

# Florham Park Schools

## Administration

Dr. Steven Caponegro  
Superintendent of Schools

Mr. John Csatlos  
Business Administrator

## Principals

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Ridgedale Middle School

Mr. Thomas Connolly  
Brooklake School

Mrs. Samantha Heimple  
Briarwood School

## Special Education

Mrs. Jane Steffen  
Director of Special Services

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Mrs. Christy O'Connor  
Supervisor of ELA

## Curriculum

Mr. Brian Silksen  
Supervisor of Curriculum & Inst.

## Members of the Board of Education

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August 25, 2019  
(updated)

# FLORHAM PARK DISTRICT STUDENT CODE OF CONDUCT

Florham Park is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself

Each school maintains a code of conduct that applies to any student who is on school property, who is in attendance at school or at any sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff.

The goal of the STUDENT CODE OF CONDUCT is to provide clear and concise parameters for student conduct and discipline. Its intent is to establish an atmosphere for discipline, which creates support for positive personal growth and achievement. The district is firmly committed to implementing the STUDENT CODE OF CONDUCT in a fair, unbiased manner.

Principals are to ensure the Student Code of Conduct is distributed to each student at the beginning of the school year and to any and all incoming students throughout the year and is reviewed by the classroom/homeroom teacher during the month of September. Expectations for student conduct are reviewed in each classroom.

The Student Code of Conduct and expectations for student behavior should be reviewed with parents. Parents are encouraged to reinforce the Student Code of Conduct with their child(ren).

## Student Responsibilities

All students entering the Florham Park Schools must provide proof of immunization. Proof of residence is also required and any health records that are available should be provided to the school nurse. Immunizations are a STATE requirement before a student can be admitted to school he/she must be immunized. If a student does not have the necessary immunizations for school admission, the parent/guardian is required to have his/her child immunized immediately.

Our students have the following responsibilities regarding their education:

- To attend school and all classes
- To adhere to all school rules, policies and directions from teachers and others in authority.
- To respect the rights of others to reach their educational goals.
- To demonstrate mutual respect and tolerance for personal difference
- To participate to the fullest in the educational process.
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms.
- To pursue the prescribed course of study.
- To respect and care for school property.
- To adhere to all school safety and health regulations and procedures.

Failure to comply can result in disciplinary actions, which may include any (or a combination) of the following:

- Required parent conference
- Detention
- In-School Suspension

- Students may be excluded from participation in school activities, field trips, programs and athletics.
- Out-of-School Suspension
- Restitution

## **Student Rights**

An effective, instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students. Such an environment must include respect for self and others, as well as for district and community property.

- Our students have the right to receive an education, which allows for maximum personal growth and prepares them to be productive members of our society.
- Our students have the right to participate in all aspects of school-regardless of race, color, creed, national origin, sexual orientation, sex or handicapping condition.
- Our students have the right to present information and be told the disciplinary action for the specific infraction.
- Our students have the right to a safe, comfortable and orderly school environment.
- Our students have the right to due process.

Concerted efforts are made to recognize students who have previously exhibited marginal or unacceptable behavior and have demonstrated improvement in their behavior. If the student continues to show unacceptable behavior, the student will be considered exempt from school incentives.

## **Use of Electronic Communication and Recording Devices in School or School-Sponsored Events**

**Cell Phones/Electronic Devices** – Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purposes). They may not be used in the school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms. Students are not allowed to take photographs or videos of students or staff without their knowledge or permission. The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities. Please review Board of Education Policy #5516.

## **School Attendance**

The Florham Park School District places a high value on student attendance because regular school attendance is a primary factor in a student's successful academic and social development. Frequent absences of students from the regular classroom learning experience disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

Students shall attend school daily. To avoid consequences for lateness, parents will ensure that their child attends school punctually and daily. Parents should notify the school the morning of absence by telephone or written note. If such notice is not received, the school will make every attempt to contact the parents on the day of the absence.

When the student returns to school, he/she shall bring a signed note from the parent explaining the reason for the absence. The principal/designee may also require additional verification from the parent/student, such as physician's notes or court subpoenas, to substantiate the reason for absence. All documentation must be submitted within five (5) days of the last absence.

Students are required to attend school for a minimum of four (4) hours to be considered present for the day. No student may participate in any school function or athletic event if they were considered absent for the day. Any cuts or truancy is not considered a student absence and will be subject to disciplinary measures. Please review Board of Education Policy #5200.

## **Tardiness**

A student arriving late to school or any classes will be marked tardy. Tardiness will result in disciplinary actions, which may include any of the following:

- Parent Notification
- Detention
- In-School Suspension
- Additional Assignments

In all cases the student must make up missed work. A parent conference and referral to the guidance counselor will be initiated to the follow-up on tardiness when appropriate. These actions may be taken in addition to disciplinary measures, as described above.

Any work missed as a result of tardiness will be the responsibility of the student. Please review Policy #5250.

## **Progressive Disciplinary Action Steps**

It is the responsibility of the school community, in general, to maintain an environment that is conducive to learning. When disruption of the school climate by a student occurs, disciplinary action at a higher level may be necessary. It is the duty of all employees of the District to report the misconduct of any student, and it is the responsibility of the staff to treat all violations of these guidelines in the prescribed manner.

Corrective action taken by school personnel will vary according to the age and the developmental level of the student. The circumstances that are related to specific behavioral problems and actions will be considered.

To remediate the behavior(s) of the student through appropriate guidance and Child Study Team services when necessary and appropriate. prior to invoking formal discipline, it is important that pro-active remedial actions be employed by staff members, which may include, but are not limited to:

- Consultation, as appropriate, by teachers/guidance counselors, CST case managers, etc.
- Parent/guardian conferences with teachers/guidance counselors
- Warnings.
- Detention
- Referral to administrator or designee in charge of disciplinary action
- Referral to School I&RS committee.

Principals may use additional discipline measures, which include but are not limited to:

- Administrative Detention
- In-School Suspension
- Out-of-School Suspension
- Placement in an alternative school or setting.
- Other approved disciplinary action

The district's goal continues to be to create a safe and orderly environment for students, to keep students in school and in their academic classes. To achieve a safe and orderly environment, progressive/disciplinary steps are necessary. Whenever possible, for the first or second offense (with the exception of violent or criminal acts), mediation and counseling should be considered as a first alternative prior to in- school or out-of-school suspension. Students are referred to the following support staff for appropriate intervention: guidance counselors, child study team members, school nurse, the Intervention and Referral Services Committee.

Suspension of any type will balance the need to remove sources of disruption from the learning environment with the goal of keeping all students in their regular academic classes where they will receive their prescribed program.

## **Bullying Policy Statement**

All members of the Florham Park Schools community have a right to live and work in an environment that is safe and satisfying. Harassment and bullying will NOT be tolerated because such behavior is inconsistent with this important, basic right and because the district recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with district efforts to improve academic performances and improve school attendance.

Harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as 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, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that: a) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear or physical or emotional harm to his/her person or damage to his/her property; or b) Has the effect of insulting or demeaning any student or groups of students; or c) Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

It is the responsibility of each student to conduct himself/herself in a way that is socially appropriate and respectful to the rights of others. Harassment and bullying are against district policy and against New Jersey State Law and will not be tolerated in the Florham Park Schools. For more information please view the Florham Park Board of Education Policy 5512.

Teachers and all employees must immediately report cases of bullying and harassment to building administrators.

## **Acceptable Use of Technology**

The use of the Florham Park Public Schools' Network Resources must be in support of education and research, and consistent with the educational objectives of the Florham Park Public School District. All students are to review and agree in writing to follow the district's acceptable use policy prior to using the district's network. Any violations in the use of the technology, including proper use of technology equipment, will result in progressive disciplinary actions as outlined in the code of conduct. Additional violations may result in restricted access to computers, suspension of computer/network privileges and/or other disciplinary actions. Please review Board of Education Policy #5516.

## **Zero Tolerance**

Students who bring weapons to school or commit any act of violence against a student or staff member will be removed from the school building immediately.

The police will be called and the parent notified if a student is found to be in possession of a weapon or if a terroristic threat has been made. Depending on the incident, the age of the student, and the review of the incident by administration, the student will be assigned suspension. In most cases, the minimum stay will be at least 10 days. In more serious cases, the removal will be for a longer period of time.

At the time of removal, the student must receive:

- Oral or written notice of the charges;
- An explanation of the charges and the evidence that supports them;
- An opportunity to present his/her side of the story.

Generally, the notice and hearing requirements should precede removal from school; however, in emergency situations the student may be removed from school immediately.

## **Graduating Students**

As members of the eighth grade class from the Middle School, students are expected to serve as role models from the student body. All expectations as noted in this Student Code of Conduct –i.e., appropriate behavior, demeanor and attendance, are to be modeled by all graduating students. Repeated violations of the Student Code of Conduct or a suspension/removal from school due to a Zero Tolerance incident may result in the graduating student not being allowed to participate in graduation ceremonies and/or any other eighth grade activity, which are privileges that the student must earn.

## **Disciplinary Action Guidelines for Students with Educational Disabilities**

Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students unless stated otherwise in their Individual Educational Plan (IEP) for discipline actions, including suspensions. Students with disabilities may be disciplined with short-term suspensions (meaning 10 consecutive or cumulative school days in a given school year). At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the disabled child's case manager. The disabled student is afforded the same due process procedures as the non-disabled student.

## **Student Searches**

All students are subject to searches for weapons, drugs or other prohibited materials in an effort to ensure a safe and orderly environment. Any student baggage (i.e., book bag, handbag, back pack, etc) may be searched, including student lockers. Any student refusing to participate will be detained and the parent/guardian will be contacted. Police may also be requested to intervene.

## **Student Dress Code**

School is an environment for learning, therefore students are expected to dress appropriately. It is the responsibility of the students to maintain their appearance consistent with school guidelines. Please adhere to the following for all schools and refer to the building's code of conduct for any additional information.

Students that do not abide with the dress code may be subject to the following consequences in accordance with building guidelines. Please review Board of Education Policy #5511

*Each school has a code of conduct guideline that is followed. Please refer to the school's code of conduct as attached. All schools included input from multiple sources (parents, administration, students, staff, outside resources)*



**CODE OF CONDUCT**  
**BROOKLAKE ELEMENTARY SCHOOL**  
**2019-2020**

**Mr. Thomas Connolly, Principal**

## Brooklake Elementary School

### *Code of Conduct for Students*

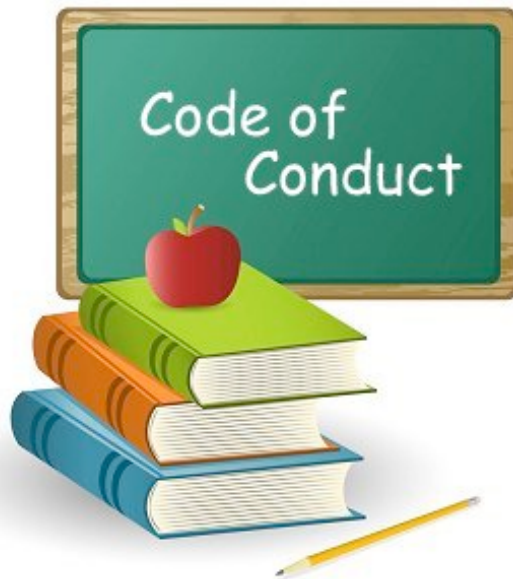
#### Grades 3-5

The Brooklake Elementary School community believes that a desirable teaching and learning environment is the work of many people – parents, students, teachers, administrators, members of the Board of Education, and members of the community. Habits learned by a pupil at school and at home will be practiced throughout a lifetime.

Student behavior directly affects the climate and culture of the school, its purpose and the achievement of those in it. Expectations for good student behavior benefit all of the school’s stakeholders.

Since appropriate school behavior is essential to create an optimum environment for the social, emotional, and academic growth of all students, parents are asked to review the attached “Shared Values Statement” with their children. This statement summarizes the extensive *Code of Conduct* (attached) and provides families the opportunity to discuss both acceptable and unacceptable behaviors.

- **Policies and Curricula** – All policies and curricula of the Florham Park School District are posted on the district websites [https://www.fpbs.org/board\\_of\\_education/policy](https://www.fpbs.org/board_of_education/policy) and <https://sites.google.com/a/fpbs.org/supervisor-of-curriculum-and-instruction/>





*“It takes a village to raise a child.”*

## **Bullying, Intimidation and Harassment Policy Statement**

All members of the Florham Park Schools community have a right to live and work in a safe environment. Bullying, intimidation and harassment are against both district policy and New Jersey state law and will not be tolerated. It is the responsibility of each student to conduct himself/herself in a way that is socially appropriate and respectful of the rights of others.

Harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as 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, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that: a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear or physical or emotional harm to his/her person or damage to his/her property; or b) has the effect of insulting or demeaning any student or groups of students; or c) creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All district teachers and staff members must immediately report cases of bullying, intimidation and harassment to building administrators. For more information, please review Florham Park Board of Education Policy # 5512. [https://www.fpk.org/board\\_of\\_education/policy/5000\\_students/](https://www.fpk.org/board_of_education/policy/5000_students/)

### **Section 1 – Student Rights and Responsibilities**

A healthy school environment allows students to develop their individual talents to the fullest and become the best people they can. With that goal in mind, students have certain rights that must be protected and certain responsibilities that they must accept.

Students at Brooklake Elementary School have the following rights:

- to be happy and treated with compassion
- to be an individual
- to be safe and secure during school hours and at all school functions
- to be heard
- to learn about him/herself
- to practice self-control

Students at Brooklake Elementary School have the following responsibilities:

- to treat others with compassion and respect
- to respect differences among individuals and groups of people
- to help make school a safe place
- to maintain a sense of order and decorum
- to exercise self-control
- to protect the rights of others
- to always do their best
- to respect school property

## **Section 2 – General Rules for Behavior**

School rules and regulations must be in place to provide for a smooth and orderly educational process while protecting the rights of individual students and ensuring the welfare of the entire school community.

Students will comply with all federal, state and local ordinances as these laws have supremacy over the school. Brooklake adopts additional building rules by which students must also abide. It is further understood that teachers will list classroom rules and outline both positive and negative consequences for student behavior. Parents and students will be informed of these classroom rules on the first day of school. Additionally, rules and consequences apply when students are on the bus as well and all behavior incidents on the bus will be reported directly to the principal.

A list of Brooklake School rules follows. Students will

- adhere to all classroom rules
- dress appropriately
- conduct themselves in a physically appropriate manner
- resolve conflicts peaceably
- respect school property and the property of others
- listen to directions
- treat others with respect
- help create and maintain a safe school environment
- use acceptable language
- allow undisrupted classroom instruction
- be honest
- follow school and classroom schedules
- leave items deemed inappropriate for school at home, including electronic devices
- behave appropriately on the bus
- use the internet responsibly
- conduct themselves appropriately during lunch
- live a healthy lifestyle and avoid alcohol, tobacco and illicit drugs
- do their best at all times

## **Section 3 – Dress Code**

The Brooklake School Dress Code is designed to promote the safety of the students and to avoid distractions from the educational process. The Dress Code is not intended to usurp parental prerogative or infringe on an individual's freedom of expression. Research supports a correlation between proper school dress and improved student behavior and success. Therefore, students are encouraged to be neat, clean, and well groomed at school, when on field trips, and at all school functions. Please review Policy #5511 and refer to the guidelines outlined below:

### **1. PANTS/SHORTS:**

- a. must be worn at waist level and be an appropriate length
- b. undergarments are not to be visible
- c. chains may not be worn as belts or as accessories

### **2. DRESSES/SKIRTS:**

- a. must be worn at waist level and be an appropriate length
- b. undergarments are not to be visible

### **3. SHIRTS/BLOUSES:**

- a. must be “tuckable”, but not necessarily tucked in
- b. may not expose the midriff even when hands are raised overhead
- c. appropriate undergarments are to be worn and not visible
- d. “spaghetti strap” tops must be covered by an additional shirt
- e. “fishnet” tops, i.e., with holes or see through, must have a shirt worn over or underneath
- f. tight-fitting tops, i.e. leotard, swimwear, spandex, must be covered by an additional shirt

### **4. FOOTWEAR/SHOES:**

- a. must be firmly attached to the foot
- b. flip-flops are not allowed

### **5. OTHER:**

- a. coats are not to be worn in class
- b. hats/sunglasses are not to be worn in the building
- c. articles of clothing markedly soiled with grease, paint or dirt are not to be worn
- d. articles of clothing displaying indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of sexual nature), or slogans/pictorial effects degrading any cultural, religious, or ethnic values are not to be worn
- e. articles of clothing or items that could harm people or property are not to be worn
- f. articles of clothing that are extremely torn, slit, drag on the floor or in a similar state of disrepair are not to be worn
- g. articles which the administration deems distracting or disruptive to the educational process are not to be worn

## **Section 4 - Students’ Rights to Due Process**

Any student who is accused of violating a school regulation and is to be reprimanded or disciplined shall have the right to procedural due process in accordance with N.J.S.A. 18A:37-1 et seq.

Students with special needs are generally subject to the same disciplinary procedures as non-handicapped pupils in accordance with the provisions of N.J.A.C. 6A:14:2.8.

When a disciplinary consequence is given to a student, every effort will be made to contact his/her parents/guardians, by phone, written notice, or both.

## **Section 5 – \*Disciplinary Consequences**

A progressive disciplinary model is followed at the Brooklake School. This is the process of using increasingly severe steps or measures when a student fails to correct a problem/concern after being given a reasonable opportunity to do so. When determining consequences for violations of the student code of conduct, it is the administration’s goal to be firm, fair and consistent. Disciplinary measures are based on the philosophy of the progressive discipline model. Disciplinary consequences should serve as a reflective learning moment. When addressing serious behavior violations, consequences will be based upon a student’s entire tenure at Brooklake School, not just upon current year behavior. The best interest of the entire student body is paramount when determining appropriate disciplinary consequences.

General disciplinary guidelines are listed below, but the principal may impose additional and/or alternative consequences as circumstances require.

*\* Adjustments to the above consequences may be made at the discretion of the administrator based on severity of the offense.*

## BROOKLAKE ELEMENTARY SCHOOL CONSEQUENCE CHART

	Mid-Day/ Admin.Mtg	Admin. Detention	In-School Suspension	Out-of- School Suspension	Exclusion Extra.Curr/ Trips	Community Service	I&RS/CST/ Crisis Team	Expulsion Hearing (BOE)
Absence/Tardiness (Unauthorized or excessive) 5+/Month	1 (letter home)							
Abusive language	1	1	1,2	3	2,3	1,2,3	1,2,3	-
Acceptable Use of Technology	1	1,2,3	1,2,3	1,2,3	2	1,2,3	1,2,3	-
Assault	1	1	1	1,2,3	1,2,3	1,2,3	1,2,3	-
Behavior inappropriate	1	1,2	1,2,3	1,2,3	2,3	1,2,3	1,2,3	-
Being in an unauthorized area	1	1,2,3	2, 3	3	2,3	1,2,3	2,3	-
Blackmail	1	1,2,3	2,3	2,3	2,3	2,3	2,3	3
Bomb threat/poss./ knowledge/use*	1	-	-	1	1	1,2,3	1 (Crisis Team)	2,3
Breaking/Entering	1	1,2,3	2,3	2,3	2,3	1,2,3	2,3	2,3
Coercion/Intimidation/ Threatening	1	1,2	1,2	1,2	1,2,3	1,2,3	2,3	3
Cutting/misconduct/ in detention	1	1	2	3	3	1,2,3	1,2,3	-
Cutting/misconduct/ in in-school suspension	1	1	2	3	3	1,2,3	1,2,3	-
Cutting class	1	1	2,3	3	2,3	1,2,3	1,2,3	-
Defamatory material (writing, possession, etc.)*	1	1	1,2,3	1,2,3	1,2,3	1,2,3	2,3	-
Disruption on bus (Reg. #5600)	1	1,2,3	3 (Bus suspension 5 days)		2,3	1,2,3		4 (Revoke bus privileges)
Dress code violation	1	1,2,3	2,3	3	3	1,2,3	3	-
Drugs/vaping/alcohol, substance abuse (possession/ knowledge/use)* Reg. #5530	1			1 (9 days)	1,2,3	1,2,3	1,2,3	3

**\*Police notification**

	Mid-Day/ Admin.Mtg	Admin. Detention	In-School Suspension	Out-of- School Suspension	Exclusion Extra.Curr/ Trips	Community Service	I&RS/CST/ Crisis Team	Expulsion Hearing (BOE)
Eating in unauthorized area	1	1,2,3	2,3	3	2,3	1,2,3	-	-
Explosives/possession/ knowledge/use*	1	1	-	1	1	1,2,3	1	1
False alarm	1	1	1	1,2,3	1,2,3	1,2,3	2,3	3
Fighting	1	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	3
Firearms/weapons/ possession/knowledge	1	-	-	1	1,2,3	1,2,3	1	1
Fires/setting*	1	-	1	1	1,2,3	1,2,3	1	2,3
Forgery	1	1,2	3	3	2,3	1,2,3	3	-
Gambling	1	1,2	2	3	2,3	2,3	2,3	-
Gum chewing on school property	1	1,2,3	-	-	3	1,2,3	-	-
Harassment/ intimidation/bullying	1,2,3 (Reflective Assignment)	1,2,3 (Reflective Assignment)	1,2,3 (Reflective Assignment)	1,2,3	1,2,3	1,2,3	1,2,3	3
Inappropriate use of cell phone (Ex-Texting)	1	2,3	3	-	3	3	-	-
Inappropriate use of electronic device (i.e. cell phone cameras)	1	1	1,2,3	1,2,3	2,3	2,3	-	-
Indecent exposure	1	1	1,2,3	1,2,3	2,3	1,2,3	2,3	-
Insubordination to staff members	1	1,2	1,2,3	1,2,3	1,2,3	1,2,3	2,3	-
Malicious mischief/ vandalism (restitution)	1	1	1,2	2,3	2	1,2,3	2,3	-
Obscene language (Cursing, etc.)	1,2	2,3	2,3	2,3	2,3	2,3	2,3	-
Plagiarism/ Copy write violation	1	2,3	3	-	3	2,3	2,3	-
Participation in/part to group disturbance	1	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	-
Riots	1	1	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3	1,2,3

**\*Police notification**

	<b>Mid-Day/ Admin.Mtg</b>	<b>Admin. Detention</b>	<b>In-School Suspension</b>	<b>Out-of- School Suspension</b>	<b>Exclusion Extra.Curr/ Trips</b>	<b>Community Service</b>	<b>I&amp;RS/CST/ Crisis Team</b>	<b>Expulsion Hearing (BOE)</b>
Sexual conduct/ expressions (consented or not)	1,2,3	2,3	2,3	2,3	2,3	2,3	2,3	-
Theft (restitution and community service)	1	1	1,2,3	1,2,3	2,3	1,2,3	2,3	-
Tobacco, vaping – possession or use (confiscation & use)	1	2	2,3	3	2,3	2,3	2,3	-
Unauthorized physical contact (student to faculty)	1,2,3	1,2,3	1,2,3	2,3	1,2,3	1,2,3	1,2,3	-
Other -	At Admin. discretion							

**\*Police notification**

- Numbers indicate the number of times the offense has happened.
- Adjustments to the above consequences may be made at the discretion of the administrator based on the severity of the offense.

## **Shared Values Statement and Acknowledgement**



In recognition of the belief that a productive learning environment is the result of the work of many people, the Brooklake Elementary School community has compiled the preceding nine pages containing the philosophies behind our “Student Code of Conduct”, including the disciplinary measures to be taken if and when a student violates school rules.

As a member of the school community, I accept responsibility for my actions and accept the consequences of my actions if they violate the “Student Code of Conduct”. After having read the Student Code of Conduct, I understand what the consequences will be for inappropriate behavior or actions.

As a member of the Brooklake Elementary School and Florham Park School District community, I have read the Brooklake Code of Conduct and will strive to adhere to all school rules and become a productive and exemplary member of the Brooklake School community.