



Marcelino Trillo
Vice Principal

ROBERT TREAT ACADEMY
CHARTER SCHOOL
A 2008 NCLB BLUE RIBBON SCHOOL
www.RobertTreatAcademy.org

Theresa Adubato
Principal



Paul Parada
Vice Principal

CODE OF STUDENT CONDUCT

The following Code of Conduct is to be observed by all students of the Robert Treat Academy. The school promotes the common mission to foster positive school citizenship. To that end, we embrace the following core values:

- *Work hard*
- *Be the best you can be*
- *Be kind to one another*
- *Make good choices by thinking about them and committing to them*

This code reflects the attitudes, values and dispositions that will enable students to excel at the Academy and in life. The Academy outlines a set of expectations that establish each student as an honest, trustworthy and independent person, and it is aimed at allowing students to develop a sense of what is right, high principles, and integrity. Each action taken by the Academy students within or outside of the school facilities should always be an act that shows respect for oneself and others. Such an atmosphere must also include respect for the school and community.

As our students progress through the Academy, they continue to build upon the basic core values. Our overachieving goal is to maintain a safe, caring and nurturing environment. This is supported by the Academy's proactive, intentional approach to character education that fosters social, emotional, and academic growth.

At the Robert Treat Academy, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community. We expect students to follow the Academy's behavioral guidelines established in each classroom. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored event, on a school bus, in the before or after school programs, or in some cases, off school grounds, if substantial disruption to the orderly operation of the school results. This includes behavior that occurs over the internet that is transmitted by any electronic device.

When a student commits an offense, the school staff helps the student to see the relationship between the offense and a related core value. When logical consequences are applied, age-specific parameters are used, and the student's developmental needs and history of unacceptable behavior, as well as the circumstances of the offense are all taken into consideration.

In order to be a student in good standing, all students must make and adhere to the pledge to be truthful; to do what is right and just. By living in an honor system, students will learn and develop skills necessary to be positive role models of their communities. The honor system provides students with rules by which they are trusted to:

- Act properly and honestly
- Value their good reputation
- Take their roles as ambassadors of the Academy and their community responsibility and professionally



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Academic Honesty

Academic honesty is a skill that is taught at the Academy. Students are expected to do their own work and to take responsibility for their work at all times. Cheating of any kind diminishes the values that make up the foundation of the

Academy. While not intended to be a comprehensive list, the following are examples of cheating and violate the spirit and word of the Academy Code of Conduct:

- Copying from other students or allowing others to copy
- Copying from someone else's paper during a test or quiz
- Looking in a book or a note during a test or quiz
- Copying from other student's homework

Responsibilities

Students are expected to:

- Know and exercise positive modes of behavior and good manners
- Accept the responsibility for their own actions and the consequences of inappropriate behavior outlined in the code of conduct
- Respect the rights of others, including the right to secure an education in an environment that is safe, orderly and disciplined.
- Observe proper dress code.
- Observe academic honesty.
- Listen to and respect all Academy staff and students.

Every parent/guardian is expected to:

- Model positive behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school.

Every staff member is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well for the Academy and community property.



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- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and the Academy policies and procedures.

Student Conduct Guidelines

In order to ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend school every day.
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Harassment, intimidation, and Bullying in all its forms, is unacceptable. [Policy]
- Exhibit ethical behavior as it applies to tests, assignments and other work for which a student is responsible.
- Abide by Academy rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration, and assume all responsibility for one's own behavior and speech.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board of Trustees Policies governing the Academy Dress Code and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored events.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored events. Prescription medication must be administered by the school nurse or an administrator.
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school-sponsored events.



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Student Rights

All students have the right to be treated with dignity and respect and they are expected to treat others accordingly.

Students have the right to:

- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are identified within the code of conduct
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents/guardians consistent with procedures established by the Academy for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the Academy for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions.
- Appeal disciplinary determinations of the Academy or the Board of Trustees to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C 6A:14 for pupils classified as eligible for special education.
- Records and privacy protection pursuant to Federal and State laws and regulations identified at N.J.A.C 6A:16-7.1(c)3vii.

Due Process

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion. Specific procedures are available upon request in the main office at both locations of the Academy.

Logical Consequences

The Academy Code of Student Conduct was designed to encourage a classroom and school-wide practice to assist children in developing self-discipline. Logical consequences help students correct their mistakes and learn from them while preserving their dignity. Logical consequences help teachers respond to misbehavior in an age appropriate way.

The list of Logical Consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. The school administrator may vary the consequences depending on the particular circumstances of an offense.

Consequences may include meetings, conferences, community service, counseling, detention, loss of privileges, development of an individualized behavior plan, suspension, parental notification, administrative hearings, expulsion and police notification. Definitions of the consequences follow:



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- **Detention-** held in a designated classroom. Parents will be notified of the date and time of any assigned detentions.
- **Community Service-** a student may be assigned a task within the school or on school grounds that serves the school community.
- **Suspension-** When a student is suspended, parents will be notified that a suspension has been assigned, the reason and the duration. Additionally, a parent conference will be requested prior to student re-entry. Any student receiving a suspension will also be excluded from any extracurricular activities and school sponsored events for the duration of the suspension.

In-School Suspension- Refers to the temporary exclusion from attending regular classes. The student will report to the main office on the day he/she is assigned. The student will remain in an assigned location for the entire day.

Out-of-School Suspension- Refers to the temporary exclusion from attending school. Depending on the infraction, the suspension may be from one to ten days. The student will not be readmitted without a parent conference with an administrator.

- **Administrative Hearing-** The purpose of an administrative hearing is to share investigative findings with a student about conduct that could result in a school suspension. With suspensions of three days or less, an administrative hearing requirement is met by an administrator meeting with the student in question. In instances where the suspension is potentially more than three days, parents have the right to participate and other due process rights are involved.
- **Expulsion-** May be recommended based on certain criteria. Special due process provisions are observed. Decisions in such circumstances are rendered by the Board of Trustees.
- **Police Notification-** Serious infractions of the Code of Conduct may result in police notification as per the Memorandum of Agreements

There are several situations when the consequences of an in- or out-of-school suspension may be warranted. These include but are not limited to: unethical use of technology and electronic device violations, leaving school grounds without permission, unacceptable language or gestures, truancy, endangerment, threats, fighting, theft, vandalism, violation of the Harassment, Intimidation, and Bullying (HIB) policy, assault, insubordination (defiance), distribution of tobacco or tobacco products or drugs/alcohol, weapons, false alarms, or arson. Misbehaviors of a chronic or cumulative nature may also lead to suspension.

Remediation of problem behaviors take into account the nature of the behaviors, the developmental age of the student, and the student's histories of problem behaviors and performance.



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For students with disabilities, the behavior interventions and supports are determined and provided pursuant to the requirements of N.J.A.C. 6A:14. Students with disabilities are eligible to receive behavioral supports/services as determined by the Child Study Team and indicated in the student's individualized education plan (IEP). Individual behavior plans which are designed with a positive behavior approach, ensuring that children are learning to modify their behaviors based on positive feedback from adults. Behavior plans may be redesigned as often and as necessary as the child grows, develops, and learns to modify his/her behavior over time.

The Academy has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandate outlined in the federal IDEA and N.J.A.C. 6A:14. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

Memorandum of Agreement

In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the New Jersey Department of Law and Public Safety and the New Jersey Department of Education, documents the commitment for schools and law enforcement

agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.

Behavioral Supports

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student's family. In addition to outside providers, there are other supports at the Academy including Child Study Team, counseling, and school nurses. You may access the school website at www.roberttreatacademy.org for more information or contact the main office at both locations.

Board of Trustees Policies

Detailed information regarding the following board policies is available in the main office and on the school webpage at www.roberttreatacademy.org.

Attendance

Students build lifelong habits during their elementary school years. Young children must depend on their parents to bring them to school on time each day. Punctuality and attendance are important habits which the Academy encourages and expects of all students.

Students are required by NJ State Law to be in school on time unless they present legal excuses such as illness, death in the family, special religious observance, special medical or court appointment, etc. They may not be absent for reasons such as babysitting, going shopping or similar excuses.

All children who have been absent must present an excuse written by a parent or guardian when they return to school. Absences of three or more days require a doctor's note. The excuse must state the student's name, the date(s) of absence

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and a specific reason for the absence. Parents should call to notify the school office by 8:30 a.m. on each day of absence. The school will contact the families of those children who are not present and who have not notified the school of absence.

Excused Absence: We expect that, except in the case of illness (contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, or special education opportunities, your child should be in school and arrive on time. To be considered "excused" for the reasons noted above, there must be a parental/guardian or medical notice to the school with the reason for the absence/lateness. Even if an absence is determined to be "excused", it is still documented in the school records as an absence.

Unexcused Absence: On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not considered "excused" absences. They are "unexcused" and should be planned so they do not interfere with school attendance. Parents/guardians assume full responsibility for all missed academic assignments.

In addition, in accordance with N.J.S.A 18:A and N.J.A.C. 6A, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;
- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the student's parents, will evaluate and revise the action plan above to include referrals or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the Academy will make mandatory referral to the court program as required by the New Jersey Administrative Office of the Courts. The school will make contact with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with N.J.S.A 18:A, compelling attendance at school, and other applicable State and Federal statutes, as required.

Dress Code

The founders of the Academy believe that requiring students to wear school uniforms would contribute to the desired culture of the school. Therefore, it is **mandatory** uniforms be worn by all students daily. Student uniforms should be clean, pressed, and well cared for and the students should observe the practices of good personal hygiene.



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Robert Treat Academy School Uniform

<i>Boys' Uniform, Grades K-3</i>	Green trousers, green sweater with the logo, white polo shirts (both long/short sleeved) with school logo, green socks, green belt, approved black school shoes.
<i>Boys' Uniform Grades 4-8</i>	Khaki trousers, green sweater vest with the school logo, white long or short sleeve button down oxford cloth dress shirt, plaid necktie, green socks, black belt, approved black school shoes.
<i>Girls' Uniform Grades K-3</i>	Green plaid jumper with the school logo, white long or short sleeved blouse, green bow tie, green sweater with school logo, green socks or tights, approved black school shoes. Optional: Khaki pants and sweater vest with white shirt and tie may be worn from November to March only.
<i>Girls' Uniform Grades 4-8</i>	Green plaid skirt, white long or short sleeved blouse, plaid necktie, green sweater vest, green cardigan sweater with school logo, green socks or tights, approved black school shoes. Optional: Khaki pants and sweater vest with white shirt and tie may be worn from November to March only.
<i>Gym Uniform All Students</i>	White school t-shirt with logo, green shorts with logo, school approved socks. All students are required to wear sneakers with laces or Velcro closers. Sneakers with platform soles, wheels or mule type (backless) sneakers are not permitted.
<i>Footwear</i>	All students are required to wear school approved footwear - black tie or buckle shoes. Shoes are available from the school uniform supplier.

Students may not make any changes to the Academy's uniform. Hats or head coverings are not permitted in school. Exceptions required for religious or medical reasons must be discussed with the Principal. Jewelry, perfume, and make up are not permitted in school. All students will need a book bag or backpack. Students who bring their lunch to school will require a lunch box or a lunch bag.

All student property including clothing, outerwear (coats, hats, scarves, gloves, etc.) should be clearly marked with the student's name. Although the school maintains a lost and found, items can be kept only for a limited time. Students should not bring toys or games to school. The school is not responsible for lost or stolen personal property.

Harassment, Intimidation, and Bullying (HIB) Policy

The Academy prohibits all acts of harassment, intimidation, or bullying of a pupil. Harassment, intimidation, and bullying, like other disruptive violent behaviors, is conduct that disrupts both a pupil's ability to learn and the school's ability to educate its pupils in a safe and disciplined environment. HIB is defined as any gesture or written, verbal or physical act or any use of electronic communication (transmitted by an electronic device) that takes place on school property, at any school-sponsored event, or on a school bus and that:

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1. Is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, a mental, physical or sensory disability; or,
2. By any other distinguishing characteristic; and,
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts HIB may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents or patterns of intimidating or harassing behavior.

The HIB policy may impose consequences for acts of HIB that occur off school grounds, such as cyber-bullying. In all instance of HIB off school grounds, the consequences may only be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, and when the which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

A HIB complaint will be investigated will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the Academy's HIB Policy. This policy can be accessed on the Academy webpage at www.roberttreatacademy.org along with contact information for the Anti-Bullying Specialist/Coordinator.

Weapons and Dangerous Instruments

The Board of Trustees Policy regarding Weapons and Dangerous Instruments and State Law states that "any item known to be a weapon or any item used in such a way as to intimidate or physically harm another person is prohibited from being on school property." In addition the Academy prohibits imitation weapons and the Academy reserves the right to initiate and impose disciplinary action for conduct involving weapons. Given the changing political climate in schools across the nation, it is essential that our students learn that threatening language is not acceptable. Verbal comments, written notes, or gestures that include "shooting", "guns", "killing" or anything along those lines will not be tolerated. They will be taken seriously and dealt with accordingly. The Academy may have to consider police involvement in such instances.



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2013/2014 School Year

PARENTS OR GUARDIANS:

As any parent or guardian of a Robert Treat Academy student, I have read or have had the opportunity to read the *Code of Student Conduct* of the Robert Treat Academy. I have discussed with my child the necessity and importance of following the disciplinary guidelines and procedures as described in this booklet. I understand that a violation of these rules may result in disciplinary action, which may include suspension and/or expulsion depending on the seriousness of the offense.

STUDENT'S NAME (Print) _____

SIGNATURE _____ DATE _____

PARENT/GUARDIAN NAME (Print) _____

SIGNATURE _____ DATE _____

NOTICE: Failure to sign and return this page will not excuse any student, parent or guardian from adherence to the standards and expectations set forth in the Code of Student Conduct, nor will it prevent imposition of pupil discipline in accordance with the provisions of the Code and Academy policies and procedures.

**A copy of the Code of Conduct can be found on the school website:
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**Printed copies can be acquired in the main office.*