

## RESTORATIVE PRACTICES

Restorative practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013). The following is a partial list of recommended restorative practices that may be used when appropriate and when time and resources permit:

1. Mediation
2. Restitution
3. School Community Activities
4. Restore Relationships
5. Student Reflection and Goal Setting

## MIDDLE SCHOOL STUDENT CODE OF CONDUCT

Although the student code of conduct contains a listing of infractions, it is clearly intended not to be all-inclusive, since no list can be. It is also intended that the administration and/or the Board of Education have the power to administer discipline for any other offense which is in violation of what is deemed accepted standards of conduct for students in the Washington Township School District. The student code of conduct will be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory ability or disability or by any other distinguishing characteristic.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment, which is conducive to learning. This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior
2. Procedures to determine violations of rules
3. Consequences for such violations
4. Measures to foster a positive learning environment by restoring relationships

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority, and this code of conduct, extends to school sponsored functions at whatever location they are conducted. This also applies to events outside of school that negatively impact the school environment.

Each student is guaranteed the right:

1. To be heard;
2. To have fair and consistent rules; and
3. To due process procedures.

These student rights are accompanied by student responsibilities:

1. To attend school and classes regularly;
2. To respect school property; and
3. To refrain from conduct that disrupts or threatens to disrupt the learning of other students.

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness. The administration, through the Superintendent or his/her designee, and/or the Board of Education, reserves the right to follow different courses of action other than those listed. These courses of action may include a review and/or hearing by the Board of Education with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulation. In addition to or in lieu of any other disciplinary action taken, the administration reserves the right to have a Child Study Team evaluation conducted.

## HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the school's website. Individuals may report an alleged HIB to any staff member, or by requesting a Form A at the main office or by downloading it from the school's website.

If you have questions or concerns you may contact XXXX, Anti-Bullying Specialist or XXXX, Anti-Bullying Coordinator.

# Restorative Discipline

## Goals of the Restorative Code of Conduct

1. To prioritize learning and instruction
2. To promote mutual respect for all members of the school community
3. To ensure that students take full advantage of their educational opportunities
4. To create a safe environment for learning

Note: An \* indicates that the violation is found on more than one tier level.

### Tier 1: Minor Infractions

#### Disrupting the orderly educational process of self or others

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
*Lateness to class without a valid pass (per marking period) of less than two minutes.	Documented Warning	Documented Warning	1 Administrative Detention	1 Administrative Detention	A minimum of 2 Administrative Detentions
Physical displays of affection	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 2 Administrative Detentions
Dress Code Violation	Documented Warning	1 Administrative Detention	2 Administrative Detentions	1 Saturday School	A minimum of 1 Saturday School
*Minor Violation of Acceptable Use of Technology/ Internet Agreement	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 1 Saturday School
Eating or drinking outside assigned areas except for water	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 3 Administrative Detentions
Use or display of smart phones and other unauthorized electronic devices	Documented Warning	1 Administrative Detention	2 Administrative Detentions	1 Saturday School	A minimum of 1 Saturday School
*Disruptive behavior in class and/or during school day, including inappropriate language	Documented Warning	Documented Warning	1 Administrative Detention	2 Administrative Detentions	A minimum of 3 Administrative Detentions
Misuse/abuse of a pass	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	A minimum of 1 Saturday School	A minimum of 2 Saturday Schools	A minimum of 2 Saturday Schools
*Minor theft of property	Restitution and/or 2 Administrative Detentions/Restorative Practices	Restitution and/or 1 Saturday School/Restorative Practices			Refer to Tier 3 Infraction

### Tier 2: Intermediate Infractions

#### Devaluing the importance of school and classroom attendance

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
*Any lateness to class of more than 5 minutes will be considered a class cut.	2 Administrative Detentions	3 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 2 Saturday Suspensions
Lateness to school (per marking period)	Documented Warning	Documented Warning	1 Administrative Detention	1 Administrative Detention	A minimum of 2 Administrative detentions
Truancy due to cutting 4 or more classes in any given day.	1 Saturday School	1 Saturday School	2 Saturday Schools	7 hours of Saturday School	A minimum of 8 hours of Saturday School

Cutting Saturday School	4 hours of Saturday School	5 hours of Saturday School	2 Saturday Schools	7 hours of Saturday School	A minimum of 2 Saturday Suspensions
Cutting Saturday Suspension	Reschedule previous Saturday Suspension, 1 Saturday Suspension	Reschedule previous Saturday Suspension, 1 Internal Suspension	Reschedule previous Saturday Suspension, 2 Internal Suspensions	Reschedule previous Saturday Suspension, 3 Internal Suspensions	A minimum of 3 external suspensions
Leaving class without permission	2 Administrative Detentions	2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 1 Saturday Suspension
*Being in an unauthorized area	2 Administrative Detentions	2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 1 Saturday Suspension
*Disruptive behavior in class and/or during school day	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	1 Saturday School	1 Saturday Suspension	A minimum of 2 Saturday Suspensions
Disruptive behavior on the school bus	Administrative warning	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	1 Saturday School and/or loss of bus privileges (number of days to be determined)	1 Saturday Suspension and/or loss of bus privileges (number of days to be determined)
Disruptive behavior in Administrative Detention	1 Saturday School	2 Saturday Schools	1 Saturday Suspension	2 Saturday Suspensions	A minimum of 2 Saturday Suspensions
Failure to report to assigned detention	2 Administrative Detentions	2 Administrative Detentions	3 Administrative Detentions	3 Administrative Detentions	A minimum of 1 Saturday School
*Forgery and/or altering of a pass or document	1 Saturday Suspension	1 Internal Suspension	2 Internal Suspensions	2 External Suspensions	A minimum of 2 External Suspensions
*Destruction/tampering of school or individual's property	Restitution and/or repair, A minimum of 1 Administrative Detention	Restitution and/or repair, A minimum of 2 Administrative Detentions	Restitution and/or repair, A minimum of 1 Saturday School	Restitution and/or repair, A minimum of 1 Saturday Suspension	Restitution and/or repair, A minimum of 1 Saturday Suspension
Gambling and/or unauthorized profitmaking	A minimum of 1 Administrative Detention	A minimum of 2 Administrative Detentions	A minimum of 3 Administrative Detentions	A minimum of 1 Saturday School	A minimum of 1 Saturday School
Physically violating the rights of others including, but not limited to, shoving, pushing, poking, roughhousing	A minimum of 1 Saturday School	A minimum of 2 Saturday Schools	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions	A minimum of 2 External Suspensions
Disrespect towards school employee	2 Administrative Detentions	1 Saturday School	1 Internal Suspension		A minimum of 1 Internal Suspension

### Tier 3: Major Infractions

Engaging in unsafe, threatening or inappropriate behavior that may jeopardize the welfare of an individual or the school community

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Tuancy	1 Saturday School	1 Saturday School	2 Saturday Schools	3 Internal Suspensions	A minimum of 5 Internal Suspensions
Leaving the school grounds or site of school activity without permission	1 Saturday Suspension	2 Saturday Suspensions			A minimum 2 Saturday Suspensions
*Being in an unsafe unauthorized area (roof, etc.)	A minimum of 1 Saturday Suspension	1 Internal Suspension	2 Internal Suspensions	3 External Suspensions	A minimum of 4 External Suspensions
Removal from Saturday School	A minimum of 2 External Suspensions				A minimum of 2 External Suspensions
Disruptive behavior in Internal Suspension room	A minimum of 2 Saturday Suspensions	A minimum of 2 Internal Suspensions			A minimum of 2 Internal Suspensions
Inappropriate sexual conduct	A minimum of 2 External Suspensions				A minimum of 2 External Suspensions
Possession or use of cigarettes, tobacco products, matches, lighters, pipes, and/or any other	A minimum of 3 External Suspensions				A minimum of Internal External Suspensions

type of smoking or vaping paraphernalia on school property					
*Altering/false reporting/ forging of a document	1 Internal Suspension	2 Internal Suspensions			A minimum of 3 Internal Suspensions
*Destruction/tampering of school or individual's property	Restitution and/or repair, A minimum of 3 Internal Suspensions				Restitution and/or repair, A minimum of 2 Internal Suspensions and 2 External Suspensions
Major theft of property	Restitution and/or repair, A minimum of 3 Internal Suspensions				Restitution and/or repair, A minimum of 2 Internal Suspensions and 2 External Suspensions
<b>Fighting-</b> <i>Should the nature and gravity of a single act of violence be deemed a very serious nature, the administration reserves the right to place a student in an alternative education program pending a Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. A referral will be made to the WT Police.</i>	A minimum of 3 Internal Suspensions	A minimum of 4 External Suspensions			Subsequent referrals will result in immediate external suspension for a minimum of 10 days with a possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative education placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Parent conference with the Principal prior to re-admittance
Provoking a fight/altercation	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 External Suspensions
Aggressive or threatening acts against a student	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 External Suspensions
Aggressive or threatening acts against an employee	A minimum of 4 External Suspensions				A minimum of 4 External Suspensions
Defiance of school employee	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions			A minimum of 3 Internal Suspensions
Inappropriate language referencing a member of a protected group or someone with a distinguishing characteristic	A minimum of 1 Saturday School	A minimum of 1 Internal Suspension			A minimum of 1 Internal Suspension
Continuous disruption of the learning environment	A minimum of 1 Saturday School	A minimum of 1 Saturday Suspension	A minimum of 1 Internal Suspension	A minimum of 2 Internal Suspensions	A minimum of 2 External Suspensions
Sexual contact including, but not limited to, grabbing, touching intimate parts of another individual's body	A minimum of 4 External Suspensions				A minimum of 4 External Suspensions
*Major Violation of Acceptable Use Policy for Technology	Minimum 2 Internal Suspensions with possible supervision of network privileges				Contact authorities and revocation of network privileges

## Tier 4: Severe Infractions

Engaging in egregious and/or criminal activity in the school that could result in harm to the school community

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	Subsequent
Possession or use of fireworks, smoke bombs, etc.	Confiscation of Fireworks, Parent Conference, Referral will be made to local authorities, Minimum 4 Days External Suspension				
Tampering with fire extinguisher	Repair and/or restitution, A minimum of 1 Internal Suspension				Repair and/or restitution, A minimum of 2 External Suspensions
Causing public alarm	A minimum of 5 External Suspensions, Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Referral to WT Police				
Assault of a Student  Assault, as defined, in N.J.S.A. 2C: 12-1, and includes the intent to cause, or causing, bodily injury to another student(s), or attempts physically to put another student(s) in fear of serious bodily injury.	<ul style="list-style-type: none"> <li>Immediate External/Internal Suspension of 2 to 5 days</li> <li>A parent conference with Principal or Assistant Principal must be held prior to re-admittance</li> <li>Referral for counseling services</li> </ul>	<ul style="list-style-type: none"> <li>Immediate External/Internal Suspension for 4 to 7 days</li> <li>Parent conference with the Principal or Assistant Principal prior to re-admittance</li> <li>Administration may refer student to Child Study Team for consultation</li> </ul>	<ul style="list-style-type: none"> <li>Immediate External Suspension for a minimum of 10 days with a possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>Parent conference with the Principal prior to readmittance</li> </ul>		
Dating violence at school as defined in Policy 5519	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>Admin. Detention(s) and/or Saturday School and/or Saturday/Internal/External Suspension including referral for counseling services</li> <li>Parent Contact Referral to authorities if deemed appropriate*</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>Internal/External suspension including referral for counseling services</li> <li>Parent Contact/Conference Referral to authorities, if deemed appropriate*</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate remedial action</li> <li>External Suspension for a minimum of 4 days including referral for counseling services</li> <li>Parent Conference Referral to authorities, if deemed appropriate*</li> </ul>		
Sexual assault	<ol style="list-style-type: none"> <li>Parent Conference</li> <li>Immediate External Suspension - pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>Immediate reporting of incident to local police authorities</li> </ol>				
Possession or use of a weapon as defined in Regulation 8467	<ol style="list-style-type: none"> <li>External suspension pending a mandatory Board of Education hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>Parent Conference</li> <li>Confiscation of weapon by local authorities</li> <li>Referral to local authorities</li> <li>Refer to Addendum: Procedure for Student Threat Assessment</li> </ol> <p>NOTE: The Administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger</p>				
Possession and/or Use of Firearms, as per N.J.A.C. 6A:16-5.5	<ol style="list-style-type: none"> <li>Any pupil in possession of and/or committing a crime using a firearm on school property, on a school bus, or at 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 in an alternative education school or program pending a Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations.</li> <li>Refer to Addendum: Procedure for Student Threat Assessment</li> <li>Immediate notification of local authorities.</li> </ol> <p>NOTE: 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 other noxious thing"</p>				
Assault of employee or Board member without a weapon or firearm, as per N.J.A.C. 6A:16-5.7	<ol style="list-style-type: none"> <li>Immediate External Suspension pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>Notification of local police authorities</li> </ol>				
Assault of student, employee, or Board member with a weapon, as per N.J.A.C. 6A:16-5.6	<ol style="list-style-type: none"> <li>Immediate External Suspension, for a period of not less than one calendar year, pending Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>Notification of local police authorities</li> </ol>				

<p>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)</p>	<ol style="list-style-type: none"> <li>1. Immediate external suspension</li> <li>2. Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Charges will be filed with local authorities with the infraction is in violation of local, state, or federal law</li> </ol>				
<p>Terroristic threats against staff, students, and/or facility</p>	<p>A minimum of 5 external suspensions, Possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, Referral to WT Police</p>				
<p>Being under the influence of a substance as defined in Policy 5530, including alcoholic beverages, controlled dangerous substances (e.g., marijuana or other dangerous drugs) and/or inhalants. This includes possession of drug paraphernalia or vaping</p>	<ul style="list-style-type: none"> <li>• The student will be suspended from school for 10 days with 4 such days served externally and the remainder in Internal Suspension. The student will be subsequently referred to the Student Assistance Counselor Parents will be notified. A conference involving the Principal, student, parents, and counselor must take place prior to re-admittance to school. Referral to the WT Police (See below*)</li> </ul>	<ul style="list-style-type: none"> <li>• The student shall be externally suspended from school and placed on home instruction pending a BOE disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations Parents will be notified, and a parent conference will be held. Referral to the WT Police (See below*)</li> </ul>			
<p>Positive non-athletic random urine screening (subsequent to 1<sup>st</sup> occurrence under section IV- G above)</p>	<ol style="list-style-type: none"> <li>1. The student will be suspended for 10 days with 4 such days served externally and the remainder in Internal Suspension.</li> <li>2. The student will be referred to the Student Assistance Counselor.</li> <li>3. Parent(s)/Guardian(s) will be notified. A conference involving a building administrator, student, parents/guardians, and counselor must take place prior to re-admittance</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent(s)/Guardian(s) will be notified and a parent/guardian conference will be held</li> <li>2. The student shall be externally suspended and placed on homebound instruction pending a Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations</li> <li>3. Referral to the WT Police</li> </ol>			
<p>Possession of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530</p>	<p>The student will be required to undergo a urine screening as per Board of Education policy and attend a substance abuse prevention/intervention intake session as described above to determine if the student is also "under the influence." A parent/guardian conference will be held. The student will be externally suspended for a minimum of 10 days and placed on homebound instruction pending a possible Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. The matter will be referred to the WT Police</p>				
<p>Sale and/or distribution of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530</p>	<ol style="list-style-type: none"> <li>1. The student will be required to undergo a urine screening as per Board of Education policy and attend a drug prevention/intervention intake session to determine if the student is also "under the influence."</li> <li>2. A parent/guardian conference will be held.</li> <li>3. The student will be externally suspended and placed on homebound instruction pending a Board of Education disciplinary hearing with consideration for additional disciplinary sanctions, including without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations. The matter will be referred to the WT Police</li> </ol>				
<p>Unauthorized possession, distribution, and/or use of any medication</p>	<p>A minimum of 1 Internal Suspension, Possible referral to the WT Police</p> <p><b>NOTE:</b> Medication includes both prescription drugs and over the counter medicines including aspirin or nutritional supplements. If the medication is determined to be a substance as defined as Policy 5530, please refer to Section IV – G, I, J</p>				

## Discipline and Special Education

Administration may consider any unique circumstances on a case-by-case basis when determining whether disciplinary measures are appropriate for a child with a disability who violates a school code of student conduct.

To the extent that they also take such action for children without disabilities, administration may, for up to ten school days, remove a child with a disability who violates a code of student conduct from his/her current placement to an internal or external suspension in consultation with the student's case manager.

Once a child with a disability has been removed from his/her current placement for more than ten school days in the same school year, the district will determine if the behavior is a manifestation of the student's disability. If the behavior that violated the student code of conduct was not a manifestation of the child's disability, administration may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities. If the behavior is a manifestation of the student's disability, the disciplinary action cannot be imposed by district administration. Administration must determine if the student needs a functional behavioral assessment, behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not happen again. The child's IEP Team shall determine if the student needs an interim alternative educational setting. The student will receive educational services, participate in the general education curriculum and progress toward meeting the goals set out in the child's IEP.