

# POLICY

FILE CODE: 5131

BOARD OF EDUCATION  
CALIFON BOROUGH

Monitored  
 Mandated  
 Other Reasons

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## CONDUCT/DISCIPLINE/HARASSMENT, INTIMIDATION, AND BULLYING

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. *Harassment, intimidation or bullying of students and/or staff will not be tolerated in the Califon Borough School District and is prohibited on school property, at any school-sponsored function or on a school bus.*

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

*This board policy shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.*

*This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools.*

*Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.*

*The standards and procedures to implement this policy shall be aligned with the board approved code of student conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.*

*Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.*

The chief school administrator shall establish the degree of order necessary to the educational program in which pupils are engaged.

This policy shall be reviewed annually and updated along with the code of student conduct. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The chief school administrator shall annually:

- A. Disseminate the code of student conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the board of a education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv;
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

#### Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

#### Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The chief school administrator shall be responsible for the removal of such students. The chief school administrator shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to



return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

Harassment, Intimidation or Bullying

The board expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. *Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.*

The board prohibits acts of harassment, intimidation or bullying against any pupil.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

*"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.*

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying Pupils

*Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:*

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

*Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:*

- A. Consequences
  - 1. Admonishment;
  - 2. Temporary removal from the classroom;
  - 3. Deprivation of privileges;
  - 4. Classroom or administrative detention;
  - 5. Referral to disciplinarian;

6. *In-school suspension during the school week or the weekend;*
7. *After-school programs;*
8. *Out-of-school suspension (short-term or long-term);*
9. *Legal action; and*
10. *Expulsion.*

**B. Remedial Measures**

1. *Personal*
2. *Restitution and restoration;*
3. *Mediation;*
4. *Peer support group;*
5. *Recommendations of a student behavior or ethics council;*
6. *Corrective instruction or other relevant learning or service experience;*
7. *Supportive student interventions, including participation of the intervention and referral services team;*
8. *Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;*
9. *Behavioral management plan, with benchmarks that are closely monitored;*
10. *Assignment of leadership responsibilities (e.g., Safety Patrol);*
11. *Involvement of school disciplinarian;*
12. *Student counseling;*
13. *Parent conferences;*
14. *Student treatment; or*
15. *Student therapy.*

**C. Environmental (Classroom, School Building or School District)**

1. *School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;*
2. *School culture change;*
3. *School climate improvement;*
4. *Adoption of research-based, systemic bullying prevention programs;*
5. *School policy and procedures revisions;*
6. *Modifications of schedules;*
7. *Adjustments in hallway traffic;*
8. *Modifications in student routes or patterns traveling to and from school;*
9. *Supervision of students before and after school, including school transportation;*
10. *Targeted use of monitors (e.g., hallway, gymnasium, playground, school perimeter, bus);*
11. *Teacher aides;*

12. *Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;*
13. *General professional development programs for certificated and non-certificated staff;*
14. *Professional development plans for involved staff;*
15. *Disciplinary action for school staff who contributed to the problem;*
16. *Supportive institutional interventions, including participation of the intervention and referral services team;*
17. *Parent conferences;*
18. *Family counseling;*
19. *Involvement of parent-teacher organizations;*

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Staff

*Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:*

*A. Consequences*

1. *Admonishment;*
2. *Temporary removal from the classroom;*
3. *Deprivation of privileges;*
4. *Referral to disciplinarian;*
5. *Withholding of Increment*
6. *Suspension;*
7. *Legal action; and*
8. *Termination*

*B. Remedial Measures*

1. *Personal*
2. *Restitution and restoration;*
3. *Mediation;*
4. *Support group;*
5. *Recommendations of behavior or ethics council;*
6. *Corrective action plan;*
7. *Behavioral assessment or evaluation;*
8. *Behavioral management plan, with benchmarks that are closely monitored;*

9. Involvement of school disciplinarian;
10. Counseling;
11. Conferences;
12. Treatment; or
13. Therapy.

C. *Environmental (Classroom, School Building or School District)*

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Supervision;
8. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
9. General professional development programs for certificated and non-certificated staff;
10. Professional development plans for involved staff;
11. Disciplinary action;
12. Supportive institutional interventions, including participation of the intervention and referral services team;
13. Conferences;
14. Counseling;

Reporting Harassment, Intimidation or Bullying

The chief school administrator and/or his or her designee shall be responsible for receiving complaints alleging violations of this policy.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

Reports of harassment, intimidation or bullying in any form, including but not limited to, oral reports, written reports or electronic reports shall be taken. Reports shall also be made to the Department of Education through the Electronic Violence and Vandalism Reporting System (EVVRS). The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.

The board requires that all violations and complaint reports of harassment, intimidation or bullying be investigated promptly by the chief school administrator or his/her designee. All investigations shall be thorough and complete and shall include, but not be limited to:

- A. Taking of statements from victim, witnesses and accused;
- B. Careful examination of facts;
- C. Support for the victim; and



*D. Determination if alleged act constitutes a violation of this policy.*

*The chief school administrator shall maintain all reports and records of the investigation on file.*

*Range of Ways to Respond to Harassment, Intimidation or Bullying*

*The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. In considering whether a response beyond the individual is appropriate, the chief school administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:*

*A. School and community surveys;*

*B. Mailings;*

*C. Focus groups;*

*D. Adoption of research-based bullying prevention program models;*

*E. Training for certificated and non-certificated staff;*

*F. Participation of parents and other community members and organizations;*

*G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community;*

*H. The involvement of law enforcement officers, including school liaison officers.*

*For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:*

*A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);*

*B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;*

*C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;*

*D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).*

*Retaliation and Reprisal Prohibited*

*The board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the chief school administrator and/or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.*

*Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and*

appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

*A. Students*

*The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;*

*B. School Employees*

*Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;*

*C. Visitors or Volunteers*

*Consequences and appropriate remedial action for a visitor or volunteer, found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.*

*Consequences and remediation for students, employees and visitors and volunteers engaging in retaliation and reprisal may include the following:*

*A. Consequences*

- 1. Admonishment;*
- 2. Temporary removal from the classroom or school;*
- 3. Deprivation of privileges;*
- 4. Classroom or administrative detention;*
- 5. Referral to disciplinarian;*
- 6. In-school suspension during the school week or the weekend;*
- 7. After-school programs;*
- 8. Out-of-school suspension (short-term or long-term);*
- 9. Legal action;*
- 10. Withholding of Increment;*
- 11. Suspension;*
- 12. Expulsion;*
- 13. Termination.*

*B. Remedial Measures*

- 1. Personal*
- 2. Restitution and restoration;*
- 3. Mediation;*
- 4. Peer support group;*



5. Recommendations of a student behavior or ethics council;
6. Corrective instruction or other relevant learning or service experience;
7. Supportive student interventions, including participation of the intervention and referral services team;
8. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
9. Behavioral management plan, with benchmarks that are closely monitored;
10. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
11. Involvement of school disciplinarian;
12. Counseling;
13. Conferences;
14. Treatment; or
15. Therapy.

Dissemination and Implementation

The chief school administrator shall take the following steps to publicize this policy:

- A. Publicize on district website;
- B. Distribute annually to all staff, students and parents/guardians;
- C. Print in school handbooks; and
- D. Post at the entrance of each building.

All pupils and staff shall be informed that harassment, intimidation or bullying is prohibited on school property, at any school-sponsored function or on a school bus. This shall include development of a process to annually discuss the policy with students. This information shall also be incorporated into the student handbook and employee training programs.

The training needs of district staff for the effective implementation of this policy procedures and initiatives of the board shall be reviewed annually. The board shall also implement staff training programs consistent with this review.

The extent and characteristics of harassment, intimidation and bullying behavior in the district's schools, and implementation programs, or other responses, if appropriate shall be reviewed annually. These programs or other services shall be planned in consultation with parents, and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students, and school administrators, as appropriate.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district's code of student conduct N.J.A.C. 6A:16-7 and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Date: 10/10

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Weapons, Vandalism