

5500 EXPECTATIONS FOR PUPIL CONDUCT

A desirable teaching-learning situation is the work of many people: parents, pupils, teachers, administrators, members of the Board of Education, and members of the community. Habits learned by a pupil at home or in the schools will be carried over into private and community life.

Pupil discipline directly affects the total purpose and achievement of the school. It is an area which needs attention and reflects the combined responsibilities of everyone involved in the school setting.

A well ordered, friendly atmosphere in the classroom and in the school is essential:

If the pupils are to learn to the maximum of their capacity;

If teachers are to do their best;

If good relations with the community are to be upheld;
and

If the total school operation is to be carried on in the best manner possible.

Pupils' Rights And Responsibilities

The pupil attends school so that he/she may develop individual capacities to their fullest and become the best person that it is possible for him/her to become. In order to help him/her to accomplish this, the pupil has certain rights which must be protected and certain responsibilities which he/she must accept.

A pupil in Hanover Township has the following Rights:

*A right to be happy and to be treated with compassion. No one should laugh at another or hurt another's feelings.

*The right to be an individual. No one should treat another unfairly because of color, race, creed, religion, sex, national origin, or physical appearance.

*The right to be safe in school. No one should hit, pinch, kick, threaten, push, bully or hurt another pupil.

*The right to expect that personal property will be safe in the school

*The right to hear and be heard in the school. This means that no one should yell, make loud noises, scream, shout or otherwise disturb others.

*The right to learn about him/herself and others in the school. This means that each pupil should be free to express feelings and opinions without being interrupted, punished or feeling threatened.

*The right to be helped to learn self-control. This means that no one should silently stand by while the rights of other individuals are being abused.

A pupil in Hanover Township has the following Responsibilities:

*The responsibility to treat others with compassion. This means a pupil should not laugh at others, tease, bully or try to hurt the feelings of others.

*The responsibility to respect others as individuals and not to treat them unfairly because of race, color, religion, sex, national origin or physical differences.

*The responsibility to make the school safe by not hitting, pinching, kicking, threatening, pushing, bullying or hurting anyone.

*The responsibility not to steal or destroy the property of others.

*The responsibility to help maintain a calm and quiet school. This means the pupil should not yell, scream, shout, make loud noises or otherwise disturb others.

*The responsibility to learn about ones' self and others in the school. This means that one should be free to express feelings and opinions without being interrupted or punished. A pupil should not interrupt or punish others who express their feelings and opinions.

*The responsibility to learn self control in the school. A pupil should exercise his/her rights without denying the same rights to others. A pupil should expect to be corrected if abusing the rights of others as they shall be corrected if abusing his/hers.

*The responsibility to protect one's rights and the rights of others by the exercise of full responsibilities in all circumstances.

Rules for Behavior (K-8)

A community must have rules and regulations to provide for a smooth and orderly process, to protect the rights of others, to provide needed services and to ensure the general welfare of the public. A school community must also have rules and regulations designed to promote the best possible learning conditions for all pupils. It is understood that pupils will comply with all federal, state and local ordinances. It is further understood that individual buildings may adopt additional rules depending upon conditions within the building.

I. General Rules

The following behavior is not acceptable:

1. Fighting, or provoking a fight;
2. Open defiance of adult authority (teachers, Principal, aide, bus driver, crossing guard, etc.);
3. Endangering the safety of others;
4. Violation of safety or fire drill rules;
5. Truancy;
6. Theft or destruction of personal property;
7. Theft or destruction of school property;
8. Smoking in school, on school grounds, the school bus or on the way to or from school or at other school-sponsored activities;

9. Possession of cigarettes, tobacco, matches or cigarette lighters, illegal drugs or drug paraphernalia;
10. Use of profane, obscene, or abusive language;
11. Possession and/or use of a liquid expelling device (i.e. water pistol);
12. Possession and/or use of knives, sharpened objects, sling shots, firearms or other items which would cause physical harm to persons or property.
13. Unauthorized presence in the school building before, after or during school;
14. Gum chewing (K-8); and
15. Use of mechanical devices (radio, tape recorders etc.) or communication devices (cell phones, beepers, PDAs, etc.) which may be disruptive to learning.

II. Classrooms and General Learning Areas

1. Pupils must obey all regulations regarding safety.
2. Pupils must not interfere with the rights of others to learn.
3. Pupils must be respectful, orderly, and observe good manners.
4. Pupils must obey the adult in charge.
5. Pupils must arrive on time for class, and be prepared for class (i.e. pencil, notebook, textbook, etc.).
6. Pupils must not enter a classroom unless an adult is present.
7. Pupils must be recognized before responding, unless other rules have been established.

III. Cafeteria

1. Pupils must obey any written or verbal rules, or instructions, from any adult supervising the cafeteria.
2. Pupils are responsible to clean the area where they sit, including table, chair, and floor. All waste is to be placed (not thrown) into the proper receptacles.
3. No food or beverages may be taken from the cafeteria.
4. Food throwing is not permitted.
5. Sound levels must be kept at a reasonable level. Obey all applicable rules, listed above, under GENERAL RULES.
6. Pupils must remain seated until given permission to leave.

IV. Bus Transportation

1. All school rules and regulations covering pupil behavior on the bus, or while waiting at school for the bus, shall be enforced. Pupils must obey the bus driver and any adults in charge.
2. Pupils are to be on time at the designated bus stop.
3. There shall be no ball playing of any kind at the bus stop.
4. Pupils awaiting transport to school are to stand on sidewalks, at the side of the road, but not on people's lawns while waiting for the bus.
5. When the bus approaches, a line formation should develop and not move until the bus has stopped. The driver will signal when to board the bus.
6. Pupils shall remain seated with seatbelts fastened at all times while riding the bus. No standees are allowed.

7. The windows shall be opened or closed by the bus driver only.
8. Voices shall be kept at reasonable control levels in order not to distract the driver while the bus is in motion.
9. Throwing objects within the bus or from the bus is prohibited.
10. In the middle school, sixth graders shall sit in the front seats, seventh graders in the middle section, and eighth graders in the rear section of the bus, unless directed to sit elsewhere by the Principal, Vice Principal, or a bus driver.

V. Walkers

1. Pupils who walk to and from school are subject to school rules upon arriving on school property.

VI. Hallways

All general rules of behavior must be followed:

1. Pupils must walk, on the right side of the hallway, keeping noise levels low, and avoiding physical contact (i.e. pushing, hitting) with other people.
2. Pupils must go directly to and from destination.
3. Pupils must not be in the hallways during class time without a pass from the teacher.

VII. Dress Code

The following list of inappropriate dress is not intended to be all-inclusive. Rather, it is intended to present a sense of appropriateness in school and at all school-sponsored activities. Pupils are to avoid the following examples of inappropriate dress:

1. Clothing that reflects or promotes illegal activities.
2. Clothing that is sexually suggestive.
3. Bare feet.

4. Clothing that is overtly offensive to a group, is profane or obscene.
5. Clothing that is dirty or torn.
6. Wearing coats or outer jackets to class.
7. Wearing clothing or articles that are not safe.
8. Wearing of hats or caps in the building.
9. Wearing undergarments as outer garments.

VIII. Lavatory Areas

1. Pupils should observe good health habits.
2. Pupils should not deface any part of the lavatory room.
3. Pupils should place paper in proper receptacles.
4. Pupils must have permission to be in lavatory.

IX. School Grounds

1. Pupils must not leave their assigned areas without permission of a teacher.
2. Pupils must avoid running and physical contact.
3. Bicycles are to be walked on/off the grounds and parked in designated areas.

X. Play Areas (K-5)

1. Pupils shall respect and obey the adult in charge.
2. Pupils shall line up when told.
3. Pupils shall use proper language at all times.
4. Pupils shall respect the rights and feelings of peers.

5. Pupils shall demonstrate good sportsmanship.
6. Pupils shall only use equipment approved by adult/s in charge.
7. Pupils shall obey game rules that are established.
8. Pupils shall avoid behavior or activities that threaten or intimidate another individual.

XI. Lockers (6-8)

1. Lockers are the property of the school and, therefore the school has the right, and will exercise the right at any time, to search pupil lockers.
2. Lockers must be kept clean and neat. Items may not be pasted to lockers.
3. Lockers are not to be forced open or damaged.
4. Lockers must not contain items that are in violation of the law.
5. Lockers must be closed quietly, and never slammed or kicked.

Consequences of Unacceptable Behavior (K-5)

Any pupil who breaks the rules of the school and violates the rights of others shall be dealt with according to the following progression of steps, based on the judgment of the person in charge and the Principal.

I. General and Classroom

1. The pupil/s involved shall have a discussion with the adult in charge.
2. The Principal shall be contacted for a discussion/hearing with the pupils.
3. The parents and/or guardians shall be notified, and a conference may be scheduled.

4. The pupil may be restricted from extra-curricular activities, and any present rewards or future individual commendations. Service projects may be required of the offender, to compensate for the offense.
5. Serious offense/s shall warrant suspension.

II. Cafeteria

1. The person in charge will speak to the pupils.
2. The pupils may be placed in a separate eating area and receive a suspension of recess privileges.
3. The pupils may be sent to the Principal.
4. The pupils may be suspended from the cafeteria for a period of time to be determined by the Building Principal and the parents/guardians shall be notified.
5. Parents shall be required to attend a conference with the Principal and parties involved to discuss and recommend a solution to the problem.

III. Bus Transportation

1. Disruptive behavior by pupils shall be reported to the Principal by the bus driver or by the adult in charge.
2. Repeated offenses by pupils may result in a suspension of bus riding privileges.

Rewards for Outstanding Behavior (K 5)

Understanding fully that following a proper code of behavior will become its' own reward in the future, a more immediate reward reinforces a positive attitude toward responsible behavior.

The following list presents examples of rewards that may be utilized:

1. Class treats;
2. Extra recess time;

3. Class picnics or around building excursions;
4. Lunch with teacher in his/her room; and
5. Prizes: certificates, stickers.

Consequences of Unacceptable Behavior (6-8)

I. General and Classroom Areas

Teachers are expected to maintain good discipline at all times. In the event that a pupil is behaving in an unacceptable manner, efforts will be made to resolve the problem at the most immediate level of involvement.

Step One: Teacher/pupil conference.

Step Two: Teacher/parent conference. Guidance alerted;
and

Step Three: Referral to Vice Principal.

A letter will be sent to the pupil's parents informing them of the action taken and reasons thereof. Any pupil referred to the Vice Principal for disciplinary reasons may forfeit a number of privileges. These privileges may include the ability to:

Attend any social functions (dances, concerts, etc.);

Participate on athletic teams;

Accompany the class on field trips; and

Attend assembly programs.

II. Cafeteria

Violations of the rules and regulations governing acceptable behavior in the cafeteria (as determined by the School Administrator) may result in the revoking of cafeteria privileges. Pupils who demonstrate that they cannot behave properly may be required to eat in a supervised area rather than eat in the cafeteria.

Parents will be notified of each action taken.

III. Bus Transportation

All school regulations cover pupil behavior on the bus. The bus driver and/or adult in charge is an authority figure and must be obeyed.

Pupils who demonstrate unacceptable behavior while on the bus shall be reported by the driver or adult to the school administrator.

Repeated offenses by the pupil may result in a suspension of bus riding privileges. Parents/guardian shall be notified.

Rewards For Outstanding Behavior

Understanding fully that following a proper code of behavior will become its' own reward in the future, a more immediate reward reinforces a positive attitude toward responsible behavior.

The following list presents examples that may be utilized:

1. Special privileges;
2. Prizes: certificates, stickers, etc; and
3. Phone call or note home to parent/guardian.

Pupil's Right To Due Process(K-8)

Any pupil who is accused of violating a school regulation and is to be reprimanded for it shall have the right to procedural due process in accordance with N.J.S.A. 18A:37-1 et seq.

Educationally Handicapped Pupils

Educationally handicapped pupils are generally subject to the same disciplinary procedures as non-handicapped pupils in accordance with the provisions of N.J.A.C. 6A:14-2.8.

N.J.S.A. 18A:11-1

Adopted: 23 September 2008