

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

Infraction	Occurrence			
	1st	2nd	3rd	Subsequent
I. Infractions during class time				
A. Leaving class without permission	<i>Parent Contact</i>	<i>Parent Contact Reflection Sheet</i>	<i>Parent Contact 1 Restorative Practice Session Counseling</i>	<i>Parent Contact 1 Restorative Practice Session Counseling Teacher/Admin: Behavior Plan Loss of Recess (No more than 2 days)</i>
B. Leaving the school grounds or site of school activity without permission	<i>Parent Contact Administrative Detention Reflection Sheet Teacher/Admin: Behavior Plan</i>	<i>Parent Contact 1 Internal Suspension 1 Restorative Practice Session Teacher/Admin: Behavior Plan</i>	<i>Parent Contact 1 Suspension* 1 Restorative Practice Session Teacher/Admin: Behavior Plan</i>	<i>Parent Contact 1 Suspension* 1 Restorative Practice Session Teacher/Admin: Behavior Plan</i>
C. Misbehavior in restroom	<i>Warning</i>	<i>Parent Contact Escort to Restroom</i>	<i>Parent Contact Escort to Restroom 2 Restorative Practice Sessions</i>	<i>Parent Contact Escort to Restroom 2 Restorative Practice Sessions</i>
II. Infractions concerning General Student Behavior				
<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, and distracting actions or comments.	<i>To be handled by the classroom teacher</i>			
B. Throwing items (not at a person or in the direction of a person).	<i>To be handled by the classroom teacher</i>			
C. Disrespect or defiance of authority	<i>To be handled by the classroom teacher</i>	<i>Parent contact Restorative Practice Session Counseling</i>	<i>Parent contact Administrative Detention</i>	<i>Parent Contact 1-3 Days Internal Suspension</i>
D. Use of inappropriate language	<i>Warning</i>	<i>1 Restorative Practice Session</i>	<i>1 Administrative Detention</i>	<i>1 Suspension</i>

E. Physical displays of affection on school property	<i>Parent Contact</i> <i>K-2:</i> <i>Teacher/Admin.</i> <i>Warning</i>	<i>Parent Contact</i> <i>K-2:</i> <i>Teacher/Admin.</i> <i>Warning</i>	<i>Parent Contact</i> <i>K-2:</i> <i>Counseling</i>	<i>Parent Contact</i> <i>K-2:</i> <i>Counseling</i>
	<i>3-5:</i> <i>1 Restorative Practice Session</i>	<i>3-5:</i> <i>1 Restorative Practice Session</i>	<i>3-5:</i> <i>1 Administrative Detention</i>	<i>3-5:</i> <i>1 External Suspension</i>
F. Dress Code Violation	<i>Parent Contact</i> <i>Warning</i>	<i>Parent Contact</i> <i>Counseling</i>	<i>Parent Contact</i> <i>1 Restorative Practice Session</i>	
	<i>Note: Student will be dressed in proper clothing before returning to class</i>			
G. Acceptable Use of Technology/Internet Agreement Violation	<i>Off-Task Behaviors:</i> <i>Parent Contact</i> <i>Warning</i> <i>Loss/Limitation of access to computer use</i>			
	<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> <i>Legal action may be necessary if infraction is considered to be of very serious nature.</i>			
H. Possession of a cell phones or electronic game devices (outside of book bag WITHOUT permission)	<i>Warning</i>	<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 Contact</i> <i>Hold in Main Office to be returned at the end of the day</i> <i>Restorative Practice Session</i>
I. Cell phone usage during the school day. This includes all unauthorized devices.	<i>Parent Contact</i> <i>Warning</i>	<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 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>
J. Possession of cigarettes, e-cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property.	<i>Parent Contact</i> <i>Confiscation</i> <i>1 Restorative Practice Session</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>3-4 days internal/external suspension*</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>Minimum of 5 days internal/external suspension*</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>Minimum of 5 days internal/external suspension*</i> <i>Counseling</i>
K. Use of cigarettes, e-cigarettes, matches, pipes, or any other type of smoking paraphernalia on school property.	<i>Parent Contact</i> <i>Confiscation</i> <i>2 days internal/external suspension*</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>3-4 days internal/external suspension*</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>Minimum of 5 days internal/external suspension*</i> <i>Counseling</i>	<i>Parent Contact</i> <i>Confiscation</i> <i>Minimum of 5 days internal/external suspension*</i> <i>Counseling</i>

L. Taking the property of the school or an individual without permission of the owner *Consequences determined by intent and value of the property	<i>Parent Contact Return and/or provide restitution for stolen property 1 Restorative Practice Session</i>	<i>Parent Contact Return and/or provide restitution for stolen property Minimum of 3 Restorative Practice Session(s)</i>	<i>Parent Contact Return and/or provide restitution for stolen property Administrative Detention(s), or Suspension*</i>	<i>Parent Contact Return and/or provide restitution for stolen property Administrative Detention(s), or Suspension*</i>
M. Destruction of school or individual's property. *Consequences determined by intent and value of the property	<i>Parent Contact Restitution and/or repair of property 1 Restorative Practice Session</i>	<i>Parent Contact Restitution and/or repair of property Minimum of 3 Restorative Practice Session(s)</i>	<i>Parent Contact Restitution and/or repair of property Administrative Detention(s), or Suspension*</i>	<i>Parent Contact Restitution and/or repair of property Administrative Detention(s), or Suspension*</i>
N. Causing public alarm (e.g., pulling a fire alarm without cause, making telephone threats such as bomb threats, which affect school/students' safety)	<i>Parent Contact/Conference Restorative Practice Session 1-10 Days Internal/External Suspension Administrative Detention Charges filed with local police authorities Follow Board Policy</i>			
O. Tampering with fire extinguisher.	<i>Parent Conference/Contact 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	<i>Parent Contact K-2: Warning</i>	<i>Parent Contact K-2: Warning Conflict Resolution</i>	<i>Parent Contact K-2: Restricted Lunch and/or Recess Conflict Resolution</i>	<i>Parent Contact K-2: Restorative Practice Session</i>
	<i>3-5: Restricted Lunch and/or Recess</i>	<i>3-5: Restricted Lunch and/or Recess 1 Restorative Practice Session</i>	<i>3-5: 2 days of Restrictive Lunch and/or Recess</i>	<i>3-5: 2 days of Administrative Detention</i>
B. Willful intent to do harm through physical contact.	<i>Parent Contact K-2 Teacher Warning</i>	<i>Parent Contact K-2 Administrative Warning Counseling</i>	<i>Parent Contact K-2 1 Restorative Practice Session</i>	<i>Parent Contact K-2 Administrative Detention</i>
	<i>Parent Contact Gr. 3-5 Restricted Lunch and/or Recess 1 Restorative Practice Session</i>	<i>Parent Contact Gr. 3-5 1 Restorative Practice Session 1-2 days Restrictive Lunch and/or Recess</i>	<i>Parent Contact Gr. 3-5 2 Restorative Practice Sessions 1-2 days Administrative Detention</i>	<i>Parent Contact Gr. 3-5 3-4 days of Administrative Detention or Internal Suspension</i>

C. Fighting or assault	<i>Parent conference/contact</i> <i>K-2: Restricted Lunch/Recess 1-2 days</i> <i>Suspension from bus/school</i> <i>Counseling</i>	<i>Parent conference/contact</i> <i>K-2: Restricted Lunch/Recess 1-2 days</i> <i>Restorative Practice session</i> <i>Suspension from bus/school</i>	<i>Parent conference/contact</i> <i>K-2: External Suspension 1-3 days</i>	<i>Parent conference/Contact</i> <i>K-2: External Suspensions 1-3 days</i>
	<i>3-5: Counseling</i> <i>1-3 days external suspension</i>	<i>3-5: 1-3 days external suspension</i>	<i>3-5: 1-3 days external suspension</i>	<i>3-5: 1-3 days external suspension</i>
D. Inappropriate comment/threatening statement toward another person (Threat Assessment will be used to determine nature of threat)	<i>Parent conference/contact</i> <i>K-2: Counseling/Warning</i>	<i>Parent conference/contact</i> <i>K-2: 1 Restorative Practice Session</i> <i>Counseling</i>	<i>Parent conference/contact</i> <i>K-2: Administrative Detention</i>	<i>Parent conference/contact</i> <i>K-2: 2 Administrative Detentions</i>
	<i>3-5: Restorative Practice Session/ Administrative Detention/ Counseling</i>	<i>3-5: 1 Restorative Practice Session</i> <i>Counseling</i> <i>1 Internal Suspension</i>	<i>3-5: 1 Restorative Practice Session</i> <i>1 External Suspension</i>	<i>3-5: 1-3 Days External Suspension</i>
E. 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.	<i>Follow District HIB Protocol for HIB determination. Consequences for the students' actions may include: Restorative Practice(s), Administrative Detention, Suspension. Such offenses would include follow-up counseling</i>			
F. Inappropriate Sexual Contact/Lewdness	<i>Parent Conference</i>			
	<i>Detention or 1-5 days suspension (depending on the severity of the circumstances)</i> <i>Possible HIB Investigation</i>			
<i>Note: * Should the nature and gravity of a single act of violence and/or harassment be deemed of a very serious nature, the administration reserves the right to place a student in an alternative educational program or be brought before the Board of Education for a disciplinary hearing.</i>				

IV. 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.

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

The *Elementary Student Code of Conduct* will be used as a guide for in primary grades. 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.

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.