

Briarwood School

Sherri Glaab, Principal

Code of Conduct

Pre-K – Grade 2

Updated 8/2018

Philosophy

In order to educate our children effectively, we must maintain acceptable standards of behavior in our schools. These standards must be fair to students, parents, teachers and administrators, while helping to create an atmosphere where learning can take place.

One of the main goals is an elementary school setting to teach children self-discipline. In order to achieve this goal, it is necessary to teach children to make appropriate choices regarding behavior. It is always the school's first choice to approach discipline in an appropriate manner. Briarwood School does not condone the removal of students from classes except when behavior affects other students' ability to learn, for repeated violations or incidents of violence. We believe students belong in their classrooms and they need to be in the classroom to learn.

Together, school and families must work to promote a school environment that is nurturing orderly, safe and conducive to learning. The school environment should also promote positive personal and social development for every child.

Student rights and responsibilities

A right is something that belongs to you because you are a citizen of the United States. No one can take your rights away from you. However, you must use your rights in a responsible manner. There are certain things listed below that you will need to do without anyone telling you to do them. These are your responsibilities.

1. Every child has the right to be free from discrimination. It is your responsibility to treat everyone as you expect to be treated. This means that boys and girls in Briarwood School should be able to work, play and share together without being teased because they're who they are.
2. Every child has the right to feel safe and protected in school. It is your responsibility to help make our school a safe school. This means that no one should hurt you or threaten to hurt you. You should also not hurt anyone else by words or actions.
3. You have the right to have your belongings safe in school. It is your responsibility to keep your belongings in their proper space. Objects that are inappropriate for school should be kept at home. This includes: TOYS, PHONES, IPODS/ IPADS, TRADING CARDS, and sporting equipment (unless your teacher has a special day) No one should touch or take your belongings, nor

should you touch or take something that does not belong to you.

4. You have the right to be treated with kindness and in a fair manner. It is your responsibility not to laugh at the mistakes of others or hurt anyone else's feelings. No child should laugh or make fun of another person or hurt their feelings on purpose.
5. You have the right to know what your principal and teachers expect of you and what you should expect of yourself. It is your responsibility to complete the homework your teacher expects from you and be sure your teacher receives it on time. All your schoolwork should be finished to the best of your ability. Be proud of the work you do!
6. You have the right to tell your side of any problem that might happen in school. It is your responsibility to be respectful when talking and to give others the same chance to speak. You will never be punished for breaking a school rule without having the opportunity to tell your side of the story. You must always allow others to tell their side as well.
7. You are an individual and have the right to be treated as such. It is your responsibility to respect all members of your community as individuals. This means that you are a unique person and not just a part of a group. This applies to every child in the Briarwood family.
8. You have the right to a safe ride to and from school. Riding the school bus is a privilege. If you break the rules on the bus, you will lose the privilege of riding on the bus.
9. You have the right to a clean and healthy school so you can learn in the best way possible. It is your responsibility to help take care of your school. You should help to keep it clean. You should never damage school property.
10. You have the right to receive a great education. It is your responsibility to obey all the school rules so that everyone can learn in an orderly fashion. This means that you must be prepared to learn every day you come to school. You must learn the classroom rules and obey them. You should also come to school ON TIME each day.

Progressive Disciplinary Action Steps

It is the responsibility of the school community, in general, to maintain an environment that is conducive to learning. When disruption of the school climate by a student occurs, disciplinary action at a higher level may be necessary. It is the duty of all employees of

the District to report the misconduct of any student, and it is the responsibility of the staff to treat all violations of these guidelines in the prescribed manner.

Corrective action taken by school personnel will vary according to the age and the developmental level of the student. The circumstances that are related to specific behavioral problems and actions will be considered.

To remediate the behavior(s) of the student through appropriate guidance and Child Study Team services when necessary and appropriate. Prior to invoking formal discipline, it is important that pro-active remedial actions be employed by staff members, which may include, but are not limited to:

- Consultation, as appropriate, by teachers/guidance counselors, CST case managers, etc.
- Parent/guardian conferences with teachers/guidance counselors
- Warnings.
- Detention
- Referral to administrator or designee in charge of disciplinary action
- Referral to School I&RS Committee

Principals may use additional discipline measures, which include but are not limited to:

- **Administrative meeting**
- **Lunch Detention**
- **Recess Detention**
- **In School Suspension**
- **Exclusion of Extra Curricular Activities/ Trips**
- **I&RS/ CST/ Crisis Team Interventions**

The district's goal continues to be to create a safe and orderly environment for students, to keep students in school and in their academic classes. To achieve a safe and orderly environment, progressive/disciplinary steps are necessary. Whenever possible, for the first or second offense (with the exception of violent or criminal acts), mediation and counseling will be considered as a first alternative prior to suspension. Students are referred to the following support staff for appropriate intervention: guidance counselors, Child Study Team members, school nurse, the Intervention and Referral Services Committee.

Suspension of any type will balance the need to remove sources of disruption from the learning environment with the goal of keeping all students in their regular academic classes where they will receive their prescribed program.

Bullying Policy Statement
Policy 5512

All members of the Florham Park Schools Community have a right to live and work in an environment that is safe and satisfying. Harassment and bullying will NOT be tolerated because such behavior is inconsistent with this important, basic right and because the district recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with district efforts to improve academic performances and improve school attendance.

Harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that: a) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear or physical or emotional harm to his/her person or damage to his/her property; or b) Has the effect of insulting or demeaning any student or groups of students; or c) Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

It is the responsibility of each student to conduct himself/herself in a way that is socially appropriate and respectful to the rights of others. Harassment and bullying are against district policy and against New Jersey State Law and will not be tolerated in the Florham Park Schools. For more information see Florham Park Board of Education Policy 5512 located on the Florham Park Schools website (www.fpbs.org) and is attached to this code of conduct.

Teachers and all employees must immediately report cases of bullying and harassment to building administrators.

Zero Tolerance

Students who bring weapons to school or commit any act of violence against a student or staff member will be removed from the school building immediately.

The police will be called and the parent notified if a student is found to be in possession of a weapon or if a terroristic threat has been made. Depending on the incident, the age of the student, and the review of the incident by administration, the student will be assigned suspension. In more serious cases, the removal will be for a longer period of time.

At the time of removal, the student must receive:

- Oral or written notice of the charges;
- An explanation of the charges and the evidence that supports them;
- An opportunity to present his/her side of the story.

Generally, the notice and hearing requirements should precede removal from school; however, in emergency situations the student may be removed from school immediately.

Disciplinary Action Guidelines for Students with Educational Disabilities

Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students unless stated otherwise in their Individual Educational Plan (IEP) for discipline actions, including suspensions. Students with disabilities may be disciplined with short-term suspensions (meaning 10 consecutive or cumulative school days in a given school year.) At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the disabled child's case manager. The disabled student is afforded the same due process procedures as the non-disabled student.

Acceptable Use of Technology **[Policy 2361](#)**

The use of the Florham Park Public Schools' Network Resources must be in support of education and research, and consistent with the educational objectives of the Florham Park Public School District. All students are to review and agree in writing to follow the district's acceptable use policy prior to using the district's network. Any violations in the use of the technology, including proper use of technology equipment, will result in progressive disciplinary actions as outlined in the Code of Conduct. Additional violations may result in restricted access to computers, suspension of computer/network privileges and/or other disciplinary actions.

Student use of district technology devices shall be in accordance to the rules and guidelines of this document, the Board of Education **Policy 2361, ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES, Board of Education Policy 7523, SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS, and Board of Education Policy 5513, CARE OF SCHOOL PROPERTY.** Failure to follow the terms of these policies will result in disciplinary action, including, but not limited to, confiscation of any and all devices lent to the student and revocation of the student's access to the Florham Park School District's technology, as well as any other disciplinary action deemed appropriate by the Florham Park School District.

Code of Conduct Consequence Chart- progressive discipline

Administrative Meeting- Student meets with Administrator or Delegate to discuss behavior. This is an identification meeting to review inappropriate behavior and discuss appropriate choices. During this time discussions surrounding the identified problem, reinforcement of choices, reflective work, and/or counseling occur.

Lunch Detention- The student is removed from lunch within the cafeteria and eats their lunch in an alternate location. During this time discussions surrounding the identified problem, reinforcement of choices, reflective work, and/or counseling occur.

Recess Detention- The student is removed from outside/inside and serves their consequences in an alternate location. During this time discussions surrounding the identified problem, reinforcement of choices, reflective work, and/or counseling occur.

In-School Suspension- The student is removed from classes. During this time discussions surrounding the identified problem, reinforcement of choices, reflective work, and/or counseling occur. Classwork will be provided for the child to complete.

Exclusion of Extra Curricular Activities/ Trips-

The student will be removed from extra curricular activities and/ or field trips.

I&RS/ CST/ Crisis Team-

The student and specific situation will be discussed by appropriate school personnel leading to additional supports and action plans.

Please take time to read the school rules with your child. Everyone must work together to provide children in the most opportune atmosphere in which every child can learn. Please see our Code Of Conduct Consequence Chart. Thank you for your support and cooperation.

Important Rules: What happens if they are broken

Please review our Code of Conduct Consequence Chart. Listed below are some of the important rules everyone needs to be aware of concerning behavior at Briarwood School, on the bus, and at all school-sponsored activities. It is important to read these rules and understand what happens when rules are broken.

If a student does something that breaks the law, parents will be notified and the proper authorities contacted.

1. School attendance and tardiness

Children should attend school each day, and arrive on time, unless there is an emergency or illness. Absences should be phoned in to the school nurse. Please use the school email or voice mail to contact your child's teacher. Every staff member at Briarwood

School has his/her own voice mail and e-mail. Your child's teacher will provide homework, especially in cases of extended illness. However, please allow ample time when requesting homework. Such requests should be phoned to the office by 11:00AM. Due to the nature of the school day, last minute requests for homework may be difficult to honor. Please let your child's teacher know any circumstances surrounding your child's illness that may affect your child's performance in school.

It is important for every child to attend school ON TIME every day. If your child is late on a regular basis, you are denying your child an appropriate education. Teachers begin instruction as soon as the children enter the room. Five minutes (or more) each day becomes cumulative if you calculate the time per week. It is important for children to begin the day with their class. Please do not adopt a casual attitude toward being on time just because the children are in the early primary grades. It is important for children to adopt a good attitude regarding being on time for school at the earliest age.

Cumulative tardiness deprives your child of time in class each day. In cases where tardiness is severe, the school will notify you. You will receive a letter noting the tardiness and this letter will be placed in your child's file. In some cases a child may need to repeat the grade level if continued tardiness or absence prohibit the child from learning grade level requirements.

2. Respect for others, using bad language, stealing

You may not laugh at, make fun of, or hurt the feelings of others. You must always speak courteously to others and without threats or cursing. You must never take or damage something that belongs to others. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, your principal will decide on additional consequences/ and or counseling. If anything is damaged, you will be responsible for the damage to property.

3. Respect

While you are at school, in a classroom, on the playground, the bus or any school activity, you are expected to respect the people who work at school and follow their directions. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, additional consequences and/or counseling will be completed.

4. Honesty

You should always tell the truth. You will always be given the opportunity to tell your side of a problem. You should also do your own work at all times. If the rules are broken, your teacher and principal will talk to you and your parents may be called. If the rules continue to be broken, additional consequences and/or counseling will be completed.

5. School work

When your teacher gives you an assignment, you are expected to always do your very best work. You are also expected to complete your work on time and bring it to your teacher. If the rule is broken, your teacher will work with the child and family on a plan of action.

6. Care of School Property

You are always expected to take good care of school property. This includes: textbooks, library books, computers, and all equipment in the school. If the rule is broke, your teacher and principal will speak with you. Your parents will be called to discuss any damage. You will be responsible for the damage to property and for lost textbooks or library books. If the rules continue to be broken, additional consequences and/or counseling will be completed.

7. Fighting

You should always do your very best to get along with others. You must not hurt one another in school at any time. In most cases, the principal and counselor will work with the student(s) involved. Parents will be notified. If the rules continue to be broken, additional consequences and/or counseling will be completed. In more serious cases or if the rule continues to be broken, suspension can occur. Proper authorities will also be called.

8. Items that should NOT be brought to school without permission

Some things should never be brought to school because they are dangerous to you or others. As well, you should not bring items to school that will distract you from your job of learning in school. Some of these items are: matches, tobacco, alcohol, medicines, guns, drugs, pets, knives of any kind, laser pointers, toys, games, cell phones, valuable items.

9. Bus transportation and behavior on the bus

ALL children riding the bus are expected to follow all rules when riding the bus. If the rules for safety and well-being are broken, you will be subject to the district's code of conduct for bus infractions. This may include suspension from riding the bus. The bus driver will refer you to the principal. Your parents will be notified. Your parents will be responsible for providing transportation if you are suspended from the bus.

ALL episodes of inappropriate behavior on the bus (i.e. field trips, sports events, transportation to/from school) are considered part of the care and responsibility of the school district. Therefore, any behavior related to bus transportation will always be addressed and considered as part of the discipline code of conduct.

If the rules continue to be broken, additional consequences and/or counseling will be completed.

*Adjustments to consequences may be made at the discretion of the administrator.

*Please see Briarwood Code of Conduct Consequence Chart for specific criteria and consequences.

Shared Values Statement and Acknowledgement

In recognition of the belief that a productive learning environment is the result of the work of many people, the Briarwood Elementary School community has compiled the preceding pages containing the philosophies behind our “Student Code of Conduct”, including the disciplinary measures to be taken if and when a student violates school rules.

As a member of the school community, I accept responsibility for my actions and accept the consequences of my actions if they violate the “Student Code of Conduct”. After having read the Student Code of Conduct, I understand what the consequences will be for inappropriate behavior or actions.

As a member of the Briarwood Elementary School and Florham Park School District community, I have read the Briarwood Code of Conduct and will strive to adhere to all school rules and become a productive and exemplary member of the Briarwood School community.

BRIARWOOD CODE OF CONDUCT CONSEQUENCE CHART

| | Admin Meeting | Lunch Detention | Recess Detention | In-School Suspension | Exc. of Extra Curr/ Trips | I&RS/CST/ Crisis Team |
|---|------------------------|-----------------|------------------|--|---------------------------|-----------------------|
| Absence/ Tardy (Unauthorized or excessive- 5+ in a month) | 1 (Letter home) | | | | | |
| Abusive language | 1 | 1 | 2 | 1,2,3 | 2 | 1,2,3 |
| Acceptable Use of Technology | 1 | 1,2,3 | 1,2,3 | 1,2,3 | 2 | 1,2,3 |
| Assault | 1 | 1 | 1 | 1 | 1,2,3 | 1,2,3 |
| Behavior inappropriate | 1 | 1,2 | 1,2 | 1,2,3 | 3 | 1,2,3 |
| Being in an unauthorized area | 1 | 1,2 | 1,2 | 3 | 2,3 | 2,3 |
| Blackmail | 1 | 1,2,3 | 1,2,3 | 2, 3 | 2,3 | 2,3 |
| Bomb threat/poss./ knowledge/use* | 1 | | | 1- Out of school suspension | 1 | 1 |
| Breaking/Entering | 1 | 1,2,3 | 1,2,3 | 2,3 | 2,3 | 2,3 |
| Coercion/Intimidation/ Threatening | 1 | 1,2 | 1,2 | 1,2 | 1,2,3 | 2,3 |
| Cutting/misconduct/ in detention | 1 | 1 | 2,3 | 3 | 3 | 1,2,3 |
| Cutting/misconduct/ in in-school suspension | 1 | 1 | 2,3 | 3 | 3 | 1,2,3 |
| Cutting class | 1 | 1 | 2 | 3 | 2,3 | 1,2,3 |
| Defamatory material (writing, possession, etc.)* | 1 | 1 | 1,2 | 1,2,3 | 1,2,3 | 2,3 |
| Disruption on bus (Reg #5600) | 1 | 1,2,3 | 2,3 | 3- Bus suspension- (5 days) 4- revoke of bus privileges | 2,3 | 1,2,3 |
| Dress code violation | 1 | 2,3 | 2,3 | 3 | 3 | 1,2,3 |
| Drugs/vaping/ alcohol/ substance abuse/possession/ knowledge/use* Reg # 5530 | 1 | | | 1-Out of School Suspension- 9 days 3- Expulsion | 1,2,3 | 1,2,3 |

| | | | | | | |
|--|--|--|--|----------------|--|--|
| | | | | hearing | | |
|--|--|--|--|----------------|--|--|

***Police notification
Expulsion Hearing- BOE**

| | Admin Meeting | Lunch Detention | Recess Detention | In-School Suspend | Exc. of Extra Curr/ Trips | I&RS/CST/ Crisis Team |
|--|------------------------------------|-------------------------------------|------------------------------------|--|----------------------------------|----------------------------------|
| Eating in unauthorized area | 1 | 1,2,3 | 2,3 | 2,3 | 2,3 | - |
| Explosives/possession/ knowledge/use* | 1 | | | 1- out of school suspension | 1 | 1 |
| False alarm | 1 | 1 | 1 | 2,3 | 2,3 | 2,3 |
| Fighting | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 |
| Firearms/weapons/ possession/knowledge | 1 | - | - | 1- out of school suspension | 1 | 1 |
| Fires/setting* | 1 | - | - | 1 2-out of school suspension | 1,2,3 | 1 |
| Forgery | 1 | 1,2 | 3 | 3 | 3 | 3 |
| Gambling | 1 | 1,2 | 3 | 3 | 3 | 2,3 |
| Gum chewing on school property | 1 | 2,3 | 2,3 | - | - | - |
| Harassment/intimidation/ bullying | 1,2,3 reflective assignment | 1,2,3- reflective assignment | 1,2,3 reflective assignment | 1,2,3 reflective assignment 1,2,3- Out of School Suspension | 1,2,3 | 1,2,3 |
| Inappropriate use of cell phone- ex- texting | 1 | 2,3 | 2,3 | - | 3 | - |
| Inappropriate use of electronic device (i.e. cell phone cameras) | 1 | 2,3 | 2,3 | 2,3 | 2,3 | - |
| Indecent exposure | 1 | 2,3 | 3 | - | 3 | 2,3 |
| Insubordination to staff members | 1 | 1,2 | 2,3 | 2,3 | 2,3 | 2,3 |
| Malicious mischief/ vandalism (restitution) | 1 | 2,3 | 2,3 | 3 | 2 | 2,3 |
| Obscene language- cursing etc. | 1 | 2,3 | 2,3 | 3 | 2,3 | 2,3 |
| Plagiarism/ Copy write | 1 | 2 | 2,3 | - | - | 2,3 |

| | | | | | | |
|--|----------|--------------|--------------|--------------|--------------|--------------|
| violation | | | | | | |
| Participation in/part to group disturbance | 1 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 |
| Riots | 1 | 2,3 | 2,3 | 1,2,3 | 1,2,3 | 1,2,3 |

***Police notification
Expulsion Hearing- BOE**

| | Admin Meeting | Lunch Detention | Recess Detention | In-School Suspend | Exc. of Extra Curr/ Trips | I&RS/ CST/ Crisis Team |
|--|-------------------------------------|------------------------|-------------------------|--------------------------|----------------------------------|-----------------------------------|
| Sexual conduct/ expressions (consented or not) | 1 | 2,3 | 2,3 | 2,3 | 2,3 | 2,3 |
| Theft (restitution and community service) | 1 | 1,2 | 2,3 | 2,3 | 2,3 | 2,3 |
| Tobacco (vaping)– possession or use (confiscation & use) | 1 | 2,3 | 2,3 | 3 | 2,3 | 2,3 |
| Unauthorized physical contact (student to faculty) | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 | 1,2,3 |
| Other | At administrative discretion | | | | | |

*Numbers indicate the number of times the offense has happened.

*Adjustments to the above consequences may be made at the discretion of the administrator based on severity of the offense