



Florham Park Public Schools Code of Conduct

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Florham Park Public Schools

Code of Conduct

FLORHAM PARK MISSION STATEMENT

The Florham Park Public Schools are committed to the achievement of individual academic excellence through high quality teaching and learning and community involvement. This results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Student Learning Standards which guide our academic instruction.

CODE OF CONDUCT STATEMENT

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).

The STUDENT CODE OF CONDUCT will be applied without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership or civil union, mental, physical or sensory disability or any other distinguishing characteristic.

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:

- Restorative conversations/assignments
- 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 citizens within 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 advance notice of behaviors that result in suspension or expulsion. This review of this document will serve as the advance notice.
- Our students have the right to a safe, secure, comfortable and orderly school environment.
- Our students have the right to due process.
- Our students have the right to participate in any educational, co-curricular, or athletic program or activity regardless of marital status, parenthood.
- Our students have the right to participate in any educational program or activity regardless of pregnancy status unless the student so requests or a physician certifies that her exclusion is necessary for the student's physical, mental, or emotional wellbeing. An excluded pregnant student will be provided with adequate and timely opportunity for instruction to continue or make up her

schoolwork without prejudice or penalty. Pregnant students will be provided a special instructional program in accordance with Policy No. 2416.

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.

Behavior Supports

The Florham Park School District is committed to providing opportunities for growth in the area of social-emotional learning. The district sees behavior supports as a way to support each student through their social and emotional growth and development while also promoting a safe environment for all students. The students will utilize a behavior supports system for this effort.

Teachers and staff are expected to explicitly teach expectations of student behavior throughout the year. Positive reinforcement is then used to support positive behavior within the school. Positive reinforcement may be used to support academic success as well as behavioral expectations.

When disruption of the school climate by a student occurs, disciplinary action at a higher level may be necessary. 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.

A system of restorative practices and consequences may be used to support any disciplinary infraction in order to support the growth of the student in a particular area. Child Study Team members and school counselors will collaborate with school administration as necessary and appropriate.

When a student continues to need additional support with behavior, a child may be referred to the School I&RS committee.

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.

Restorative practices and consequences may include but are not limited to:

- Conflict resolution student meetings
- SEL lessons
- Restorative circles
- Consultation, as appropriate, by teachers/guidance counselors, CST case managers, etc.
- Parent/guardian conferences with teachers/guidance counselors
- Expectation Reminder/Warning

- 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, and 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.

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.

Earphones, Earbuds & Headphones - For safety purposes, headphones/earbuds will only be permitted for student use during specific activities assigned by staff during the school day. Students are not to wear headphones/earbuds in the hallways and/or during lunch/recess since this may impact their ability to hear safety announcements and make appropriate decisions to navigate their environment.

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. The school will take part in supports to reduce excessive tardiness which may include the following:

- Parent Notification
- Student conferences
- Parent conferences
- Goal setting and planning meetings
- Parent Notification
- Detention
- In-School Suspension
- Restorative Assignments

In all cases, the student must make up all 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.

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.

It is important to note that students who have been found to have bullied another student, will take part in restorative practices and/or offered school counseling services and or provided other resources in order to support and remediate the behavior.

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 Disabilities

Students with disabilities are subject to the same disciplinary procedures as non-disabled students unless stated otherwise in their Individual Educational Plan (IEP) or Section 504 Plan 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 to the student's Case Manager and Director of Special Services. Students with disabilities are afforded the same due process procedures as students without disabilities. Additional supports for students with disabilities will comply with all applicable laws, including IDEA, N.J.A.C. 6A:14 and Section 504.

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)



Brooklake School Code of Conduct

Principal,
Robert Foster

2023-2024

Brooklake Elementary School

Code of Conduct for Students

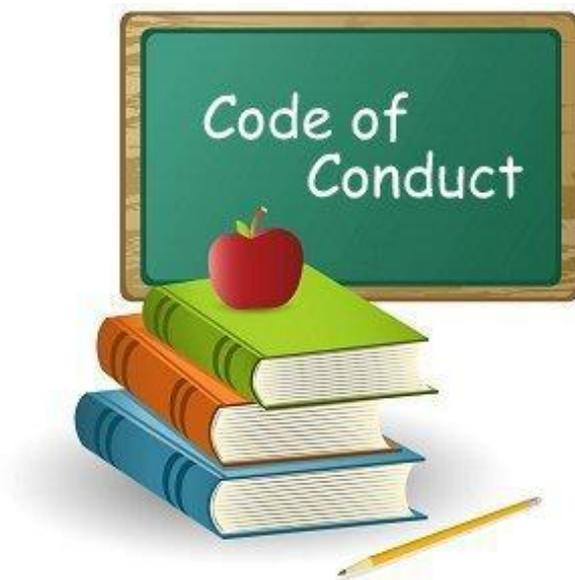
Grades 3-5

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 website [CLICK HERE](#) and for curriculum [CLICK HERE](#).



"It takes a village to raise a child."

Section 1 – Brooklake 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 embrace.

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. These rules fall under 3 Students will

- treat others with respect
- resolve conflicts peaceably
- respect school property and the property of others
- help create and maintain a safe school environment
- adhere to all classroom rules
- dress appropriately
- conduct themselves in a physically appropriate manner
- listen to directions
- 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: 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](#).

Students who have been found to have bullied another student, will take part in restorative practices and/or offered school counseling services and or provided other resources and/or consequences in order to support and remediate the behavior.

Section 4 – Brooklake 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:

- Undergarments are not to be visible at any time
- Chains may not be worn as belts or as accessories
- Appropriate footwear must be worn
 - (recess and physical education require appropriate footwear for sports and physical activity)
 - must be firmly attached to the foot
 - flip-flops are not allowed
- Pants/Shorts/Skirts must be worn at waist level and be an appropriate length and an appropriate length
- no swimwear
- hats/sunglasses are not to be worn in the building
- 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
- hoods and hats are not to be worn in the school building without permission
- articles of clothing or items that could harm people or property are not to be worn

Section 5: Setting and Supporting Behavior Expectations at Brooklake

Setting Expectations:

Throughout a student's time in Brooklake, each student will continue to grow and learn social and emotional skills (a key part of a student's development) just as they will academic skills. The development of social and emotional skills allows students to develop skills in managing their own behavior, interact with others and make responsible decisions. The school will continue to support this growth and development in the daily interactions with students and throughout the learning experiences provided to students.

Teachers and school staff will set expectations during the beginning of the year in both the classroom and around the school. Expectations will include appropriate behavior for all learning experiences and environments students take part in including: recess, lunchtime, whole group instruction, small group instruction, working in small groups, specials...

Additionally, children will receive explicit instruction on decision making and other skills to help students work together as well as make good choices.

Behavior Supports

The district sees behavior supports as a way to support each student through their social and emotional growth and development while also promoting a safe environment for all students. The students will utilize a behavior supports system for this effort.

- **Positive Behavior Supports:**

Teachers and staff will recognize good behavior and provide positive reinforcement for good decision making around the school so students can see models of the behavior expected in school. Positive reinforcement may be used to support academic success as well as behavioral expectations.

- **Supporting Students When They Do Not Meet Behavior Expectations**

- A system of restorative practices and consequences may be used to support any disciplinary infraction in order to support the growth of the student in a particular area. The goal of these practices is to remediate the behavior and have students learn appropriate behavior moving forward.
- Child Study Team members, the school nurse, the I&RS Committee and school counselors will collaborate with school administration as necessary and appropriate.
- When a student continues to need additional support with behavior, a child may be referred to the School I&RS committee.
- When disruption of the school climate by a student occurs, disciplinary action at a higher level may be necessary. 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.
- 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.

- **Restorative Practices**

The Florham Park Public School District utilizes Restorative Practices as a means to build relationships, repair harm, and support students in reflecting and taking responsibility for behaviors that could incur a code of conduct infraction.

This does not mean that a student's behavior will not result in traditional disciplinary consequences. It means that we will work to understand the root of the behavior, repair harm to those that were impacted by the behavior and set expectations for accountable behavior moving forward.

Therefore, code of conduct infractions also have Restorative Interventions and Removal of Privileges included in the disciplinary process to ensure we take a well rounded approach to addressing problematic behavior and working collaboratively to shape more positive behaviors moving forward.

Restorative practices and consequences may include but are not limited to:

- Conflict resolution student meetings
- Restorative Chats/Conferences
- SEL lessons
- Restorative circles
- Teacher/Student meeting
- Restorative Respect Projects
- Respect Agreements
- Behavior Contracts
- Consultation, as appropriate, by teachers/guidance counselors, CST case managers, etc.
- Parent/guardian conferences with teachers/guidance counselors
- Expectation Reminder/Warning
- Referral to School I&RS committee

*Teacher detention or a loss of a fun activity may also be issued depending on the infraction. During this time, teachers may provide a reflection assignment, conference or other support.

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

Consequences*:

- Administrative Detention
- Referral to the administrator or designee in charge of disciplinary action
- In-School Suspension
- Out-of-School Suspension
- Placement in an alternative school or setting.
- Other approved disciplinary action

** General disciplinary guidelines are listed below, but the principal may impose additional and/or alternative consequences as circumstances require. [CLICK HERE](#) to see the guidelines.*

** Adjustments to the above restorative practices and/or consequences may be made at the discretion of the administrator based on the severity of the offense.*

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.

Section 6 - Students' Rights to Due Process and Appeal

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.

Students have the right to appeal a disciplinary consequence first through the building principal, then the superintendent, the Board of Education, and finally the Commissioner of Education. Please notify the appropriate person or entity in writing of the desire to appeal the decision.

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.



Appendix A: Parent Resources

- **Mobile Response and Stabilization Services**

- 1-877- 652-7624 24 hours a day, 7 days a week
- Mobile Response and Stabilization Services are available to help children and youth who are experiencing emotional or behavioral crises.
- The services are designed to defuse an immediate crisis, keep children and their families safe and maintain the child in their home.
- Call 1-877- 652-7624 if your child is experiencing an emotional or behavioral crisis, 24 hours a day, 7 days a week and mobile crisis will respond to your home the same day.

- **Children's System of Care--Perform Care**

- 1-877-652-7624 24 hours a day – 7 days a week
- Call this number to find out about services for children and teens under age 21 with emotional and behavioral health care needs and their families.
- Many services are available free or low cost, including in-home counseling for children.

- **Family Helpline**

- 1-800-THE-KIDS (843-5437) 24 hours a day – 7 days a week
- If you're feeling stressed out, call the Family Helpline and work through your frustrations before a crisis occurs. You'll speak to sensitive, trained volunteers of Parents Anonymous who provide empathic listening about parenting and refer you to resources in your community.

- **Child Abuse and Neglect Hotline**

- 1-877-NJ ABUSE (652-2873) 24 hours a day – 7 days a week
- If you have reasonable cause to believe that a child or teenager has been abused or neglected report it to the Division of Youth and Family Services and it will be investigated. The call is fast and confidential. The hotline is open 24 hours a day – 7 days a week.

- **Mom2Mom**

- Mom2Mom offers peer support counseling, a place to vent, reassurance, a sounding board, advocacy skill building, and access to expert advice and reliable resources to help improve the lives of moms of children with disabilities
- Call: 1-877-914-6662
- <https://mom2mom.us.com/>
- They listen, understand, and depending on what's going on with you, provide all of the following:
 - Peer Support Counseling
 - Clinical Assessments
 - Individualized Goal Setting
 - Support Groups
 - Provider Network Access
 - Invitations to Exclusive Wellness Events

- **NJ 2nd Floor Helpline: For Kids and Young Adults ages 10 and up**

- 1-888-222-2228 24 hours a day – 7 days a week
- Call or TEXT!
- 2NDFLOOR is a confidential and anonymous helpline staffed by trained counselors for New Jersey's youth and young adults. They are there to find solutions to the problems that they face at home, at school or at play.

- **Project Community Pride of the Madison Area YMCA**

- (973) 845-6480
- Project Community Pride of the Madison Area YMCA A is a no-fee youth counseling and support program for children, teens and families in Chatham, Florham Park and Madison who are struggling with social, emotional and/or behavioral issues.

- **Legal Services:**

- Legal Services of New Jersey
- [1-888-LSNJ-LAW](https://www.lsnj-law.com/)
- 1-888-576-5529

Appendix B: Consequence Chart

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**

	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)
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.

