

**STUDENT  
CODE OF CONDUCT**  
*and Related  
Policies and Regulations  
of the  
Fort Lee Board of Education*

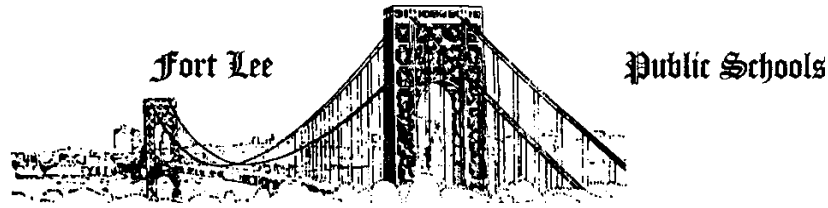


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**Fort Lee  
Public Schools**

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## Fort Lee Public Schools Student Code of Conduct

The *Code of Conduct* has been prepared in conjunction with members of the community, students, teachers, and administrators to gather input and assure representation of diverse views. School rules will continue to be developed in a manner that involves all stakeholders in the development and implementation of fair school rules.

The *Code of Conduct* reflects the ethics and values of the Fort Lee community. To address and respond to the ongoing collection of data on school violence, vandalism, harassment, intimidation, and bullying, and attendance, the code will be reviewed annually by the educational community through a meeting of students, parents, teachers and administrators and will be disseminated annually to students, parents, and staff via electronic and other media.

The Superintendent will provide information to the Board of Education, the community, and the New Jersey Department of Education through annual reports on student conduct.

### ***Beliefs***

This *Code of Conduct* is designed to promote a healthy and safe school environment that encourages the academic, social, and emotional development of all students. A disciplined environment is essential to achieving these ends. This *Code of Conduct* is intended to enable the development of self-discipline in all students. Both positive and negative consequences of behavior are recognized as necessary to encourage appropriate behavior and discourage inappropriate behaviors that would interfere with the goals and missions of the schools.

Students are entitled to work in a school setting free of harassment, intimidation, bullying, and violence. As such, the Fort Lee Public Schools will maintain a safe environment free of harassment, intimidation, bullying, and violence, in accordance with district policies.

Additionally, the Fort Lee Public Schools will not tolerate the illegal possession of weapons, alcohol, tobacco, e-cigarettes, vaping devices and/or other related paraphernalia, or other controlled dangerous substance on any school property or at any school function on or off school property. Any violation involving these items will bring severe sanctions, and involvement of law enforcement officials should be expected. Also be advised that carrying or using a firearm will carry with it the most swift and severe of sanctions available to the Board.

## ***Student Rights***

1. Students shall have the right to participate in a school that is physically safe from internal and external threats.
2. Students shall have the right to learn in an environment free of harassment, intimidation, and bullying from peers or adults.
3. Students shall have the right to be respected by their teachers and their peers.
4. Students shall have the right to expand their experiences and opportunities through a challenging program of academic and extracurricular activities.
5. Students shall have the right to be educated in an environment that recognizes and supports their cognitive learning styles.
6. Students shall have the right to express their opinions in a responsible manner and to take part in their education as appropriate for their age and maturity.
7. Students shall have the right to know the rules and expectations for their behavior.

## ***Student Responsibilities***

1. Students shall be responsible for respecting school property, insuring that safe conditions continue in the schools.
2. Students shall be responsible for their behavior and shall refrain from harassing, intimidating, or bullying others.
3. Students shall be responsible for demonstrating respect for themselves through their personal hygiene, dress, and behavior.
4. Students shall be responsible for demonstrating respect for others through their use of appropriate language, avoiding profanity; racial and ethnic slurs; or any otherwise denigration of others through other verbal and nonverbal language or communication.
5. Students shall be responsible for working to their potential in and outside of the classroom.
6. Students shall be responsible to accept the challenges of their classroom work and give their best efforts to complete assignments in a timely and meaningful manner.
7. Students shall have the responsibility to speak up for themselves and be their own advocate in the classroom.
8. Students shall have the responsibility to offer their opinions and participate in their education.

## ***Disciplinary Sanctions***

Disciplinary sanctions shall be viewed as progressive to meet the severity and nature of any offense and to be appropriate for the age and maturity of the student involved. The foremost element of all discipline shall be to create a positive learning experience for the students, to highlight a sense of responsibility for ones actions and to prevent future behaviors that may escalate in severity.

Disciplinary sanctions shall include but not be limited to:

- Informal reprimand
- Formal reprimand
- Behavioral Contract
- Time out
- Loss of privileges
- Detention; morning, lunchtime or after school
- In-school suspension; duration will be commensurate with the age of the student and the severity of the offense
- Out of school suspension; duration will be commensurate with the age of the student and the severity of the offense
- Expulsion from school

Parental notification will accompany disciplinary sanctions to foster a strong partnership between the home and school and demonstrate the significance of the effort to modify student behavior through the mutual efforts of the parent, teacher, administrator and other school personnel. Parents shall have the right to appeal disciplinary actions to the next level of administration, up to and including the Board of Education.

Students who experience chronic behavior issues and/or repeated suspensions may be referred to the I&RS team for behavioral interventions; assigned to work with a SAC or teacher in a mentoring situation; and/or referred for evaluation to the Child Study Team.

After a third suspension, return to school will require the attendance of a parent and child in a mandatory workshop (of a minimum of two (2) hours during school time) with school personnel.

In the event of suspension or expulsion from school the Fort Lee Public Schools will provide such alternative educational experiences as can be provided while maintaining the safety and integrity of the educational program for all students. These may include but are not limited to placement in an alternative school setting; reassignment to an in-school suspension program; or assignment of work outside the school setting. Services will be provided to any student suspended from school within five (5) school days of the suspension in accordance with NJAC 6A:16-7.2.

**Suspension from school will include suspension of privileges for participation in all school activities during the period of the suspension in accordance with district policies.**

## ***Attendance***

Students are expected to be in school on a regular basis in accordance with NJSA 18A:38-25 through 31 as well as NJAC 6A:16-7.8. Excessive absence from school or habitual tardiness may lead to sanctions and disciplinary actions, loss of credit, and/or referral to proper authorities.

## ***Due Process***

Students will be afforded due process as outlined in district policies and state statutes to present witnesses to incidents or to have their perspective and point of view heard prior to implementation of consequences as outlined in the *Code of Conduct*.

## ***Students with Disabilities***

Students with disabilities will be subject to the conditions of the Student Code of Conduct. Modifications of the Code shall be made in accordance with the IEP and in the best interest of the student as well as the safety of the school community. Suspensions of students with disabilities shall be in accordance with NJAC 6A:14-2.8. Services will be provided to any student suspended from school within 5 school days of the suspension in accordance with NJAC 6A:16-7.2.

## ***Positive Reinforcement***

Students should expect positive reinforcement of their efforts and behaviors to promote positive academic and social outcomes. These may include but not be limited to stickers, classroom or school recognitions, extra privileges, Positive Behavior Contracts, Honor Rolls, National Honor Society recognition, and other academic or sports awards fitting their age and level of maturity.

## ***Social Services***

***The following social services are available for students and their families:***

Bergen County Department of Human Services	(201) 336-7474
Careplus NJ	(201) 986-5000
Psychiatric Emergency Screening Program(PESP)	(201) 262-HELP
Vantage Health System	(201) 567-0059
New Jersey's System of Care (Children's Mobile Crisis Response)	1 (877) 652-7624
Bergen County Rape Crisis Center	(201) 487-2227
New Jersey Family Care	1 (800) 701-0710
Bergen One-Stop Career Center	(201) 329-9600
Bergen Regional Medical Center	1 (800) 730-2762
Englewood Hospital	(201) 894-3000
Hackensack University Medical Center - Social Services	1 (551) 996-2100
Division of Child Protection and Permanency	(201) 996-8900
High Focus	(201) 291-0055
New Pathways	(201) 436-1022
Four Winds	1 (914) 763-8151
For other mental health/social service resources please contact:	
Child Study Team	(201) 585-4652
Student Assistance Counselor	(201) 585-4675

## ***Universal Adoption***

As this *Code of Conduct* was developed for all students by a wide array of stakeholders, it will be enforced at the classroom and school-wide levels by all members of the educational community. Students are expected to follow the *Code of Conduct* during all school-related activities or events, which may occur, on or off school premises.

## **CODE OF CONDUCT FORT LEE PUBLIC SCHOOLS**

### **EXPECTATIONS AND CONSEQUENCES**

All pupils are bound by the policies and regulations of the Board of Education, the administrative regulations of this school district, and New Jersey law. In addition, pupils shall demonstrate respect for district and community property, teachers, administrators, staff members, and all students.

The following general types of offenses or infractions of the district's standards of student conduct and responsible behavior may be subject to discipline. Disciplinary measures are taken for the purpose of correcting student behavior and deterring the continuation of inappropriate conduct. The list below contains examples of offenses; however, school officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2, and all district policies and regulations.

### **A Note on Harassment, Intimidation, and Bullying:**

The Fort Lee Public Schools policy and regulation 5512 prohibits all forms of harassment, intimidation, and bullying. As such, we are committed to providing a caring, friendly, and safe environment for all of our students so each child may learn in a safe and relaxed atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it shall be dealt with promptly and in accordance with policy and law. Anyone who knows of any bullying is expected to report this to a school official immediately. Depending on the situation, consequences for harassment, intimidation, and bullying will be in accordance with district policy and regulation as judged by the school administration, the school anti-bullying specialist, the district anti-bullying specialist, and/or the superintendent.

Policy and Regulation 5512 may be found online at [www.FLBOE.com](http://www.FLBOE.com).

## Fort Lee Public Schools Code of Conduct

The Administration reserves the right to make changes to the information contained in this publication to maintain order, safety, and discipline.  
All discipline consequences are at the discretion of administration.

Level	Infraction	Consequence Options
<b>1</b>	<ul style="list-style-type: none"> <li>-Interfere with the orderly operation of the classroom and/or school</li> <li>-Unexcused tardy arrival to school and/or class</li> <li>-Food outside of the cafeteria</li> <li>-Unauthorized use of cell phone</li> <li>-Chewing gum</li> <li>-Inappropriate lunchtime behavior</li> <li>-Leaving class without permission</li> <li>-Not reporting to teacher issued detention</li> </ul>	<p><b>Level 1</b></p> <ul style="list-style-type: none"> <li>- Teacher Intervention</li> <li>- Teacher Detention</li> <li>- Admin Detention(s)</li> <li>-Loss of Open Campus Privileges (FLHS)</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>-Possession of medication (prescription or non-prescription)</li> <li>-Dress code violation</li> <li>-Throwing objects which jeopardize the safety of people or property before, during, or after school</li> <li>-Cut class/Truant</li> <li>-Misuse of elevator</li> <li>-Committing or attempting to commit theft of school or personal property</li> <li>-Failure to serve detention</li> <li>-Not following biking and skateboarding guidelines</li> <li>-Misuse of locker and/or use of unassigned locker</li> <li>-Gossiping and/or spreading rumors about another student</li> <li>-Threatening to physically harm another pupil</li> <li>-Selling goods on school property without authorization</li> <li>-Leaving school without permission</li> <li>-Misuse of Technology both in school and out of school; to include, but not limited to: computers, laptops, cell phones, gaming systems, etc.</li> <li>-Multiple Level 1 violations may incur Level 2 consequences</li> </ul>	<p>Level 2</p> <ul style="list-style-type: none"> <li>- Teacher Intervention</li> <li>- Teacher Detention</li> <li>- Admin Detention(s)</li> <li>-Loss of Open Campus Privileges (FLHS)</li> <li>- Saturday Detention(s)</li> <li>- In School Suspension(s)</li> </ul>



<p><b>3</b></p>	<ul style="list-style-type: none"> <li>-Speak in a way that teases, hurts or harasses others online, or through electronic device</li> <li>-Insubordination / Open Defiance of authority</li> <li>-Damaging property on and around the school grounds</li> <li>-Academic Dishonesty (In Lieu of or in addition to an Academic Consequence for multiple offenses)</li> <li>-Impersonate a parent/guardian/staff member and/or commit forgery/Lying</li> <li>-Fight or assault on another person</li> <li>-Vandalism</li> <li>-Gambling</li> <li>-Endangering the safety of self and/or others</li> <li>-Cursing, Use of profane, abusive and/or pejorative language (Including gestures) in person or via social media</li> <li>-Trespassing on school property</li> <li>-Possession of the following items on school property before, during or after school: fireworks or other pyrotechnics, tobacco products, alcoholic beverages, drugs, alcohol/drug paraphernalia which includes any type of electronic nicotine delivery systems (ENDS), and/or other controlled dangerous or illegal substances set forth in N.J.A.S.A. 18A:40A-9</li> <li>-Exhibit lewd or indecent exposure</li> <li>-Pantsing another student</li> <li>-Conduct physically dangerous to self or other people</li> <li>-Intercepting school mail addressed to parents/guardians</li> <li>-Driving or using any motor vehicle dangerously on school grounds or in violation of school rules</li> <li>-Multiple Level 2 violations may incur Level 3 consequences</li> </ul>	<p style="text-align: center;"><b>*Level 3</b></p> <ul style="list-style-type: none"> <li>- Teacher Intervention</li> <li>- Teacher Detention</li> <li>- Admin Detention(s)</li> <li>-Loss of Open Campus Privileges (FLHS)</li> <li>- Saturday Detention(s)</li> <li>- In School Suspension(s)</li> <li>- Maximum 3 Days OSS</li> </ul>
<p><b>4</b></p>	<ul style="list-style-type: none"> <li>-Threaten a staff member</li> <li>-Harassment in person or via social media</li> <li>-Cursing or using abusive language (gestures) directed at a staff member</li> <li>-False Fire Alarm</li> <li>-Possession of a weapon or any dangerous object</li> <li>-Possessing/Using/Distributing/Selling the following items on school property before, during or after school: fireworks or other pyrotechnics, tobacco products, alcoholic beverages, drugs, alcohol/drug paraphernalia which includes any type of electronic nicotine delivery systems (ENDS), and/or other controlled dangerous or illegal substances</li> </ul>	<p style="text-align: center;"><b>*Level 4</b></p> <ul style="list-style-type: none"> <li>- Saturday Detention(s)</li> <li>- In School Suspension(s)</li> <li>- Maximum 10 Days OSS</li> </ul>

	set forth in N.J.A.S.A. 18A:40A-9 -Multiple Level 3 violations may incur Level 4 consequences	
<b>5</b>	-Strike a staff member -Use of a weapon or any dangerous object -Arson -Threat directed toward the School -Sexual Harassment -Assault or attempting to assault Board of Education employees or Board of Education members -Multiple Level 4 violations may incur Level 5 consequences	<b>*Level 5</b>  - Minimum of 10 Days OSS - Expulsion

### **Tardiness**

A student is considered tardy when he or she is late to school and/or class. Three (3) lates will equal one (1) class absence. Tardy students are responsible for all classroom assignments and activities, including tests and quizzes. If a student is going to be tardy to school the parent/guardian is required to notify the attendance office by phone at 201-585-4675 and provide a hand written note for their child to ensure student safety and accountability. Any student who arrives excessively late for school (twenty minutes or more) without parent/guardian notification may be considered to be cutting class/ truant.

Disciplinary policy regarding unexcused tardies to school per each academic marking period (enforced consistently for all students):

Three (3) Tardies: One (1) administrative detention

Six (6) Tardies: One (1) administrative detention

Nine (9) Tardies: Two (2) administrative detentions, telephone notification, letter sent home

Twelve (12) Tardies: One (1) Saturday Detention

Fifteen (15) Tardies: One (1) Saturday Detention and parent conference

Eighteen (18) Tardies: One (1) Day In-School Suspension and telephone notification

Twenty-One (21) Tardies: Two (2) Days In-School Suspension and letter sent home

Twenty-Four (24) Tardies: Loss of lunch privileges for one marking period (ten weeks)

Students who are excessively late to class will be referred to the attendance office. The teacher will also file a "Disciplinary Referral" or "Behavioral Profile" form, and a phone call will be made to the parent/guardian.

## Annual Policy Notifications

Board of Education policies and/or New Jersey/federal regulations or recommendations require that parents and/or the public be informed about the Fort Lee Board of Education policies and/or procedures listed below. For your convenience, these policies are listed alphabetically in each of the following sections:

- 2000 - PROGRAM
- 7000 - PROPERTY
- 5000 - STUDENTS
- 8000 - OPERATIONS
- 6000 - FINANCES
- 9000 - COMMUNITY

To view a specific policy and its accompanying regulation, please visit [www.FLBOE.com](http://www.FLBOE.com). Hard copies of each policy and regulation may be obtained or from your child's principal or by contacting Central Office.

<b><u>2000</u></b>	<b><u>PROGRAM</u></b>		
2361	Acceptable Use of Computer Networks/Computers and Resources	5420	Reporting Pupil Progress
2260	Affirmative Action for School and Classroom Practices	5841	Secret Societies
2340	Field Trips	5751	Sexual Harassment
2464	Gifted & Talented Students	5570	Sportsmanship
2624	Grading System	5600	Student Discipline/Code of Conduct
2330	Homework	5820	Student Government
2435	NJSIAA Random Testing for Interscholastic Athletics	5350	Student Suicide Prevention
2415.20	No Child Left Behind Complaints	5514	Student Use of Vehicles on School Grounds
2110	Philosophy of Education/District Mission Statement	5530	Substance Abuse
		5615	Suspected Gang Activity
		5610	Suspension
		5335	Treatment of Asthma
		5300	Use of Defibrillator(s)
		5516	Use of Electronic Communications & Recording Devices (ECDR)
<b><u>5000</u></b>	<b><u>STUDENTS</u></b>		
5330	Administration of Medication		
5612	Assaults on District Board of Education Members or Employees	<b><u>6000</u></b>	<b><u>FINANCES</u></b>
5200	Attendance	6230	Budget Hearing
5513	Care of School Property		
5430	Class Rank	<b><u>7000</u></b>	<b><u>PROPERTY</u></b>
5338	Diabetes Management	7441	Electronic Surveillance in School Buildings and on School Grounds
5520	Disorder and Demonstration		
5332	Do Not Resuscitate Orders	7610	Vandalism
5511	Dress and Grooming		
5111	Eligibility of Resident/Nonresident Students	<b><u>8000</u></b>	<b><u>OPERATIONS</u></b>
5112	Entrance Age	8505	Local Wellness Policy/Nutrient Standards For Meals & Other Foods
5842	Equal Access of Pupil Organizations	8820	Opening Exercises/Ceremonies
5750	Equal Educational Opportunity	8431	Preparedness for Toxic Hazards
5755	Equity in Educational Programs and Services	8330	Pupil Records
5250	Excusal from Class or Program	8601	Pupil Supervision After School Dismissal
5500	Expectations for Pupil Conduct	8506	School Lunch Program Biosecurity Plan
5620	Expulsion		
5843	Extended School Day Program	<b><u>9000</u></b>	<b><u>COMMUNITY</u></b>
5512	Harassment, Intimidation, and Bullying	9560	Administration of School Surveys
5310	Health Services	9200	Cooperation Between Parents and School
5460	High School Graduation	9280	Parent Conferences
5440	Honoring Pupil Achievement	9210	Parent Organizations
5320	Immunization	9260	Parent Liability for Vandalism
5721	Independent Publications	9230	Parental Responsibilities
5331	Management of Life-Threatening Allergies in Schools	9130	Public Complaints and Grievances
		9120	Public Relations Program
5752	Marital Status and Pregnancy	9713	Recruitment by Special Interest Groups
5701	Plagiarism	9240	Rights of Parents
5410	Promotion and Retention	9150	School Visitors
5830	Pupil Fund Raising	9180	School Volunteers
5710	Pupil Grievance		
5770	Pupil Right of Privacy		
5700	Pupil Rights		
5533	Pupil Smoking		

5611 Removal of Students For Firearms Offenses

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