



CODE OF STUDENT CONDUCT

Ocean City School District

2017-2018

OCEAN CITY SCHOOL DISTRICT
501 Atlantic Avenue, Suite 1
Ocean City, New Jersey 08226
www.oceancityschools.org

OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Table of Contents

<u>Section</u>	<u>Section Title</u>	<u>Page</u>
I.	Core Ethical Values	2
II.	Statement of Non-Discrimination	3
III.	Discipline Code	4
IV.	Guiding Principles	5
V.	Academic Honesty and Integrity	6
VI.	Discipline Management Techniques	8
VII.	Levels of Student Misconduct	9
VIII.	Disciplinary Procedures	15
IX.	Student Appeals	18
X.	Transportation	19
Glossary	Ocean City School District Policies (as part of the Code of Student Conduct)	21
Adopted:	April 26, 2017	



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section I. Core Ethical Values

The Ocean City School District maintains the fundamental values of teaching, learning and behavior. Therefore, the students are expected to commit to demonstrating the Seven Core Ethical Values of:

- Integrity
- Respect
- Responsibility
- Trust
- Fairness
- Courage
- Compassion
- Friendship



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section II. Statement of Non-Discrimination

The Ocean City Board of Education is cognizant of the need to implement Title VI of the Civil Rights Act of 1964, the Federal Department Regulation (45CFR part 80) Title IX of the Education Amendments of 1972, Title VI New Jersey Administrative Code, and Section 504 of the Rehabilitation Act of 1974.

The Ocean City Board of Education affirms its responsibility to ensure all students in the public schools of Ocean City equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section III. Discipline Code

The Code of Student Conduct has been adopted by the Ocean City School Board and developed with the advice of school-level and district-level committees. The Code of Student Conduct meets the School District's requirements of implementing the BOE Policy #5600, Pupil Discipline/Code of Conduct. Because the Code of Student Conduct is adopted by the School Board, it has the force of a policy; therefore, in case of conflict between the Code of Student Conduct and a Student Handbook, the Code of Student Conduct shall prevail.

To guarantee a positive and productive educational and behavioral climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when an individual's action interferes with the right of teachers to teach and students to learn. Parents should remind their students that any teacher or staff member in the school has the right to address infractions of the Code of Student Conduct at any place and at any time. Therefore, this Code of Student Conduct provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

This Code of Student Conduct also provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. The Code of Student Conduct defines misconduct that may or must result in a range of specific disciplinary consequences includes, but not limited to, detentions, parent conferences, removal from a regular classroom, in-school suspension, out-of-school suspension, placement in a disciplinary alternative education program, or expulsion from school.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section IV. Guiding Principles

1. A major function of the schools is to teach young people to exercise self-control in human relationships and to develop respect for others and for the rules and regulations we develop to govern our lives.
2. There must be understanding and uniformity between administration, teachers, parents, and students as to the conduct expected in school affairs.
3. Every student shall maintain high personal standards of courtesy, decency, morality and non-offensive spoken and written language. Furthermore, students should seek to develop honest and wholesome relationships with others.
4. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section V. Academic Honesty and Integrity

Academic honesty and integrity requires the student to produce outcomes that are genuine, thus the product will be a valid representation of academic achievement. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he/she does not possess, or having assistance to complete a test, project or other assignment in a way other than permitted by the teacher. Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work will not be tolerated. It is the intention of this Code of Student Conduct to reinforce standards of integrity and to prepare students for school and post secondary opportunities.

Cultivating Academic Honesty and Integrity involves all stakeholders:

The student is expected to uphold the spirit and the letter of this Code of Student Conduct both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. The student is not to represent as his/her own the work of anyone other than him/herself. It is the student's responsibility to know which academic behaviors are acceptable. It is also the student's responsibility to learn how to attribute work properly by citation, footnote, and bibliography. No assignment is exempt from this policy.

The parent/guardian is expected to adopt the philosophical wholesomeness of this Code and uphold the spirit and letter of it by reviewing it with his/her student(s) and encouraging the student to practice academic honesty throughout his/her years in Ocean City School District.

The teacher is expected to review with the students the policy of academic honesty at the beginning of the year/semester and other times during the year as he/she deems appropriate. The teacher is expected to direct students to available resources that are useful in helping students to correctly copy, paraphrase, cite, and summarize another person's work. The teacher is also expected to be specific as to whether an assignment is cooperative or individual and to enforce the policy in all instances of academic honesty.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members. Disciplinary action taken with students concerning Academic Honesty and Integrity will follow the process prescribed below.

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district (some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws).



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Academic dishonesty includes, but is not limited to the following:

Cheating:

- Looking at another student's test, answer sheet, or other materials during an assessment
- Talking and/or using a cell phone during tests and quizzes
- Allowing another student to replicate one's own work
- Putting one's name on another's paper/project etc.
- Aiding another student on individualized tests and quizzes
- Tampering with teacher's grade records or tests and quizzes
- Stealing or selling tests/quizzes
- Willfully authoring or writing another student's assignment/paper

School's Actions:

- Teacher will contact the parent(s)
- Teacher will review situation and based on the incident and severity, may assign a zero
- Teacher will refer incident to National Honor Society/Junior Honor Society, if applicable
- Teacher will refer student to administration if other student behaviors warrant disciplinary action (e.g., stealing, harassment, property damage etc.)
- Second offense will result in a "U" unsatisfactory conduct (requires prior parent contact)

Plagiarism:

- Falsifying research data or citations
- The willful copying, paraphrasing, or summarizing another person/author's work without proper citation and appropriate credit

School's Actions:

- Plagiarism is established by teacher searches of hardcopy and/or electronic documentation
- Teacher will contact the parent(s)
- Teacher will review situation and based on the incident and severity is authorized to assign a zero
- Teacher will refer incident to National Honor Society if applicable
- Teacher will refer student to administration if other student behaviors warrant disciplinary action (e.g., stealing, harassment, property damage etc...)
- Second offense will result in a "U" unsatisfactory conduct (requires prior parent contact)

(NOTE: The ages, academic and developmental level of all students are factors when reviewing the information related to the expectation of academic honesty and integrity and related discipline.)



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section VI. Discipline Management Techniques

The School District will provide, as appropriate for students at each grade level, methods for discipline management including, but not limited to, options for:

1. Managing students in the classroom, on school grounds and on school-related functions;
2. Disciplining students; and
3. Preventing and intervening in student discipline problems, including harassment, intimidation and bullying.

In general, discipline will be designed to improve conduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Student consequences shall be administered fairly and equitably and be based on a careful assessment of the circumstances of each case. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

The below factors will be considered when deciding on a specific consequence:

- a. Age, developmental and maturity levels of the parties
- b. Degrees of harm;
- c. Surrounding circumstances;
- d. Nature and severity of the behavior(s);
- e. Incidences of past or continuing patterns of behavior;
- f. Relationships between the parties involved; and
- g. Context in which the alleged incidents occurred

The Uniform State Memorandum of Agreement (MOA), is a required cooperation and communication between Education and Law Enforcement Officials to protect the educational environment per N.J.A.C. 6A:16-6.2(b)13-14. It is understood and agreed that there is a demonstrable need for law enforcement and education officials to cooperate and to share information, as appropriate, regarding incidents that may occur on or off school grounds or at times other than regular school hours. This MOA enables the District and Local Law Enforcement to:

- facilitate communication and cooperation;
- coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
- consult on the review of school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1, and the review of approved model policies of the School Security Task Force.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section VII. Levels of Student Misconduct

Levels of Student Misconduct/Violations:

The Student Code of Conduct provides a description of a broad range of behaviors considered to be student misconduct. The behavior described should be viewed as representative of the misconduct, which most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels A, B and C are not exhaustive. The student who commits an act of misconduct, which may be classified into any of the three levels, will be subject to the disciplinary action assigned by the classroom teacher, assistant principal, principal, and/or other designated School District personnel.

Level A: Violations include infractions that are generally violations of classroom, school bus, or school rules. These are typically violations that can be corrected by the classroom teacher. Teachers and other staff members will keep a written record of the infraction. Progressive discipline for these offenses are:

- Warning
- Confiscation
- Detention
- Parent Contact
- Parent Conference
- Suspension

Misbehavior on the School Bus - Endangerment to Self & Others

Excessive Public Display of Affection

Classroom Discipline

Individual teachers are primarily responsible for classroom management. Inappropriate classroom behavior may result in the parent/guardian being contacted and possibly a conference arranged, and/or the student receiving a warning or an after school teacher detention. When the teacher has exhausted his/her efforts, or the situation is repetitive and/or has become one of a serious nature, the student will be referred to administration (in writing) using a behavior report form.

Playground and Cafeteria Conduct

The lunch period should be pleasant and orderly. Respect for one another and good manners are essential. There should never be shoving, shouting, or improper use of food. Any serious lunch problems will be reported to the administration and, if warranted, the parents will be contacted.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Electronic Devices and Cell Phones

Electronic devices and the use of cell phones are recognized as societal tools and norms. However, their use during the instructional day is prohibited, unless authorized by a teacher and/or administrator. Please refer to BOE Policy #2363 on bringing your own device for educational purposes.

Level B: Violations include those infractions that are more serious in nature and/or a continuation of Level A. These infractions will result in a referral to an administrator. The infractions may occur on school property (including school bus) or during any school-sponsored or school-related activity. Certain Level B violations may be elevated to Level C infraction based on the severity or context of the misconduct.

Cutting Class/Leaving School Property Without Permission

- First Offense – In-School Suspension (ISS)/Parent Contact
- Subsequent Offenses – Out-of-School Suspension (OSS)/ Parent Conference

Possession of Smoking and/or Tobacco or Nicotine Products/Paraphernalia

Possession of any tobacco/nicotine products or paraphernalia will result in a warning the first time; subsequent infractions may result in after school detention.

- First Offense – Warning
- Second Offense – Detention
- Subsequent Offenses – In-School Suspension (ISS)

Smoking, Use of Tobacco or Nicotine Products/Paraphernalia

Smoking and use of tobacco/nicotine products or any other paraphernalia are prohibited on all school grounds, busses, buildings.

- First Offense – In-School Suspension (ISS)
- Second Offense – Out-of-School Suspension (OSS)
- Subsequent Offenses – Out-of-School Suspension (OSS) and a formal complaint will be filed with the Cape May County Department of Health.

All students congregating in a lavatory stall or at its entrance where smoking is occurring may be charged with violating the non-smoking law and may be assigned a major detention or one (1) day ISS.

Defiance, Disrespect or Use of Profanity

Major detention, ISS or OSS based on severity of infraction.

Damaging or Defacing School Property



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Restitution for damages, and possible major detention, ISS or OSS.

Forged Notes – False Impersonation

Possible major detention, ISS or OSS.

Stealing

Major detention, ISS, OSS and the Ocean City Police Department will be contacted.

Mass Misbehavior and/or Misconduct

Possible major detention, ISS or OSS.

Tardiness to School

- Primary School, Intermediate School and High School – First and second offense each marking period – letter will be sent home to alert parents to an impending problem.
- Intermediate School and High School – Third, fourth and fifth tardy each marking period will result in after school detention.
- High School – Sixth, seventh and eighth tardy each marking period will result in major detention.
- High School – Ninth and Tenth – ISS and all others will result in OSS.

Tardiness to class will be handled by the individual teacher and chronic offenders will be referred to the office.

Failure to Comply with ID Policy

- One-day replacement - \$1.00 – Permanent replacement - \$3.00
- Repeat offenders – Third and fourth offense will result in major detention.
- Future violations will require a parent conference and possible suspension.

Truancy

- Cut School (Truant): One-day ISS
- Repeat Offenders will receive ISS or OSS as determined by number of offenses.

Note: The student will also be responsible for possible consequences as they relate to the Attendance Policy.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Level C: Violations include those infractions in which the effect or potential effect of the misconduct is disruptive and more serious in nature than Level A or B. Infractions may occur on school property, or while attending a school-sponsored or school-related activity on or off school property. A violation of this magnitude may result in a student being suspended and/or other measures deemed appropriate by the administrator. The severity of the violation may also result in an immediate 10-day out of school suspension, along with other possible courses of action. The principal or designee will determine the disciplinary consequence.

Harassment, Intimidation and Bullying

Please refer to BOE Policy #5519. Discipline may be imposed based on the situation and not dependent upon the findings of the Anti-Bullying Specialist and Safety Team.

Dating Violence

Please refer to BOE Policy #5519. Based on the severity and investigation: admonishment, temporary removal from classroom, major detention, peer mediation, ISS, OSS, Administrative Review and referral to Law Enforcement.

Violation of Hate/Bias Policy

Please refer to BOE Policy #8465. Parent Conference, with the possibility of suspension based on the severity of the actual offense. The incident will be reported to the Ocean City Police Department.

Pornographic or Sexually Explicit Material

Material will be confiscated and parent conference held. The incident will be reported to the Ocean City Police Department.

Tampering with Fire/Safety Alarms

Please refer to New Jersey International Fire Code Chapter 9 Sub Chapter 901.8. Tampering with fire alarms or any other fire or safety apparatus, or in any way endangering the safety of students, staff or building: OSS and referral to the Ocean City Police Department and Ocean City Fire Department.

Privacy Rights

Please refer to BOE Policy #5516. Students using an ECRD (electronic communications or recording device) or any items that records or takes pictures on school grounds will be addressed accordingly by the administration and the Ocean City Police Department. Students and/or staff members should not be subject to having video or audio recording taken without the consent of the student(s), the student's parent(s) and/or staff member(s). In addition to protecting the privacy rights of students and staff members, the video and/or audio recording can be disruptive to the educational program: major detention assigned, ISS or OSS.

Fireworks (or possession of)

Please refer to N.J.S.A. 21:3-1 Explosives and Fireworks: OSS and referral to Ocean City Police Department.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Possession or Use of Narcotics or Alcohol or Other Controlled Dangerous Substances

Please refer to BOE Policy #5530. Notify police, in or out-of-school suspension, written clearance to return to school, and participation in the Students Assistance program prior to returning to school and while in school.

- First Offense Mandatory referral to the Student Assistance Coordinator, minimum of 3-day ISS to a maximum of 5-day OSS,
- Second Offense 5-day OSS and re-evaluation by the Student Assistance Coordinator, Principal's Hearing
- Third Offense 10-day OSS and Administrative Review

Fighting/Instigating a Fight and/or Conduct Potentially Dangerous to Others

Please refer to BOE Policy #5520.

- First Offense 3-day OSS, Principal's Hearing
- Second Offense 5-day OSS, Principal's Hearing
- Third Offense 10-day OSS and Administrative Review

Notes:

Disorderly conduct may be filed with Ocean City Police Department.

Students encouraging, instigating, or thwarting efforts to break up a fight may be disciplined as if they were involved in the fight.

Threat/Threat of Violence/Violence Directed Toward a Staff Member/Board Member

Please refer to BOE Policy #5612. Threatening a staff member or board member will result in a minimum of a 5-day out-of-school suspension. Violent and/or Offensive touching of a staff member will result in a 10-day out-of-school suspension. In both cases, the student will be referred to the Principal and/or BOE Review Committee for re-entry and/or further action including criminal charges.

Assaults

Please refer to BOE Policy #5613. An assault is an act that causes serious physical harm or creates a substantial risk of serious physical harm to another student and/or staff member.

- Minimum 5-day OSS, Principal's Hearing
- Maximum 10-day OSS and possible Administrative Review

Notes:

Assault charges will be filed with the Ocean City Police Department.

Students encouraging, instigating, or thwarting efforts to break up a fight may be disciplined as if they were involved in the fight.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Weapons

Please refer to BOE Policy #8467. Weapons or any other instrument that could be considered as a weapon, are not permitted on school grounds. When found, the instrument will be confiscated and the police notified. After an investigation, suspension will be invoked and referred for Administrative Review.

Note: Students who use any such instrument in a fight, threat, or argument will be subject to immediate long-term suspension and/or expulsion from school and the Ocean City Police Department will be contacted. Mace is not permitted on school grounds, when found, it will be confiscated and the parents or guardian will be contacted. If mace is used in any way against a fellow student or staff member, the student will be immediately subject to out-of-school suspension and the Ocean City Police Department will be contacted.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section VIII. Disciplinary Procedures

The Ocean City Board of Education, district and school administration and the transportation providers reserve the right to monitor all students and activities by means of electronic surveillance equipment.

The school administration maintains the right to discipline students appropriately for violations not contained herein including, but not limited to, “out-of-school” and/or “after-hours” behavior of a violent or illegal nature. Chronic violation of school rules will result in progressively stricter actions by the school administration.

In certain circumstances (major incident/incorrigible behavior) a principal’s status review may be held resulting in a student being placed on probationary/conditional status and/or conduct probation. Any student who attempts to impede the enforcement of this Code of Student Conduct or BOE policy by serving as a “lookout” for violators or in any way hinders enforcement, may be guilty of the same offense as the violator and will serve the same penalty.

When a student is referred to the office for misconduct, the below disciplinary procedures may be administered.

Parent Communication

It is a widely accepted fact that quality education is the result of a team effort. With this in mind, parents are encouraged to actively participate in the educational process especially when disciplinary action is required.

Minor Detention

Detention will be held before, during or after school depending on the infraction. Students are to report to the designated area per building procedures and be prepared to do homework, read or study. No Privileges will be permitted.

Note: A student failing to serve a teacher assigned detention will receive a major detention and will still owe the original detention.

If a student fails to serve minor detention:

- First Time Detention is reassigned
- Second Time Major detention
- Third Time In-School Suspension

Major Detention

Detention will be held each week promptly at the end of the school day and conclude at the end of an hour. Students are to report to the assigned room and be prepared to do homework, read or study. No Privileges will be permitted.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Notes:

A student failing to serve a teacher assigned detention will receive a major detention and will still owe the original detention.

Failure to serve major detention will result in additional detentions and possibly an out-of-school suspension.

The date of major detention may only be changed due to severe extenuating circumstances or at the personal request of a parent/guardian.

Conduct Probation

As part of disciplinary consequences, a student may be placed on conduct probation. Students placed on conduct probation will not be permitted to practice or participate in any sport, attend any school social event, participate in any club or other activity, or function in any capacity in the extra-curricular/co-curricular programs. This includes, but is not limited to such events as dances, sporting events, the prom, and intramurals. Conduct probation will range from 10 – 30 school days and/or removal from subsequent school sponsored event or events. In the event of an out-of-school suspension, the conduct probation begins on the first day back from the OSS.

Reasons for placement on conduct probation are, but not limited to, the following:

- Due to a serious violation of the discipline code.
- Due to continual disciplinary infractions or at the discretion of administration for other disciplinary infractions.

Students who are on conduct probation and violate the discipline code will be subject to the appropriate disciplinary action and an additional 10-30 days of conduct probation.

Suspensions

a. In-School-Suspension (ISS)

ISS is either a half-day or the entire school day. The student will be assigned a specified starting date, ISS may be assigned for 1 to 3 days in length depending upon the infraction. Students must do school work and follow all rules or an out-of-school suspension will be invoked. A student may serve a maximum of 6 days in-school-suspension per semester, after that, they will receive out-of-school suspension.

b. Out-Of-School Suspension (OSS)

Involves exclusion from school for duration of 1 – 10 days. Upon re-entering school, a parent meeting will be held with the principal (or designee).

Principal's Hearing

A Principal Hearing is a status review and will be held as indicated for Level C offenses, for a serious incident, after multiple suspensions, or at the discretion of the principal.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Administrative Review Committee

The Administrative Review Committee includes the Superintendent of Schools and at least two members of the Board of Education. The following students will be referred to the Committee by the Principal: Repeat offenders, weapons offenders, repeated violence or extreme violent offenders, assault or threat of a staff member, distribution of drugs or alcohol offenders and any offender as deemed necessary by the Superintendent of Schools.

Alternative Education Program

Students may be withheld from normal school activities for disciplinary reasons and placed in an alternate educational setting.

Expulsion

Expulsion is at the discretion of the Board of Education. The school administration has the duty and responsibility to provide for a safe and positive learning environment for all students and staff.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section IX. Student Appeals

The Ocean City School District believes that all students have the right to seek an appeal through established channels. An appeal does not delay or impede administrative action; it seeks only redress in the form of the student record. All appeals are to be formal, thus the student/parent seeking redress must follow the procedure below:

1. An individual student/parent may want to file a written appeal to the administrator indicating the: 1) action that caused the appeal, 2) the reason that the student/parent believes an appeal is warranted and 3) the relief sought within 3 school days from the date of the administrative action.
2. Within 5 school days the appropriate administrator shall render a decision and inform the student/parent of the decision in writing as it pertains to the student record. Should the student/parent not agree with the decision of the administrator, an appeal to the next level must be made within 3 school days. The appeal to the next level must be in writing with an:
 - Explanation of reason for dissatisfaction of the principal's/assistant principal's decision.
 - The chain of command for an appeal is:
 - The administrator/supervisor who issued the discipline
 - Principal/Assistant Principal
 - Director of Student Services and/or Director of Academic Services
 - Superintendent
3. Administration may hold a hearing, if it is deemed necessary, to determine all facts.
4. Administration, within 7 school days, shall render a decision. The parent will be notified of the decision in writing.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Section X. Transportation

Students are under the authority and supervision of the bus driver while on the school bus and shall adhere to the driver's rules and School District rules. The Principals are responsible for student conduct while students are waiting for the buses at school and on the bus, and will use their professional judgment in cooperation with the bus company regarding any behavior problems of students.

The following are rules for school bus safety:

1. Any conduct on a school bus, which distracts the bus driver, endangers or threatens students or violates any other rules of the Code of Student Conduct is prohibited.
2. Students shall not extend arms, legs or head out of the bus windows.
3. Students shall not talk with the driver while the bus is in motion except in an emergency.
4. Students shall not tamper with the emergency doors or windows or any part of the bus equipment.
5. Students shall not open the bus windows except by the direction of the driver.
6. Students shall not fight or scuffle on the bus or throw objects from the bus windows.
7. Students shall keep books, book bags, lunch boxes and similar objects out of the aisle of the bus.
8. Loud talk and foul language is strictly prohibited.
9. Students are to report promptly to the bus driver any damage to the seats or any other parts of the bus near where they are sitting in order that they might not be charged with responsibility for the damage.
10. Students must wear seat belts while on the school bus.
11. Students must remain seated until the bus has come to a complete stop.
12. The bus and the bus stop are considered an extension of the classroom and misbehavior will subject the student to disciplinary consequences.
13. Students are under the authority of the school bus driver while on the bus and at the bus stop and are expected to adhere to the School District rules and regulations.
14. Drivers have a duty and responsibility to report any problems at bus stops to the transportation department for investigation and disposition.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

It is the responsibility of parents to see that their child is instructed on the following regulations regarding school transportation:

1. Students at a bus stop must wait a safe distance from the actual pick-up point until the bus driver opens the doors for boarding.
2. Students shall have a signed statement from parents and signed by the school principal before a bus driver will let them on/off any stop other than their own.
3. Students will leave the bus in an orderly manner. Any passenger crossing the street must cross at least ten feet in front of the bus.
4. Students are expected to board the bus without crowding and pushing.
5. Students are expected to respect the rights of residents, property and fellow students at the bus stop.

Misbehavior or violation of School District rules while riding or waiting for a school bus may result in one or more of the following disciplinary actions:

1. Student notification of misconduct (verbal warning).
2. Parent notification.
3. One to two-day suspension from bus riding privileges.
4. Three days up to two-week suspension from bus riding privileges.
5. Students responsible for damage to seats or any other parts of the bus may be denied transportation until reimbursement is made to the School District.

As stated in School Board Regulation #5600 – Pupil Discipline/Code of Conduct, all pupils riding on district buses shall be required to observe the district’s bus conduct regulations or risk loss of the privilege of such transportation. Parents/guardians shall provide for transportation during the period of exclusion. After the third transportation disciplinary notice, a mandatory parent conference will be necessary with the school principal before transportation privileges are continued. Immediate exclusion from the bus will occur in the case of a serious offense. The seriousness of an offense will be determined solely by the school principal.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Glossary: Ocean City School District Policies

The following Ocean City School District Policies/Regulations are part of the Code of Student Conduct. Any Board approved changes to these Policies/Regulations automatically become changes to the Code of Student Conduct. A summary is listed below each of the Policies/Regulations. However, please read the actual Policies/Regulations for the full details.

1. Harassment, Intimidation and Bullying (HIB) – #5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

2. Hate Crimes and Bias-Related Acts - #8465

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

3. Dating Violence at School – #5519

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

4. Substance Abuse – #5530

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the public educational institution for this area, the schools should strive to prevent drug abuse and to help drug abusers by educational, rather than punitive, means.



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

5. Student Substance Abuse Policy Device – #5535

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

6. Student Attendance – #5200

The Board of Education recognizes that the educational process requires regular, continuous uninterrupted attendance in school, which shall include classroom participation, instruction and study by all students, regular contact of students with one another and their participation in well-planned, instructional activities, under the tutelage of competent teachers. These are all vital to a thorough educational program. Consequently, there is a responsibility upon parents/guardians and students to attend school regularly in as much as the Board of Education cannot condone unnecessary absences. Students who miss class excessively do not comply with the conditions prescribed for receiving course credit; therefore, the Ocean City Board of Education has determined that it will not issue credit for courses unless students meet the minimum student attendance requirements of the policy.

The student attendance policy is adopted pursuant to the authority and responsibility delegated to the Ocean City Board of Education by N.J.S.A. 18:38 – 25 and 26 and N.J.S.A.C. 6:8-4, 2 (d2).

7. Student Dress Code – #5511 (Dress and Grooming)

The Board of Education recognizes that good taste in personal attire and good grooming on the part of its' students play a major role in creating the type of overall school atmosphere, which is conducive to a positive educational experience. While styles do change, the Administration reserves the right to require that a student's appearance is in accordance with those principles that encourage good health habits. Students are required to wear clothing that is not dangerous, distracting, or indecent. In classes where long hair or clothing would be a hazard, all students are expected to comply with the rules established by the Administration and instructor to prevent possible injury. Students must always wear some type of shoes, sneakers, or sandals.

8. Use of Electronic Communications and Recording Devices - #5516

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent and/or



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

9. Electronic Surveillance In School Buildings and On School Grounds – #7441

The Board of Education recognizes that security cameras and video recording devices need to be utilized at the schools for safety and security reasons. These are located in cafeterias, hallways, designated areas, entryways, and parking areas. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. The School District also randomly places video cameras on school buses to record student behavior. The School District may view recordings to aid in the investigation of student misconduct and violations of the Code of Student Conduct.

10. Acceptable Use of Computer Networks/Computers And Resources – #2361

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

11. Pupil Smoking - #5533

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

12. Cooperation with Law Enforcement Agencies - #9320

The Board of Education acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district. The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

13. Pupil Use of Privately-Owned Technology - #2363

The Board of Education recognizes technology is always changing and as a result of



OCEAN CITY SCHOOL DISTRICT CODE OF STUDENT CONDUCT

increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes.

14. Disorder and Demonstration - #5520

The Board of Education will not permit conduct on school premises of any willful activity by an individual, either acting alone or in a group of individuals, that interferes with the orderly operation of the educational program or offends the rights of others.

15. Assault by Pupils on Board Members or Employees - #5612

The Board of Education acknowledges that any pupil who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a Board member or any district employee in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, according to the requirements of N.J.S.A. 18A:37-2.1, will be immediately suspended from school consistent with due process procedures, pending suspension or expulsion hearings before the Board.

16. Removal of Students for Assaults with Weapons Offense - #5613

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

17. Weapons - #8467

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

