

Student Responsibility and Code of Conduct

A school is a small community, one whose population reflects the larger community of which it is a part. We, all of us: teachers, support staff, custodial staff, kitchen staff and students are one community. A community is built on mutual respect and a respect for the common good. There is no long list of discipline infractions and penalties; rather there is a structure of community and the rules, rights and responsibilities everyone has in that community. And there is a process when we fail our responsibilities to ourselves and to one another.

We all:

- Have a right to be respected no matter what position we hold in our community.
- Have the right not to be yelled at or intimidated in any way.
- Have a right to be safe in our person and property.
- Have a responsibility to speak respectfully to others.
- Have a responsibility to respect the property.
- Have a responsibility to stand with our classmates when anyone attempts to intimidate or harm them.
- Have a responsibility to protect and care for our school, our books, and our classrooms.

All of us sometimes fail to fulfill our responsibilities and we have to take ownership of that failure. When we do we are held accountable for our actions or lack of action. Exactly how we pay for our failure is dependent on several factors:

- Did I initiate the problem?
- Did I make it worse?
- Did I allow something to happen to another?
- Did I tell the truth and take ownership of my action?

Because of all the factors noted, two or more students involved in a problem may not be treated the same way. There are no blanket punishments! Everyone is treated as an individual based on his/her own behavior. Parents should never ask why one student was dealt with one way and another in another way. The facts will determine how each student is dealt with.

Once a failure to be a responsible citizen is dealt with, unless the action is repeated every student returns to being a full member of the community.

Student Dress

A maroon shirt with the school logo in gold

Either khaki color, dark navy or black slacks/skirts/skorts/**knee length shorts**

No Jeans

All attire should be neat and clean

Headwear, except as required by religious belief, may not be worn in school.

Excessive jewelry is prohibited

Sweaters must allow for the collar of the uniform shirt to be seen.

School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. A student who intentionally defaces property, breaks windows, or does other damage to school property or equipment will be required to pay for the damage done or to replace or repair the item. Damage to the building or property in any manner may result in a police report.

Cell Phones

The Board of Education recognizes that many parents have provided cellular phones for their children in an effort to facilitate parental contact. However, such devices can also be disruptive to the academic environment if not properly regulated.

Cell phones must be turned off during the school day and kept in backpacks or otherwise inaccessible. A student who is found with a cell phone turned on, for any purpose, will have the cell phone confiscated and returned at the end of the day. Should a second incident happen, the student's parent/guardian must claim the phone from the school office; detentions for any cell phone violation will be determined by the school staff.

Electronic Devices

Electronic devices, including but not limited to, any device that connects to the internet, any device that has the ability to take photographs or to record or play audio and/or any device that enables a pupil to send or receive communications must be turned off and out of view while the pupil is in the school building, on school grounds, or at any school sponsored function unless permission to be turned on has been granted in advance by the Building Principal or designee.

Detentions

Detention is normally scheduled for 7:50 in the morning. Detention may be given for tardiness and any other violation of school rules. Failure to attend a detention requires two detentions, while failure to attend the two detentions requires the student to serve an in-school suspension.

On occasion a teacher may determine to hold an after school detention, parents are to be given advance notice that their child will have an after school detention.

On rare occasion a student may be given a recess detention; but only when all other disciplinary steps have failed and only with the express approval of the Chief School Administrator or his/her designee.

Zero Tolerance Polices

The East Newark Public Schools will not tolerate on any level, acts of violence toward others, Harassment, Intimidation or Bullying, negative ethnic, racial, gender or sexual orientation comments or actions or any behavior that may be or is intended to cause physical or emotional harm to another. Such activities once investigated will lead to detention, in school, out-of-school suspension, possible referral to the Child Study Team or I&RS team. Where appropriate report to the local Police Department.

Kindergarten – Third Grade Procedures

In the morning, students are to be brought to the side door by parents or guardians. Then children will enter and report downstairs where teaches will pick them up for class.

Kindergarten through third grade students must be picked up by a parent or by a person designated by the parent in writing. If the child is not to be picked up by this person, please send a note to the teacher indicating who will pick the child up.

A written excuse note is required for each absence, tardiness or early dismissal. Whenever possible, please notify the teacher ahead of time if student will have to leave early.

When sending money to school for any reason, please put it in an envelope and write the child's name and the purpose of the money on the envelope.

Please label with his/her name all items your child may take off or put away during the school day such as mittens, sweaters, raincoats, boots, book bags, and lunch bags or boxes. If your child has difficulty with his/her boots, place a plastic bag over his/her shoes and the boots will go on and off more easily.