

# HIGH SCHOOL STUDENT CODE OF CONDUCT

(Regulation 5600; BOE Approval 6-28-16)

## Introduction

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 law or school district policy or procedures, or 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 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:

- Acceptable behavior and unacceptable behavior
- Procedures to determine violations of rules
- Consequences for such violations

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.

Each student is guaranteed the right:

- To be heard
- To have fair and consistent rules
- To due process procedures

These student rights are accompanied by student responsibilities:

- To attend school and classes regularly
- To respect school property
- 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.

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Washington Township High School Student Code of Conduct							
INFRACTION	OCCURRENCE(S)						
<b>I. Class Contact Time</b>							
A. Late to Homeroom All offenses after 5 will result in an Administrative Detention/per semester	<u>1<sup>st</sup></u> ▪ Warning	<u>2<sup>nd</sup></u> ▪ Warning	<u>3<sup>rd</sup></u> ▪ Warning	<u>4<sup>th</sup></u> ▪ Warning	<u>5<sup>th</sup></u> ▪ Warning	<u>6<sup>th</sup></u> ▪ 1 Admin. Detention	
B. Late to school/early dismissal 1 unit = class period  8 units & every 8 units thereafter (per semester)	▪ One Saturday School per 8 units						
C. Late to Class 1. Less than two minutes during Marking Period 1	<u>1<sup>st</sup></u> ▪ Teacher Warning	<u>2<sup>nd</sup></u> ▪ Teacher Warning	<u>3<sup>rd</sup></u> ▪ Teacher/Parent Contact ▪ 1 Teacher Detention	<u>4<sup>th</sup></u> ▪ 1 Admin. Detention	<u>5<sup>th</sup></u> ▪ 1 Admin. Detention	<u>6<sup>th</sup></u> ▪ 2 Admin. Detentions	<u>7<sup>th</sup></u> ▪ 1 Saturday School
2. Less than 2 minutes late during Marking Periods 2, 3, 4	Teacher/Parent Contact 1 Teacher Detention	1 Admin. Detention	1 Admin. Detention	2 Admin. Detentions	1 Saturday School		
3. Two to five minutes	<u>1<sup>st</sup> Offense</u> ▪ 1 Admin. Detention		<u>2<sup>nd</sup> Offense</u> ▪ 2 Admin. Detentions		<u>3<sup>rd</sup> Offense</u> ▪ 1 Saturday School		
4. More than five minutes considered a class cut	<u>1<sup>st</sup> Offense</u> ▪ 3 Admin. Detentions		<u>2<sup>nd</sup> Offense</u> ▪ 1 Saturday School		<u>3<sup>rd</sup> Offense</u> ▪ 1 Saturday Suspension		<u>4<sup>th</sup> Offense</u> ▪ 2 Saturday Suspensions
D. Leaving class without permission/leaving the building without permission/being in an unauthorized area including the faculty parking lot	<u>1<sup>st</sup> Offense</u> ▪ 1 Admin. Detentions		<u>2<sup>nd</sup> Offense</u> ▪ 2 Admin. Detentions		<u>3<sup>rd</sup> Offense</u> ▪ 1 Saturday School		<u>4<sup>th</sup> Offense</u> ▪ 1 Saturday Suspension
E. Class Cut – any student cutting 3 or more classes in any given day will be considered truant for the day. Any test/quiz missed due to cutting will result in a grade of "0" with no make-up	<u>1<sup>st</sup> Offense</u> ▪ 3 Admin. Detentions		<u>2<sup>nd</sup> Offense</u> ▪ 1 Saturday School		<u>3<sup>rd</sup> Offense</u> ▪ 1 Day Saturday School		<u>4<sup>th</sup> Offense</u> ▪ 1 Saturday Suspension
F. Leaving the school grounds or site of school activity without permission	<u>1<sup>st</sup> Offense</u> ▪ 1 Saturday Suspension ▪ Loss of parking privileges for 15 days		<u>2<sup>nd</sup> Offense</u> ▪ 1 Saturday Suspension ▪ Loss of parking privileges for 30 days			<u>3<sup>rd</sup> Offense</u> ▪ 2 Days Saturday Suspension ▪ Loss of parking privileges for remainder of school year	
G. Truancy - Any test/quiz missed due to truancy will result in a grade of "0" with no make-up	<u>1<sup>st</sup> Offense</u> ▪ 1 Saturday School		<u>2<sup>nd</sup> Offense</u> ▪ 1 Saturday Suspension			<u>3<sup>rd</sup> Offense</u> ▪ 2 Saturday Suspensions	
<b>II. General Student Behavior</b>							
A. Failure to possess and properly display a student ID badge	<u>1<sup>st</sup> Offense</u> ▪ Warning		<u>2<sup>nd</sup> Offense</u> ▪ 2 Admin. Detention			<u>3<sup>rd</sup> Offense</u> ▪ 1 Saturday School	
NOTE: Students will be provided a second ID on days they do not have their original. A \$5.00 fee will be assessed that can be removed with the return of the second ID							

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INFRACTION	OCCURRENCE(S)		
B. Inappropriate displays of physical affection at school or at school sponsored events	<u>1<sup>st</sup> Offense</u> ▪ Warning	<u>2<sup>nd</sup> Offense</u> ▪ 1 Admin. Detention	<u>3<sup>rd</sup> Offense</u> ▪ 2 Admin. Detentions
C. Violation of dress code	<u>1<sup>st</sup> Offense</u> ▪ Warning	<u>2<sup>nd</sup> Offense</u> ▪ 1 Admin. Detention	<u>3<sup>rd</sup> Offense</u> ▪ 2 Admin. Detentions
NOTE: Student will not be permitted to return to class until the proper attire is secured.			
D. Unauthorized use of a cell phone or other electronic devices	<u>1<sup>st</sup> Offense</u> ▪ 1 Admin. Detention	<u>2<sup>nd</sup> Offense</u> ▪ 2 Admin. Detentions	<u>3<sup>rd</sup> Offense</u> ▪ Saturday School
E. Inappropriate use of social media	Disciplinary action may include, but may not be limited to detentions, Saturday School Sessions, Internal/External Suspension(s) based upon the nature, severity and/or the repetition of the infraction. Legal action may be taken, if and as appropriate.		
F. Acceptable Use of Technology/Internet Agreement Violation	Disciplinary action may include, but may not be limited to detentions, Saturday School Sessions, Internal/External Suspension(s) based upon the nature, severity and/or the repetition of the infraction. Legal action may be taken, if and as appropriate. ▪ Parent conference/contact ▪ Loss/limitation of access to computer use		
G. Unauthorized videotaping, photographing or audio recording.	Disciplinary action may include, but may not be limited to detentions, Saturday School Sessions, Internal/External Suspension(s) based upon the nature, severity and/or the repetition of the infraction. Legal action may be taken, if and as appropriate.		
H. Use of a laser pointer or similar device	Disciplinary action may include, but may not be limited to detentions, Saturday School Sessions, Internal/External Suspension(s) based upon the nature, severity and/or the repetition of the infraction. Legal action may be taken, if and as appropriate.		
I. Possession/Use of Cigarettes, tobacco products, matches, lighters, pipes, E-cigarettes/vaping, or any other type of smoking paraphernalia	<u>1<sup>st</sup> Offense</u> ▪ Confiscation ▪ 1 Saturday Suspension	<u>2<sup>nd</sup> Offense</u> ▪ Confiscation ▪ 1 Internal Suspension	<u>3<sup>rd</sup> Offense</u> ▪ Confiscation ▪ 2 Days Internal Suspension
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.			
J. Disrespect to any adult.	▪ 1 – 5 Days Internal or External Suspension		
K1. Failure to report to a teacher detention.	<u>1<sup>st</sup> Offense</u> ▪ Teacher/Parent Contact ▪ 1 Detention	<u>2<sup>nd</sup> Offense</u> ▪ Teacher/Parent Contact ▪ 2 Admin. Detentions	
K2. Failure to report to administrative detention	<u>1<sup>st</sup> Offense</u> ▪ 1 Additional Admin. Detention	<u>2<sup>nd</sup> Offense</u> ▪ 1 Saturday School	<u>3<sup>rd</sup> Offense</u> ▪ 1 Day Saturday Suspension
K3. Failure to report to Saturday School	<u>1<sup>st</sup> Offense</u> ▪ 1 Day Saturday Suspension	<u>2<sup>nd</sup> Offense</u> ▪ 1 Day Saturday Suspension	<u>3<sup>rd</sup> Offense</u> ▪ 2 Days Internal Suspension
L1. Disruptive or inappropriate behavior: in the Classroom – (student may or may not be sent to the office)	<u>1<sup>st</sup> Offense</u> ▪ Teacher/Parent Contact ▪ 1 Admin. Detention	<u>2<sup>nd</sup> Offense</u> ▪ 2 Admin. Detentions	<u>2<sup>nd</sup> 3<sup>rd</sup> Offense</u> ▪ Possible administrative conference to include teacher/student/parent ▪ 1 Saturday School
<u>3<sup>rd</sup> Offense</u> ▪ 1 Internal Suspension			
NOTE: Student may be restricted from class			
L2. Disruptive or inappropriate behavior in Detention	▪ Will warrant additional days of administrative detentions, Saturday School, or suspension based on the nature, severity, and/or repetition of the disruption		

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L3. Disruptive or inappropriate behavior in Saturday School/Internal Suspension	<ul style="list-style-type: none"> <li>Further disciplinary action resulting in admin. detention(s), Saturday School and/or additional internal/external Saturday suspension(s) based on the nature, severity, and/or repetition of the disruption</li> </ul>			
M. Misuse/abuse of a staff member's pass	<ul style="list-style-type: none"> <li>Administrative Detention(s), Saturday School, and/or Internal Suspension</li> </ul>			
N. Forgery and/or altering of a staff members pass	<ul style="list-style-type: none"> <li>1 Internal Suspension</li> </ul>			
O. Altering/falsifying/ forging of a document	<u>1st Offense</u> <ul style="list-style-type: none"> <li>1 Day Internal Suspension</li> </ul>	<u>2nd Offense</u> <ul style="list-style-type: none"> <li>2 Day Internal Suspension</li> </ul>	<u>3rd Offense</u> <ul style="list-style-type: none"> <li>3 Day Internal or External Suspension</li> </ul>	
P. Defiance of authority	<ul style="list-style-type: none"> <li>1 – 5 Days Internal or External Suspension</li> </ul>			
Q. Interfering with a school program	<ul style="list-style-type: none"> <li>Internal or External Suspension</li> </ul>			
R. Inappropriate language in halls or classroom	<u>1st Offense</u> <ul style="list-style-type: none"> <li>1 Admin. Detention</li> </ul>	<u>2nd Offense</u> <ul style="list-style-type: none"> <li>2 Admin. Detentions</li> </ul>	<u>3rd Offense</u> <ul style="list-style-type: none"> <li>1 Saturday School</li> </ul>	<u>4th Offense</u> <ul style="list-style-type: none"> <li>1 Saturday Suspension</li> </ul>
S. Parking in unauthorized area See P	<u>1st Offense</u> <ul style="list-style-type: none"> <li>3 Admin. Detentions</li> </ul>	<u>2nd Offense</u> <ul style="list-style-type: none"> <li>Saturday School</li> <li>Loss of parking privileges</li> </ul>	<u>3rd Offense</u> <ul style="list-style-type: none"> <li>Considered defiance of authority</li> </ul>	
T. Gambling	<u>1st Offense</u> <ul style="list-style-type: none"> <li>Confiscation of gambling materials</li> <li>1 Internal Suspension</li> </ul>		<u>2nd Offense</u> <ul style="list-style-type: none"> <li>Confiscation of gambling materials</li> <li>2 Days Internal Suspension</li> </ul>	
U. Disruption of the educational process/school operation	<ul style="list-style-type: none"> <li>Parent Conference</li> <li>1-10 Days Internal/External Suspension</li> <li>Possible charges filed with local police authorities</li> </ul>			
V. Causing public alarm	<ul style="list-style-type: none"> <li>Parent Conference</li> <li>1-10 Days Internal/External Suspension</li> <li>Charges filed with local police authorities</li> </ul>			
<b>III. Other Infractions</b>				
<p>The student code has been prepared to ensure the physical safety of all school personnel as well as the students.</p> <p>All acts of violence, whether contained in the following section of infractions or not, will not be tolerated in the Washington Township Schools. In addition, a student's misconduct, and even one single act of violence, may be so serious in nature as to require further disciplinary action and/or referral to the civil authorities. The administration and/or the Board of Education reserve the right to impose greater penalty at any time including, without limitations, alternative educational placement, expulsion, and/or other discipline as appropriate under relevant law and regulations, depending upon the facts and circumstances of the particular infraction.</p>				
A. Possession of fireworks	<ul style="list-style-type: none"> <li>Confiscation of Fireworks</li> <li>Parent Conference/Contact</li> <li>Referral will be made to local authorities</li> <li>Minimum 3 Days External Suspension</li> </ul>			
B. Setting off fireworks, smoke bombs, etc.	<ul style="list-style-type: none"> <li>Confiscation of Fireworks</li> <li>Parent Conference/ Contact</li> <li>Referral will be made to local authorities</li> <li>Minimum 4 Days External Suspension</li> </ul>			

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<p><b>C. Fighting.</b> Offenses involving fighting and/or assault are cumulative over a student's high school tenure. Administration will maintain accurate records of all fighting infractions</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Immediate External/Internal Suspension of 4 to 10 days</li> <li>▪ Student(s) may be removed from the building by police and taken to the police station. Charges may be filed with the police department against student(s)</li> <li>▪ A parent conference with Assistant Principal must be held prior to re-admittance</li> <li>▪ Referral for counseling services</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Immediate External/Internal Suspension for 7 to 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>▪ Student(s) will be removed from the building by police and taken to the police station. Charges filed with the police department against student(s)</li> <li>▪ Parent conference with the Executive Asst. Principal or designee prior to re-admittance</li> <li>▪ Administration may refer student to Child Study Team for consultation</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <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>▪ Student(s) will be removed from the building by police and taken to the police station. Charges filed with the police department against student(s)</li> <li>▪ Parent conference with the Executive Assistant Principal or designee prior to re-admittance</li> </ul>
<p>Note: Should the nature and gravity of a single act of violence be deemed of 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.</p>			
<p><b>D. Assault of a Student</b> Assault, as defined in N.J.S.A. 2C:12-1, and includes the intent to cause, or actually causing, bodily injury to another student(s), or attempts to put another student(s) in fear of serious bodily injury  Offenses involving fighting and/or assault are cumulative over a student's high school tenure. Administration will maintain accurate records of all fighting infractions</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Immediate External/Internal Suspension of 4 to 10 days</li> <li>▪ Student(s) may be removed from the building by police and taken to the police station. Charges may be filed with the police department against student(s)</li> <li>▪ A parent conference with Assistant Principal must be held prior to re-admittance</li> <li>▪ Referral for counseling services</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Immediate External/Internal Suspension for 7 to 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>▪ Student(s) will be removed from the building by police and taken to the police station. Charges filed with the police department against student(s)</li> <li>▪ Parent conference with the Executive Asst. Principal or designee prior to re-admittance</li> <li>▪ Administration may refer student to Child Study Team for consult</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <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>▪ Student(s) will be removed from the building by police and taken to the police station. Charges filed with the police department against student(s)</li> <li>▪ Parent conference with the Executive Assistant Principal or designee prior to re-admittance</li> </ul>
<p>Note: Should the nature and gravity of a single act of violence be deemed of 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.</p>			
<p><b>E. Provoking a fight</b></p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Admin. Detention(s) and/or Saturday School and/or Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact if deemed necessary</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact/conference</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ External Suspension for a minimum of 4 days including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent conference</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>

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<p>F. Physically violating the rights of others including, but not limited to, shoving, pushing, poking, spontaneous roughhousing</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Admin. Detention(s) and/or Saturday School and/or Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact if deemed necessary</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact/conference</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ External Suspension for a minimum of 4 days including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent conference</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>
<p>G. *Harassing, intimidating, or bullying (including cyber bullying) other students as defined in policy 5512 via constant put downs, **threats, hazing, discriminatory or prejudicial remarks or acts</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Appropriate remedial action</li> <li>▪ Admin. Detention(s) and/or Saturday School and/or Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact if deemed necessary</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Appropriate remedial action</li> <li>▪ Internal/External Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact if deemed necessary</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <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>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact if deemed necessary</li> <li>▪ Referral to authorities if deemed appropriate</li> </ul>
<p>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 bring the student before the Board of Education for a 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.</p> <p>**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:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. By any other distinguishing characteristic; and that</li> <li>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</li> <li>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 property; or</li> <li>5. Has the effect of insulting or demeaning any pupil or group of pupils; or</li> <li>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.</li> </ol> <p>*Electronic communication* means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.</p>			
<p>**In cases involving threats of physical violence in which the 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 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 pupil poses Student Threat Assessment.</p>			
<p>H. *Dating violence at school as defined in policy 5519</p>	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Appropriate remedial action</li> <li>▪ Admin. Detention(s) and/or Saturday School and/or External/Internal Suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact</li> <li>▪ Referral to authorities if deemed appropriate*</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ Appropriate remedial action</li> <li>▪ Internal/External suspension including referral for counseling services</li> <li>▪ Student(s) may be sent home for the day</li> <li>▪ Parent contact/conference</li> <li>▪ Referral to authorities, if deemed appropriate*</li> </ul>	<p><u>3<sup>rd</sup> Offense</u></p> <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>▪ Student(s) may be sent home for the day</li> <li>▪ Parent conference</li> <li>▪ Referral to authorities, if deemed appropriate*</li> </ul>

<b>Washington Township High School Student Code of Conduct</b>	
<b>INFRACTION</b>	<b>OCCURRENCE(S)</b>
I. Tampering, damaging or attempting to cause damage to school or personal property	<ul style="list-style-type: none"> <li>▪ Restitution or restoration and detention, Saturday School and/or 1-5 Days Internal/External Suspension</li> <li>▪ <b>Please Note:</b> Improper use of computers and technical equipment may result in removal from the class with loss of credit and loss of privileges to use such equipment</li> <li>▪ Appropriate legal action will be taken</li> </ul>
J. Tampering with a fire extinguisher	<ul style="list-style-type: none"> <li>▪ Restitution or restoration</li> <li>▪ 3 days External Suspension</li> <li>▪ Referral to local authorities</li> </ul>
K. Stealing	<ul style="list-style-type: none"> <li>▪ Appropriate discipline which will range from Internal/External Suspension to a Board of Education hearing for disciplinary action 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>▪ Return and/or payment for stolen property</li> </ul>
L. Trespassing on school grounds while on suspension	<ul style="list-style-type: none"> <li>▪ 3 Days External Suspension</li> </ul>
M. Inappropriate Sexual Conduct	<ul style="list-style-type: none"> <li>▪ Parent Conference</li> <li>▪ Administrative Detention(s), Saturday Session(s), or 1-10 Days Suspension (depending on severity of circumstances)</li> </ul>
a. Lewdness	<ul style="list-style-type: none"> <li>▪ Parent Conference</li> <li>▪ 1-10 Days Internal/External Suspension or external suspension 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>▪ Referral for counseling services</li> <li>▪ Immediate reporting of incident to local police authorities</li> </ul>
b. Illegal sexual contact, including but not limited to, grabbing, touching intimate parts of another individual's body.	<ul style="list-style-type: none"> <li>▪ Parent Conference</li> <li>▪ 1-10 Days Internal/External Suspension or external suspension 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>▪ Referral for counseling services</li> <li>▪ Immediate reporting of incident to local police authorities</li> </ul>
c. Sexual Assault	<ul 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> </ul>
<b>IV. Violation of the following rules will initiate immediate referral to the administration, followed by immediate external suspension, 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.</b>	
A. Weapons Possession and/or use of a weapon as defined in Regulation 8467	<ul style="list-style-type: none"> <li>▪ External Suspension pending a mandatory 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</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> </ul> <p><b>Note:</b> The Administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger</p>
B. Possession and/or use of Firearms, as per N.J.A.C. 6A:16-5.5	<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 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> </ul> <p><b>Note:</b> The New Jersey Administrative Code N.J.S.A. 2C:39-1 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>
C. Assault of student, employee, or Board member with a weapon, as per N.J.A.C. 6A:16-5.6	<ul 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> </ul>
D. Assault of employee or Board member without a weapon or firearm, as per N.J.A.C. 6A:16-5.7	<ul 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> </ul>



Washington Township High School Student Code of Conduct		
INFRACTION	OCCURRENCE(S)	
E. 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	<ul style="list-style-type: none"> <li>▪ Immediate External Suspension</li> <li>▪ 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>▪ Charges will be filed with local authorities when the infraction is in violation of local, state or federal law</li> </ul>	
F. Terroristic threats against staff, students and/or facility	<ul style="list-style-type: none"> <li>▪ Immediate External Suspension</li> <li>▪ 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</li> </ul> <p><u>Note:</u> The student will be referred to the local crisis center for review by a physician, preferably a psychiatrist to determine if the pupil poses a threat or harm to himself/herself or others. This is a pre-condition to the student's possible re-admittance to school.</p>	
G. 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	<p><u>1<sup>st</sup> Offense</u></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/guardians will be notified. A conference involving the principal or administrative designee, student, parents/guardians, and counselor must take place prior to re-admittance to school. Referral to the WT Police (See below.)*</li> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ The student shall be externally suspended from school and placed on homebound 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/guardians will be notified and a parent/guardian conference will be held. Referral to the WT Police (See below.)*</li> </ul>
<p>*The student who tests positive must obtain a letter, as a condition for his/her return to school, from his/her physician certifying that the student is physically and mentally able to return to school. The student must attend an intake session and follow all recommendations which would include becoming involved in counseling in an out-of-school program which would include random urine testing i.e., Kennedy Behavioral Health Center, Reality House. Furthermore, students who test "positive" will be required to undergo two random urine tests to be conducted within three months of the date of the initial test. Any student, who is found to be in possession of drug paraphernalia, will be required to undergo a urine screening and the above referenced intake session, regardless of the outcome of the urine screening.</p>		
<p>Students who fail to comply with the urine screening or with the recommendations for treatment will be subject to removal from the regular education program pending a possible disciplinary hearing before 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 regulations. If the administration deems necessary, a referral to the child study team will be made to determine the pupil's eligibility and need for special education programs. The student will be monitored by his/her counselor upon his/her return to school. The discipline progression listed above does not preclude the principal's authority to recommend to the Superintendent that the student be expelled pending referral to the Board of Education for a disciplinary hearing in view of the student's prior disciplinary history. <u>All offenses are cumulative throughout a student's enrollment in Washington Township Public Schools, as authorized in Policy/Regulation 5530 – Substance Abuse.</u></p>		
H. Positive non-athletic random urine screening (subsequent to 1 <sup>st</sup> occurrence under section IV-G above)	<p><u>1<sup>st</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ The student will be suspended for 10 days with 4 such days served externally and the remainder in internal suspension. The student will be referred to the Student Assistance Counselor. 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> </ul>	<p><u>2<sup>nd</sup> Offense</u></p> <ul style="list-style-type: none"> <li>▪ The student shall be externally suspended from school and placed on homebound 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</li> <li>▪ Parent(s)/guardian(s) will be notified and a parent/guardian conference will be held. Referral to the WT Police</li> </ul>
I. Possession of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530	<ul style="list-style-type: none"> <li>▪ The student will be required to undergo a urine screening as per BOE policy and attend a substance abuse prevention/intervention intake session 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</li> <li>▪ The matter will be referred to the WT Police</li> </ul>	

Washington Township High School Student Code of Conduct	
INFRACTION	OCCURRENCE(S)
J. Sale and/or distribution of alcoholic beverages, controlled dangerous substances, or other substances as defined in Policy 5530	<ul style="list-style-type: none"> <li>▪ The student will be required to undergo a urine screening as per BOE policy and attend a substance abuse prevention/intervention intake session to determine if the student is also "under the influence." A parent/guardian conference will be held. 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</li> <li>▪ The matter will be referred to the WT Police</li> </ul>
K. Unauthorized possession, distribution and/or use of any medication	<ul style="list-style-type: none"> <li>▪ Internal or External Suspension 1 to 5 days</li> <li>▪ NOTE: 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</li> </ul>

Revised & Approved: 27 July 1999;  
 Revised & Approved: 28 March 2001;  
 Revised & Approved: 25 June 2002;  
 Revised & Approved: 28 June 2005;  
 Revised & Approved: 24 June 2008;  
 Revised & Approved: 21 June 2010  
 Revised & Approved: 26 June 2012  
 Revised & Approved: 28 June 2016  
 Revised & Approved: 29 January 2019

Revised & Approved: 25 July 2000;  
 Regulation Revised and Approved: 24 July 2001;  
 Revised & Approved: 21 July 2003;  
 Revised & Approved: 20 June 2006;  
 Revised & Approved: 17 August 2009  
 Revised & Approved: 29 June 2011  
 Revised & Approved: 28 May 2013  
 Revised & Approved: 23 January 2018



## 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:

