDENTS RIGHTS AND RESPONSIBILITIES

The children at High Bridge Elementary have certain rights regarding their education and the school environment. With these rights are responsibilities for which children are held accountable.

School at Large

The children have the right to attend a school that is safe, clean, and well maintained. They have the responsibility to help make the school safe by walking quietly without running, pushing, yelling or causing injury to others. They also have the responsibility of acting appropriately at all times and showing respect for others, themselves, property, materials and equipment.

Classroom

The children have the right to learn in a safe, supportive classroom environment. They in turn must be prepared to cooperate with their teachers and follow the rules, which have been clearly discussed and displayed.

Lunchroom

High Bridge Elementary children have the right to eat lunch in a facility that is clean and provides a pleasant atmosphere. They in turn must demonstrate proper manners and be respectful to the other children and adult supervisors.

Lavatories

The children have the right to use lavatory facilities that are clean and well maintained. They in turn must use the facilities in an appropriate manner and not soil, vandalize or litter the lavatory sites.

Hallways

All students in the school have the right to feel safe as they move from one area of the building to another. They in turn must be responsible in the halls and walk quietly without running, pushing, yelling or causing injury to others.

Traveling To and From School

The children have the right to feel safe and free from intimidation as they travel to and from school. High Bridge Elementary students have the responsibility to behave in a safe, respectful and considerate manner as they travel to and from school.

Recess

Each child has the right to be safe during play outdoors. They in turn must follow rules and proper procedures on the playground to insure the safety of all.

TYPES OF BEHAVIORAL INFRACTIONS

Discipline for our students generally falls into one of the following two categories: MINOR and MAJOR INFRACTIONS. **The level of severity or a pattern of misbehavior may cause a minor infraction to be considered a major infraction.**

MINOR INFRACTIONS:

1. running in the hall
2. interrupting class and/or teacher
3. not completing work
4. passing notes in class
5. chewing gum
6. disrespect toward teacher/others
7. dishonesty
8. improper school attire
9. breaking classroom rules

MAJOR INFRACTIONS:

1. physical or verbal abuse of others
2. theft
3. vandalism of school property
4. use or possession of drugs, alcohol, or tobacco
5. extreme classroom disruption
6. inappropriate language or gestures
7. repeated disrespectful, and/or dishonest behavior toward teachers or others
8. intimidation (bullying)
9. defiance/insubordination
10. forgery
11. leaving class without permission
12. dangerous possessions or weapons

HANDLING OF INFRACTIONS

The children are under the supervision of many teachers during the school day. Each teacher will have his/her own classroom rules and regulations, and students should learn those and abide by them. Teachers are expected to handle infractions in the following ways:

MINOR INFRACTIONS are handled by the teacher or adult supervisor who observed the infraction. If the infraction is continued and/or a pattern of misbehavior is established, then such infraction will be reported to the principal.

MAJOR INFRACTIONS are initially handled by the teacher or adult supervisor present. A referral form is then completed which details the incident. The referral form is sent to the principal's office. The child will be called to appear before the principal for a review of the infraction(s), which serves as a first step in due process. A copy of the referral form is forwarded to the parent or guardian for review.

The teacher has the authority and responsibility to maintain discipline in the classroom that is consistent with school district policy. Fair policies and procedures will be established, announced, and consistently enforced. When a minor or major infraction occurs, teachers may refer to a listing of administrative procedures. A teacher will contact the parents via phone, email, or note if corrective action is taken.

Administrative Procedures

First Referral:

- An informal meeting between the teacher and the child will be held.
- The teacher may assign detention, and if so the parent/guardian will be notified.
- The teacher may hold a conference with the child's parent/guardian.
- The child may be referred to the Principal.
- Appropriate consequences will be determined at that time.

Second Referral:

- A conference is held with the child and Principal.
- Parent contact is made and a conference may be held.
- Counseling may be recommended to assist the child in correcting inappropriate behavior.
- Detention(s) may be issued
- The child will be referred to the Principal.
- Certain privileges, such as lunch in the cafeteria may be denied.
- The child may be disqualified from participation in co-curricular or interscholastic activities, such as clubs and/or field trips.

Third Referral:

- A conference is held with the child and the Principal.
- Parent contact is made and a conference may be held.
- Counseling may be recommended to assist the child in correcting inappropriate behavior
- Detention(s) may be issued
- The child may be disqualified from participation in co-curricular or interscholastic activities, such as clubs and/or field trips.
- The child may be suspended.

DETENTION PROCEDURES:

- The teacher will assign detention and the parent/guardian will be notified.
- The child should report to detention at the time designated by the teacher.
- If the Principal assigns the detention, the child should report to the office.
- If a child fails to attend detention on the assigned day, parent contact will be made and additional detentions may be issued.

STUDENTS ASSIGNED TO DETENTION

- must report to detention on time.
- are not permitted to talk.
- may leave at the designated time.
- breaking the rules in detention will result in additional detentions.
- may be assigned a behavior learning packet to complete.

OUT-OF-SCHOOL SUSPENSION PROCEDURES

- The parent/guardian will be notified by telephone and in writing of the suspension and reasons for the disciplinary actions. At that time a conference with the child and parent/guardian will be scheduled.
- The child will not be permitted on the school campus during the time that the out-of-school suspension is in effect.
- All work missed must be made up and is the responsibility of the student. Parents may request that work is provided and the school will cooperate as full as is practical.
- Upon returning to school, the administration will schedule a conference with the child and parent/guardian before he/she will be permitted to resume classes.

EXPULSION

Expulsion means the permanent exclusion of a student from the High Bridge Elementary School. Per Board [Policy #5620](#), a child may be expelled from the district only on formal action of the Board of Education.

SCHOOL MISCONDUCT AND CONSEQUENCES

The following is a list of school misconduct and its consequences. The list is as complete as possible, but any conduct deemed improper will be responded to by the principal who will determine an appropriate consequence.

A. Dangerous Possessions

Children are not permitted at any time to have any dangerous objects on their person, in their desks, or in their book bag. These include, but are not limited to, guns, knives, chains, razor blades, etc.

1. Out-of-School Suspension or expulsion.
2. The duration of the suspension is at the discretion of the administrator.
3. Law enforcement officials will be notified.
4. Any student possessing a firearm or weapon on any school property, on a school bus, or at a school-sponsored function will be immediately removed from the school's regular education program for a period of not less than one calendar year. ([Board Policy #R5611](#))

B. Defacing School Property

Mistreatment of property that includes, but is not limited to, writing on, kicking, bending, and littering are considered defacement. The determining factor in this offense is whether repair or cleaning can restore the damaged object to its original condition. Note: If simple repair or cleaning cannot restore the original condition, the offense becomes destruction of property.

1. Detention.
2. The student/parents will be billed for repair costs.

C. Defacing or Damaging School Property (Accidental)

When a student damages property in an accidental manner, his/her minimal responsibility is to pay for the restoration to the original state. If the accident occurs as part of another offense, that offense is responded to also.

D. Destroying School Property

Any damage in which replacement or repair is needed to restore the damaged object to its original appearance or condition is considered destroying of school property:

1. Suspension offense.
2. The duration of suspension is at the discretion of the administrator.
3. Replacement and/or damage costs.
4. Law enforcement officials may be involved.

E. Dishonesty

Children shall represent themselves honestly in all school activities; including, but not restricted to assignments, oral responses, notes, passes, and tests.

1. Detention.
2. Dishonesty involving academic work results in a “zero” for the work including, but not restricted to homework, quizzes, tests, projects and reports.

F. Disruption

Talking or other acts that must be corrected by the teacher including, but not limited to talking, leaving a seat, and instigating others fall in this category. Being repeatedly out of order is disruptive, but a single disorderly act may also be disruptive.

1. Follow the classroom discipline policy.
2. Each student may be allowed one warning at the discretion of the administration
3. Detention.

G. Disrespect

Our children are expected to show proper respect for anyone who has authority during their school day

1. Follow the classroom discipline policy.
2. Detention.
3. A minimum of two detentions will be assigned for a second offense.

H. Dress Code

Students may not wear clothing or engage in grooming practices that present a health or safety hazard. Their dress and/or grooming should not create disorder or disrupt the educational program; or prevent the child or others from achieving their educational objectives because of blocked vision or restricted movement. The building principal shall determine whether the dress or grooming of students comes within the acceptable standards for our school. ([Board Policy #5511](#))

1. Shirts or coats that advertise or depict the use of any illegal substance, alcohol, tobacco, inappropriate language, violence, or sexually explicit

material are not allowed. Children who are unsuitably dressed for school will be assisted in getting appropriate clothing from home or school before going back to class.

2. Any accessories that are considered inappropriate by the administration will be held in the office. This will include, but is not limited to, metal chains, collars, chain wallets, hats, etc.
3. Any clothing or accessories that may create a safety problem will not be allowed, as determined by the principal.
4. Unsafe shoes for the school environment – This will include but not limited to sneakers with wheels, flip flops, platform shoes without straps or extremely high heeled shoes.
5. Hats/Hoods
6. Clothing that is not in good taste for a school setting such as halter tops, spaghetti straps, shirts that expose the midriff, or very short skirts or shorts.

I. Drugs and Alcohol

These offenses will fall into the following categories:

1. *Under the influence* of drugs or alcohol: Suspension
2. *Possession* of drugs or alcohol: Suspension
 - a. Child Study Team referral and evaluation may be required, and the student will be referred to drug/alcohol counseling.
 - b. Law enforcement officials will be notified.
 - c. Students who are believed to be users of drugs or alcohol away from school (as seen in changes in attitude or appearance or information received) will be treated as children in need of help.
3. Transfer or Sale of drugs or alcohol: Suspension/or Expulsion.
([Board Policy #5530](#))

J. Explosive Devices

Any device that when activated can explode in any way or give off fumes is a dangerous and/or disruptive influence in the school and is deemed an explosive device.

1. Out-of-School Suspension or Long Suspension.
2. The following will be considered:
 - a. Potential danger.
 - b. Actual harm to person or property.
 - c. Degree of disruption.

K. Fighting

Any conflict between students that involves physical contact. Minor fighting may involve pushing, shoving, or wrestling. Major fighting involves the striking of blows with the intent to do harm or with the result that injury is caused. If the aggressor can be determined, he/she will be punished.

1. Minor fighting – Detention.

2. Major fighting – Out-of-School or Long Suspension.
3. Charges may be filed in court.

L. Harassment/Intimidation/Bullying (HIB)

The Board of Education believes that harassing, intimidating and bullying activities of any type are inconsistent to the educational process. All such behaviors at any time on school premises, at any school sponsored function or on any school bus are prohibited. The school's Anti-Bullying Specialist will investigate all complaints related to activities associated with harassment, intimidation and bullying.

Any student who is found to participate in any activities involving harassment, intimidation or bullying will be subject to corrective action to end the behavior which may include but not be limited to counseling, warning, disciplinary action, and/or referral to law enforcement. Reference [Board of Education Policy #5512](#) for more information.

M. Insubordination

Failure to comply with a direct request by any member of our staff; or verbal defiance, including profanity directed at staff members is an act of insubordination.

1. Detention(s) or Suspension as determined by the principal.

N. Possession or Use of Tobacco Products

Children are not allowed to have or use tobacco products at any time on school premises or during school activities. This includes the trip to and from school.

1. Possession of tobacco products will result in a detention, confiscation, and parental notification.
2. Use of tobacco on school grounds will result in a complaint filed with the municipal court as per Public Law 1989 as well as a suspension on the first occurrence.

O. Inappropriate Language / Gestures

Students are expected to use language that is acceptable in the school setting. Inappropriate language used accidentally in conversation should be treated less harshly than profanity directed at another child or adult.

1. A warning may be allowed at the discretion of the administration
2. Detention
3. Counseling
4. Suspension

P. School Field Trips and Class Trips Misconduct

All school rules apply on trips, just as they would at school. In addition, special rules may be in effect for the trip including but not restricted to dress regulations, curfews, check-ins with chaperones, etc.

1. Special consequences may be imposed based on the trip rules.

2. Offenses may also be addressed upon return.

Q. Stealing

Whenever someone takes an object that they know is not their own it is considered stealing. The consequence should match the severity of the offense.

1. May be as minimal as a warning and as serious as a long suspension.
2. In all cases restitution will be required.
3. Law enforcement officials will be involved at the discretion of school officials.

R. Throwing Food or Objects

In the school building, throwing food or other objects is not acceptable.

1. First offense: Detention.
2. Second offense: Out-of-School Suspension.

S. Truancy

State law requires that each student be in class every day that school is in session. Truancy is terminology used for being off school grounds during the school day without an acceptable excuse. ([Board Policy #5200](#))

1. District Truant Office will be notified
2. Conference with Parent/Guardian & Administration
3. Disciplinary Action may be taken

T. Sexual Harassment

The sexual harassment of a student includes all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment. Sexual harassment will not be tolerated in the High Bridge Elementary School. Any student who has knowledge of, or feels victimized by harassment or sexual harassment, should report this to a teacher, counselor, school nurse, principal, or the Affirmative Action Officer. All complaints will be received thoroughly investigated by the Affirmative Action Officer, with the assistance of the Building Administrator. Findings of sexual harassment will result in disciplinary action, which may include:

1. Detention
2. Suspension
3. Expulsion.

([Board Policy #5751](#))