

WELCOME TO THE RINGWOOD PUBLIC SCHOOL SYSTEM

Code of Student Conduct

The staff and administration of the Ringwood Public School System are here to help students make the transition from elementary to secondary education a positive and productive experience. We support students as they face new academic and social challenges at all grade levels and work to make it easier for students to grow and be successful in these areas. The Ringwood Public School Code of Student Conduct describes student responsibilities that include expectations for academic achievement, behavior and attendance in accordance with N.J.A.C. 6A:32-8 and 13.1. The Code of Student Conduct provides for equitable application of the code without regard to 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, pursuant to N.J.S.A. 10:5.

Code of Conduct

- I will do my best work.**
- I will care for school property.**
- I will respect others.**
- I will treat others fairly.**
- I will not hurt anyone on
the inside or outside.**

Attendance – Absence / Tardiness

In accordance with N.J.S.A. Title 18A:38-25 through 31, N.J.A.C. 6A:32-8, 13.1, 6A:16-7.8 and supported by Ringwood Board of Education Policy #5113: It is the parents'/guardians' responsibility to monitor their child's attendance at school.

If a student is going to be absent or late, parents should notify the school by calling the school's attendance line. If the school is not notified about an absence, the attendance monitor will contact a parent to verify the absence. Should this be unsuccessful, the Ringwood Police Department may be contacted. The student will be required to present a note upon returning to school from the parent/guardian indicating the reason for the absence.

We do not excuse tardiness except in the cases of illness, extreme emergencies or a late bus arrival. In case of illness or emergencies, students must present a parental note explaining the reasons when they arrive at school. Additionally, students coming to school late, or leaving school early, for medical appointments must return to school with a doctor's note stating so. Any student accumulating 5 tardies, leaving school early 5 times, or a combination of the two totaling 5 times shall have a full day's absence added to their total of accumulated absences. Additional consequences may result due to excessive tardiness/absenteeism. This may include a possible Ringwood Municipal Court appearance.

Upon receipt of the fifth unexcused tardy and/or early departure, the student will receive an administrative notification that the maximum number of absences has been accumulated. The next unexcused tardy and all subsequent tardies will result in administrative detentions. Students are considered late to school if they arrive at their homerooms after attendance is taken.

Ringwood students have the responsibility of getting to school on time. Students have ample time to pass through the hallways and stop at their locker (if during a designated time). Therefore, arriving late to class and school is not acceptable.

Bus Transportation

Students are under the authority of the Ringwood Board of Education when riding on a school bus. It is the policy of the Board of Education to provide for the safety and welfare of pupils at all times. School bus transportation is a privilege. The bus driver is completely in charge of the bus and its riders at all times. Students must comply with all the rules and directions of the driver. Should a violation of the rules take place, a bus conduct report will be submitted to the school's administration. Severe and repeated Bus infractions will result in disciplinary action and/or suspension of riding privileges. The school bus and the bus stop are extensions of the school day. All students are assigned to a bus route and bus stop in the beginning of the year. Once assigned, changing these routes and stops is not permitted. Only students officially assigned to a bus may enter or ride that bus. Any questions or concerns regarding transportation should be directed to the transportation department at 973-962-7500. If you need to pick your child up from school, please send in a note stating so and sign them out in the school's main office. Bus students wishing to walk must provide the office with a signed note with the specific date they will be walking.

Walkers

Students who are not assigned to bus transportation to and from school are considered walkers. The school is responsible for their safety and behavior from the time they leave home in the morning until they arrive home after dismissal. The following rules apply to walkers both before and after school:

1. All walkers must use the sidewalk at the school driveway. Do not walk or climb on the guardrails.
2. Walk to the left, facing traffic, where sidewalks do not exist. Keep as close as possible to the side of the road.
3. Always be alert to traffic and walk no more than two persons side by side to avoid blocking the roadway.
4. Do not walk through the woods or private property.
5. Walkers are not allowed to accept a ride home in cars without prior written permission.
6. Students riding bicycles to school must walk them up or down the driveway and follow all bicycle safety rules.
7. Only students who are considered permanent walkers may ride bikes to school. A signed parent permission slip (available in the school's office) is required and will be kept on file.

Health Services

Students who require medication during school hours must bring the original labeled container to the nurse. A doctor's note is required, together with written permission from the parent/guardian for the nurse to administer any medication. The doctor's note should identify the drug, dosage, time schedule and purpose of the medication. Students can not carry or administer any medication without proper documentation on file. Any medication to be administered during school hours must be kept in the nurse's office. If you become ill in school, you must report to the nurse who will decide what action to take. Students may not leave the building because of illness without authorization from the health office. As per the school district's physician, students who have been diagnosed with strep throat should be on antibiotics for at least 24 hours before returning to school.

When a student becomes ill at home with a communicable disease or physical injury, the school nurse must be notified immediately and the parent/guardian will be familiarized with school rules concerning the illness or injury. Any student returning to school with a cast, crutches or injury must report to the nurse before homeroom. Parents/Guardians should advise the nurse at the beginning of the school year of any physical disabilities or health concerns that might affect school activities. In addition, the school will provide a current list of community-based health, social services providers and legal agencies that are able to support and advise a student and a student's family. The school nurse, the district's special services department and or the school's administration will provide students, parents or guardians with a list of specific providers when necessary.

Homework / Make-Up Work

Homework is an essential part of every child's education. Parental supervision and support with homework is necessary for students to attain desired results from instruction. All homework assignments will be relevant to the subject matter being taught; all teachers will check completed homework.

Students are responsible for all work missed due to absence or class time missed for school activities. Work can be obtained through the school office when a student is absent for two or more days. Requests must be made at the same time the absence call is made. The school work will be ready one half hour after dismissal time on the day requested. Number of days that the student is absent is equal to the same amount of days allotted for completion of make up work.

Academic Progress and Achievement

The Administrative team, guidance department and teachers help to provide positive reinforcement for students who display good conduct and academic success. Students who demonstrate stable or improved academic progress will have the opportunity to participate in special school functions, such as dances, assemblies, class trips and special activities. Students who do not display a positive attitude toward their academic responsibilities may be restricted from attending these special school functions. Additionally, students who fail one or more subjects for the school year may be required to attend a certified summer school program to be promoted to the next grade level.

Student support interventions are provided through the Intervention and Referral Services process in an effort to help make all students academically and socially successful. The school's administration will take into account the nature of the behaviors, the developmental ages of the students, and the student's histories of problem behaviors and performance when implementing a need for a behavior modification plan. Students with specified disabilities; the behavior plan and interventions will be pursuant to the requirements set in N.J.A.C. 6A:14.

Interim Reports

Interim reports will be issued to all students at the midpoint of the first and second marking periods. For the remainder of the school year, interim reports will be issued at the teacher's discretion. However, if there is a marked change in a student's academic performance (i.e., a 2 letter grade drop, example B to D) a report will be sent at any time during the marking period.

Parents/Guardians are to sign the report and promptly return it to school with the student. We strongly recommend that parents arrange a conference in any subject in which a student is receiving an unsatisfactory grade. Appointments may be arranged by calling the teacher.

Guidance Services

The guidance department is available to help students and parents with any questions or problems they may have. Students may see their counselors before school, after school or during the school day with teacher permission. Guidance counselors provide services that include, but are not limited to promoting congenial relationships among students, providing assistance with student academic, social, disciplinary and scheduling problems. Counselors also coordinate the guidance curriculum within the school, coordinating student testing and offering suggestions and assistance to teachers and parents concerning academics, discipline and socialization. Parents may schedule appointments or speak to the school's guidance counselor by contacting the school's main office.

Extracurricular Activities (Middle School)

The academic program is supplemented by activities that give students an opportunity to expand areas of interest. A balance of academics and extracurricular experiences is essential to student development and provides rewarding experiences. The following programs are offered at the middle school level to provide an environment of social growth and promote positive attitudes:

Across Ages, Art Club, Audio Visual, Band, Interscholastic Basketball (Boys & Girls), Chorus, Drama, Homework Club, Literary Magazine, Student Council, Student Newspaper, Yearbook.

Students who participate in these activities must maintain a 90% attendance rate, earn no grade below a C, and receive no comments of 20, 21, 22 or 23 on their report cards. In the event a student does not meet these requirements, he/she will have a determined probationary period set up to bring the grades and comments to an acceptable level or lose activity privileges.

Care of School Property and Textbooks

The Board of Education supplies textbooks and a reasonable quantity of supplies to each student. You are expected to exercise care in handling textbooks and other school materials. Defacing or destroying school property is not only inexcusable, but also subject to disciplinary consequences.

Textbooks are to be covered at all times. Write your name and your teacher's name inside the front cover. You are responsible for the care and protection of your books. Students will be required to reimburse the school for any damage or excessive wear and tear. A student who loses a book will be required to purchase another book. If the original book is found, a refund will be given.

Guidelines for Lost or Damaged Books

At the beginning of the school year, classroom teachers will assess the condition of each student's textbook. At the conclusion of the school year, textbook condition will be reassessed to determine possible book fine amounts.

Lost Book Fine: All prices are determined upon the current cost of purchasing a new or used version of the textbook that was lost.

Damaged Book Fine:

1. If the book is judged to be unusable, fines will be levied as if it were a "lost book".
2. Severe damage could result in a fine as high as half the value of the book. Fines range down to \$1.00 for minor damage.
3. Any attempt to repair damaged books will lessen the fine if the attempt is successful.

Checks should be made payable to **Ringwood Board of Education**.

Behavioral Expectations

Proper behavior is essential to maintain a safe and secure school environment that is conducive to learning. The safety of each student in our school, and the ability to maintain an appropriate environment for learning to take place, are of utmost importance. The behavioral guidelines are set in place to help support student development which will allow students to become productive citizens. The following policies and expectations are designed to make all members of the school community aware of rules, responsibilities and consequences. To accomplish this goal, it is imperative that students, parents, teachers, counselors and administrators work together. Our students need to know what behaviors are acceptable and unacceptable. Following are guidelines that have been developed by the district's administration, with input from teaching staff, students, parents and the community.

The most effective behavior management occurs when the teacher and student interact together. Most problems can be solved within the classroom. Parents/guardians are partners with the school and will be made aware of the issues in need of resolution. Parents may arrange conferences with teachers to discuss concerns by calling the school's office. Parents are encouraged to share situations that may affect the child's behavior and or general academic performance irrespective of students' marriage, pregnancy or parenthood.

Each teacher will develop and accurately follow a classroom management plan that includes rewards, consequences, and parent contact. Should an incident occur within the classroom that violates that management plan, the teacher will discuss the problem with the student and review proper classroom procedures. Prior to any student being sent to the school's administration for disciplinary action, it is recommended that the teacher make contact with the student's parent(s), and if appropriate, assign a consequence. However, this does not preclude the fact that, in some instances, referral to a building administrator is necessary without first making contact with the parent.

After an administrator sees a student, the parent, teacher, guidance counselor, Child Study Team member and/or case manager will be informed about the infraction and the consequence. Repeated referrals to an administrator, or an infraction requiring suspension, will require a guidance conference with the student and possible referral to the Intervention and Referral Services Committee and or the Special Services Department which can help to set in place a remediation plan for improving specific behaviors. The school will assist the student in working to improve these behaviors. All suspensions and or possible expulsions are in accordance with N.J.S.A. 18A:37-2. All students' rights and responsibilities are in alignment with the due process and appeal procedures and policies set forth in N.J.A.C. 6A:13-1.3 through 1.17, N.J.A.C. 6A:4 and where applicable, N.J.A.C. 6A:14-2.7 and 2.8 and 7.2 through 7.6. Parent notification for suspension and or expulsion will be consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8. In addition all student records and privacy protections are in accordance with Federal and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii.

All students are subject to the following discipline procedures, in accordance with the law concerning corporal punishment of students (N.J.S.A. 18A:6-1), whether these behaviors occur with a Ringwood staff member or a substitute teacher. The administration reserves the right to assign penalties for offenses not listed or to adjust a particular penalty when the severity of the offense warrants. This may include, but is not limited to, the following: Disrespect for Authority; Consistent Disregard of School Rules; Destruction of School or Personal Property; Dress Code; Behavior on the Buses, Playground, and in the Hallways; Internet Policy; Substance Abuse Policy.

An Out-of-School Suspension may require a re-entry parent/student/administrator conference. Disregard of school rules may result in loss of privileges or participation in school functions, such as dances, assemblies or special activities. In all cases, the Administration reserves the right to make the final decision on all disciplinary consequences. Extended periods of proper school behavior will be taken into consideration.

Playground

The playground period is an opportunity to relax and enjoy a break from the academic school day. The following guidelines have been established to maintain safety and foster a pleasant experience for all students on the playground. Violation of any of these rules will result in disciplinary consequences.

1. There is no pushing and shoving of other students. Fighting or physical contact of any kind is not permissible.
2. Throwing of stones, rocks, snow, mud or any other inappropriate items is not permitted.
3. Food and drinks are not permitted on the playground.

Disciplinary Consequences

Cafeteria -Throwing Food or Objects:

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| 1 st Offense | 3 days administrative detention and parent/guardian notification |
| 2 nd Offense | 4 days administrative detention and parent/guardian conference |
| 3 rd Offense | 1 day In School Suspension or Out of School Suspension |

Failure to Follow Posted Cafeteria/Playground Procedures:

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| 1 st Offense | 2 days lunch detention |
| 2 nd Offense | 3 days lunch detention and parent/guardian notification |
| 3 rd Offense | 5 days lunch detention and parent/guardian conferences |

Abusive Language (profanity), Harassment, Blatant Disregard Toward Staff:

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| 1 st Offense | 2 days Out of School Suspension, parent/guardian notification |
| 2 nd Offense | 3 days Out of School Suspension, parent/guardian notification |
| 3 rd Offense | 4 days Out of School Suspension, meeting with the Superintendent |

Harassment/Bullying – Sexual, Racial, Religious, Verbal, Physical, or Internet-based threats or harassment, which affects a student’s learning process, and/or endangers the Health, Safety and Welfare of others as set forth in N.J.S.A 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9.

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| 1 st Offense | 1 day In School Suspension, Counseling Component, parent/guardian notification and possible written report |
| 2 nd Offense | 2 days In School Suspension, Counseling Component, parent/guardian conference and possible written report. |
| 3 rd Offense | 2 days Out of School Suspension, Counseling Component and possible Ringwood Police notification |

Blatant religious, racial or sexual harassment will result in a 1 day Out of School Suspension, Counseling Component, written report and parent/guardian notification.

Cutting Class:

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| 1 st Offense | 2 days Administrative Detention and parent/guardian notification |
| 2 nd Offense | 4 days Administrative Detention or one day In School Suspension |
| 3 rd Offense | 1 day Out of School Suspension |

Truancy/Cutting School:

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| 1 st Offense | 3 days Administrative Detention and parent/guardian notification |
| 2 nd Offense | 2 days In School Suspension/parent conference/possible court notification |
| 3 rd Offense | 4 days In School Suspension/possible court notification |

Academic Cheating, Forgery and or Plagiarism:

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| 1 st Offense | The student will receive a zero grade for the academic assignment, one Administrative Detention and parent/guardian notification by the classroom teacher. |
| 2 nd Offense | The student will receive a zero grade for the academic assignment, two Administrative Detentions and parent/guardian notification by the classroom teacher. |

Leaving School Property without authorization:

1 st Offense	3 days Administrative Detention and parent/guardian notification
2 nd Offense	2 days In School Suspension and parent/guardian conference
3 rd Offense	3 days Out of School Suspension

Failure to report to Teacher's Detention:

1 st Offense	Teacher assigns consequence per Teacher Assertive Discipline Plan
2 nd Offense	1 day Administrative Detention and parent/guardian notification plus make-up teacher detention
3 rd Offense	2 days Administrative Detention and parent/guardian notification
4 th Offense	1 day In School Suspension and parent/guardian notification

Failure to report to Administrative Detention:

1 st Offense	2 days Administrative Detention and parent/guardian notification
2 nd Offense	3 days Administrative Detention and parent/guardian notification
3 rd Offense	In School Suspension and parent/guardian notification

Fighting - Physical Attack/Assault:

1 st Offense	1 day Out of School Suspension, Counseling Component and parent conference
2 nd Offense	2 days Out of School Suspension, Counseling Component and parent conference
3 rd Offense	3 days Out of School Suspension, Counseling Component and meeting with Superintendent. Possible police notification.

Pulling a Fire Alarm:

Immediate Out of School Suspension and referral to the Ringwood Police Department.

Smoking and or Possession of Cigarettes/Tobacco - Ringwood BOE Policy #5114:

1 st Offense	1 day Out of School Suspension/Parent and Substance Abuse Counselor notification
2 nd Offense	3 days Out of School Suspension/Parent and Substance Abuse Counselor notification
3 rd Offense	3 days Out of School Suspension/Substance Abuse Counselor notification and Parent conference with Superintendent of Schools

Drugs and/or Alcohol Abuse:

Discipline to be determined by board of Education policy #5131.6

Theft or Possession of Stolen Property:

1 st Offense	1 day Out of School Suspension; includes restitution and possible referral to juvenile authorities and parent/guardian notification
2 nd Offense	3 days Out of School Suspension/possible referral to juvenile authorities

Vandalism: To be determined by degree - includes restitution/possible referral to juvenile authorities and Out of School Suspension.

Possession of a Dangerous Weapon/Terroristic Threat – N.J.A.C. 6A:16-5.5 (firearms offenses), 5.6 (assaults with weapons offenses), 5.7 (assaults on board of education members or employees). Supported by Ringwood BOE Policy #5131.7

Any Offense Out of School Suspension with referral to the Ringwood Police Department, parent/guardian notification and possible expulsion from school.

Prohibited Articles:

Cell Phones of any type are not permitted in school and if found will only be returned to a parent or guardian. Cameras/camera phones are not permitted in school.

Laser Pointers are not permitted in school and will only be returned to a parent or guardian.

CD Player, Walkman, I-Pod, Video Game, Electronic Devices, Candy and Gum:

1 st Offense	Confiscation of item - may be picked up at the end of the day
2 nd Offense	Confiscation of item - must be picked up by parent/guardian
3 rd Offense	Confiscation of item and 2 days Administrative Detention - must be picked up by parent/guardian

DRESS AND GROOMING

It is recognized that the basic responsibility for the proper dress of students lies with the student and their parent or guardian. However, students are expected to wear clothing which is neat and clean, is consistent with standards of health and safety and does not disrupt learning in the classroom. The administration recognizes that certain clothing practices of students of this district threaten the ability of the school administrators and teachers to efficiently assure an atmosphere of order, discipline and safety prerequisite to providing education.

The administration reserves the right to make the final decision regarding appropriate dress in school as well as at school-sponsored functions.

1. In order to create a positive school atmosphere, attire and grooming should be reasonably modest and neat. Derogatory slogans are unacceptable, as well as shredded, ripped, cut-off, bare midriff, see-through clothing which exposes the torso, underwear as outerwear, beachwear, abbreviated leisure or athletic wear as tops or bottoms. Sleeveless tops with straps less than 2" wide, cut-out shirts, sleeveless athletic jerseys and bra straps that can be seen are unacceptable.
2. Bermuda, cargo and walking shorts are acceptable school attire; however, short shorts, cut-offs, athletic shorts, gym and exercise shorts, swim suits, skorts and mini-skirts are examples of undesirable school attire that are prohibited. Backless shoes, sandals and flip-flops are not to be worn at school, due to safety concerns.
3. In specialized areas of instruction such as shops, labs or physical education, where unique health and safety concerns exist, students will be expected to follow guidelines established by each department.
4. No coats, jackets or outerwear of any kind are permitted in halls or classrooms during the school day. These items must be kept in the student's locker.
5. Head wear of any kind is prohibited anywhere inside the school building. This includes, but is not limited to, any type of hats, visors, headbands, bandanas and sunglasses.
6. Pants, slacks or shorts must be waist fitted and worn at hip level to prevent exposing bare skin and/or underwear. Pants or shorts must be worn so the entire waistband is at or above the top of the hip. The legs of pants shall extend to the top of the shoe and cannot be worn rolled up exposing the student's leg. Long or extended belts that hang off of the student's pants or waist are not appropriate for school. **Pajama attire is not permitted in school.**
7. No link chains, bicycle chains, spike collars or bracelets and or any long or extended jewelry that may pose a safety risk to the student or to others, may not be worn in the school.
8. Any clothing that has writing or pictures suggesting violence, profanity, sexual connotations, tobacco, alcohol or drug use is not permitted.
9. Students who are unsuitably attired for school will be detained until appropriate clothing can be secured.