

WASHINGTON TOWNSHIP ELEMENTARY SCHOOL  
**STUDENT CODE OF CONDUCT**

Infraction	Occurrence				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>I. Class Contact Time</b>					
A. Leaving class without permission	Parent Contact <i>1 Teacher Detention</i>	Parent Contact <i>1 Teacher Detention</i>	Parent Contact <i>1 Admin Detention</i>	Parent Contact <i>2 Admin Detention</i>	Parent Contact <i>1 day external suspension</i>
B. Leaving the school grounds or site of school activity without permission	Parent Contact <i>1 day external suspension</i>	Parent Contact <i>2 day external suspension</i>	Parent Contact <i>3 day external suspension</i>		
C. Misbehavior in restroom	<i>Warning</i> Restroom Restriction w/escort	<i>1 Teacher Detention</i>	<i>1 Teacher Detention</i>	<i>1 Admin Detention</i>	
<b>II. General Student Behavior</b>					
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 <i>Teacher/Admin Warning</i>	Parent Conference <i>Teacher/Admin Detention</i>	Parent Conference <i>2 Teacher/Admin Detentions</i>		
C. Dress Code Violation	<u>1<sup>st</sup> Offense</u> <i>Warning</i> Parent Contact		<u>2<sup>nd</sup> Offense</u> <i>Warning</i> Parent Contact		<u>3<sup>rd</sup> and other offenses</u> <i>Parent Contact</i> <i>1 Admin Detention</i>
	<i>Note: Student will be dressed in proper clothing before returning to class</i>				
D. Acceptable Use of Technology/Internet Agreement Violation	<ul style="list-style-type: none"> <li>• <i>Detentions and/or suspension</i></li> <li>• Parent Conference</li> <li>• Loss/Limitation of access to computer use</li> <li>• Legal action may be necessary if infraction is considered to be of very serious nature.</li> </ul>				
E. Possession and/or playing of electronics, etc.	<i>Admin. Warning</i>	Confiscation <i>1 Teacher Detention</i>	Confiscation Parent Conference <i>1 Admin Detention</i>	Parent Conference <i>2 Admin Detentions</i>	
F. Possession of a cell phones (outside of book bag WITHOUT permission)	Confiscation Parent Contact <i>Warning</i>	Confiscation Parent Contact <i>Detention</i>	Confiscation Parent Contact <i>2 Admin Detentions</i>		
	<i>Note: At third confiscation, students will lose cell phone privileges</i>				

G. Cell phone usage during school day. This includes all unauthorized devices.	Confiscation Parent Contact <b>1 Admin Detention</b>	Confiscation Parent Contact <b>2 Admin Detentions</b>	Confiscation Parent Contact <b>1 Day Suspension</b>		
	<b>Note: At third confiscation, students will lose the privilege of bringing devices to school</b>				
H. Possession or use of cigarettes, matches, pipes, E-cigarettes/vaping, or any other type of smoking paraphernalia on school property.	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parent Conference/Contact</li> <li>• <b>1-5 Days External Suspension</b></li> </ul>				
	<b>Note: In addition to the consequences listed, the administration will sign a complaint with local authorities against any student who is seen smoking/vaping and/or possessing any smoking/vaping paraphernalia inside the school building/school grounds or at a school sponsored event.</b>				
I. Possession of fireworks.	<ul style="list-style-type: none"> <li>• Parent Conference/Contact</li> <li>• Referral made to local authorities</li> <li>• <b>3 Days External Suspension</b></li> </ul>				
J. Setting off fireworks, smoke bombs, etc.	<ul style="list-style-type: none"> <li>• Parent Conference/ Contact</li> <li>• Referral will be made to local authorities</li> <li>• <b>5 Days External Suspension</b></li> </ul>				
K. Tampering with fire extinguisher.	<ul style="list-style-type: none"> <li>• Parent Conference/Contact</li> <li>• Restitution and/or Repair and/or <b>Detention(s), or Suspension</b></li> </ul>				
L. Failure to report to teacher detention.	Parent Contact <b>2 Teacher Detentions</b>	Parent Contact <b>2 Admin Detentions</b>	Parent Contact <b>1 Suspension</b>		
M. Disruptive behavior in class.	Teacher <b>Warning</b>	Parent/ Teacher Contact	Parent Contact <b>Teacher Detention</b>	Parent Contact <b>1 Admin Detention</b>	Parent Conference <b>2 Admin Detentions</b>
N. Chewing gum.	To be handled by the classroom teacher				
O. Destruction of school or individual's property.	<ul style="list-style-type: none"> <li>• Parent Conference/Contact</li> <li>• Restitution and/or Repair</li> <li>• <b>Detention(s), or Suspension</b></li> </ul>				
P. Taking the property of the school or an individuals without permission of owner	<ul style="list-style-type: none"> <li>• Parent Contact/Conference</li> <li>• <b>External Suspension</b></li> <li>• and the return and/or restitution for stolen property</li> </ul>				
Q. Threats or pressure to take property of others	<ul style="list-style-type: none"> <li>• Parent Contact/ Conference</li> <li>• <b>External Suspension</b></li> </ul>				

	<ul style="list-style-type: none"> <li>• Possible HIB investigation</li> </ul>
R. Causing public alarm	<ul style="list-style-type: none"> <li>• Parent Contact/ Conference</li> <li>• <b>1-10 Days Internal/External Suspension</b></li> <li>• Charges filed with local police authorities</li> <li>• Follow Board Policy</li> </ul>

### 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).	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Refer to Addendum: Procedure for Student Threat Assessment.</li> </ul>
B. Possession and/or Use of Firearms	<ul 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 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.</li> <li>• Refer to Addendum: Procedure for Student Threat Assessment.</li> <li>• Immediate notification of local authorities.</li> </ul> <p><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></p>

*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.*

C. Physically violating the rights of others. Including, but not limited to, shoving, pushing, poking, (spontaneous roughhousing)	Parent Contact <b>Lunch Detention</b>	Parent Contact <b>1 Detention</b>	Parent Contact <b>2 Admin Detentions</b>	Parent Contact <b>1-3 days external suspension</b>
D. Fighting or provoking willful intent to do harm	Parent conference/contact <b>1-3days external suspension</b>	Parent conference/contact <b>3-5 days external suspension</b>	Parent conference/contact <b>10 days external suspension</b>	

<p>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.</p>	<p>Follow District HIB Protocol</p>		
<p>F. Disrespect or defiance of authority</p>	<p><i>Teacher After School Detention</i></p>	<p><i>Administrative After School Detention</i></p>	<p><i>Suspension</i></p>
<p>G. Inappropriate Sexual Contact/ Lewdness</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• <i>Detentions or 1-5 days suspension (depending on the severity of the circumstances)</i></li> <li>• Possible HIB Investigation</li> </ul>		
<p>H. Illegal sexual contact, including but not limited to grabbing, touching intimate parts of another individual's body</p>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• <i>1-10 days of external suspension</i></li> <li>• Referral for counseling services</li> <li>• Immediate reporting of incident to local police authorities.</li> <li>• Possible HIB Investigation</li> </ul>		
<p><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></p>			
<p><b>IV. Violation of the following rules will initiate immediate referral to the administration, followed by immediate external suspension.</b></p>			
<p>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.</p>	<ul style="list-style-type: none"> <li>• <i>Immediate external suspension</i></li> <li>• Notification of local police authorities.</li> </ul>		

<p>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.</p>	<ul style="list-style-type: none"> <li>• <i>Immediate external suspension</i></li> <li>• Possible Board of Education discipline hearing</li> <li>• Charges will be filed with the local authorities when the infraction is in violation of local, state or federal law</li> </ul>
<p>C. Terroristic threats against staff, students and/or facility</p>	<ul style="list-style-type: none"> <li>• <i>Immediate external suspension</i></li> <li>• Possible Board of Education discipline hearing</li> <li>• Referral to the WT Police Department</li> </ul>

## 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  
 Revised & Approved: 29 January 2019



## REPORT OF THREAT ASSESSMENT

**Principal or Designee  
(Assistant Principal,  
Teacher in Charge,  
Supervisor)**

1. Conduct an informal threat assessment using the STAR if a student may be a threat to others or there is a threat of a weapon.
  - The STAR should determine the type of threat, if there is a plan, an identified weapon and success to the weapon, and reason for the threat.
2. If the STAR yields a substantial threat, contact the parent(s) of the student who made the threat to inform of the situation and explain the student is required to be formally assessed at Apple Counseling 259 Delsea Drive, Sewell, NJ 08080, 856-881-1666 in order to return to school.
  - Have parent the Release for Authorization form.
3. Send an email to with student name initials, student ID, and a brief statement including that Apple Counseling was contacted for a formal threat assessment. This email should be sent to the following people:
  - Superintendent
  - Assistant Superintendent for Student & Special Education Services
  - Administrative Secretary to Assistant Superintendent for Student & Special Education Services
  - Special Education Bookkeeper
  - Director of Elementary Education or Director of Secondary Education, depending on grade level
  - School Counselor and/or SAC
  - Director of Special Education, if appropriate
  - CST Case Manager, if appropriate



## Student Threat Assessment & Response (STAR)

Complete this form to document the student's threatening behavior:

Staff Name		Position	
School		Date	
<b>Information On Student Making Threat</b>			
Name of Student:		DOB:	Grade:
Special Education (if applicable)	SLD:	ED:	OHI: Other:
Diagnoses (if applicable):			
Is there a history of violent behavior in school?		Yes:	No: Unknown:
Is there a history of violent behavior away from school?		Yes:	No: Unknown:
Is there a history of discipline referrals?		Yes:	No: Unknown:
Other Information:			
<b>Information About The Threat</b>			
Date Threat Occurred:		Date Learned of Threat:	
Threat Reported By:		Location of Threat:	
What was reported? What student said or did to express a threat (use quotation marks to identify direct quotes):			
Information on Recipient(s) of Threat			
Has the intended recipient/victim(s) been identified?		Yes:	No:
Name(s) and grade(s)/title(s) of recipient/victims:			
Evaluation of Threat (Use these questions as the interview foundation; modify them and use additional questions and pages as needed.)			
<b>Student Interview</b>			
1) What happened today when you were .....(Refer to place of incident)?			
2) What exactly did you say? What exactly did you do? (Write down student's exact words)			
3) What did you mean when you said/did that? What was the intention of your behavior?			
4) How do you think (person who was threatened or targeted) feels about what you said/did? (See if student believes it frightened or intimidated the recipient of threat.)			
5) What was the reason you said/did that? (Find out if there is prior conflict or history to this threat)			
6) What are you going to do now that you have made this threat/behaved in threatening aggressive manner? (Does student intend to carry out threat, engage in aggressive behavior? Is student receptive to conflict resolution/apology?)			

Recipient / Witness Interview	
Recipient / target of threat	Witness to threat, but not recipient/target
Name:	Title / Grade:
1) What exactly happened today when you were... (refer to place of incident)?	
2) What exactly did (student perpetrator) say/do? (Write down student's exact words as reported by recipient/witness.)	
3) What do you think he/she meant when he/she said/did that?	
4) How did you feel when he/she said/did (reported behavior)? Are you concerned he/she might really do threatened behavior or repeat threatening aggressive behavior?	
5) What was reason why he/she said/did (reported behavior)?	

Recipient / Witness Interview	
Recipient / target of threat	Witness to threat, but not recipient/target
Name:	Title / Grade:
1) What exactly happened today when you were... (refer to place of incident)?	
2) What exactly did (student perpetrator) say/do? (Write down student's exact words as reported by recipient/witness.)	
3) What do you think he/she meant when he/she did said/did that?	
4) How did you feel when he/she said/did (reported behavior)? Are you concerned he/she might really do threatened behavior or repeat threatening aggressive behavior?	
5) What was reason why he/she said/did that?	



Characteristics of Student Threat			Recipient(s) of Threat		
Yes	No	Check appropriate box:	Yes	No	
		Reported the threat as a specific and plausible plan			Recipient(s) witnessed threat
		Wrote plans or a list			Recipient(s) previously harassed / bullied the student
		Repeated the threat over time.			
		Had or sought accomplices or made an invitation to an audience			
		Engaged in preparatory steps / rehearsal behavior			
		Weapon mentioned / depicted in threat / incident			
		Weapon possessed. Specify:			
		Weapon used in threat. Specify:			
		Implement used in threat. Specify:			
		Student & recipient(s) had prior conflict Within 24 hrs., > 1 day (circle all that apply)			
		Student previously harassed/bullied the recipient			
		Other. Specify:			
Type of Threat (Check type of threat & applicable circumstances below)					
<b>Transient Threat:</b> A transient threat does not express a lasting intent to harm someone and can be readily resolved.					
		Inappropriate statement / behavior not intended to be taken literally or as threatening.			
		Non-sustainable intent to harm and/or temporary anger that has been resolved.			
		Student expressed an understanding of the inappropriateness of his/her behavior			
		Student willing to or has apologized to recipient(s) of threatening statement / behavior.			
		Student willing to or has successfully engaged in a conflict resolution with recipient(s).			
		Other concerns:			
<b>Substantive Threat:</b> A substantive threat represents a possible continued risk of harm to someone beyond the incident.					
		Serious Substantive – threat to harm.			
		Very Serious Substantive – threat to kill, rape, inflict very serious injury. Threat with a weapon.			
		Student persists in threatening behavior.			
		Student denies threatening behavior, and there is concern that there may be a continued risk of harm to someone.			
		Student continues to harbor anger and refuses to engage in conflict resolution with recipient(s), and there is concern that there may be a continued risk of harm to someone.			
		Other concerns:			
Behavioral Concerns					
		Student has exhibited prior incident(s) of significant anger management difficulty.			
		Student has exhibited prior incident(s) of threatening behavior.			
		Student has exhibited prior incident(s) of physically aggressive / violent behavior.			
		Student has experienced significant social interaction difficulties.			
		Student has exhibited prior incident(s) of other behavior(s) of concern. Specify:			

<b>Safety Precautions and Interventions (check all that apply)</b>	
<b>Law Enforcement</b>	
	Law enforcement notified / consulted
	Law enforcement contact with student who made threat Consequence of legal action (questioning, detention, release into parent's custody):
	Law enforcement conducted investigation and/or search, (ex. search for weapons and firearms). Results of investigation/search:
	Other Law enforcement investigation (ex. student gang association / involvement). Specify:
<b>Parent / Recipient Notification</b>	
	Parents of student who made threat notified of threat.
	Recipient(s) of threat notified of threat.
	Parents of threat recipient(s) notified of threat.
<b>Special Services</b>	
	Student might be eligible for special education services, referred for CST evaluation.
	Student already receiving special education services, referred to CST team for review.
	Student referred to 504 Team.
	Student referred to I&RS Team.
	Other intervention(s). Specify:
<b>Mental Health</b>	
	TA Mental health assessment conducted by school-based staff.
	TA Mental health assessment conducted by outside agency / practitioner / consultant.
	Psychiatric Evaluation.
	Inpatient mental health services. Admission Date: Discharge Date:
	Day Program mental health services. Admission Date: Discharge Date:
	Outpatient mental health services (counseling/therapy with outside mental health provider). Date began:
	Other intervention(s). Specify:
<b>Disciplinary Action</b>	
	Parent conference. Date:
	Detention (# of days):
	In-School Suspension (# of days):
	Out of School Suspension (# of days): Return date:
	Other Disciplinary Action(s). Specify:
<b>Program / Placement Action</b>	
	Change in transportation.
	Home Instruction: Date Began: Date Ended:
	In-District Change.
	Out of District Placement.
	Other Placement. Specify:
<b>Student Intervention</b>	
	Conflict Resolution session.
	Safety-No Harm Contract.
	Alter schedule of student to increase supervision.
	Alter schedule of student to minimize contact with recipient.
	School-based counseling.
	Monitor student's peer interactions for harassment toward / by student.
	Other intervention(s). Specify:

