

Woodbine Elementary School Student Code of Conduct K-8



WOODBINE SCHOOL DISTRICT MISSION STATEMENT

The Woodbine Elementary School recognizes that each child is a unique individual; possessing talents, abilities, goals and dreams. We further recognize that each child can only be successful when we acknowledge all aspects of that child's life; addressing their needs, enhancing their intellect, developing character and integrity and uplifting their spirit. Finally, we recognize that individuals learn, grow, and achieve differently, and it is therefore critical that, as a district we provide a diversity of programs based on the Common Core Standards in order to build a foundation that prepares our students for college, the workplace and the community at large.

STUDENT CODE OF CONDUCT

Grades K - 8

PURPOSE

The purpose of this Student Code of Conduct is to acquaint students and parents/guardians with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference to daily routines and general procedures. We want you to know what is expected of you and what you can expect from your school. *This is our formal notification of the rules and procedures under which we operate.*

EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and the Board of Education all believe that pupils should commit themselves to learning and to the development of their unique potential. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences.

Therefore, we, the students, parents, teachers, administrators, and members of the Board of Education of Woodbine Elementary School expect all students to fulfill the behavioral expectations of the school community, and to:

1. Prepare mentally and physically for the process of learning.
2. Respect the person, property, and intellectual and creative products of others.
3. Take responsibility for their own behavior.
4. Use time and other resources responsibly.
5. Share responsibilities when working with others.
6. Meet the requirements of each course of study.
7. Monitor their own progress toward school objectives.
8. Communicate with parent(s) or legal guardian(s) and appropriate staff members.

STUDENT RESPONSIBILITIES

Below is a partial list of student responsibilities and expectations, equal in measure with their age and ability, which are necessary to improve the overall climate of the school.

1. Attend school on a regular basis.
2. Be on time to school and to all classes.
3. Come to class prepared with homework completed, pencil, paper, and textbooks.
4. Come to school properly attired.
5. Treat teachers, staff members, and fellow students with respect.
6. Establish pride in yourself by working to the best of your ability.

EXPECTATIONS FOR PUPIL CONDUCT

Students are expected to exhibit proper behavior at all times. Such actions as yelling, throwing things, profanity, insubordination, defiance, and disorderly or discourteous acts interrupt a proper educational atmosphere. We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school. We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Students are expected to show respect to all adults in the school. Insubordination and defiance of adult authority, or verbal and/or physical abuse of those adults employed in the school will not be tolerated and consequences will be assigned for these offenses. It is the students'

responsibility to obey school regulations and procedures and the school staff and administration that enforce them. This responsibility extends to student conduct to, during, and from school as well as in the building itself and on school grounds. Any unlawful act taking place on school grounds or buses before, during, or after school (e.g. athletic events, dances, etc.) not only makes the student subject to penalties which the courts prescribe, but may also result in suspension or dismissal from school.

STUDENT CODE OF CONDUCT

One very important goal of the school system is to develop positive and constructive student behavior. Thus, discipline must be administered with the goal of changing inappropriate behavior. All aspects of each case will be considered. Administration will conduct an investigation of reported incidents before assigning consequences.

Pupil discipline and code of conduct in the District will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

STANDARDS FOR BEHAVIOR

1. Students are required to attend school and arrive on time.

Inappropriate behavior may include, but not limited to:

- Truancy (unexcused absences)
- Lateness to class or school
- Cutting class/detention
- Leaving the building and/or school grounds without permission

2. Students are expected to conduct themselves in an orderly manner on the way to and from Woodbine Elementary School, during school hours (including lunch and recess) and in all activities and programs supervised by the school.

Inappropriate behavior may include, but not limited to:

- Misconduct going to or from school, on school grounds, buses, field trips, assemblies, clubs, dances, athletic games, etc.
- Theft
- Fighting
- Pushing and Shoving
- Use of Force
- Harassment, Intimidation, Bullying
- Sexual Harassment
- Property Damage/Vandalism
- Possession of a weapon
- Possession and/or use of a controlled dangerous substance, intoxicants, narcotics, or tobacco products
- Falsification
- Extortion
- Wrongful Entry
- Littering
- Gambling
- Arson and Exploding Devices
- Falsifying/Pulling Alarms
- Gang Involvement

3. Students are expected to demonstrate respectful behavior toward their teachers in and out of the classroom. Inappropriate behavior may include, but not limited to:

- Insubordination/Non-compliance with adult directions
- Failure to serve a teacher detention or an administrative detention (lunch or after school)
- Defiance
- Disrespect
- Threats (Verbal or Written)
- Inappropriate language towards staff and students
- Inappropriate behavior towards staff and students

4. Students are required to take the appropriate steps to pass all of their classes and to respect the rights of other students to learn.

Inappropriate behavior may include, but not limited to:

- Disrupting class or activities
- Unprepared for class
- Cheating, Forgery, or Plagiarism
- Not doing school work or homework

5. Students are required to follow all other school rules and procedures.

Inappropriate behavior may include, but not limited to:

- Bringing a paging device (beeper or cell phone) to school. Cell phones are allowed to be brought to school; they must be turned off and placed in the students' book bag, locker and/or classroom closet during school hours.
- Dress code violation
- Failure to wear seatbelt on school bus
- Misuse of computers and/or computer networks
- Any act that endangers yourself or others

POSSIBLE CONSEQUENCES

Inappropriate student behavior exhibited within a classroom, in the halls, lavatories, cafeteria, or any other area in the building or on the school grounds, will be dealt with accordingly. Students who fail to comply with the rules and regulations of Woodbine Elementary School will be referred to the Principal's Office and will receive necessary disciplinary action. Parents will be notified by letter or phone and, when necessary, parent conferences will be scheduled.

Disciplinary action will be taken for inappropriate behavior (consistent with due process) and may include, but not limited to, any of the possible consequences stated. In appropriate cases, discipline will be progressive, and take into account prior misconduct and consequences. Parents and students will be liable for illegal behavior by a student. When an unlawful act does occur, prosecution for illegal behavior will be to the fullest extent of the law. When it becomes necessary to administer discipline, the following measures will be used at administration's discretion:

- Detentions – teacher, lunch/recess, administrative, after school
- Parent conference
- Loss of cafeteria, technology or media center privileges
- Responsible Thinking Center (RTC)
- Out-of-School Suspension (OSS)
- Restricted Standing

- Expulsion
- Payment for damaged property
- Completion of an incident report to be filed with the police department
- Charges filed with the police department

Once a student has been referred to the administration, the administration will evaluate the situation and, in context of the student’s disciplinary history and the extent of his/her misbehavior, assign the appropriate disciplinary measures as needed. The administration reserves the right to interpret the Student Code of Conduct and assign consequences based upon individual situations and circumstances. For some incidents, immediate notification of the police and Cape May County Prosecutor’s Office could result in criminal charges.

Responsible Thinking Center

Students that receive an (RTC) placement will serve their placement during school hours. Any student receiving an RTC placement, for any reason, will not be permitted to attend any nonacademic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 school days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned to the RTC or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING – SCHOOL DAYS
1 st	5
2 nd	10
3 rd	15

OUT-OF-SCHOOL SUSPENSION

Suspension is the most severe punishment given by the school with the exception of expulsion, and is utilized when serious offenses are committed. When a student is suspended, the parents will be notified by phone and letter. A parent conference, on the phone or in person, with administration will be scheduled in order for the student to be re-admitted. Any student receiving an Out-of-School Suspension, for any reason, will not be permitted to attend any non-academic functions, any school functions or extracurricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 school days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - SCHOOL DAYS
1 st	5
2 nd	10
3 rd	15

RESTRICTED STANDING

Students will be placed on Restricted Standing if they are assigned an In-School or Out-of-School Suspension for any infraction. While on Restricted Standing, students will not be permitted to attend any

non-academic functions, any school functions or extra-curricular activities, before, during and/or after school hours, during the suspension period and for a period of 5 school days beginning the day the student returns to school/classroom and after their suspension period has been completed. (See below for a list of activities.) After the first offense when a student is assigned an In-School or Out-of-School Suspension, the restricted standing days increase to 10 days, 15 days, etc., with the possibility of the remainder of the school year, respectively.

OFFENSE:	RESTRICTED STANDING - SCHOOL DAYS
1 st	5
2 nd	10
3 rd	15

When a student is placed on Restricted Standing, he/she is excluded from:

- Attending any events during the school day and/or evening events associated with Woodbine Elementary School, including those not specifically listed below
- Any after school sponsored activities, events, practices, or games
- Field trips
- Field day
- Dances
- Clubs of any kind
- Student Government
- Peer Leaders
- National Junior Honor Society
- Play
- Rehearsals and practices of any kind
- Assemblies, academic and non-academic (Students on restricted standing will only be able to attend assemblies related to the Student Code of Conduct.)
- Any other extra-curricular activities, non-academic, academic and/or school functions offered by Woodbine Elementary School that have not been specifically mentioned.

DETENTION/REFLECTION PERIOD

The staff at Woodbine Elementary School believes that the Student Code of Conduct should not be as much punitive as it is corrective, for it is our duty to try to help every student learn to behave and interact in a socially acceptable manner. We would like to maximize the teachers’ time spent on instruction and minimize time spent on disciplining the disruptive elements present in the classroom. Corrective action will be taken to remedy inappropriate behaviors. The action is taken to help our students learn from their mistakes and/or poor choices.

Detentions/reflection periods may be assigned by the administration or teacher when it is deemed necessary to correct behavior that is interrupting the normal learning process. Detentions/reflection periods may be given for disciplinary infractions that a teacher feels are detrimental to the smooth operation of the classroom and/or school. In most cases, students will be given one day's notice before the detention is to be served. The teacher will contact the parent by phone or send the Parent Notice form home so that the parents/guardians will know that their child has detention. Please note the Parent Notice form will be sent home to inform the parents/guardians that there was a disciplinary infraction that occurred and when the detention will be served. A signature will be required for all Parent Notices. Parent Notices must be returned to school the next day. Failure of the students to remain for detention may result in further disciplinary action. The parents/guardians will be notified and a conference may be scheduled. If a student does not

return the Parent Notice signed, the teacher and/or administration may contact the parent/guardian by phone for confirmation they are aware of the incident(s) that occurred and the consequence(s) assigned.

Detentions/reflection periods will be scheduled from 2:30 PM – 2:45 PM, normally on the day following the infraction. Parents will receive either a written notice or phone notice of an impending detention. Additionally, lunch detentions can be assigned by administration or teachers on the same day as the infraction and/or on a future day. Any student that is given an administrative detention and is absent or goes home early on the assigned detention day will serve that detention on the day they return to school. Work or a reflection sheet will be assigned. Rules and regulations must be strictly adhered to or further disciplinary action will be taken. In the event a student does not attend the assigned detention on the designated day, the student will be required to serve that detention and may receive an additional detention.

Woodbine Elementary School

Student Code of Conduct Grades K - 8

KEY TERMS:

SW	STAFF WARNING
TD	TEACHER DETENTION (Requires Parent Notice Form)
PN	PARENT NOTICE (Parent notice form must be completed and a copy goes to admin.)
PC	PARENT CONFERENCE/CONTACT
AD	ADMINISTRATIVE DETENTION
ALD	ADMINISTRATIVE LUNCH DETENTION
G	GUIDANCE
N	NURSE
I&RS	INTERVENTION AND REFERRAL SERVICES
CSTM	CHILD STUDY TEAM MEETING
BA	BEHAVIORAL ASSESSMENT COMPLETED BY A CST MEMBER
RTC	RESPONSIBLE THINKING CENTER
OSS	OUT-OF-SCHOOL SUSPENSION
POL	POLICE NOTIFICATION
MPC	MANDATORY PARENT CONFERENCE
*	INVESTIGATING/TRACKING FOR HARRASSMENT, INTIMIDATION, BULLYING

ADDITIONAL INFORMATION:

- All consequences will be determined at the discretion of administration based on the situation.
- Administrative lunch detentions include lunch and recess in a designated room when possible.
- Multiple consequences will be assigned for multiple offenses.
- Only administration can assign an administrative lunch detention, administrative detention, responsible thinking center placement, out-of-school suspension, and restricted standing.
- Teachers must notify parents by parent notification, letter, or phone call for every teacher assigned consequence – teacher lunch and/or after school teacher detentions.
- Any staff member that observes an offense should assign a consequence per the code of conduct. This may be discussed with the administration.
- When holding parent conferences, the teacher is to explain the behavior(s) and reason for the consequence(s). The parent should be informed of possible future consequences for reoccurring behaviors.

STUDENT CODE OF CONDUCT – MATRIX - Grades K – 8
THE DISCIPLINE CODE APPLIES TO ALL STUDENTS AT ALL TIMES AT ALL SCHOOL ACTIVITIES.

Consequences can be more severe depending upon the situation. Additional offenses may result in a parent/guardian conference with the teacher, administration, CST, Guidance, and/or nurse. Some consequences may include exclusion from any activities involving an assembly, field trip, or buses.

<u>Grades K – 2</u>	<u>Grades 3 – 8</u>
CUTTING TEACHER DETENTION (TD)	
Additional offenses result in parent conferences.	
REDO OF INITIAL TD + 1 TD + PN	REDO OF INITIAL TD + 1 TD + PN
CUTTING ADMINISTRATIVE LUNCH DETENTION (ALD)	
Additional offenses result in parent conferences.	
REDO OF INITIAL ALD + 1 ALD + PN	REDO OF INITIAL ALD + 1 ALD + PN
CUTTING ADMINISTRATIVE DETENTION (AD)	
Additional offenses result in parent conferences	
REDO OF INITIAL AD + 1 AD + PN	REDO OF INITIAL AD + 1 AD + PN
DISRUPTIVE BEHAVIOR IN RTC	
REDO OF INITIAL RTC + PN + PC	REDO OF INITIAL RTC + PN + PC
REDO OF RTC + 1 ADDITIONAL RTC + PN+ PC	REDO OF RTC + 1 ADDITIONAL RTC + PN + PC
LEAVING CLASSROOM/ASSIGNED AREA WITHOUT PERMISSION	
This could include without a pass. Additional offenses may result in parent conferences, CST, or Guidance meeting. Student did not leave the building.	
1 TD + PN + PC	1 TD + PN + PC
2 TD + PN + PC	2 TD + PN + PC
LEAVING THE BUILDING WITHOUT PERMISSION	
1 ALD + G + PN + PC	2 ALD + G + PN + PC
2 ALD + G + PN + PC	1 RTC + G + PN + PC
1 RTC + G + PN + PC	2 RTC + G + PN + PC
2 RTC + G + PN + PC	3 RTC + G + PN + PC
LEAVING THE BUILDING AND SCHOOL GROUNDS WITHOUT PERMISSION	
ADMINISTRATION	ADMINISTRATION
1 RTC + POL + G + PN + PC	2 RTC + POL + G + PN + PC
2 RTC + POL + G + PN + PC	3 RTC + POL + G + PN + PC

INAPPROPRIATE DRESS

Student may return to class while waiting for appropriate attire to be provided by parent/guardian.

This will vary depending upon the situation and the discretion of the administration.

SW + PN + PC to include completion of Dress Code Violation Form	SW + PN + PC to include completion of Dress Code Violation Form
SW + PN + PC to include completion of Dress Code Violation Form	SW + PN + PC to include completion of Dress Code Violation Form
1 AD + PN + PC	1 AD + PN + PC

INDECENT EXPOSURE

Intentional exposure of part of one's body in a place where such exposure is likely to be an offense against the generally accepted standards of decency.

2 ALD + PN + PC	1 RTC + G + PN + PC
2 ALD + 1 AD + 1 ALD + PN + PC	2 RTC + G + PN + PC
1 RTC + PN + PC	3 RTC + G + PN + PC

FOOD ALTERCATION IN THE LUNCH ROOM

This could include but not limited to throwing food, continuously taking others' food, ruining others' food.

SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC
1 ALD + PN + PC	1 RTC + PN + PC

INAPPROPRIATE BEHAVIOR DURING A FIRE DRILL

Parent notices and contact/conferences may occur along with the student warning depending on the severity of the situation.

SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC

INAPPROPRIATE BEHAVIOR IN THE HALLWAY

This could include, but not limited to, running and yelling.

Consequences to be administered by staff that observed behavior.

Parent notices and contact/conferences may occur along with the student warning depending on the severity of the situation.

SW	SW
1 TD + PN + PC	1 TD + PN + PC

INAPPROPRIATE/DISRUPTIVE BEHAVIOR DURING AN ASSEMBLY

This could include, but not limited to, excessive talking and yelling.

Parent notices and contact/conferences may occur along with the student warning depending on the severity of the situation.

SW	SW
1 TD + PN	1 TD + PN + PC

INAPPROPRIATE/DISRUPTIVE BEHAVIOR ON A FIELD TRIP	
SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC

INAPPROPRIATE/DISRUPTIVE BEHAVIOR ON A SCHOOL BUS	
1 st Offense - Suspended from the next trip/ event involving the bus	
2 nd Offense - Suspended from the next 2 trips/events involving the bus	
3 rd Offense – Suspended from any and all trips/events involving the bus for the remainder of the year	

INAPPROPRIATE BEHAVIOR IN CLASSROOM/CAFETERIA	
<p>This could include, but not limited to, actions generally disrupting the learning activities taking place such as excessive noise, throwing things, distractive actions, and comments. Parent notices and contact/conferences must occur along with the student warning. Conference should take place if the student continues to display inappropriate behavior in the classroom/cafeteria.</p> <p>For lunch/recess incidents, they will first be reported to the classroom teacher. An On-the-Spot Intervention will be conducted by the teacher to determine if classroom consequences and/or teacher involvement can suffice or if incident was more severe and should be brought to the administration.</p>	
SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC
2 TD + PN + PC	2 TD + PN + PC
Additional TD at teacher discretion this could include parent conferences.	Additional TD at teacher discretion this could include parent conferences.

*INAPPROPRIATE BEHAVIOR TOWARDS STUDENTS - CLASSROOM/CAFETERIA	
<p>This could include, but not limited to, throwing items towards and/or at a student, spitting, mocking, and gestures of any kind. Parent notices and/or conferences may occur along with the student warning depending on the severity of the situation.</p> <p>For lunch/recess incidents, they will first be reported to the classroom teacher. An On-the-Spot Intervention will be conducted by the teacher to determine if classroom consequences and/or teacher involvement can suffice or if incident was more severe and should be brought to the administration.</p>	
SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC
2 TD + PN + PC	2 TD + PN + PC
Additional TD at teacher discretion + PC	Additional TD at teacher discretion + PC
ADMINISTRATION	ADMINISTRATION

***INAPPROPRIATE LANGUAGE/STATEMENTS TOWARDS STUDENTS/CAFETERIA**

This could include, but not limited to, verbal and/or statements that imply physical harm, name calling, and profanity. Parent notices and contact/conferences must occur along with the student warning depending on the severity of the situation and if the student continues to show inappropriate behavior in the cafeteria. Conferences should take place if the student continues to use inappropriate language/statements towards students in the cafeteria.

For lunch/recess incidents, they will first be reported to the classroom teacher. An On-the-Spot Intervention will be conducted by the teacher to determine if classroom consequences and/or teacher involvement can suffice or if the incident was more severe and should be brought to the administration.

SW + PN + PC	SW + PN + PC
1 TD + PN + PC	1 TD + PN + PC
2 TD + PN + PC	2 TD + PN + PC
Additional TD at teacher discretion + PC	Additional TD at teacher discretion + PC
ADMINISTRATION	ADMINISTRATION

***INAPPROPRIATE LANGUAGE/STATEMENTS TOWARDS STAFF (Verbal or Written)**

This could include, but not limited to, verbal and/or written form, written statements, profanity, and name calling at a staff member.

ADMINISTRATION	ADMINISTRATION
2 AD + G + PN + PC	1 RTC + G+ PN + PC
2 ALD + 2 AD + G + PN + PC	2 RTC + G + PN + PC
1 RTC + G PN + PC	3 RTC + G + PN + PC

***INAPPROPRIATE BEHAVIOR TOWARDS STAFF**

This could include, but not limited to, gestures of any kind, spitting, mocking, and/or throwing items towards a staff member.

ADMINISTRATION	ADMINISTRATION
2 AD + G + PN + PC	1 RTC + G+ PN + PC
1 RTC + G + PN + PC	2 RTC + G + PN + PC
2 RTC + G + PN + PC	3 RTC + G + PN + PC

***PHYSICAL CONTACT OF A STUDENT**

This could include deliberate hitting, slapping, kicking, biting, punching, and/or scratching. All incidents will require all students involved to see the nurse and consequences may be more severe depending on the situation.

An On-the-Spot Intervention will be conducted by the teacher to determine if classroom consequences and/or teacher involvement can suffice or if incident was more severe and should be brought to the administration. Parent contact is required for each incident.

TD if not severe based on investigation + PN + PC	TD if not severe based on investigation + PN + PC
ADMINISTRATION	ADMINISTRATION

*PHYSICAL CONTACT OF A STAFF MEMBER	
This could include, but not limited to, any aggressive touching of a staff including hitting, slapping, kicking, biting, punching, and scratching.	
ADMINISTRATION	ADMINISTRATION
RTC + PN + PC + POL + I&RS + BA + G	Up to 3-5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

*THREATENING A STAFF MEMBER	
This could include, but not limited to, any aggressive statement or act that implies physical harm to a staff member, flinching, raising your fist, and threatening gesture.	
Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 5-10 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

*THREATENING A STUDENT	
This could include, but not limited to, verbal, written, electronic. Any statement or comment implying physical harm and/or danger to a person or property including words such as, but not limited to, kill, murder, stab, and shoot.	
Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 3-5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

*TERRORISTIC THREATS TOWARD STUDENTS, STAFF OR SCHOOL	
Via hit lists, bomb threats (verbal, written, electronic). Consequences depending on severity of threat which could include Executive Director and/or BOE hearing.	
Up to 4 RTC + PC + POL + G + I&RS + BA + PN	Up to 5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction
Up to 5 RTC + PN + PC + POL + I&RS + BA + G	Days 5 - 10 of OSS = Home Instruction

*SHOVING AND/OR PUSHING IN THE CLASSROOM, HALLWAY, AND/OR IN THE CAFETERIA/RECESS AREA	
This could include, but not limited to, a shove/push back and forth between students. This does not result in a full fight. Consequence to be given by staff member who witnesses incident. Incidents may require all students involved to see the nurse. For lunch/recess incidents, they will first be reported to the classroom teacher. An On-the-Spot Intervention will be conducted by the teacher to determine if classroom consequences and/or teacher involvement can suffice or if incident was more severe and should be brought to the administration. Parent contact is required for each incident.	

1 TD + PN + PC	1 TD + PN + PC
2 TD + G + PN + PC	2 TD + G + PN + PC
ADMINISTRATION	ADMINISTRATION

*INSTIGATING A FIGHT	
This could include an on-the-spot intervention, but not limited to, the instigation to a fight or not.	
1 TD + PN + PC	1 TD + PN + PC
ADMINISTRATION	ADMINISTRATION

*FIGHTING	
This could include, but not limited to, the altercation continuing back and forth.	
All incidents will require all students involved to see the nurse.	
Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 3-5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

INSUBORDINATION/NON-COMPLIANCE WITH ADULT DIRECTIONS	
Student resisting compliance with an adult. Teacher assigns a detention. Parent contact is required for each offense.	
1 TD + PN + PC	1 TD + PN + PC
Additional TD at teacher discretion + PN + PC	Additional TD at teacher discretion + PN + PC

GROSS INSUBORDINATION	
This could include, but not limited to, the student continues to be insubordinate after discipline has been assigned. The student will be required to complete the discipline assigned for Insubordination/Non-Compliance by the classroom teacher as well.	
Up to 5 RTC + PN + PC	Up to 5 OSS or other OSS AND/OR RTC + PN + PC Days 5 - 10 of OSS = Home Instruction

HARASSMENT, INTIMIDATION, AND BULLYING

In order for a HIB to be confirmed the following policy must be followed. If there is no #1 or #2 below then it is not HIB and consequences should be assigned based on the code of conduct. This could include inappropriate behavior or language towards another student.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; **or**
2. By any other distinguishing characteristic; **and that**
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; **and that**
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; **or**
5. Has the effect of insulting or demeaning any pupil or group of pupils; **or**
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil’s history of problem behaviors and performance.

The consequences may include, but are not limited to, admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to disciplinarian, in-school suspension, out-of-school suspension (short-term or long-term), reports to law enforcement or other legal action, expulsion, and participating in school district sponsored programs.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

SEXUAL HARASSMENT	
This could include, but not limited to, grabbing, touching, pulling on clothing, and inappropriate touching of another person (student and/or staff member). Consequences based on policy along with developmental age and maturity.	
Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

DAMAGE TO PROPERTY/VANDALISM – SCHOOL BUILDING/GROUNDS	
Damages must be paid for all incidents. Possible police notification.	
ADMINISTRATION	ADMINISTRATION

DAMAGE TO PROPERTY/VANDALISM – CLASSROOM ITEMS	
Damages must be paid for all incidents.	
SW + PN + PC	1 TD + PN + PC
1 TD + PN + PC	2 TD + PN + PC

STEALING/THEFT – SCHOOL/CAFETERIA ITEMS	
Items must be replaced or returned. Possible police notification.	
Administration will determine if item is considered a school or classroom item.	
1 AD + PN + PC	2 AD + PN + PC
2 AD + PN + PC	3 AD + PN + PC
3 AD + PN + PC	1 RTC + PN + PC

STEALING/THEFT – CLASSROOM ITEMS	
Items must be replaced or returned.	
Administration will determine if item is considered a school or classroom item.	
SW + PN + PC	1 TD + PN + PC
1 TD + PN + PC	2 TD + PN + PC

POSSESSION OF INAPPROPRIATE READING MATERIAL	
This could include, but not limited to, materials that include weapons or sexual language and/or photographs.	
SW + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP	1 TD + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP
1 TD + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP	1 AD + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP

CHEATING, PLAGIARISM, OR FORGERY

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

1 TD + PN + PC	1 TD + PN + PC
2 TD + PN + PC	2 TD + PN + PC
2 ALD + PN + PC	2 AD + PN + PC
3 ALD + PN + PC	3 AD + PN + PC
1 RTC + PN + PC	1 RTC + PN + PC
2 RTC + PN + PC	2 RTC + PN + PC

POSSESSION/USE OF A PRESCRIPTION AND/OR OVER-THE-COUNTER MEDICINE on school property or at an event associated with CES (Examples of medication include but are not limited to: aspirin, ibuprofen, Tylenol, cough syrup, cough drops, etc.) Contact the nurse in all cases.

ADMINISTRATION	ADMINISTRATION
SW + PN + PC	SW + PN + PC
1 AD + PN + PC	1 AD + PN + PC
1 RTC + PN + PC + G	1 RTC + PN + PC + G

POSSESSION AND/OR USE OF TOBACCO PRODUCTS ON SCHOOL GROUNDS

ADMINISTRATION	ADMINISTRATION
1 AD + PN + PC	1 RTC + G + PN + PC
2 AD + G + PN + PC	2 RTC + G + PN + PC
1 RTC + G + PN + PC	3 RTC + G + PN + PC

POSSESSION AND/OR USE OF A LIGHTER/MATCHES

ADMINISTRATION	ADMINISTRATION
1 RTC + G + PN + PC	1 RTC + G + PN + PC
2 RTC + G + PN + PC	2 RTC + G + PN + PC

POSSESSION AND/OR USE OF INTOXICANTS OR NARCOTICS OR CONTROLLED DANGEROUS SUBSTANCES ON SCHOOL GROUNDS

NJ statute procedures will be followed.

Consequences could include Superintendent and/or BOE hearing.

Up to 5 RTC + PN + PC + POL + I&RS + BA + G	Up to 5-10 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction
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USE, ABUSE OR UNDER THE INFLUENCE OF INTOXICANTS OR NARCOTICS OR CONTROLLED DANGEROUS SUBSTANCES ON SCHOOL GROUNDS

NJ statute procedures will be followed.

Consequences could include Superintendent and/or BOE hearing.

Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction
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POSSESSION OF WATER PISTOL/TOY WEAPON (NOT USE OF) Any object that IS NOT easily mistaken for a real weapon. Consequences depending on severity.	
ADMINISTRATION	ADMINISTRATION
1 AD + PN + PC	2 AD + PN + PC
2 AD + PN + PC	3 AD + PN + PC
1 RTC + PN + PC	1 RTC + PN + PC
2 RTC + PN + PC	2 RTC + PN + PC

POSSESSION OF A LOOK-ALIKE WEAPON SUCH AS A WATER PISTOL/TOY WEAPON (NOT USE OF) Any object that IS easily mistaken for a real weapon. Consequences depending on severity.	
ADMINISTRATION	ADMINISTRATION
Up to 3-5 RTC + PN + PC + POL + I&RS + BA + G	Up to 3-5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

POSSESSION OF AN AUTHENTIC GUN AND/OR WEAPON Consequences depending on severity of threat which could include Superintendent and/or BOE hearing.	
Up to 5 RTC + PN + PC + POL + I&RS + BA + G	Up to 5 OSS or other OSS AND/OR RTC + PN + PC + POL + I&RS + BA + G Days 5 - 10 of OSS = Home Instruction

UNACCEPTABLE OR INAPPROPRIATE USE OF COMPUTER EQUIPMENT To include Internet, desktop functions and vandalism.	
10-day suspension from computer use for EACH offense + PN + PC Financial restitution or replacement may be required.	10-day suspension from computer use for EACH offense + PN + PC Financial restitution or replacement may be required.

POSSESSION AND USE OF ELECTRONIC DEVICES

A student who brings a remote activated paging device on the school property (whether school is in session or not) is violating both a school rule and the New Jersey State Law 2C:33-19. A student who brings a remote activated paging device to school may be subject to consequences from the school as well as law enforcement authorities.

Cell phones, radios, headsets, cassettes, CD players, MP3 players, laser pointers, and other types of electronic devices are not permitted to be used in the school building. Such devices will be confiscated and the students will be subject to the consequences for breaking school rules.

Parents/guardians are required to come to the school and pick-up any confiscated items. In the event that the parent/guardian is unable to pick-up the phone, any person listed on the emergency card can pick-up the phone. The person must be over 18.

Any confiscated items will not be given back to the student.

Device should be brought to the Main Office after dismissal, only after a parent has been contacted and someone will be picking up the device.

SW + TEACHER CONFISCATES ITEM + GIVES BACK TO STUDENT AFTERSCHOOL	SW + TEACHER CONFISCATES ITEM + GIVES BACK TO STUDENT AFTERSCHOOL
SW + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP	SW + TEACHER CONFISCATES ITEM + PN + PARENT PICK-UP
1 TD + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP	1 TD + TEACHER CONFISCATES ITEM + PN + PC + PARENT PICK-UP
	ADDITIONAL TD AT TEACHER DISCRETION

LATE TO CLASS WITHOUT A PASS – GRADES 5-8

CLASSROOM TEACHER WILL CALL STUDENT’S PREVIOUS TEACHER TO CONFIRM

NA	1 TD + PN + PC
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CUTTING CLASS

NA	1 TD + PN + PC
	2 TD + PN + PC
	2 AD + PN + PC
	1 RTC + PN + PC
	ADMINISTRATION

SELLING ITEMS OF ANY KIND IN SCHOOL

Consequence severity depends upon the items that are being sold.

ADMINISTRATION	ADMINISTRATION
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INAPPROPRIATE USE OF PHONES OR CAMERAS Administration will determine if the incident is inappropriate and determine if a teacher detention will suffice.	
TEACHER	TEACHER
ADMINISTRATION	ADMINISTRATION

GANG INVOLVEMENT OR ACTIVITY Possible police notification.	
NA	ADMINISTRATION

TRUANCY Excessive truancy will result in court action.	
ADMINISTRATION	ADMINISTRATION

POSSESSION OF AN EXPLOSIVE Including but not limited to firecrackers.	
ADMINISTRATION	ADMINISTRATION

TARDINESS	
<u>Grades PK – 5</u>	
Number of Tardy Incidents	Consequences
1-3 Incidents	Verbal warning (parent/guardian notified)
4-6 Incidents	Written warning
7+	Parent conference with attendance committee
12 Incidents	This shall equate to one unexcused absence
<u>Grades 6 – 8</u>	
Number of Tardy Incidents	Consequences
1-3 Incidents	Verbal warning (parent/guardian notified)
4-6 Incidents	Written warning and Administrative detention (30 minutes). The student shall be notified 24 hours in advance of the detention and the detentions shall be served after school for each incident of tardiness. Skipped detentions will be addressed as per the Student Code of Conduct. (see attached)
7+	Parent conference with attendance committee and Administrative detention (1 hour) for each incident of tardiness
12 Incidents	This shall equate to one unexcused absence