

CODE OF CONDUCT

STUDENT EXPECTATIONS

- 1) Students are expected to walk carefully and talk quietly.
- 2) Students are expected to speak and act kindly and politely to other students at all times.
- 3) Students are expected to speak and listen respectfully to faculty and staff members.
- 4) Students are expected to resolve conflicts peacefully and respectfully.
- 5) Students are expected to participate in the lessons and activities planned for them and complete all work assigned by their teachers.
- 6) Students are expected to follow directions of faculty and staff members.
- 7) Students are expected to use all materials properly and take care of equipment and furniture.

DEMERITS AND CONSEQUENCES

Students who do not meet the expectations as outlined in the Code of Conduct will be assigned demerits and consequences as follows.

5 Demerits	10 Demerits	Automatic In-School or Out-of-School Suspension
<ul style="list-style-type: none">• Bus issues• Lateness to class• Dress code violations after a warning has been issued• Noncompliance with class work• Disruptive behavior• Disrespect toward staff members• Cafeteria or recess rule violations• Inappropriate use of school materials• Inappropriate drawings, gestures, or language• Minor physical contact• Mistreatment of peers• Cheating• Lying to a staff member• Cell phone violations• Failure to work on assignments during recess detention• Out of assigned area• Failure to complete reflection form at home• Candy/gum violation	<ul style="list-style-type: none">• Damaging property• Theft• Lateness to school (3 or more per half year)• Misuse of electronics• Insubordination• Skipping class• Physical aggression• Four missed homework assignments	<ul style="list-style-type: none">• Verbal or written threat• Physical fighting• Violent behavior /weapons• Dangerous substances• Pulling fire alarm• Truancy

Demerits and Consequences Continued:

5 demerits result in a student being required to complete a ***Reflection Form***. A ***Parent Notification Form*** will be sent home and demerits will be entered in Genesis.

10 demerits result in an after-school detention. A ***Parent Notification Form*** will be sent home and demerits will be entered in Genesis. Inappropriate behavior during a detention will result in an additional detention.

25 demerits result in an in-school suspension. A ***Parent Notification Form*** will be sent home, demerits will be entered in Genesis, and the principal will contact the parents. Inappropriate behavior during in-school suspension will result in an additional in-school suspension.

After 25 demerits, a student may be excluded from school activities at the discretion of the principal.

After 25 demerits, every 15 additional demerits result in an in-school suspension. A ***Parent Notification Form*** will be sent home, demerits will be entered in Genesis, and the principal will contact the parents.

OUTLINE OF EXPECTATIONS

- **Bus issues:** Students are expected to behave properly on the bus at all times to ensure the safety of all passengers. Students must remain seated; not reach, hang, or throw things out the window; not mistreat other students; keep the noise level at an appropriate level; and respect and listen to the instructions of the bus driver.
- **Lateness to class:** Students are expected to be in their assigned class on time and in their seat ready to work.
- **Noncompliance with class work:** Students are expected to make an effort to appropriately complete class work in a timely manner.
- **Disruptive behavior:** Students are here to learn. Any behavior which prevents students from learning will not be tolerated.
- **Disrespect toward staff members:** Failure to follow directions or a verbal exchange of a negative manner with a person in authority will not be tolerated.
- **Inappropriate use of school materials:** Students are expected to treat school property with respect.
- **Inappropriate drawings, gestures, or language:** Inappropriate drawings, gestures, or language are prohibited in the school and on school grounds.
- **Physical aggression:** Loud inappropriate behavior, pushing, kicking, throwing objects or rough horseplay, etc. will not be tolerated.
- **Mistreatment of peers:** Students are expected to treat each other respectfully at all times. Physical and verbal abuse (i.e. name calling, bullying, cyber-bullying, spreading rumors) will not be tolerated.
- **Cheating:** Cheating is prohibited. Please see the section labeled "Cheating."

- **Lying to a staff member:** Students are expected to be honest with staff members at all times.
- **Cell phone violations:** While in school a student's cell phone must be turned off and remain in the student's backpack until the student has exited the building at the end of the school day.
- **Failure to complete work during recess:** Students are expected to diligently work on assignments during recess detention.
- **Out of assigned area:** If a staff member gives a student permission to go to a specific location, the student is expected to go to that location only.
- **Damaging property:** Damaging personal or school property is prohibited. This would include all issued items such as text books. Individuals may be liable for the cost of an item resulting from the damage.
- **Theft:** Stealing is prohibited.
- **Lateness to school:** Students must be in the building by 7:55 a.m. After three tardies per half year, students will receive demerits.
- **Misuse of electronics:** Electronic devices, with the exception of cell phones, are allowed in classrooms for educational purposes at the teacher's discretion and according to district policy number #5516.
- **Insubordination:** Refusing to submit to authority, continual willful disobedience, leaving the classroom without permission, or open defiance of authority in or outside of the classroom will not be tolerated.
- **Skipping class:** Students are expected to attend all classes assigned to them. No student is to be anywhere in the building without supervision or a valid pass.
- **Verbal or written threat:** Verbal or written threats of any kind are prohibited.
- **Physical fighting:** Fighting is unacceptable and is prohibited.
- **Violent behavior/weapons:** Any and all acts of violent behavior, threats of violent behavior, possession of weapons, or any dangerous or disruptive behavior is prohibited. Weapon offenses may be reported to the police.
- **Dangerous substances:** Carrying or having in your possession any material or dangerous substances (i.e. drugs of any kind, narcotics, cigarette lighter, matches, etc.) which could be harmful is forbidden.
- **Pulling fire alarm:** Pulling a fire alarm is prohibited and police notification is automatic.
- **Truancy:** Students are expected to attend school every day. If a student chooses not to attend school he or she may be truant. If it is determined a student is truant, the child's parents will be notified and the student will receive an assigned in-school suspension.
- **Student Attire / Dress Code Violations:** The student attire guidelines at Bobby's Run School are intended to help provide a safe, healthy, and academic environment, to assist in promoting self-discipline, to help maintain order, and to promote respect for self, others, and authority.
 - 1) Clothing and accessories containing inappropriate pictures or words (examples: references to alcohol, drugs, sex, or words/phrases with double meaning) may not be worn in school.

- 2) No undergarments should be visible or worn as outer garments. This would include boxer shorts, sleeveless undershirts, and “muscle” shirts.
- 3) All pants and shorts are to be worn at the waist.
- 4) Students may not wear tube tops, mesh, “fish net” styles, spandex-type materials (such as bike shorts) or clothing which exposes the back, midriff, or cleavage.
- 5) Tank tops should not be worn unless a T-shirt is worn underneath or another shirt with sleeves is worn on top.
- 6) Skirts, shorts, and dresses must be at least mid-thigh in length.
- 7) Bare feet, roller sneakers, or thin, one-layer flip flops are not permitted due to safety issues.
- 8) Students may not wear hats, sweat bands, bandannas or head covers in the building.
- 9) Students may not wear sunglasses or glasses with dark lenses in the building without a doctor’s recommendation.
- 10) Students may not wear outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves in the building. Sweaters and sweatshirts are permitted.
- 11) Students may not wear rings that encompass several fingers and/or have protruding spikes, or large necklaces which are a potential safety hazard. Students are encouraged not to wear expensive jewelry to school since items may be lost during recess and physical education class.
- 12) Lanyards or other similar chains must be hung in a student’s cubby and not worn around the neck or hanging from pants, or belts during the school day.
- 13) Backpacks, draw-string carrying bags, etc. cannot be carried or worn during the school day. They must be placed in the student’s cubby.

The administration and school staff retain the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate. Any student who violates the Bobby’s Run School Student Attire/Dress Code will be required to report to the nurse. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures. Parents’ cooperation is greatly appreciated.

- **Cafeteria Rules:** Listed below are the rules we ask students to follow in our school cafeteria. Please review these rules with your child so that our goal of a safe environment for each student during lunch time is reinforced.
 - 1) Students walk into and out of the cafeteria in an orderly manner. Running is not allowed.
 - 2) Students purchasing lunch form a single line into the kitchen. There is no cutting in line or holding spots in line for others. When students have their lunch, they must report to their homeroom lunch table.
 - 3) Once students are seated, they may not move to another table. Saving seats is not permitted. Three students per bench only.
 - 4) Students are not permitted to exchange food or money.

- 5) When announcements are made, students are expected to Stop and Listen immediately, raise their hand so the staff member in charge will know that they are ready to listen. If they are not at their table, students should freeze where they are and listen.
 - 6) Students are not permitted to return to the classroom for any reason unsupervised. If students forget their lunch or lunch money, they will have to charge a lunch for that day. If they forget their jacket on cold days, they will either have to borrow one from Lost & Found or they will remain inside for recess.
 - 7) Snacks are for the cafeteria; food or beverages may not be taken out of the cafeteria.
 - 8) When they leave the cafeteria to go to the lavatory, nurse or office, students must ask permission of the staff member in charge. After receiving permission, they must get a pass.
 - 9) Students are responsible for cleaning their tables at the end of lunch to maintain a clean eating area.
- **Recess Rules:** All students must participate in recess as it is part of the N.J.S.A. 18A:35 state-mandated 150 minutes in comprehensive health and physical education. Activities are designed to meet the health and physical education core standards. Listed below are rules we ask students to follow in outdoor and indoor recess. Please review these rules with your child so that our goal of a safe environment for each student during recess time is reinforced.

Outdoor Recess:

- 1) Students must use the sidewalk and bike path when walking to and from the playground area. Running is not allowed.
- 2) The parking lot is off limits to students at all times.
- 3) It is the responsibility of all students to dress appropriately for outdoor activities and weather conditions. Administration will determine if the weather is acceptable for outdoor recess activities.
- 4) Students are not permitted to leave the playground area without the permission of a staff member.
- 5) Students are required to adhere to the safety rules for each area of the playground. All equipment must remain in designated areas. Students are not permitted to bring equipment from home without permission from the principal or designee.
- 6) Students are not permitted to bring any toys or electronic devices out to recess.
- 7) Students are expected to treat others fairly (i.e. sharing equipment, no horse play, no excluding others from play, no tackling or rough touching during football/soccer games, no bullying or bad language, etc.).

Indoor Recess:

- 1) Under the supervision of a staff member, students must report to their homeroom for indoor recess. Students in the hallway must be in a single file line and remain QUIET at all times.
- 2) Students are permitted to participate in only those activities that will maintain an “indoor” volume of noise.

- 3) Students may play board games, card games, draw, read or talk quietly. Students are not allowed to possess electronic games or devices.
- 4) Students may use the classroom computers at the teacher's discretion for software based activities. Students are NOT permitted to access the internet.
- 5) Students may not leave the classroom during indoor recess without a staff member's permission and must have a valid pass. Only two students can leave the classroom at one time to use the bathroom facilities.
- 6) Students are expected to treat others fairly (i.e. sharing games, no horse play, no excluding others from play, no bullying or bad language, etc.).

CHEATING

Cheating is defined as follows:

1. Copying from another student (i.e. a teacher or proctor observes a student copying another student's answers and copying is physically evident.)
2. Deliberately allowing another student to copy work (i.e. homework; tests).
3. Using any material to acquire answers.
4. Communicating with other students during testing (i.e. talking, note writing, sign language).
5. Deliberately obtaining and/or distributing test information prior to, during, or subsequent to the testing situation (i.e.: passing on tests from previous classes, semesters, or years; telling a fellow student what was on the test they took earlier that day/week).

Cheating on Tests:

During a testing situation the following will occur if a student is caught cheating:

1. The teacher or proctor will take the test from the student.
2. The student will receive a test grade of zero.
3. The teacher will notify parents of the incident.
4. The student will receive an immediate retest (within one day's time).
5. The student's final recorded test grade will be the average of the zero given on the first test and the score received on the retest.

Cheating on Classwork/Homework:

If a student is caught cheating on a classwork or homework assignment, the student will receive a zero for the assignment and consequences will follow as outlined in the Code of Conduct.

HOMEWORK POLICY

Homework contributes to the development of independence and responsibility on the part of the student. It is assigned to review, practice, or extend skills acquired in class. Guidelines for the length of time your child should spend on homework each night are listed below. Please remember these are only guidelines and actual times will depend on each student.

4th Grade: Up to 50 minutes per night

5th Grade: Up to 60 minutes per night

If your child exceeds this amount of time on a regular basis, or seems to have difficulty with assignments, please communicate with the teacher through the agenda or email. Missed

class work due to GT classes, strings, or instrumental lessons may add to the designated homework time.

When your child is absent from school for one or two days due to illness, homework assignments will be provided when the student returns to school and extended time will be provided for completion. If your child is absent for three or more days, please contact your child's teacher(s) to provide the homework. Appropriate books will be sent home when necessary. Homework assignments may be picked up in the office at the end of the school day or sent home with another child if requested.

Homework Expectations and Consequences

- Students are expected to arrive to class with completed homework. This includes past homework that a student failed to complete as well as homework that a student left at home.
- If a student does not turn in completed homework the day it is due, he or she will complete the homework during recess at a designated table in the cafeteria.
- Parents will be notified in the student's agenda each time a student does not turn in assigned homework.
- Once a student has missed four (4) homework assignments from the same teacher, he or she will be assigned 10 demerits. According to the demerit system, 10 demerits result in an after school detention.