

WASHINGTON TOWNSHIP ELEMENTARY SCHOOL

STUDENT CODE OF CONDUCT

Infraction	Occurrence				
	1 st	2 nd	3 rd	4 th	5 th
I. Class Contact Time					
A. Leaving class without permission	Parent Contact 1 Teacher Detention	Parent Contact 1 Teacher Detention	Parent Contact 1 Admin Detention	Parent Contact 2 Admin Detention	Parent Contact 1 day external suspension
B. Leaving the school grounds or site of school activity without permission	Parent Contact 1 day external suspension	Parent Contact 2 day external suspension	Parent Contact 3 day external suspension		
C. Misbehavior in restroom	Warning Restroom Restriction w/escort	1 Teacher Detention	1Teacher Detention	1 Admin Detention	
II. General Student Behavior					
A. General misconduct including, but not limited to, disruption of school activities, excessive noise, throwing objects, distracting actions or comments, inappropriate language.	To be handled by the classroom teacher with referrals to the Guidance Counselor and Administration, when necessary.				
B. Physical displays of affection on school property	Parent Contact Teacher/Admin Warning	Parent Conference Teacher/Admin Detention	Parent Conference 2 Teacher/Admin Detentions		
C. Dress Code Violation	<u>1st Offense</u> Warning Parent Contact		<u>2nd Offense</u> Warning Parent Contact		<u>3rd and other offenses</u> Parent Contact 1 Admin Detention
	Note: Student will be dressed in proper clothing before returning to class				
D. Acceptable Use of Technology/Internet Agreement Violation	• Detentions and/or suspension • Parent Conference • Loss/Limitation of access to computer use • Legal action may be necessary if infraction is considered to be of very serious nature.				
E. Possession and/or playing of electronics, etc.	Admin. Warning	Confiscation 1 Teacher Detention	Confiscation Parent Conference 1 Admin Detention	Parent Conference 2 Admin Detentions	
F. Possession of a cell phones (outside of book bag WITHOUT permission)	Confiscation Parent Contact Warning	Confiscation Parent Contact Detention	Confiscation Parent Contact 2 Admin Detentions		
	Note: At third confiscation, students will lose cell phone privileges				

G. Cell phone usage during school day. This includes all unauthorized devices.	Confiscation Parent Contact 1 Admin Detention	Confiscation Parent Contact 2 Admin Detentions	Confiscation Parent Contact 1 Day Suspension		
	Note: At third confiscation, students will lose the privilege of bringing devices to school				
H. Possession or use of cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property.	• Confiscation • Parent Conference/Contact • 1-5 Days External Suspension				
	Note: Item will be confiscated and returned ONLY to parent				
I. Possession of fireworks.	• Parent Conference/Contact • Referral made to local authorities • 3 Days External Suspension				
J. Setting off fireworks, smoke bombs, etc.	• Parent Conference/ Contact • Referral will be made to local authorities • 5 Days External Suspension				
K. Tampering with fire extinguisher.	• Parent Conference/Contact • Restitution and/or Repair and/or Detention(s), or Suspension				
L. Failure to report to teacher detention.	Parent Contact 2 Teacher Detentions	Parent Contact 2 Admin Detentions	Parent Contact 1 Suspension		
M. Disruptive behavior in class.	Teacher Warning	Parent/ Teacher Contact	Parent Contact Teacher Detention	Parent Contact 1 Admin Detention	Parent Conference 2 Admin Detentions
N. Chewing gum.	To be handled by the classroom teacher				
O. Destruction of school or individual's property.	• Parent Conference/Contact • Restitution and/or Repair • Detention(s), or Suspension				
P. Taking the property of the school or an individuals without permission of owner	• Parent Contact/Conference • External Suspension • <i>and</i> the return and/or restitution for stolen property				
Q. Threats or pressure to take property of others	• Parent Contact/ Conference • External Suspension • Possible HIB investigation				

R. Causing public alarm	• Parent Contact/ Conference • 1-10 Days Internal/External Suspension • Charges filed with local police authorities • Follow Board Policy
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III. Infractions against the person

All acts of violence, whether contained in the following section of infractions or not, will not be tolerated. In addition, the student misconduct may be so serious in nature as to require further disciplinary action such as long-term suspension and/or referral to civil authorities.

A. Possession of Weapon (other than firearm) or Toy Weapon (used in a threatening manner).	• In or Out of School Suspension for 1-5 days; Mandatory parent conference with guidance counselor/principal; this offense may result in an alternate placement or a disciplinary hearing before the Board of Education; the weapon will be confiscated and a referral will be made to the local authorities. • Refer to Addendum: Procedure for Student Threat Assessment.			
B. Possession and/or Use of Firearms	• Any pupil in possession of and/or committing a crime using a firearm on school property, on a school bus, or any school sponsored function shall be immediately removed from the school’s general education program for a period of not less than one calendar year, and placed on an alternative education school or program depending on a Board of Education hearing. • Refer to Addendum: Procedure for Student Threat Assessment. • Immediate notification of local authorities.			
	<i>The New Jersey Administrative Code includes in its definition of a firearm “any device or instrument in the nature of a weapon from which may be fired or ejected any solid projectile, slug, pellet, missile or bullet, or any gas vapor, or any other noxious thing.</i>			
<i>Note: * In cases involving threats of physical violence in which use of a weapon is either implied or present, the parent must be contacted, the local police authorities must be notified, and the student must be referred immediately to the local crisis center to be seen by a physician, preferably a psychiatrist, to determine if the pupil poses harm or threat to himself/herself or others. This is a precondition to the student’s re-admittance to school. Refer to Addendum: Procedure for Student Threat Assessment.</i>				
C. Physically violating the rights of others. Including, but not limited to, shoving, pushing, poking, (spontaneous roughhousing)	Parent Contact Lunch Detention	Parent Contact 1 Detention	Parent Contact 2 Admin Detentions	Parent Contact 1-3 days external suspension
D. Fighting or provoking willful intent to do harm	Parent conference/contact 1-3days external suspension	Parent conference/contact 3-5 days external suspension	Parent conference/contact 10 days external suspension	

E. Harassing, intimidating, or bullying (including cyber bullying) another student as defined in policy 5512.1 via constant putdowns, ** threats, discriminatory pr prejudicial remarks or acts. This includes inappropriate comments, or behavior which demeans the race, ethnicity, religion, gender, or sexual orientation of another student, as well as any form of hazing.	Follow District HIB Protocol		
F. Disrespect or defiance of authority	<i>Teacher After School Detention</i>	<i>Administrative After School Detention</i>	<i>Suspension</i>
G. Inappropriate Sexual Contact/ Lewdness	• Parent Conference • <i>Detentions or 1-5 days suspension (depending on the severity of the circumstances)</i> • Possible HIB Investigation		
H. Illegal sexual contact, including but not limited to grabbing, touching intimate parts of another individual’s body	• Parent Conference • <i>1-10 days of external suspension</i> • Referral for counseling services • Immediate reporting of incident to local police authorities. • Possible HIB Investigation		
<i>Note: * Should the nature and gravity of a single act of violence and/or harassment be deemed of a very serious nature, the administration reserves the right to place a student in an alternative educational program or be brought before the Board of Education for a disciplinary hearing.</i>			
IV. Violation of the following rules will initiate immediate referral to the administration, followed by immediate external suspension.			
A. Assault upon a school official/staff member. Student attempts to cause or purposely, knowingly, or recklessly causes bodily injury to a school district employee with a weapon or attempts physically to put a school district employee in fear of serious bodily injury. Such an assault may have been committed even without an actual physical touching of the school district employee.	• <i>Immediate external suspension</i> • Notification of local police authorities.		

B. Pulling a fire alarm without cause, and/or making telephone threats, which affect school/students' safety (i.e.; bomb threats); starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate.	• <i>Immediate external suspension</i> • Possible Board of Education discipline hearing • Charges will be filed with the local authorities when the infraction is in violation of local, state or federal law
C. Terroristic threats against staff, students and/or facility	• <i>Immediate external suspension</i> • Possible Board of Education discipline hearing • Referral to the WT Police Department

V. Administrative Rights at the Elementary Level

In all infractions not involving a firearm as defined by Policy 8467 and Regulation 8467, the administration reserves the right to impose lesser or greater penalty at any time, based upon the circumstances surrounding the particular infraction, including but not limited to, factors such as developmental age, prior disciplinary infractions, and recommendations of the School Resource Officer and/or local law enforcement.

Nothing within the section shall conflict or be construed to conflict with New Jersey and federal law dealing with the special discipline rules for serious offenses where additional procedures and rules apply. See N.J.S.A. 18A:37-2.1 et seq.; U.S.C. 1400 et seq.

Adopted: 23 August 2016

Revised & Approved: 23 January 2018

ADDENDUM

Procedure for Student Threat Assessment

- The principal or designee will conduct an informal threat assessment if there is threat of a weapon or the student may be a threat to others. The informal assessment should determine the level of threat (vague or concrete/specific), if there is a plan, an identified weapon and access to the weapon, and reason for the threat.
- If the informal assessment yields a substantial threat, the principal or designee will contact Jefferson Washington Township Hospital Behavioral Health Services at 856-582-1419.
- The principal or designee will contact the parents of the student who made the threat to inform them of the situation and that the student is required to be assessed in order to return to school.
- The principal or designee will contact the parents of the threatened student(s) to inform them of the situation.
- The principal or designee then drafts an email with student name, student ID, and a brief statement including that Jefferson Washington Township Hospital was contacted for a threat assessment. This email should be sent to the following people:
 - Administrative Secretary to Assistant Superintendent for Student & Special Education Services
 - Special Education Bookkeeper
 - Assistant Superintendent for Student & Special Education Services
 - Director of Special Education
 - Director of Elementary Education or Director of Secondary Education
 - Superintendent
 - School Counselor
 - cc: CST Case Manager if student is a special education student/referred to special education