

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

Infraction	Occurrence			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Subsequent
<b>I. Infractions during class time</b>				
A. Leaving class without permission	<i>Parent Contact</i>  <i>Warning</i>	<i>Parent Contact</i>  <i>Restrictive Lunch</i> <i>Reflection Sheet</i>	<i>Parent Contact</i>  <i>1 Restorative Practice Session</i> <i>Counseling</i> <i>Teacher/Admin: Behavior Plan</i>	<i>Parent Contact</i>  <i>1 Restorative Practice Session</i> <i>Counseling</i> <i>Teacher/Admin: Behavior Plan</i>  <i>Loss of Recess</i> <i>(No more than 2 days)</i>
B. Leaving the school grounds or site of school activity without permission	<i>Parent Contact</i>  <i>Administrative Detention</i>  <i>Reflection Sheet</i>  <i>Teacher/Admin: Behavior Plan</i>	<i>Parent Contact</i>  <i>1 Internal Suspension</i>  <i>1 Restorative Practice Session</i>  <i>Teacher/Admin: Behavior Plan</i>	<i>Parent Contact</i>  <i>1 Suspension*</i>  <i>1 Restorative Practice Session / Admin Detention</i>  <i>Teacher/Admin: Behavior Plan</i>	<i>Parent Contact</i>  <i>1 Suspension*</i>  <i>1 Restorative Practice Session /Admin Detention</i>  <i>Teacher/Admin: Behavior Plan</i>
C. Misbehavior in restroom (e.g., throwing paper towels, locking stalls, sliding, etc.)	<i>Parent Contact</i>  <i>Warning</i>	<i>Parent Contact</i>  <i>Restrictive Lunch</i>	<i>Parent Contact</i>  <i>Escort to Restroom</i>  <i>1 Restorative Practice Session</i>	<i>Parent Contact</i>  <i>Escort to Restroom</i>  <i>2 Restorative Practice Sessions</i>
<b>II. Infractions concerning General Student Behavior</b>				
<i>The consequences for the following infractions will depend on the severity and the context of the offense.</i>				
A. Minor disruptions including, but not limited to, chewing gum, disruption of school/classroom activities, excessive noise, distracting actions or comments, etc.	<i>To be handled by the classroom teachers using their own classroom management system</i> <i>Ongoing issues should be reported to parents and then administration</i>			
B. Throwing items (not at a person or in the direction of a person).	<i>To be handled by the classroom teachers using their own classroom management system</i> <i>Ongoing issues should be reported to parents and then administration</i>			

C. Violation of academic integrity (e.g., cheating, copying homework)	<p><i>To be handled by the classroom teachers using their own classroom management system</i></p> <p><i>Ongoing issues should be reported to parents and then administration and noted in the student information system</i></p>			
D. Disrespect or defiance of authority	<i>Parent Contact Warning/Restorative Practice Session/ Administrative Detention</i> <i>*Determined by the severity of the issue</i>	<i>Parent Contact Administrative Detention / Counseling</i>	<i>Parent Contact 1-3 Days Suspension</i>	<i>Parent Contact 1-3 Days Suspension</i>
E. Use of inappropriate language or inappropriate gestures	<i>Parent Contact Warning/ 1 Restorative Practice Session</i>  <i>*Determined by the severity</i>	<i>Parent Contact 1 Restorative Practice Session</i>	<i>Parent Contact 1 Administrative Detention</i>	<i>K-2: Parent Contact and Two Administrative Detentions</i>
				<i>Parent Contact 3-5: 1 Suspension</i>
F. Physical displays of affection on school property	<i>Parent Contact K-2: Teacher/Admin. Warning</i>	<i>Parent Contact K-2: Teacher/Admin. Warning</i>	<i>Parent Contact K-2: Counseling</i>	<i>Parent Contact K-2: Counseling</i>
	<i>Parent Contact 3-5: 1 Restorative Practice Session</i>	<i>Parent Contact 3-5: 1 Restorative Practice Session</i>	<i>Parent Contact 3-5: 1 Administrative Detention</i>	<i>Parent Contact 3-5: 1 Suspension</i>
G. Dress Code Violation	<i>Parent Contact Warning</i>	<i>Parent Contact Counseling</i>	<i>Parent Contact Parent Signature on Policy 1 Restorative Practice Session</i>	
	<i>Note: Student will be dressed in proper clothing before returning to class</i>			
H. Acceptable Use of Technology/Internet Agreement Violation	<p><i>Off-Task Behaviors:</i>  <i>Parent Contact</i>  <i>Warning</i>  <i>Loss/Limitation of access to computer use</i></p> <p><i>Inappropriate Use:</i>  <i>Parent Contact</i>  <i>Detentions and/or Suspension*</i>  <i>Loss/Limitation of access to computer use</i>  <i>Police Contact</i></p> <p><i>Legal action may be necessary if infraction is considered to be of very serious nature.</i></p>			
I. Possession of a cell phones or electronic game devices (outside of book bag WITHOUT permission)	<i>Warning</i>	<i>Parent Contact Hold in Main Office to be returned at the end of the day</i>	<i>Parent Contact Hold in Main Office to be returned at the end of the day</i>  <i>Parent Signature on Policy</i>	<i>Parent Contact Hold in Main Office to be returned at the end of the day</i>  <i>Restorative Practice Session</i>

J. Cell phone usage during the school day. This includes all unauthorized devices.	<i>Parent Contact</i> <i>Hold in Main Office to be returned at the end of the day</i>	<i>Parent Contact</i> <i>Hold in Main Office to be returned at the end of the day</i>  <i>Parent Signature on Policy</i>	<i>Parent Contact</i> <i>Hold in Main Office to be picked up by a parent</i>  <i>1 Restorative Session</i>	<i>Parent Contact</i> <i>Hold in Main Office to be picked up by a parent</i>  <i>1 Administrative Detention</i>
K. Possession of cigarettes, e-cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property.	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>1 Restorative Practice Session and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>1-2 days suspension* and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>Minimum of 3-4 days suspension* and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>Minimum of 5 days suspension* and Counseling</i>
L. Use of cigarettes, e-cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property.	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>2 days internal/external suspension* and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>3-4 days internal/external suspension* and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>Minimum of 5 days internal/external suspension* and Counseling</i>	<i>Parent Conference/Contact</i>  <i>Confiscation</i>  <i>Minimum of 5 days internal/external suspension* and Counseling</i>
M. Taking the property of the school or an individual without permission of the owner  *Consequences determined by intent and value of the property <i>Consultation with WTPD- (If warranted)</i>	<i>Parent Contact</i>  <i>Return and/or provide restitution for stolen property</i>  <i>1 Restorative Practice Session</i>	<i>Parent Contact</i>  <i>Return and/or provide restitution for stolen property</i>  <i>Minimum of 3 Restorative Practice Session(s)</i>	<i>Parent Contact</i>  <i>Return and/or provide restitution for stolen property</i>  <i>Administrative Detention(s), or Suspension*</i>	<i>Parent Contact</i>  <i>Return and/or provide restitution for stolen property</i>  <i>Administrative Detention(s), or Suspension*</i>
N. Destruction of school or individual's property.  *Consequences determined by intent and value of the property	<i>Parent Contact</i> <i>Restitution and/or repair of property</i>  <i>1 Restorative Practice Session</i>	<i>Parent Contact</i> <i>Restitution and/or repair of property</i>  <i>Minimum of 3 Restorative Practice Session(s)</i>	<i>Parent Contact</i> <i>Restitution and/or repair of property</i>  <i>Administrative Detention(s), or Suspension*</i>	<i>Parent Contact</i> <i>Restitution and/or repair of property</i>  <i>Administrative Detention(s), or Suspension*</i>
O. Causing public alarm (e.g., pulling a fire alarm without cause, making telephone threats such as bomb threats, which affect school/students' safety)	<i>*Follow Board Policy</i>  <i>(Consequence based on severity of the incident and age of the student)</i>  <i>Parent Contact/Conference</i>  <i>Restorative Practice Session</i>  <i>1-10 Days Internal/External Suspension</i>  <i>Administrative Detention</i>  <i>Charges filed with local police authorities</i>			
P. Tampering with fire extinguisher.	<i>Parent Conference/Contact</i> <i>Restitution and/or Repair and/or Detention(s), or Suspension</i>			

### III. Infractions against others

The consequences for the following infractions will depend on the severity and the context of the offense

A. Physically violating the rights of others including, but not limited to, pushing, poking, spontaneous roughhousing (Failure to keep hands, feet, or objects to self)	<i>Parent contact /conference K-5</i>	<i>Parent contact /conference K-5</i>	<i>Parent contact /conference K-5</i>	<i>Parent contact /conference K-5</i>
	<i>K-2: Warning</i>	<i>K-2: Warning/ Conflict Resolution</i>	<i>K-2: Restricted Lunch and/or Recess  Conflict Resolution</i>	<i>K-2: Restorative Practice Session</i>
	<i>3-5: Restricted Lunch and/or Recess</i>	<i>3-5: Restricted Lunch and/or Recess  1 -2 Restorative Practice Sessions</i>	<i>3-5: 2 days of Restrictive Lunch and/or Recess</i>	<i>3-5: 2 days of Administrative Detention</i>
B. Intent to do harm (e.g., throwing projectiles at someone).	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>
	<i>K-2 Warning</i>	<i>K-2 1 Restorative Practice Session Counseling</i>	<i>K-2 3 Restorative Practice Sessions  Counseling</i>	<i>K-2 Administrative Detention</i>
	<i>Gr. 3-5 Restricted Lunch and/or Recess  1 Restorative Practice Session</i>	<i>Gr. 3-5 1-2 days Restrictive Lunch and/or Recess  2 Restorative Practice Sessions  Counseling</i>	<i>Gr. 3-5 1-2 days Administrative Detention and 2 Restorative Practice Sessions  Counseling</i>	<i>Gr. 3-5 3-4 days of Administrative Detention or Suspension  Counseling</i>
C. Harmful physical contact, fighting, or assault	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>	<i>Parent contact/conference K-5</i>
	<i>K-2: Restricted Lunch/Recess 1-2 days or Suspension from bus/school  Counseling</i>	<i>K-2: Restricted Lunch/Recess 1-2 days and Restorative Practice session and Suspension from bus/school  Counseling</i>	<i>K-2: Suspension 1-3 days  Counseling</i>	<i>K-2: Suspensions 1-3 days  Counseling</i>

	<p>3-5: Counseling</p> <p>1-3 days external suspension</p>	<p>3-5: Counseling</p> <p>1-3 days external suspension</p>	<p>3-5: Counseling</p> <p>2-4 days external suspension</p>	<p>3-5: Counseling</p> <p>2 or more days external suspension</p>
<p>D. Serious inappropriate comment, gesture, or threatening statement (e.g., I am going to tell everyone....)</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>
	<p>K-2: Counseling/ Warning</p>	<p>K-2: 1 Restorative Practice Session and Counseling</p>	<p>K-2: Administrative Detention and Counseling</p>	<p>K-2: 2 Administrative Detentions and Counseling</p>
	<p>3-5: 1 Restorative Practice Session</p> <p>Administrative Detention</p> <p>Counseling</p>	<p>3-5: 1 Restorative Practice Session</p> <p>1 Suspension</p> <p>Counseling</p>	<p>3-5: 1-3 Days Suspension</p> <p>Counseling</p>	<p>3-5: 1-3 Days Suspension</p> <p>Counseling</p>
<p>E. Threatening statement toward another person to enact bodily harm (The outcome of the Threat Assessment will be used to determine the nature of the threat and subsequent consequence)</p> <p>If transient, follow the guideline on the right. If it is not transient, follow policy.</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>	<p>Parent contact/conference K-5</p>
	<p>K-2: Counseling/ Warning</p>	<p>K-2: 1 Restorative Practice Session Counseling</p>	<p>K-2: Administrative Detention</p>	<p>K-2: 2 Administrative Detentions</p>
	<p>3-5: Restorative Practice Session</p> <p>Administrative Detention</p> <p>Counseling</p>	<p>3-5: 1-2 Restorative Practice Sessions</p> <p>1 Suspension</p> <p>Counseling</p>	<p>3-5: 3 Restorative Practice Sessions</p> <p>1-2 Days Suspension</p> <p>Counseling</p>	<p>3-5: 1-3 Days Suspension</p> <p>Counseling</p>
<p>F. Harassing, intimidating, or bullying (including cyber bullying) another student as defined in policy 5512.1 via constant putdowns, ** threats, discriminatory or 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 for HIB determination. Consequences for the students' actions will be determined in part by the Code of Conduct.</p>			

G. Inappropriate Sexual Contact/Lewdness	<i>Parent Conference</i>
	<i>Detention or 1-5 days suspension (depending on the severity of the circumstances) Possible HIB Investigation; Possible Sexual Harassment Investigation, Police may be notified</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.*

#### **IV. Severe infractions requiring immediate referral to the administration, followed by immediate suspension.**

*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. The consequences for each infraction are guidelines rather than a lock step progressive discipline system. The administration reserves the right to impose lesser or greater penalty at any time, depending on the circumstances of the particular infraction.*

A. Illegal sexual contact, including but not limited to grabbing, touching intimate parts of another individual's body	<i>Parent Conference 1-10 days of external suspension Referral for counseling services Immediate reporting of incident to local police authorities. Possible HIB Investigation</i>
B. Possession of a dangerous weapon and use of anything as a weapon	<i>Administration of a threat assessment Minimum of two to five days suspension* and parent conference before re-admittance to school. The weapon will be confiscated, and a referral will be made to the local authorities. This offense may result in an alternate placement or a disciplinary hearing before the Board of Education.</i>
C. Possession and/or Use of Firearms	<i>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. Immediate notification of local authorities. 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>
D. Starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate.	<i>Immediate external suspension Possible Board of Education discipline hearing Referral to the WT Police Department</i>

*Note: \* In cases involving threats of physical violence in which use of a weapon is either implied or present, the parent must be contacted, the local police authorities must be notified, and the student must be referred immediately to the local crisis center to be seen by a physician, or a qualified health professional, 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.*

*\*The Elementary Student Code of Conduct will be used as a guide for all elementary students. However, due to the developmental maturity of the students, administrative discretion will be used.*

\*Students enrolled in Kindergarten through grade 2 will not be expelled from school except as provided within the Zero Tolerance for Guns Act, and will not receive an out-of-school suspension unless the conduct is of a violent or sexual nature that endangers others. Please be further advised that students enrolled in preschool will not be suspended and/or expelled from school, except as provided within the Zero Tolerance for Guns Act.

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