

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

PROGRAM
2424
Goals for Athletic Participation

Page 1 of 2

2424 - GOALS FOR ATHLETIC PARTICIPATION

Participation in interscholastic athletics is for many pupils is a very important part of their educational experience. Beyond the athletic skills required for a sport, pupils develop leadership skills, sportsmanship and commitment to a team. Student athletes also experience the emotions of both victory and defeat, learn to accept and play a role within the framework of a team, develop lifetime athletic skills, and maximize his/her potential.

The Supervisor of Athletics shall appoint and evaluate coaches who know the fundamentals of the game and maintain the highest levels of sportsmanship. Coaches must be able to work effectively with their players and act as positive role models.

The goals for our student athletes vary according to age, grade and level of athleticism.

Eighth Grade

1. Keep as many student athletes as possible. Student athletes will be evaluated and cuts may be made based upon skill level of student athlete, number of interested students, nature of sport, and safety.
2. Teach fundamental skills, team concept, and personal responsibility as a member of the team.
3. Prepare athletes to participate in the high school sports program.

Freshman

1. Keep as many student athletes as possible. Student athletes will be evaluated and cuts may be made based upon skill level of student athlete, number of interested students, nature of sport, and safety.
2. Teach fundamental skills, team concept, and personal responsibility as a member of the team.
3. Prepare athletes for the next level in which competition, ability, commitment to excellence and winning become more important.

Junior Varsity

1. Increased focus on competition. Tryouts will be conducted and cuts will be made based on the skill level of the student athlete, the nature of the sport, and safety.
2. Reinforce the fundamental skills while processing athletes for high mastery levels.
3. Prepare athletes for the next level in which competition, ability, commitment to excellence and winning become more important.

4. After conferencing with the coach, athletes in eleventh grade should have an understanding of their level of proficiency and their prospects for participation at the varsity level.
5. A senior may not play on a junior varsity team.

Varsity

1. Maximum focus on competition and coaches will be free to place their best players on the field. Tryouts will be conducted and cuts will be made based on the skill level of the student athlete, the nature of the sport, and safety.
2. Seniors will be retained based on the coaches' perception of their value to the team, the amount of playing time they are likely to receive, and the degree to which they can contribute to team goals.
3. Mastery of fundamental skills will be expected and emphasis will be placed on teaching advanced skills.

Selection to Westfield High School teams will not be based on previous participation on club teams, recreational programs or participation in athletic camps. Selection for participation on varsity teams is at the sole discretion of the coaches as long as they act within the criteria enumerated within this policy and Policy 2431 (Athletic Competition).

Approved: November 7, 2006
First Reading: May 23, 2017
Second Reading:

2425 PHYSICAL EDUCATION

The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, of courses of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a life-long appreciation for physical activity and fitness. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities.

EXEMPTIONS

The Board encourages all pupils to participate fully in the physical education program. It recognizes, however, that some pupils are engaged in interscholastic, extra-curricular or extra-mural programs of vigorous physical activity, such as preparation for participation in the Olympic Games. Such pupils may, pursuant to rules of the State Board of Education, be exempted from the requirement for enrollment in a physical education course and may earn physical education credit for an alternative program of athletics, provided that the request of any such pupil has been granted by the building principal. No such request will be granted unless the pupil has demonstrated, to the satisfaction of the Principal in consultation with an appropriately certified staff member, that the interscholastic or extra-curricular activity or alternative athletic program meets the physical education program goals and objectives established by this Board and provides activity and development equivalent to that provided by the physical education program of this district.

Pupils exempted from physical education are still required to participate in health and safety classes. Any pupils exempted from physical education class shall use the class period for study purposes.

A pupil exempted from physical education classes will be granted credit for physical education provided he or she earns a passing grade in an interscholastic team activity or an alternative program of athletics. A pupil whose physical education credit is earned in interscholastic team activity or extracurricular activity will be graded by the team coach or advisor. A pupil whose physical education credit is earned in an alternative program of physical activity will be graded by the physical education coordinator or designee, in consultation with the person who has supervised the alternative program. Grades earned will be entered in the pupil's permanent record with a notation of the alternative program for which physical education credit is given.

**PROGRAM
2425
Physical Education**

Page 2 of 2

MEDICAL EXCUSES

Pupils may be excused for medical reasons from active participation by a parent's note for up to five days; however, pupils must still attend each class and observe. Any medical problem requiring six or more days (long term) must be covered by a physician's note and pupils must report to the school nurse with the physician's note. The nurse will direct the pupil to report to their physical education teacher for attendance and for explanation of the Medical Excuse Program.

N.J.S.A. 18A:35-5

N.J.A.C. 6:28-4.1; 6:29-3.2

Approved: February 20, 2001
Approved: November 21, 2006
First Reading: May 23, 2017
Second Reading:

R 2425 PHYSICAL EDUCATION

EXEMPTION FROM PHYSICAL EDUCATION

Pupils enrolled in the Westfield schools are required to comply with the state laws and district rules and regulations which require participation in health and physical education. Exceptions to these regulations are:

A. Categories of Exemption

1. Military Service Exemption for pupils who have successfully completed basic training in the military or naval service of the United States Merchant Marine (NJSA 18A:35-7).
2. Alternate Program Exemption for pupils involved in alternative programs that meet the requirements of NJAC 6:8-4.2 so long as those activities are consistent with the district's physical education program goals and instructional objectives.
3. Co-curricular Exemption for members of an interscholastic team, cheerleading squad or marching band who have a full schedule of classes (periods 1-9 including lunch). This exemption allows for students participating in these programs to access school facilities and teacher assistance during the school day while they are participating in said activity.
4. Swim Team Exemption for members of the Westfield High School swim team who have a full schedule of classes (periods 1-9 including lunch) and a scheduled practice time of 2:00 p.m. to 4:00 p.m. This exemption allows for students participating in these programs to access school facilities and teacher assistance during the school day.

B. Provisions for Exemptions

Health and safety requirements must be satisfied pursuant to the provisions of NJSA 18A:35-5. These pupils will be required to attend the health and safety education classes required of all pupils.

1. Military Service Exemption Provisions

Applicants must present a certificate demonstrating the completion of basic training in the military service of the United States or United States Merchant Marine.

2. Alternate Program Provisions

In consultation with an appropriately certified staff member, the high school principal shall, upon application by the pupil and parents or guardian, determine the appropriateness of the alternate program.

- a. Applicants must demonstrate that the alternate program will provide an activity and development equivalent to that provided by the physical education program.
- b. Credit in grading for the alternative program shall be given through the administrative procedure of the high school physical education program.
- c. The permanent school records shall indicate the credit granted for physical education through the alternative program.
- d. If the alternative program leaves unscheduled time during the school day, the pupils shall use the time for scholastic purposes.

3. Co-Curricular Exemption Provisions

Members of an interscholastic team, cheerleading squad or the marching band shall request a physical education exemption application form from their guidance counselor and submit a completed application to the principal. The principal, upon review of the application, shall decide whether the exemption shall be granted.

- a. Excused athletes, cheerleaders, or marching band members will be graded by their coaches/advisors and their grades will be approved by the regularly assigned physical education teachers.
- b. Exempted athletes, cheerleaders and marching band members will be considered a team member only after the interscholastic team coach, advisor or bandmaster has submitted, and the Supervisor of Athletics has approved, a roster of team athletes. This roster will be submitted by coaches/advisor/bandmaster no sooner than three weeks after the official starting date of each sports season.
- c. Pupils must submit exemption forms to the guidance department no later than the date printed on the form and include all driving documents as necessary.

- d. The date when exemptions go into effect will be announced to the student body. Until this announcement is made, athletes, cheerleaders and marching band members are required to report to their assigned physical education classes.

4. Medical Excuse Provisions

- a. Pupils may be excused for medical reasons from active participation by a parent's note for up to five days during which time they must attend each class and observe.
- b. Pupils may be excused for medical reasons from active participation by a physician's note after 5 days from the parent note or any time prior with the physician's note and must report to the school nurse with this note.
- c. Students on a physician's issued medical will participate in the Medical Excuse Program. They will report to their Physical Education teacher at the beginning of the period for attendance purposes. Their teacher will direct them to the multipurpose room in the library to work on a prescribed assignment that will be evaluated for their Physical Education grade.

C. Restrictions to Exemptions

- 1. Pupils failing to use their time of exemption for scholastic purposes will be reassigned immediately to their regularly scheduled physical education class.
- 2. Pupils who leave their team any time during their season must return to their regularly scheduled Physical Education class the next day.
- 3. Pupils are required to return to Physical Education class on the first day after their last team or individual competition.
- 4. Students who are on a Physical Education exemption and become injured must begin the Medical Excuse Program until they are cleared to return to participation within their interscholastic sport or exempted activity.
- 5. Any student who is excused from participation in Physical Education with a doctor's note, parent note or does not participate in Physical Education class during the school day (illness, unprepared etc.), will not be allowed to participate in interscholastic sports, school clubs, Marching Band/Color Guard or use the fitness center for that day.
- 6. Ninth grade pupils must participate in Project Adventure during the first semester. Exemptions will not apply.

**PROGRAM
R 2425
Physical Education**

Page 4 of 4

7. Tenth grade pupils must participate in the Driver Education course during the second semester unless they are a member of the Westfield High School Swim Team and their schedule does not allow. Exemptions will not apply.

In Effect: November 21, 2006

Revised:

5500 CONDUCT/DISCIPLINE
CODE OF CONDUCT

The Westfield Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students and all school community members.

The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students and all school community members are required to adhere to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Board believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for District and community property.

Board policy requires each student of this District to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent shall provide to students and their parents/guardians the rules of this District regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Code of Conduct

The Superintendent shall oversee the development of and the Board shall approve a Code of Conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Code of Conduct shall be based on parent/guardian, student and community involvement, and locally determined core ethical values. The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved Code of Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and

well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The Board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The District Code of Conduct shall contain:

- A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;
- B. A description of behaviors that will result in suspension or expulsion;
- C. A description of the students' rights to:
 - 1. advance notice of behaviors that will result in suspensions or expulsions;
 - 2. education that supports student development into productive citizens;
 - 3. attendance in a safe and secure school environment;
 - 4. attendance in school irrespective of marriage, pregnancy, or parenthood;
 - 5. due process and appeal procedures in accordance with law and Board policy;
 - 6. parent notifications consistent with Board policy and law for law enforcement interviews (Policy 5772 Questioning and Apprehension), short-term and long-term suspension (Policies 5610 Suspension and 5620 Expulsion), due process and appeal procedures, and attendance (Policy 5200 Attendance); and
 - 7. records and privacy protections (Policy 8330 Pupil Records).
- D. A description of behavioral supports that promote positive student development and assist each student in fulfilling the District behavioral expectations established including intervention and referral services, remediation, and intervention and supports services for students with disabilities;
- E. A description of graded responses to violations of the Code of Conduct that includes remediation, is consistent with law concerning corporal punishment, and is consistent with laws and Board policies concerning violence/vandalism (Policy 8461) and, weapons and dangerous instruments (Policy 8467);
- F. A description of Board attendance policy (5113) and the harassment, intimidation and bullying policy (5512); and
- G. A list of community-based health and social service providers, and local legal resources as set forth in the Regulation Appendices.

The level of intervention set forth in the District Code of Conduct shall reflect a range of consequences to be determined on a case-by case basis. The consequences may be more severe in instances where there exist aggravating circumstances, including but not limited to the use of electronic communication or a student's recidivism.

Student Behavioral Infractions

Students who display chronic behavioral problems may be referred to the Intervention and Referral Services team or the child study team by the Superintendent or designee for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, Teacher, Administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5530 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement. Confidentiality shall be protected in accordance with federal and state law.

Firearms Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The Superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this Board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

Harassment, Intimidation or Bullying

The Board expects all students and school community members to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school District will not tolerate acts of harassment, intimidation or bullying.

The Board prohibits acts of harassment, intimidation or bullying against any student in accordance with Board policy 5512 Harassment, Intimidation and Bullying, and law N.J.S.A. 18A:37-13 et seq.

"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 or 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 law, and that:

- A. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students;
- B. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property;
- C. Has the effect of insulting or demeaning any student or group of students; or
- D. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication”, in accordance with Board Policy 5516 – Students’ Use of Personal Technology, means a communication that is transmitted by means of any electronic recording device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability; and
- B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the Board approved Code of Conduct and accepted Board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the Code of Conduct. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community; and
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Superintendent shall annually:

- A. Disseminate the Code of Conduct to all staff, students and parents;
- B. Report on the implementation of the Code of Conduct to the Board of Education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv; and

- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Implementation

The Superintendent shall ensure that the rules for this policy are applied consistently with the District's Code of Conduct N.J.A.C. 6A:16-7 and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

Adopted: January 24, 2012
Reviewed: June 24, 2013
Revised: August 26, 2014
Revised: June 16, 2015
Revised: May 24, 2016
First Reading: May 23, 2017
Second Reading:

R 5500 CONDUCT/DISCIPLINE **CODE OF CONDUCT**

The Code of Conduct for the students of Westfield Public Schools establishes standards and procedures for positive pupil development and behavioral expectations on school property, which includes a school bus, at school-sponsored functions, and as appropriate, for conduct away from school grounds including but not limited to electronic communication that interferes with the orderly operations of the school or the rights of other pupils and school community members.

WESTFIELD SCHOOL DISTRICT MISSION STATEMENT

The Westfield Public School District, in partnership with families and community, educates all students to reach their highest potential as productive, well-balanced, and responsible citizens who respect individual differences and diversity in an ever changing world.

The Board of Education believes that safe school environments are necessary for students to learn and achieve and for staff to support student learning. The Board expects all Westfield School District community members' conduct to contribute to a safe and productive learning environment that is of benefit to the entire community. The following beliefs, as taken from our District strategic plan, guide our expectations of Westfield School District community conduct:

We believe excellence in education includes:

- Curriculum that has the breadth and depth to challenge all learners.
- An acceptance and demonstration of core values of mutual *respect, responsibility, caring and integrity*.
- An emphasis on understanding and appreciating cultural differences and similarities.

We believe our students learn best when:

- They are in an environment where they feel physically, emotionally and intellectually secure.
- They are appropriately motivated to achieve their greatest potential as individuals.
- They are provided access to a wide variety of opportunities, supported by a partnership of family, school, peers and community.

Core Ethical Values

We believe a school District excels when all members exhibit strong character including:

Integrity/Honesty: demonstrated through truthfulness, thoughtfulness and tolerance in work, language, and actions. This value is exhibited when members are accountable for their actions and take responsibility for their decisions.

Work Ethic: reflected by optimum personal effort and pride, diligence, perseverance and the ability to meet challenges in all areas with confidence.

Sportsmanship: shown through respect for opponents and for the rules of fair play, graciousness in victory or defeat, support and respect for team members, and by representing Westfield in a dignified, respectable manner.

Working from these beliefs, all members of the Westfield School District community have certain rights that promote and support a safe and productive school environment.

School Community Members' Rights

All members of the school community have a right to:

- A. Be treated with respect
- B. Be accepted
- C. Be provided with a positive and safe school environment free of illegal and harmful substances
- D. Listen and be heard
- E. Take full advantage of learning opportunities
- F. Participate in a variety of school activities
- G. Be provided with a clean and orderly environment free from disruptions and chaos
- H. Have access to a challenging and supportive school environment
- I. Expect courtesy, fairness, and respect from others
- J. Express opinions, ideas, thoughts and concerns
- K. Be informed of laws, school rules and regulations in a timely manner and be provided with fair, consistent and appropriate discipline
- L. Be provided with due process in disciplinary matters, including the right of grievance, a fair hearing, and the right of appeal.

With these rights come a set of responsibilities.

School Community Members' Responsibilities

All members of the school community are expected to:

- A. **Respect** the rights of others and their property
- B. Be **responsible** and **accountable** for his/her own actions
- C. Work cooperatively with one another
- D. Behave in a manner that provides for a **safe**, respectful and productive educational environment
- E. Respect school resources and facilities for the betterment of all
- F. Learn, support, and adhere to the Westfield Public School District's Code of Conduct and follow District Policy 5512, Harassment, Intimidation and Bullying
- G. Exercise his/her rights of due process and to pursue grievances according to the orderly process established by the Board of Education

Students' Responsibilities

In addition to those that apply to all school community members, the following responsibilities apply specifically to students:

Safe and Orderly Educational Environment

- A. Engage in behaviors which support a positive educational environment
- B. Express needs and concerns appropriately
- C. Come to school on time and prepared
- D. Understand and follow school behavior expectations and report instances of bullying and dangerous/unsafe situations to school staff
- E. Represent the Westfield School District honorably at all times

Free Speech/Expression

- A. Respect the rights of others when they express their views
- B. Respect the religious, political, social and personal beliefs of others
- C. Respect the ethnicity, race, gender, gender identity and sexual orientation of others
- D. Follow the rules of responsible journalism under the guidance of a teacher
- E. Follow established school procedures when participating in or conducting demonstrations or assemblies and not interfere with the normal operation of the school or classroom
- F. Follow the rules of responsible social media use as per District Policy 5516 – Students' Use of Personal Technology

Application of Code of Conduct

The Code of Conduct shall be applied fairly and without discrimination to all students. All students shall have the right to:

- A. Advance notice of categories of behaviors that will result in suspension and expulsion (Policies 5610 Suspension and 5620 Expulsion)
- B. Education that supports student development toward becoming a productive citizen
- C. Attend school if married, pregnant or if a parent (Policy 5752 Marital Status and Pregnancy)
- D. Due process and appeal procedures (Policy 5710 Pupil Grievance)
- E. All notifications as required by law (N.J.A.C. 6A:16-6.2, 7.2, 7.3, 7.8)
- F. Records and privacy protection established by law and Board policy (8330 Pupil Records, 5772 Questioning and Apprehension, 5770 Pupil Right of Privacy [Search and Seizure])

Comprehensive Behavioral Supports

All students are encouraged to adhere to the District behavioral expectations. The staff may utilize recognition and other positive reinforcement as deemed appropriate to encourage continued adherence with the Code of Conduct. These may include:

- A. Reinforcement for good conduct and academic success (Policy 5440 Honoring Pupil Achievement)
- B. Supportive intervention and referral services (Policy 2417 Pupil Intervention and Referral Services). See Appendices.
- C. Remediation for problem behaviors (Policies 2417 Pupil Intervention and Referral Services, and 2411 Guidance and Counseling Services)
- D. Support for students with disabilities (2460 Special Education)

Parents' Responsibilities

In addition to those that apply to all school community members, the following responsibilities apply specifically to parents:

- A. Provide for the physical and emotional needs of their children so that they come to school ready to learn

- B. Be effective partners with the school by advocating for their children when appropriate and guiding their children to be their own best advocates as they advance through the school system
- C. Teach their children through example to conduct themselves with integrity, honor and respect for others
- D. Help their children learn about the Westfield Public School's behavioral expectations and the consequences of violating the Code of Conduct
- E. Encourage their children to do their best
- F. Ensure that their children attend school daily
- G. Notify the school if their children will be absent
- H. Be available for conferences
- I. Ensure that adult supervision is provided should their child's behavior cause him or her to be suspended out of school

Teaching Staff Members'/Coaches' Responsibilities

In addition to those that apply to all school community members, the following responsibilities apply specifically to teachers:

Teaching Staff Members'/Coaches' Responsibilities

- A. Be knowledgeable in their content area and highly skilled in instructional methods which engage all learners
- B. Provide a safe and respectful environment that values learning
- C. Encourage and model exemplary character, behavior and attendance
- D. Inform students and parents of classroom/team rules and behavioral expectations
- E. Manage classroom/team behaviors in a way that respects students' needs
- F. Communicate with parents and students regularly as appropriate to the age and needs of students
- G. Pursue professional development that enhances instruction

Administrators' Responsibilities

- A. Be knowledgeable in their content area and highly skilled in instructional methods which engage all learners
- B. Encourage and model exemplary character, behavior and attendance
- C. Communicate school rules to students, staff and parents
- D. Communicate the discipline actions taken with parents and involved staff
- E. Maintain discipline and attendance files
- F. Report all suspected illegal activities to police and the Superintendent's office
- G. Pursue professional development that enhances instruction
- H. Administer the Code of Conduct impartially and consistently

Superintendent's Responsibilities

- A. Ensure an atmosphere that encourages students to grow in self-discipline
- B. Exhibit and model exemplary character, behavior and attendance
- C. Ensure that all school Principals implement the Westfield School District's Code of Conduct impartially and consistently across the District
- D. Provide support and guidance to school staff

Board of Education's Responsibilities

In addition to those that apply to all school community members, the following responsibilities apply specifically to Board of Education Members:

- A. Exhibit and model exemplary character, behavior and attendance
- B. Adopt a fair and consistent discipline policy
- C. Ensure, through the Superintendent, that the Code of Conduct is implemented by all school employees and is consistently applied across the District

Review of Code of Conduct

This Code of Conduct shall be reviewed annually by the Board of Education with input from the community.

**For teacher, staff, and administrative infractions and interventions see policies 3150 Discipline, 3152 Withholding an Increment, 3211 Code of Ethics, 3221 Evaluation of Teachers; 1230 Superintendent's Duties, 1240 Evaluation of Superintendent, and 1540 Administrator's Code of Ethics, 3223 Evaluation of Administrators, and 4150 Discipline, 4215 Code of Ethics, and 4220 Employee Evaluation.*

**See the Student Infractions and Interventions Table below.*

In Effect: January 24, 2012

**Westfield School District: Westfield High School,
Edison and Roosevelt Intermediate Schools
Code of Conduct Student Infractions and Interventions**

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities. Number of offenses will also be taken into account.

Level	Range of Minimum Interventions	Range of Maximum Interventions
1	<ul style="list-style-type: none"> Student-Teacher conference 	<ul style="list-style-type: none"> Reprimand by teacher/AP Parent Contact Detention up to two (2) days Loss of privilege
2	<ul style="list-style-type: none"> Reprimand by teacher Home Contact Detention up to two (2) days Loss of privilege 	<ul style="list-style-type: none"> Parent Conference with AP Reprimand by AP Central Detention up to two (2) days Alternative to Suspension
3	<ul style="list-style-type: none"> Parent Conference Reprimand by AP Central Detention up to two (2) days Alternative to Suspension 	<ul style="list-style-type: none"> Saturday Detention (1) day Individual counseling Guidance Conf. – parent/student Police Report filed
4	<ul style="list-style-type: none"> Saturday Detention (1) day Individual counseling Guidance Conf. – parent/student Police Report filed Alternative to Suspension 	<ul style="list-style-type: none"> Restitution Possible intervention by school psychologist Withdrawal of Course Credit Out of School Suspension (OSS) Up to three (3) days Parent/Student/AP Conference Police Complaint filed (when applicable)
5	<ul style="list-style-type: none"> Restitution Possible Intervention by school psychologist Withdrawal of Course Credit OSS up to three (3) days Parent/Student/AP Conference Police Complaint filed (when applicable) Alternative to Suspension 	<ul style="list-style-type: none"> OSS up to ten (10) days Parent/Student/AP Conf. OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion)

Type of infraction refers to our core value and character trait expectations, detailed in the regulations, of **Respect** and **Honesty** as well as the belief that all school community members have a right to a **Safe** learning environment.

Respect: R Honesty: H Safety: S

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.

Code of Conduct Infractions	Type of Infraction	*Level of Interventions
Inappropriate use of a digital device	R	1-2
Parking Violation	R	1-2
Disruptive Behavior	R	1-3
Disruptive dress/appearance	R	1-3
Eating and drinking in hallways and stairwells: littering	R	1-2
Tardy	R	2-3
Cutting Classes	H	2-4
Truancy	H	2-4
Forgery/Cheating/False reporting/Plagiarism	H/S	2-4
Gambling	H/S	3-4
Profane/offensive language	R	3-4
Vandalism/Defacing School Property	R	3-4
Leaving school grounds without permission	H/S	3-4
Defiance of school authority	R	3-4
Verbal/Written/Electronic Harassment or threat of harm	R/S	3-5
Bullying/Intimidation	R/S	3-5
Trespassing	R	4-5
Theft/Extortion	H	4-5
Obscene/pornographic material	R/S	4-5
Inappropriate contact/Sexual misconduct	R/S	4-5
Terroristic threats	S	4-5
Fighting	S	5
Physical assault of another student	S	5
Physical assault of Staff	S	5
Drugs/Alcohol/Tobacco/E-cigarettes - Use or possession	S	5
Drug/Alcohol Sale	S	5
Falsely activating fire alarm	H/S	5
Gang Activity	S	5
Weapon Possession	S	5
Arson	S	5

*Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.

Westfield School District: Elementary School Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities. Number of offenses will also be taken into account.

Level	Range of Minimum Interventions	Range of Maximum Interventions
1	<ul style="list-style-type: none"> ▪ Student-Teacher Conference 	<ul style="list-style-type: none"> ▪ Reprimand by Teacher/ Administrator ▪ Parent Contact ▪ Recess Detention/Detention up to two (2) days ▪ Loss of privilege
2	<ul style="list-style-type: none"> ▪ Reprimand by teacher ▪ Parent Contact ▪ Recess Detention/Detention up to two (2) days ▪ Loss of privilege 	<ul style="list-style-type: none"> ▪ Parent Conference with Administrator ▪ Reprimand by Administrator ▪ Recess Detention/Detention up to two (2) days ▪ Alternative to Suspension
3	<ul style="list-style-type: none"> ▪ Parent Conference ▪ Reprimand by Administrator ▪ Recess Detention/Detention up to two (2) days ▪ Alternative to Suspension 	<ul style="list-style-type: none"> ▪ Individual Counseling ▪ Guidance Conf. – Parent/Student ▪ Police Report filed
4	<ul style="list-style-type: none"> ▪ Recess Detention/Detention up to one (1) week ▪ Individual counseling ▪ Guidance Conf. – Parent/Student ▪ Police Report filed ▪ Alternative to Suspension 	<ul style="list-style-type: none"> ▪ Restitution ▪ Possible intervention by school psychologist ▪ Out of School Suspension (OSS) up to three (3) days ▪ Parent Conference ▪ Police Complaint filed
5	<ul style="list-style-type: none"> ▪ Restitution ▪ Intervention by School Psychologist ▪ OSS up to three (3) days ▪ Parent Conference ▪ Police Complaint filed ▪ Alternative to Suspension 	<ul style="list-style-type: none"> ▪ OSS up to ten (10) days ▪ Parent Conference ▪ OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion beyond 10 days)

Code of Conduct Infractions	Type of Infractions	Level of Interventions
Inappropriate Language	R	1-2
Talking/running in hallway	R/S	1
Shouting in classroom/lunchroom	R	1-2
Disruptive Behavior (bathroom, hallway, classroom)	R	1-2
Defacing School Property	R	1-2
Verbal /Written Harassment	R	3-5
Excluding someone from play	R	1-5
Inappropriate use of a digital device	R	1-2
Disrespectful Behavior (e.g. name calling, making faces, talking back, ignoring directives)	R/S	1-5
Bullying/Intimidation	R/S	3-5
Assault: Hitting/Kicking/Tripping, Pushing etc.	S	1-5
Verbal/Written/Electronic threats of harm	S	1-5
Theft	H	1-5
Cheating/Lying	H	1-5

Type of infraction refers to our core value and character trait expectations, detailed in the regulations, of **Respect** and **Honesty**, respectively, as well as the belief that all school community members have a right to a **safe** learning environment.

Respect: R Honesty: H Safety: S

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.

**APPENDIX A
GUIDE FOR HEALTH AND SOCIAL SERVICES**

Westfield Health Department

425 East Broad St.
Westfield, New Jersey
789-4070

www.westfieldnj.gov/health

Adolescent/Young Adult Center For Health

Overlook 908-522-5757
Morristown 973-971-5199

Neighborhood Health Corporation

Family Care Representative Available
1700-58 Myrtle Avenue
Plainfield, NJ 07063

908-753-6401

www.phcmednet.org

Trinitas Hospital

Behavioral Health Department (Child/Adolescent)

888-841-5564
Emergency Services

Imagine, A Center For Coping With Loss

244 Sheffield Street
Mountainside, NJ 07092 908-264-3100
<http://imagineinj.org>; info@imagineinj.org

Resolve Community Counseling Center

1830 Front Street
Scotch Plains, NJ 07076
908-322-9180

www.resolvenj.com

Counseling Center For Human Development

201 Lincoln Ave East
Cranford, New Jersey
908-276-0590

Westfield Family Counseling Center

233 Prospect Street
Westfield, New Jersey
908-233-2042

Good Grief, Inc

38 Elm Street
Morristown, 07960 NJ. 908-522-1999

www.good-grief.org

Families and Community Together, Inc. (FACT)

1170 Route 22 West
Mountainside, NJ 07092
908-789-8500

Prevention Links

(Strengthening Families And Communities)

121-125 Chestnut Street, Suite 301
Roselle, New Jersey 07203
732-381-4100

info@preventionlinks.org

Homefirst

Interfaith Housing and Family Services
1009 Park Avenue
Plainfield, NJ 07060-2514
908-753-4001

This list is subject to change contact the Office of the Superintendent 908-789-4420.
Copies can be found in the Office of the Superintendent.

**APPENDIX B
GUIDE FOR ADDICTION AND MENTAL HEALTH SERVICES**

CALL CENTERS

ReachNJ.gov 1-844-REACH-NJ (1-844-732-2465)
New Jersey's Addiction Helpline NJ211
NJ Addiction Hotline (18 years of age and older) 1-844-276-2777
PerformCare (17 years of age and younger) 1-877-652-7624
NJ Connect for Recovery (for family members) 1-855-652-3737

FACILITIES/PROGRAMS

GenPsych (Bridgewater, NJ) 1-855-436-7792
Mountainside Sunrise House 1-908-386-4377
Overlook Medical Center Outpatient Addiction Services 1-888-247-1400
Princeton House (North Brunswick, NJ) 1-732-435-0202
Rutgers University Behavioral HealthCare (Edison, NJ) 1-732-235-8400
Summit Behavioral Health Drug Addiction Treatment (Union, NJ) 1-908-481-5050
Summit Oaks Hospital 1-908-522-7000
Trinitas Outpatient Addiction Service (Elizabeth, NJ) 1-908-994-7060

This list is subject to change contact the Office of the Superintendent 908-789-4420.
Copies can be found in the Office of the Superintendent.

APPENDIX C
GUIDE FOR LEGAL SERVICES

CENTRAL JERSEY LEGAL SERVICES, INC.

Union County Division
60 Prince Street
Elizabeth, NJ 07208
908-354-4340
www.lsnj.org/cjls

COMMUNITY HEALTH LAW PROJECT

Union and Hudson Counties
65 Jefferson Avenue, Suite #402
Elizabeth, NJ 07201
908-355-8282

UNION COUNTY BAR ASSOCIATION

Lawyer Referral Service
Union County Courthouse – Rotunda Building
2 Broad Street, First Floor
Elizabeth, NJ 07207
908-353-4715

This list is subject to change contact the Office of the Superintendent 908-789-4420.
Copies can be found in the Office of the Superintendent.

In Effect: January 24, 2012
Reviewed June 23, 2013
Revised: August 26, 2014
Revised: June 16, 2015
Revised: May 24, 2016
Revised:

7490 PETS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pets are not permitted on school district grounds, except by the express permission of the building principal. Without such permission, a pet owner who brings or permits his or her pet on school grounds has committed an act of trespass. If a pet is found running at large on school grounds, its owner will be deemed to have permitted the pet to enter school property.

The Board directs the Supervisor of Buildings and Grounds to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property.

Approved: June 27, 2000
First Reading: May 23, 2017
Second Reading: