

**MANSION AVENUE ELEMENTARY**  
**OFFICE MANAGED “MAJOR” OFFENSES**

2017 - 2018

Our school’s discipline code reflects our concern for the safety of everyone in the building, and our commitment to an uninterrupted, quality educational program. It is our belief that this is a fair, consistent code with which the entire Mansion Avenue community - students, parents, teachers, staff and administration - can be comfortable.

The following list provides guidelines upon which student discipline will be dispensed. However, each case must be individually evaluated and the administration has the right to determine the appropriate discipline based on the facts of the offense. Therefore, based on the severity of the offense, student discipline could be the maximum for that particular offense, regardless of the frequency of the offense. Administrative prerogative is always a strong factor in every case.

Below are levels of severity (from least to most severe) and their abbreviations:

**LD** = Lunch detention (Monday – Friday)

**AS** = After-School detention (Monday, Tuesday and Wednesday)

**SS** = Saturday detention (8:00-11:00 am) at the high school

**ISS** = In-school suspension (8:20 am – 3:00 pm daily)

**ES** = External suspension

**PI** = Police involvement

**NOTE:** There will be a limit on the number of In-School Suspensions a student can serve. After 12 days in ISS, all suspensions thereafter will be external, and will require a parent conference upon re-entry to school.

**TEACHER DETENTION:** Students in grades 3 through 6 may be detained by their teacher for a maximum of ten (10) minutes at the end of the school day, with parent notification prior to the teacher detention. (If the parent is unable to be reached, the student will serve the following day – after parent contact has been established.) Appropriate reasons for detaining a student after school include (but not limited to) extra help, finishing homework, or disciplinary reasons.

## **DISCIPLINE**

1. **CLASS DISRUPTION** (including, but not limited to, excessive talking in the classroom, comments, etc.) This will be handled through teacher-assigned detention, interaction with Parent/Guardian and/or guidance involvement. After these options have been exhausted, the student will be referred to the office for administrative intervention.

FIRST ADMINISTRATIVE REFERRAL: LD

SECOND ADMINISTRATIVE REFERRAL: AS; SS option

THIRD REFERRAL: SS; ISS option

SUBSEQUENT REFERRALS: Up to three days ISS/ES

### **2. DISRESPECT OF STAFF**

FIRST REFERRAL: LD

SECOND REFERRAL: AS; SS option, parent conference

THIRD REFERRAL: Up to two days SS; ISS option

SUBSEQUENT OFFENSES: Up to five days ISS or ES

### **3. CURSING – VERBAL ASSAULT OF STAFF MEMBER**

FIRST REFERRAL: SS, parent conference

SECOND REFERRAL: ISS/ES

SUBSEQUENT OFFENSES: Up to 3 days ES

4. **INSUBORDINATION** (defined as refusal to follow instructions from any staff member; example: lying to a staff member)

FIRST REFERRAL: AS

SECOND REFERRAL: SS

THIRD REFERRAL: Up to 3 days ISS

SUBSEQUENT REFERRALS: Up to five days ISS or ES

5. **CUTTING CLASS** (includes Study Hall, Lunch and Homeroom)

FIRST REFERRAL: SS and no credit for work missed due to cut

SECOND REFERRAL: Up to two days ISS / no credit for work missed due to cut

SUBSEQUENT REFERRALS: Up to three days ISS or ES; no credit for work missed; parent contact

**\*\*FIVE CUTS WILL RESULT IN LOSS OF CREDIT FOR A COURSE. IT MAY NOT BE MADE UP IN SUMMER SCHOOL.**

### **6. CUTTING SATURDAY SESSION**

ALL REFERRALS: ISS or ES; makeup of original SS

### **7. LATENESS TO CLASS**

FIRST FOUR LATENESSES: Warning by teacher, possible teacher-assigned detention

SECOND FOUR LATENESSES: LD for each

THIRD FOUR LATENESSES: AS for each

SUBSEQUENT LATENESSES: SS for each

**8. LATENESS TO SCHOOL**

FIRST THREE LATENESSES: Parent Contact; Possible Principal Conference

FOURTH OFFENSE: LD

EIGHTH OFFENSE: AS

TWELTH OFFENSE: SS

ON THE TWELTH OFFENSE AND EVERY FOUR THEREAFTER: Saturday Detention, as per Administrative prerogative

9. **TRUANCY** (defined as cutting three or more periods in a given day; also includes leaving school property at any time without permission)

FIRST REFERRAL: Up to two days ISS and parent contact; no credit for work missed

SECOND REFERRAL: Up to three days ISS; parent contact; no credit for work missed

SUBSEQUENT REFERRALS: Up to five days ES; principal conference

**10. CUTTING AFTER-SCHOOL DETENTION**

FIRST REFERRAL: SS; original detention reassigned

SECOND REFERRAL: ISS; original detention reassigned

SUBSEQUENT REFERRALS: Up to five days ISS or ES; original detention reassigned

**11. CUTTING TEACHER DETENTION**

FIRST REFERRAL: LD

SECOND REFERRAL: AS

THIRD REFERRAL: SS

SUBSEQUENT REFERRALS: ISS or ES

**12. FOUND IN UNAUTHORIZED AREA**

FIRST REFERRAL: Up to two days LD

SECOND REFERRAL: AS; SS option

THIRD REFERRAL: Up to three days SS or ISS

SUBSEQUENT REFERRALS: Up to five days ES

13. **FALSIFICATION OF PASSES, PERMITS, OR ANY OTHER DOCUMENTS** (includes phone calls used to verify an absence, forgery of parent signature, use of someone else's lunch tickets, etc.)

FIRST REFERRAL: Up to three days ISS; SS option

SECOND REFERRAL: Up to five days ISS or ES

SUBSEQUENT REFERRALS: Up to five days ES

**14. VERBAL OR WRITTEN OBSCENE/PROFANE LANGUAGE OR GESTURES**

FIRST REFERRAL: AS; Parent/Guardian contact

SECOND REFERRAL: SS; Parent/Guardian contact

THIRD REFERRAL: Up to 3 days ISS or 2 SS; Parent/Guardian contact

SUBSEQUENT REFERRALS: Up to three days ISS/ES

**15. USE AND/OR POSSESSION OF CELLULAR PHONE OR SIMILAR DEVICE (NJ STATE LAW 2C: 33-19); USE AND/OR POSSESSION OF ELECTRONIC DEVICES DURING THE INSTRUCTIONAL DAY, INCLUDING LUNCH AND STUDY HALLS (including, but not limited to CD players, MP3 players, radios and video games)**

FIRST REFERRAL: LD; confiscation; return only to Parent/Guardian

SECOND REFERRAL: Up to three days AS or SS

THIRD REFERRAL: Up to three days SS or ISS; Parent/Guardian contact; confiscation; returned only to Parent/Guardian

SUBSEQUENT REFERRALS: Up to five days ES; Parent/Guardian conference; confiscation, returned only to parent or guardian

**NOTE: Audubon School District is not responsible for any electronic items (including phones, tablets, gaming devices, etc.) that are not claimed by parent or guardian, lost or stolen on campus. Students should leave these items at home.**

“Any person enrolled as a student of an elementary or secondary school, who knowingly and without the express written permission of the school board, its delegated authority, or any school principal, brings or possesses any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or other persons are present, is guilty of a disorderly persons offense. No permission to bring or possess any remotely activated paging device on school property shall be granted unless and until a student or parent shall have established to the satisfaction of the school authorities a reasonable basis for the possession of the device on school property.”

**16. PLAGIARISM/CHEATING – see Policy on Academic Honesty**

**17. POSSESSION OF TOBACCO PRODUCTS/SMOKING/USING TOBACCO PRODUCTS**

(Smoking or using tobacco in any other way (chewing, dipping, etc.), is prohibited in the Audubon Public Schools and on their grounds. Any student holding a lighted cigarette or other form of tobacco, or exhaling smoke will be considered to be smoking.

FIRST REFERRAL: Up to two days ISS; Parent/Guardian contact; guidance referral

SECOND REFERRAL: Up to two days ES; Parent/Guardian contact; guidance referral

SUBSEQUENT REFERRALS: Up to five days ES; Parent/Guardian conference; guidance referral

Audubon Boro ordinance #806-00 makes it “unlawful for elementary and secondary students to use or possess in plain view tobacco products within 1000 feet of any elementary or secondary educational institution...Violations ...result in fines no less than \$15.00 or more than \$75.00 for each offense, with first-time violators being required to perform community service.”

When a staff member has a “reasonable suspicion” that a student has been smoking in the school building or on school grounds, or is in possession of tobacco or tobacco products or smoking paraphernalia, the staff member should refer, direct or escort the student to the office. An administrator may then conduct a reasonable search of the student’s person and possessions to ascertain whether the student is in possession of tobacco, tobacco products or smoking paraphernalia. If the student is found to be in possession of tobacco or tobacco products the aforementioned penalties will ensue.

**18. ALCOHOL/DRUG OFFENSE (USE, POSSESSION, UNDER THE INFLUENCE)** (Refusal to comply with district rules and state law shall be considered an offense)

FIRST REFERRAL: Up to ten days ES; guidance referral; PI

SUBSEQUENT REFERRALS: ES pending expulsion hearing; guidance referral; PI

When any staff member suspects that a student is under the influence of drugs or alcohol, the following procedure will ensue, in accordance with Board Policy and State Law (NJSA 18A: 40A-12)

1. The staff member will refer the student to an administrator or the nurse.
2. The administrator will notify the Parent/Guardian and arrange for an immediate (within two hours) examination of the student by a physician, along with a drug screening.
3. The Parent/Guardian, at his or her own expense, may choose to take the student to a doctor of his or her choice, within two hours of notification. The results of the examination report must be presented to the school within 24 hours.
4. The student will be taken to an approved facility, where a urine screening and a physical examination by a doctor will be undertaken.
5. If the drug screening is negative, the student may return to school.
6. If the drug screening is positive, the student will be externally suspended for ten days.
7. On the day of the re-entry conference, the student must bring with him a negative drug screening or proof of enrollment in a substance abuse counseling program.
8. The student will also be referred to the Student Assistance Counselor.

**19. POSSESSION OF DRUG PARAPHERNALIA WITHOUT EVIDENCE OF DRUGS OR DRUG RESIDUE**

FIRST REFERRAL: Up to five days ES; PI

SUBSEQUENT REFERRALS: Up to ten days ES; PI; possible expulsion hearing

**20. SALE OR DISTRIBUTION OF DRUGS/ALCOHOL OR POSSESSION WITH INTENT TO DISTRIBUTE**

ALL REFERRALS: ES pending expulsion hearing; guidance referral; PI

**21. INAPPROPRIATE CONDUCT**

Please see #22 General Misconduct

**22. GENERAL MISCONDUCT** (includes food fights; conduct on the way to and from school, in the cafeteria, in study hall, on buses; throwing objects (snow, food, etc.), and any other behavior which endangers the welfare of others in any setting of the school)

FIRST REFERRAL: Up to three days AS; Parent/Guardian contact; possible removal from cafeteria

SECOND REFERRAL: Up to three days ISS; Parent/Guardian contact; possible removal from cafeteria

SUBSEQUENT REFERRALS: Up to five days ES; principal conference; possible removal from cafeteria

**23. INCITEMENT** (defined as any act that instigates or causes a dangerous situation to occur)

FIRST REFERRAL: Up to five days ES; parent contact; possible PI

SUBSEQUENT REFERRALS: Up to ten days ES; expulsion hearing; PI

**24. SEVERE MISCONDUCT, INCLUDING FIGHTING** (on school grounds, as well as on the way to and from school; inappropriate removal of a student's clothing)

FIRST REFERRAL: Up to five days ES; parent conference; PI

SUBSEQUENT REFERRALS: Up to ten days ES; PI; possible expulsion hearing

**25. HARASSMENT/INTIMIDATION/BULLYING (HIB)** (includes sexual harassment, bullying and cyber-related activities)

All referrals will be handled using administrative prerogative.

FIRST REFERRAL: Guidance intervention; LD, AS, ISS, or ES depending upon severity

SECOND REFERRAL: Up to five days ISS; conference w/affirmative action officer; possible police intervention

SUBSEQUENT REFERRALS: Up to ten days ES; conference with affirmative action office; police intervention; Parent/Guardian conference with affirmative action officer; possible expulsion

26. **BIAS INCIDENT/CRIME** (engaging in biased conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community or disrupts the educational process)

ALL REFERRALS: Up to ten days ES pending expulsion hearing; police intervention

**27. RACIAL OR ETHNIC SLURS**

FIRST REFERRAL: Up to three days ES; Parent/Guardian conference; PI

SECOND REFERRAL: Up to five days ES; Parent/Guardian conference; PI

SUBSEQUENT REFERRALS: Up to ten days ES pending expulsion hearing; PI

28. **BOMB THREATS** (resulting in evacuation of the building and/or police intervention)

FIRST REFERRAL: Up to ten days ES pending expulsion hearing; PI

**29. VERBAL OR WRITTEN THREATS, AND TERRORISTIC THREATS AGAINST INDIVIDUALS AND/OR THE SCHOOL**

FIRST REFERRAL: Up to five days ES; Parent/Guardian conference; possible PI; possible expulsion hearing

SUBSEQUENT REFERRALS: Up to ten days ES pending expulsion hearing; PI

**30. CREATING A FALSE ALARM**

FIRST REFERRAL: Up to five days ES; Parent/Guardian conference; PI

SUBSEQUENT REFERRALS: Up to ten days ES; Parent/Guardian conference; PI

31. **FALSE FIRE ALARM(S)** (includes tampering with alarms, security devices, etc.)

FIRST REFERRAL: Up to ten days ES pending expulsion hearing; PI

**32. PORNOGRAPHY—POSSESSION AND/OR DISTRIBUTION**

FIRST REFERRAL: Up to three days ISS; Parent/Guardian conference; possible PI

SUBSEQUENT REFERRALS: Up to ten days ES; PI; possible expulsion hearing

33. **THEFT** (including but not limited to passing counterfeit money)

FIRST REFERRAL: Up to three days ISS or ES; Parent/Guardian and police contact; restitution for item(s) taken

SUBSEQUENT REFERRALS: Up to ten days ES; Parent/Guardian conference; PI; restitution for item(s) taken

**34. DESTRUCTION OF PROPERTY /VANDALISM**

FIRST REFERRAL: Up to three days ISS or ES; referral to guidance department for counseling; parent conference; restitution; possible PI

SUBSEQUENT REFERRALS: Up to five days ES; restitution; PI; possible expulsion hearing

**35. INAPPROPRIATE BEHAVIOR IN ISS**

FIRST REFERRAL: ES for one day; makeup of ISS the following day

SUBSEQUENT REFERRALS: Up to five days ES; makeup of ISS the day of return

**36. INAPPROPRIATE BEHAVIOR IN SS**

FIRST REFERRAL: ISS for one day and makeup of SS

SUBSEQUENT REFERRALS: Up to five days ES; makeup of SS

**37. ASSAULT ON SCHOOL EMPLOYEE**

FIRST REFERRAL: Up to ten days ES; expulsion hearing in compliance with NJSA 18A: 37-2; PI

**38. FIREWORKS, SMOKE BOMBS, STINK BOMBS-POSSESSION OR USE**

FIRST REFERRAL: Up to three days ES; Parent/Guardian conference; PI

SUBSEQUENT REFERRALS: Up to five days ES; referral to guidance department for counseling; Parent/Guardian conference; PI

**39. GANG ACTIVITY AND/OR INVOLVEMENT**

FIRST REFERRALS: Up to ten days ES; PI

SUBSEQUENT REFERRALS: Up to ten days ES; PI; expulsion hearing

**40. POSSESSION OF A GUN**

FIRST REFERRAL: ES for ten days; PI; expulsion hearing

**41. POSSESSION OF WEAPONS OTHER THAN A GUN; USE OF WEAPONS; SALE OF WEAPONS; USE OF ANY IMPLEMENT AS A WEAPON**

FIRST REFERRAL; Up to ten days ES; PI; possible expulsion hearing

**42. GAMBLING**

FIRST REFERRAL: Up to three days ISS; possible PI

SECOND REFERRALS: Up to five days ISS; possible PI; guidance referral

SUBSEQUENT REFERRALS: Up to ten days ES; PI; expulsion hearing

**43. UNAUTHORIZED OCCUPANCY OF DISTRICT FACILITY/REFUSING TO LEAVE WHEN SO DIRECTED BY PERSON OF AUTHORITY**

FIRST REFERRAL: Up to five days ES; Parent/Guardian conference; possible PI

SUBSEQUENT REFERRALS: Up to ten days ES; parent conference; PI

**44. BOYCOTT OF CLASS/DISRUPTION OF REGULAR SCHOOL DAY SCHEDULE**

FIRST REFERRAL: Up to five days ES; Parent/Guardian conference; possible PI

**45. BEHAVIOR/CONDUCT VIOLATION OF LAWS NOT SPECIFICALLY ADDRESSED IN THE CODE WILL BE HANDLED ON A CASE-BY-CASE BASIS DEPENDING ON THE SEVERITY OF THE REFERRAL. ADMINISTRATIVE PREROGATIVE APPLIES.**

**46. ACCEPTABLE USE POLICY VIOLATIONS – COMPUTERS**

Violations will be handled on a case by case basis and may include loss of computer privileges, and/or other disciplinary measures.

FIRST REFERRAL: Up to 2 days ISS, loss of internet privileges

SECOND REFERRAL: Up to 5 days ISS, loss of computer privileges, and the length of which to be determined by severity of offense

## DRESS CODE

The following are not permitted:

- Headwear of any kind, including hats and/or bandanas
- Pajamas or undergarments exposed or worn as outside attire (pajamas may be worn for designated spirit or special activity days)
- Chains, including wallet attachments
- Any shirt, which exposes any part of the chest, back, or stomach, including halter-tops and open-back shirts. No thin-strap tank tops. Straps must be at least 3 fingers wide. All shirts must have sleeves.
- Jackets, coats, or other outer garments worn in the building (these items should be stored in the appropriate area)
- Jackets or other outer garments may not be worn to cover other inappropriate clothing
- Bare feet
- Any clothing, which contains references to alcohol or drugs, sexual connotations, gang references, racist comments or otherwise inflammatory language
- Sunglasses
- Spiked jewelry, belts, chokers, etc.
- Any garment which can be considered see-through
- Any flip-flops, house slippers, or athletic slides
- Any clothing deemed inappropriate by the Administration.
- Any clothing item or accessory made of ammunition (bullets, shell casings, etc.)
  
- **Violations of the dress code will be considered minor infractions and result in the following measures:**
  - **FIRST REFERRAL:** the opportunity to change clothes; administrative warning or LD. The Principal's office or Nurse's office has a supply of T-shirts that must be returned after use.
  - **SECOND REFERRAL:** LD; change of clothing
  - **THIRD REFERRAL:** AS; change of clothing
  - **SUBSEQUENT REFERRALS:** SS or Up to three days ISS.