

Franklin Avenue Middle School
STUDENT CONDUCT
AND DISCIPLINARY PROCEDURES

UNIFORM DISCIPLINE CODE

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, staff and community members – show pride by doing our share to make middle school a better place in which to learn and work.

The ultimate goal of the FAMS staff is to develop self-discipline in all students while maintaining the safe, positive learning environment that currently exists within our school. It is the belief that this code must serve as an extension of the overall education process, and that the consistent enforcement of this policy will enable students to fully understand the parameters necessary to be responsible citizens, yet provide them with the resources necessary to change negative behavior should it continue. Furthermore, it has been instituted to provide consistent, immediate consequences for aberrant student behavior, while allowing for progressive levels of discipline, which provides more serious consequences for habitual offenders as opposed to students who make a one-time mistake. The guidelines and consequences that follow in this code of conduct are in addition to the broad, discretionary authority to maintain safety, order, and discipline granted to schools. These rules support, but do not limit, the school's authority. Rules are primarily for protection, not punishment. Finally, the administration reserves the right to treat more serious infractions as second or third offenses due to the nature of the incident.

CONDUCT

The Franklin Avenue Middle School expects pupils to conduct themselves in keeping with their level of maturity and with a proper regard for the rights and welfare of other pupils, for the education purpose underlying all school activities, and for the care of school facilities and equipment, which must be shared by all. Our expectations for proper conduct apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school.

Disciplinary Procedures

Our discipline standard requires that we address any action of which we are made aware by investigating it and, if necessary, by implementing discipline. Our philosophy of progressive discipline focuses on teaching a student to behave properly so the consequence may be simply talking to a student and recording the incident, or as severe as suspension. Should a student repeat the same offense or several small offenses, he/she will receive more severe discipline. Counseling and Child Study Team services may be utilized in order to assist students in adhering to the Student Code of Conduct. Teachers and administrators provide additional group and individual support as appropriate.

Student conduct is almost never black and white and we will provide due diligence in any investigation. We do not discriminate based on gender, age, religious orientation or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim, if there is one. We respect the privacy of all students.

Classroom Discipline

Teachers will handle most discipline problems within their respective classrooms. Students will learn the classroom expectations during the first days of school and they will be expected to abide by them for the remainder of the year. If a student habitually has problems with classroom behavior, the teacher will complete a discipline referral form and contact the student's parent/guardian. If a persistent problem develops, the student will be sent to guidance and/or administration.

Working Lunch

Our school has come up with an innovative way to provide students with additional time and support for learning. We have created what we call a "working lunch" period where students who are struggling and/or on academic probation spend their lunch period working on assignments, supervised and supported by a classroom teacher. This period may also be assigned to students by teachers when they fail classroom assessments or when they have forgotten any homework assignments.

General Detention

Detentions will be scheduled either before or after school, lasting for forty-five minutes. Lunch detention is also a consideration. We acknowledge that having to serve detention is sometimes an inconvenience; however, it must be kept in mind that when rules are broken, appropriate consequences must follow. Regarding detention:

- Students must arrive at detention promptly.
- There is no talking, eating or drinking.
- Students may bring something appropriate to read.
- Students who miss detention without permission will be required to

make-up the detention, and will be assigned an additional detention as penalty.

Extended Detention

Extended detentions are assigned by the administration as a result of student violations of school rules and district policy. Extended detentions are scheduled on two afternoons per month, from 3:00-5:00 p.m.

Suspension

A student will be suspended when the student's behavior is totally unacceptable to the school setting. Students serving any suspension are not permitted to participate in any after school or evening activity/sport/event.

- ISS - In-school suspension places a student in one room for the entire day. The student receives his/her work for the day but is removed from the school setting. Students must behave for the entire school day while in the suspension room. Students must bring a lunch from home when serving in-school suspension.
- OSS - Out-of-school suspension is used for more serious offenses such as fighting, bullying, stealing, leaving school property without permission, obscene or threatening language directed at teachers, staff, etc.

Social Probation

The school administration considers social probation a serious consequence. If a student demonstrates that he/she cannot follow the rules of the school, the student may be suspended from attending/participating in extracurricular events. Students may be placed on social probation depending on the severity of offenses and/or continuation of poor decision-making and behaviors. Attendance at school activities is a privilege, and a student on probation may lose the right to participate. Probation will include suspending students from attendance at such school sponsored events as, but not limited to: social lunch time, assemblies, dances, recreation nights, field trips, clubs, concerts, school play, sporting events, Field Day, 8th Grade Trip, 8th Grade Awards Night, Graduation Ceremony, and Graduation Dance. Social Probation lists will be re-evaluated at mid and end points of each marking period.

Any 8th Grade student who accrues 7 or more infractions during that given school year will not be eligible to attend the 8th Grade Trip.

Progressive Discipline

Our experience in dealing with student discipline has gleaned that similar violations tend to be repeated when using the same consequence over time. In other words, a student may serve five or more after school detentions over a semester and still exhibit the same inappropriate behavior. The goal in progressive discipline is to help students learn why inappropriate behavior is wrong and help them understand the value of appropriate behavior. As students continue to exhibit inappropriate behavior, the consequences become more severe and the parental involvement increases.

If student behavior is determined to be beyond that of normal consequences, the administration reserves the right to escalate the length or type of consequence based on the severity of the individual offense.

INFRACTIONS/CONSEQUENCES

Disruptive behavior that will result in disciplinary action may be defined as, but not be limited to the following:

Type of behavior	First offense consequence	Second offense consequence	Third offense consequence
Aberrant, Inappropriate and/or Derogatory remarks and/or conduct to a student and/or staff member	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS
Academic Infraction (i.e plagiarism, cheating)	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork 	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork ○ Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Zero on schoolwork ○ Extended Detention
Aggressive Behavior	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS
Bus Misconduct	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention ○ Possible Suspension of bus privileges 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ Possible Suspension of bus privileges 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS ○ Possible Suspension of bus privileges
Causing/Making False Alarms	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to CST ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to CST ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to ten days ○ Referral to police ○ Referral to Superintendent ○ Possible expulsion
Cutting Class	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS
Damaging School Property or Student Property	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ Restitution of expenses
Dress Code Violation	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress 	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Student must comply with appropriate dress ○ Extended Detention
Fighting: Simple or Aggravated Assault	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 7 days
Forgery on a school document	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention
Harassment, Intimidation, Bullying: Bias, Cyber-Bullying, Hazing, Sexual	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying Specialist ○ Suspension (1-5 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals 	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying Specialist ○ Suspension (2-7 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals 	<ul style="list-style-type: none"> ○ HIB Investigation by Anti-Bullying Specialist ○ Suspension (5-10 days) ○ Parent conference ○ Possible referral to local law enforcement agencies as per NJSA 18A:37-15 1 (B) ○ Referral to appropriate school personnel and/or Affirmative Action Officer ○ Referral to appropriate mental health professionals

Type of behavior	First offense consequence	Second offense consequence	Third offense consequence
Incitement to fight- encouraging others to fight	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days
Insubordination/Willful Disobedience	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days
Missed Detention	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Additional Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Additional Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ Make-up Detention ○ Extended Detention
Misconduct that materially interferes with the educational process (Disruptive Behavior)	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention
Possession of Inappropriate materials (i.e. weapon, vial, matches)	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days ○ Referral to police 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days ○ Referral to police 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police
Possession of Illicit Substance Ref. BOE Policy 5131.6	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Referral to CST ○ Drug/Alcohol Screening 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Drug/Alcohol Screening ○ Referral to Superintendent 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 10 days ○ Referral to police ○ Drug/Alcohol Screening ○ Referral to Superintendent ○ Possible expulsion
Possession/use of personal technology devices (i.e. cell phones, pagers, electronic games, ipods, MP3 players, laser pens, cameras, video cameras)	<ul style="list-style-type: none"> ○ Confiscation of device; only returned to parent/guardian after school hours 	<ul style="list-style-type: none"> ○ Detention ○ Confiscation of device; only returned to parent/guardian after school hours 	<ul style="list-style-type: none"> ○ Extended Detention ○ Confiscation of device; only returned to parent/guardian after school hours
Technology misuse/abuse * An assessment as to the level of seriousness of the misuse/abuse of technology will be made and appropriate consequences issued.	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention ○ It may be determined that students will be removed from use of technology in the building. 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention ○ It may be determined that students will be removed from use of technology in the building. 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ It may be determined that students will be removed from use of technology in the building.
Theft of Personal or School Property * An assessment as to the level of seriousness of the theft will be made and appropriate consequences issued.	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS ○ Possible Referral to police ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 3 days ○ Possible Referral to police ○ Restitution of expenses 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS no less than 5 days ○ Possible Referral to police ○ Restitution of expenses
Threats of Violence to others or property * A determination as to the seriousness of the threat level will be made. A threat determined to be of a higher, more serious level will automatically move to higher consequence	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention 	<ul style="list-style-type: none"> ○ Parent Conference ○ ISS up to 3 days 	<ul style="list-style-type: none"> ○ Parent Conference ○ OSS up to 5 days
Use of Profanity/ Obscene Language	<ul style="list-style-type: none"> ○ Parent Notification ○ Detention 	<ul style="list-style-type: none"> ○ Parent Notification ○ 2 Detentions 	<ul style="list-style-type: none"> ○ Parent Notification ○ Extended Detention

HARASSMENT/INTIMIDATION/BULLYING/BIAS/CYBER-BULLYING/HAZING/SEXUAL INCIDENTS

Any form of discrimination, intimidation, bullying, and/or bias is prohibited by state law and will not be tolerated within the school environment. Harassment, intimidation, bullying and/or cyber-bullying that takes place away from the school but directly disrupts the learning environment for a student will be disciplined under Franklin Avenue Middle School's Code of Conduct.

Students with any concerns about harassment, intimidation, and bullying, or bias incidents in the school should inform a classroom teacher, guidance counselor, coach, assistant principal or principal. Students who are witness to harassment issues are highly encouraged to report such incidents to a trusted teacher, guidance counselor, or administrator. Students who are reticent about reporting such incidents may do so on the condition of anonymity.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The Anti-Bullying Specialist will conduct an investigation, as prescribed by the BOE and state of NJ. An administrator will determine consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the Franklin Lakes Public Schools. Any child or staff member who have knowledge of or feel victimized by sexual harassment should immediately report his/her allegation to the building principal or affirmative action officer. Staff or pupils may file a formal grievance (complaint) related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination or harassment will result in appropriate disciplinary action.

ILLCIT SUBSTANCES

The possession, use or sale of illicit substances, including but not limited to drugs, alcohol, steroids, tobacco, and electronic smoking devices, is in violation of state law and strictly forbidden on school grounds. Students found to be under the influence or in possession of such substances will be suspended from school immediately, for a period of no less than five school days. Students found in violation of our substance abuse policy will be immediately referred to the school nurse for a health examination and will be subsequently required to submit to a drug and alcohol screen (NJ Statutes: Title 18A:40A-12).