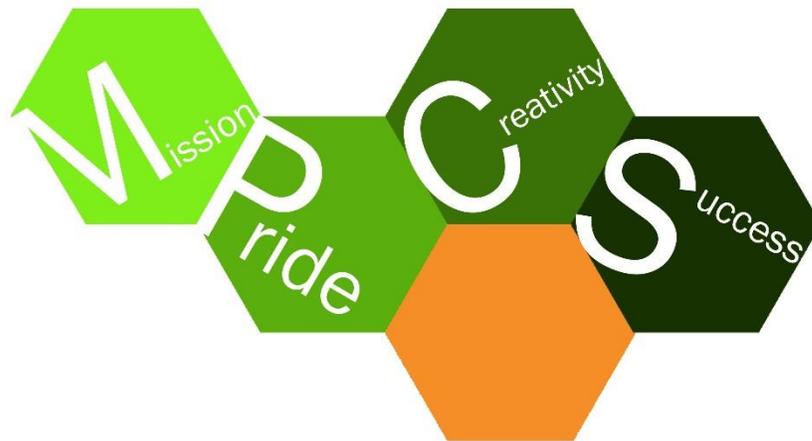


**MILLVILLE PUBLIC CHARTER
SCHOOL
CODE OF CONDUCT
Grades K - 8
2017-2018**



Mission Statement

The mission of the Millville Public Charter School is to provide a nurturing, supportive, creative and actively engaging environment for students and families that facilitates the development of well-educated and responsible young adults with a lifelong love of learning.

BOE Approved:

**MILLVILLE PUBLIC CHARTER SCHOOL
CODE OF CONDUCT
Grades K - 8
2017-2018**

PURPOSE

The purpose of this Code of Conduct is to acquaint you and your parents/guardians with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school. *This is your formal notification of the rules and procedures under which we operate.*

EXPECTATIONS FOR STUDENT BEHAVIOR – Policy 5500

Students, parents, school administrators, and the board of education all believe that pupils should commit themselves to learning and to the development of their unique potential. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences.

Therefore, we, the students, parents, teachers, administrators, and members of the Board of Trustees of Millville Public Charter School expect all students to fulfill the behavioral expectations of the school community, and to:

1. Prepare mentally and physically for the process of learning.
2. Respect the person, property, and intellectual and creative products of others.
3. Take responsibility for their own behavior.
4. Use time and other resources responsibly.
5. Share responsibilities when working with others.
6. Meet the requirements of each course of study.
7. Monitor their own progress toward school objectives.
8. Communicate with parent(s) or legal guardian(s) and appropriate staff members.

STUDENT RESPONSIBILITIES

Below is a partial list of student responsibilities and expectations, equal in measure with their age and ability, which are necessary to improve the overall climate of the school.

1. Attend school on a regular basis.
2. Be on time to school and to all classes.
3. Come to class prepared with homework completed, pencil, paper, and textbooks.
4. Come to school properly attired.
5. Treat teachers, staff members, and fellow students with respect.
6. Establish pride in yourself by working to the best of your ability.

EXPECTATIONS FOR PUPIL CONDUCT

Students are expected to exhibit proper behavior at all times. Such actions as yelling, throwing things, profanity, insubordination, defiance, and disorderly or discourteous acts interrupt a proper educational atmosphere. We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school. We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Students are expected to show respect to all adults in the school. Insubordination and defiance of adult authority, or verbal and/or physical abuse of those adults employed in the school will not be tolerated and consequences will be assigned for these offenses. It is the students' responsibility to obey school regulations and procedures and the school staff and administration that enforce them. This responsibility extends to student conduct to, during, and from school as well as in the building itself and on school grounds. Any unlawful act taking place on school grounds or buses before, during, or after school (e.g. athletic events, dances, etc.) not only makes the student subject to penalties which the courts prescribe, but may also result in suspension or dismissal from school.

STUDENT CODE OF CONDUCT

One very important goal of the school system is to develop positive and constructive student behavior. Thus, discipline must be administered with the goal of changing inappropriate behavior. All aspects of each case will be considered. Administration will conduct an investigation of reported incidents before assigning consequences.

Pupil discipline and code of conduct in the district will be applied 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.

STANDARDS FOR BEHAVIOR

1. Students are required to attend school and arrive on time.

Inappropriate behavior may include, but not limited to:

- Truancy (unexcused absences)
- Lateness to class or school
- Cutting class/detention
- Leaving the building and/or school grounds without permission

2. Students are expected to conduct themselves in an orderly manner on the way to and from school, during school hours (including lunch and recess) and in all activities and programs supervised by the school.

Inappropriate behavior may include, but not limited to:

- Misconduct going to or from school, on school grounds, buses, field trips, assemblies, clubs, dances, athletic games, etc.
- Theft
- Fighting
- Pushing and Shoving
- Use of Force
- Harassment, Intimidation, Bullying

- Sexual Harassment
- Property Damage/Vandalism
- Possession of a weapon
- Possession and/or use of a controlled dangerous substance, intoxicants, narcotics, or tobacco products
- Falsification
- Extortion
- Wrongful Entry
- Littering
- Gambling
- Arson and Exploding Devices
- Falsifying Alarm
- Gang Involvement

3. Students are to respect their teachers in and out of the classroom.

Inappropriate behavior may include, but not limited to:

- Insubordination/Non-compliance with adult directions
- Failure to serve a teacher detention or an administrative detention (lunch or after school)
- Defiance
- Disrespect
- Threats (Verbal or Written)
- Inappropriate language towards staff and students
- Inappropriate behavior towards staff and students

4. Students are required to take the appropriate steps to pass all of their classes and to respect the rights of other students to learn.

Inappropriate behavior may include, but not limited to:

- Disrupting class or activities
- Unprepared for class
- Cheating, Forgery, or Plagiarism
- Not doing school work or homework

5. Students are required to follow all other school rules and procedures.

Inappropriate behavior may include, but not limited to:

- Bringing a paging device (beeper or cell phone) to school. Cell phones are allowed to be brought to school; they must be turned off and placed in the students' book bag, locker and/or classroom closet during school hours.
- Dress code violation
- Failure to wear seatbelt on school bus
- Misuse of computers and/or computer networks
- Any act that endangers yourself or others

POSSIBLE CONSEQUENCES

Inappropriate student behavior exhibited within a classroom, in the halls, lavatories, cafeteria, or any other area in the building or on the school grounds, will be dealt with accordingly. Students who fail to comply with the rules and regulations of Millville Public Charter School will be referred to the Principal's Office and will receive necessary disciplinary action. Parents will be notified by letter or phone and, when necessary, parent conferences will be scheduled.

Disciplinary action will be taken for inappropriate behavior (consistent with due process) and may include, but not limited to, any of the possible consequences stated. In appropriate cases, discipline will be progressive, and take into account prior misconduct and consequences. Parents and students will be liable for illegal behavior by a student. When an unlawful act does occur, prosecution for illegal behavior will be to the fullest extent of the law. When it becomes necessary to administer discipline, the following measures will be used at administration's discretion:

- Detentions – teacher, lunch/recess, administrative, after school
- Parent conference
- Loss of cafeteria, technology or media center privileges
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Restricted Standing
- Expulsion
- Payment for damaged property
- Completion of an incident report to be filed with the police department
- Charges filed with the police department

Once a student has been referred to the administration, the administration will evaluate the situation and, in context of the student's disciplinary history and the extent of his/her misbehavior, assign the appropriate disciplinary measures as needed. The administration reserves the right to interpret the Code of Conduct and assign consequences based upon individual situations and circumstances. For some incidents, immediate notification of the police and Camden County Prosecutor's Office could result in criminal charges.

IN-SCHOOL SUSPENSION

Students that receive an In-School Suspension (ISS) will serve their suspension during school hours. Any student receiving an In-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

OUT-OF-SCHOOL SUSPENSION

Suspension is the most severe punishment given by the school with the exception of expulsion, and is utilized when serious offenses are committed. When a student is suspended, the parents will be notified by phone and letter. A parent conference, on the phone or in person, with administration will be scheduled in order for the student to be re-admitted. Any student receiving an Out-of-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

RESTRICTED STANDING

Students will be placed on Restricted Standing if they are assigned an In-School or Out-of-School Suspension for any infraction. While on Restricted Standing, students will not be permitted to attend any non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 calendar days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - CALENDAR DAYS
1 st	5
2 nd	10
3 rd	15

When a student is placed on Restricted Standing, he/she is excluded from:

- Attending any events during the school day and/or evening events associated with Millville Public Charter School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances
- Clubs of any kind
- Student Government
- National Junior Honor Society
- Play

- Rehearsals and practices of any kind
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Millville Public Charter School that have not been specifically mentioned.

DETENTIONS

The staff at Millville Public Charter School believes that the Code of Conduct should not be as much punitive as it is corrective, for it is our duty to try to help every student learn to behave and interact in a socially acceptable manner. We would like to maximize the teachers' time spent on instruction and minimize time spent on disciplining the disruptive elements present in the classroom. Corrective action will be taken to remedy inappropriate behaviors. The action is taken to help our students learn from their mistakes and/or poor choices.

Detentions may be assigned by the administration or teacher when it is deemed necessary to correct behavior that is interrupting the normal learning process. Detentions may be given for disciplinary infractions that a teacher feels are detrimental to the smooth operation of the classroom and/or school. In most cases, students will be given one day's notice before the detention is to be served. The teacher will send the Parent Notice form home so that the parents/guardians will know that their child has detention. Please note the Parent Notice form will be sent home to inform the parents/guardians that there was a disciplinary infraction that occurred and when the detention will be served. A signature will be required for all Parent Notices. Parent Notices must be returned to school the next day. Failure of the students to remain for detention will result in further disciplinary action. The parents/guardians will be notified and a conference may be scheduled. If a student does not return the Parent Notice signed, the teacher and/or administration may contact the parent/guardian for confirmation they are aware of the incident(s) that occurred and the consequence(s) assigned.

Detentions will be scheduled from 4:00 PM – 5:00 PM, normally on the day following the infraction. Additionally, lunch detentions can be assigned by administration or teachers on the same day as the infraction and/or on future days. Any student that is given an administrative detention and is absent or goes home early on the assigned detention day will serve that detention on the day they return to school. Work will be assigned. Rules and regulations must be strictly adhered to or further disciplinary action will be taken. In the event a student does not attend the assigned detention on the designated day, the student will be required to serve that detention and may receive an additional detention.

P.R.I.D.E. PROGRAM (GRADES K-8)

This is an incentive program designed to promote positive character traits. We encourage students to demonstrate their Pride by showing Patience, Respect, Integrity, Determination, and Empathy. It is a program to see who can earn the most points in their grade level. Students may earn points for demonstrating the positive traits. At the end of each marking period, the top ten students from each grade level are rewarded with a very special activity.