



## ***Walter H. Hill School Student Code of Conduct***

### **Behavior Mission Statement**

Students' character and behavior are extremely important and are at the core of creating a positive learning environment in which all students are safe, and are provided the opportunity for positive social and academic growth. Positive behavior qualities at WHS are defined by what we refer to as Walter's Way (named in honor of the school's namesake- Walter H. Hill). Walter's Way is posted in all hallways, stairwells, the cafeteria, and classrooms and is expected to be adhered to in all areas of WHS including outside the building, on school sponsored functions, and on school buses. Principal Hill (AKA Walter) expected all students to reach for success, and we continue that tradition through the R.R.E.C.H. acronym which stands for:

- Respect (For one's self and others)
- Responsibility (Taking responsibility in everything we do)
- Effort (putting our best forward each and every day)
- Choices (Making positive choices personally and academically)
- Honesty (Being honest with others and yourself)

All staff will have Walter's Way posted in the classroom (R.R.E.C.H.) and these rules will serve as classroom rules for each classroom in the building. Further, all teachers will have classroom rewards and consequences posted for students, and are expected to review and enforce these expectations consistently throughout the school year.

## **Positive Behavior Program**

The Walter Hill School (WHS) is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing Positive Behavior Interventions and Supports, a nationally validated framework for creating a positive school climate.

The Positive Behavior Supports in Schools (PBSIS) framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases behavior infractions as measured by office behavior incident referral and suspension data. In New Jersey consistent high fidelity implementation of PBSIS has resulted in an average of 21% decrease in referrals to the office for behavior infractions and 30% average decrease in out of school suspensions.

Students at WHS have the opportunity to be rewarded for demonstrating good behavior on a weekly and monthly basis. Every student also has the opportunity to earn participation in special behavior incentive events that will be offered throughout the school year. Rewards and incentives are earned in the following ways:

- **“Hillionaire Praise Tickets”** - Awarded to students by staff, these tickets are given when a staff member witnesses behavior actions that demonstrate students are “R.R.E.C.H.ing (reaching)” for success. Specifically, when students demonstrate: respect, responsibility, effort, making good choices, and being honest. Students fill out their personal information on the ticket and place it in their homeroom ticket bin. Homeroom drawings occur each week and provide students with the opportunity to win a behavior incentive. Homeroom tickets are then collected by the office staff and become part of a larger monthly drawing.
- **“Walter’s Rewards”**- Throughout the school year students have the opportunity to participate in special behavior incentives called “Walter’s Awards.” These are reward opportunities students have earned through hard work and positive behavior choices. In order to be eligible for these events students must not be on the restricted list, and must not have been found guilty of a HIB infraction in the last 30 calendar days.
- **“A Clean Slate”** - It is the best hope of the WHS administration and staff that every student will have the opportunity to be a part of incentives that celebrate and reward positive behavior. Sometimes, however, mistakes are made and a student or students may miss out on the opportunity to participate in a behavior incentive. Below are the details of the “Clean Slate” program:

- Recognizing that most students do not wish to consistently make poor choices, the PBSIS program offers students a “Clean Slate” incentive. At the beginning of each school week, students are given a “clean slate” with classroom-level consequences to promote making positive choices, and affirming that each week provides an opportunity for a fresh start. (This does not apply to administrative consequences)
  
- Further, if a student does not qualify for a special behavior incentive during the trimester in which that incentive falls due to being restricted, then that student (and all students) start the next trimester with a clean slate and no behavior infractions held against them. If a student is placed on the restricted list or referred to the office within 5 school days of the start of the next Trimester, the administration reserves the right to determine if restriction will continue into the following trimester depending on the severity of the infraction. Further, the administration reserves the right to determine student eligibility for the “clean slate” program at the start of each trimester.

**Classroom Consequences for Violations of the School Rules (Walter’s Way):**

These consequences should be posted in every room for students to view, and should be adhered to by all staff (teachers and support staff).

- 1) Verbal warning or cue issued by teacher (should be documented- clipboard, dojo, this is at teacher discretion).
- 2) Possible relocation of student’s seat.
- 3) Parent **phone call or in person meeting** addressing the conduct violation.
- 4) Teacher issued lunch detention.
- 5) Referral to Guidance (if warranted) for repeated non-serious behaviors.
- 6) Referral to the main office.

**Administrative Consequences for Violations of the Code of Conduct:**

**Administrative Warning** - Student will have a conference with the building Principal and an administrative warning letter will be sent home with the student to be signed and returned to the office the next school day.

**Lunch Detention** - Student will forfeit his/her free lunch and recess time due to a behavior infraction. Students must report to the lunch detention site at his/her designated lunch time and will eat lunch in the detention area.

**After-School Detention** - A student who is assigned after-school detention will report to the Main Office at the close of the school day where the detention monitor will pick them up. Detention is served from 3:30 PM until 4:15 PM. Parent/guardian is responsible for providing transportation home from detention. Students will also be prohibited from participating in extracurricular or after-school activities on the day of his/her detention.

**Twilight Suspension** - A student who is assigned a twilight suspension will report to the proctor's room at dismissal. Twilight is served from 3:25 PM until 5:25 PM. A parent/guardian is responsible for providing transportation home from twilight. The student will also be prohibited from participating in extracurricular or after-school activities on the day of his/her twilight suspension.

**In-School Suspension (ISS)** - A student who receives an internal suspension will remain in one supervised room or area for the entire school day and will not be allowed to leave the room or area without supervision. Upon arrival at school (8:45 AM) the student will report to the Main Office. Students will continue with assigned work and will eat lunch in the room or designated area until dismissal (3:20 PM).

**Out of School Suspension (OSS)** - A student assigned an external suspension is neither permitted to attend school nor be on school property for the duration of the suspension. Students are also prohibited from attending any school or district sponsored events that may occur during this time, and are prohibited from participating in extracurricular or after-school activities for the duration of the suspension. Every attempt will be made to provide the student with classwork during this time. Students are, however, responsible for making up all classwork, homework, tests and quizzes that were missed during their suspension.

**Restricted List** - Students on the Restricted List are not permitted to attend any extracurricular event or activity. "Extracurricular" is defined in this instance as any activity or event not essential to the student's progress toward mastery of the report card standards in a given Trimester in Language Arts, Math, Science, and Social Studies. This includes, but is not limited to: building wide parties, concerts, dances, clubs, sports, etc. Exceptions to any activity will only be at administrative discretion. **Note: Exclusion from major events is not part of general restriction, and will be determined on a case-by-case basis. Major events are defined as: School Socials, all school trips, Celebration Day, and Moving Up Ceremony. Restriction will be determined by the administration and will be dependent on the severity of the behavior infraction, student's number of prior infractions, and how close the behavior infraction occurs to the event in question.**

## Covid 19/Distance Learning Addendum

**Note: Due to the seriousness of the health and safety procedures put into place due to Covid 19, there will be no tolerance for infractions.**

Infraction	School Consequence	Bus Consequence
Refusing to wear a mask in a required area.	<p>1st Offense: Removal from class. Meeting with a school counselor. Parent/Guardian called to pick up the student.</p> <p>2nd Offense: Removal from class. Parent/Guardian called to pick up the student. The student will be placed on distance learning.</p>	<p>1st Offense: Loss of bus privilege for the next in-school learning day. Meeting with a school counselor.</p> <p>2nd Offense: Loss of bus privilege for the entirety of the hybrid schedule. The student will be placed on distance learning</p>
Refusing to social distance in a required area.	<p>1st Offense: Removal from class. Meeting with a school counselor. Parent/Guardian called to pick up the student.</p> <p>2nd Offense: Removal from class. Parent/Guardian called to pick up the student. The student will be placed on distance learning.</p>	<p>1st Offense: Loss of bus privilege for the next in-school learning day. Meeting with a school counselor.</p> <p>2nd Offense: Loss of bus privilege for the entirety of the hybrid schedule.</p>
Intentionally touching, spitting or coughing on another student. Includes any acts deemed similar.	<p>1st Offense: Removal from class. Meeting with a school counselor. Parent/Guardian called to pick up the student.</p> <p>2nd Offense: Removal from class. Parent/Guardian called to pick up the student. The student will be placed on distance learning.</p>	<p>1st Offense: Loss of bus privilege for the next in-school learning day. Meeting with a school counselor.</p> <p>2nd Offense: Loss of bus privilege for the entirety of the hybrid schedule.</p>
Destruction of PPE, plexiglass barriers, social distancing markers, signs or any items intended to keep individuals safe.	<p>1st Offense: Removal from class. Meeting with a school counselor. Parent/Guardian called to pick up the student.</p> <p>2nd Offense: Removal from class. Parent/Guardian called to pick up the student. The student will be placed on distance learning.</p>	<p>1st Offense: Loss of bus privilege for the next in-school learning day. Meeting with a school counselor.</p> <p>2nd Offense: Loss of bus privilege for the entirety of the hybrid schedule.</p>
Inappropriate comment either written or verbal regarding face coverings.	<p>1st Offense: Administrator contacts the parent/guardian. The student makes reparations.</p> <p>2nd Offense: After School detention on next in school learning day.</p>	<p>1st Offense: Administrator contacts the parent/guardian. The student makes reparations.</p> <p>2nd: Offense: Loss of bus privilege on the next in school learning day. (The student may not ride the bus home on the day of</p>

	3rd Offense: Student is placed in distance learning	infracton.) 3rd Offense: Student is placed in distance learning
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**ONLY APPLICABLE IF DISTANCE LEARNING IS IN EFFECT.**

<b>Distance Learning Infractions</b>	<b>Consequence</b>
Destruction of District Provided Chromebook	Reparation for damage
Inappropriate comment either written or verbal when in Google Classroom or on Google Meet.	<p>1st Offense: Teacher contacts the parent/guardian. The student makes reparations. Administration is notified.</p> <p>2nd Offense: Administration contacts the parent/guardian. After school detention for the next in school learning day.</p> <p>3rd Offense: Administration contacts the parent/guardian. 1 Twilight suspension for the next in school learning day.</p> <p>4th Offense: Parent/guardian meeting with administration. 2 Twilight suspensions for next 2 in school learning days.</p> <p><b>All Virtual Learning Model Consequences:</b></p> <p>1st Offense: Teacher contacts the parent/guardian.</p> <p>2nd Offense: Administration contacts the parent/guardian. Virtual Meeting with a school counselor.</p> <p>3rd Offense: In person meeting with parents and administration. Possible School Resource Officer involvement.</p>
Insubordination during Google Meet or while in Google Classroom.	<p>1st Offense: Teacher contacts the parent/guardian. The student makes reparations. Administration is notified.</p> <p>2nd Offense: Administration contacts the parent/guardian. Meeting with a school counselor. Detention on the next in school learning day.</p> <p>3rd Offense: Administration contacts the parent/guardian. Twilight suspension for the next in school learning day.</p> <p>4th Offense: Parent/guardian meeting with administration. 2 Twilight suspensions for next 2 In School Learning days.</p>

**All Virtual Learning Model Consequences:**

1st Offense: 1st Offense: Teacher contacts the parent/guardian.

2nd Offense: Administration contacts the parent/guardian. Virtual meeting with a school counselor.

3rd Offense: In person meeting with parents and administration.

**Blatant** refusal to complete Google Classroom assignments or directives. (Not in relation to connectivity issues, lack of technology devices, or parent/guardian work schedule.)

1st Offense: Teacher contacts the parent/guardian.

2nd Offense: Administration contacts the parent/guardian. Meeting with a school counselor. Detention on the next in school learning day to complete assignments.

3rd Offense: Administration contacts the parent/guardian. Twilight suspension on the next in school learning day to complete assignments.

4th Offense: Parent/guardian meeting with administration. 2 Twilight suspensions for the next 2 in school learning days to complete assignments.

**All Virtual Learning Model Consequences:**

1st Offense: 1st Offense: Teacher contacts the parent/guardian.

2nd Offense: Administration contacts the parent/guardian. Virtual meeting with a school counselor.

3rd Offense: Truancy Officer is Contacted.

**Walter H. Hill School**  
**Student Code of Conduct Discipline Matrix**

**All discipline is subject to administrative discretion and infractions are cumulative in terms of consequences issued. Infractions beyond the 3rd offense, where not otherwise indicated, will have consequences at the discretion of the administrator. Total days restricted refers to school days and restriction includes all school sponsored extracurricular activities both during and beyond the school day.**

Teachers referring students to the office should have exhausted all required classroom consequences (see "Classroom Consequences" above) prior to completing an office referral. These classroom consequences should be posted, adhered to, and applied consistently throughout the year with an office referral taking place only when a teacher has followed all procedures for in-class rewards and consequences listed above including contacting the parent to try to remediate the problem.

**Important note:** Administration reserves the right to make the final decision in the context of each student's infraction when assigning consequences within the matrix, and may reduce or exceed the chart's recommended level of consequences. These decisions are based on the severity and circumstances of the infraction. In these instances, common sense will prevail.

**CODE OF CONDUCT**

<b><u>LEVEL 1 Infractions</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<b>Unauthorized Food/Drink in Hall, Gymnasium, on the bus or in Classrooms</b>	Admin Warning - Parent contact by admin and follow up by teacher	Lunch/Recess Detention - Parent contact by admin - Infraction letter from administration	After-School Office Detention - Parent contact by phone and infraction letter from administration
<b>Cell Phone/ Electronics Violation (includes the bus)</b> <i>Including but not limited to: cell phones, IPOD, IPAD, Smart Watches</i> <i>Includes minor infractions, (e.g. Wearing headphones in the hallway, texting, etc.)</i>	Admin Warning - Parent contact by admin and follow up by teacher - Item will be confiscated and parent/guardian will be required to pick up at school	Lunch/Recess Detention - Parent contact by admin - Infraction letter from administration - Item will be confiscated and parent/guardian will be required to pick up at school	After-School Office Detention - Parent contact by phone and infraction letter from administration - Item will be confiscated and parent/guardian will be required to pick up at school
<b>Cell Phone/ Electronics Violation (includes the bus)</b> <i>Major infractions, such as playing games during a lesson, videotaping, etc.</i>	2-3 days lunch Detention, ISS or OSS depending on severity - Parent contact by phone and infraction letter from administration	2-4 days ISS or OSS depending on severity - Parent contact by phone and infraction letter from administration	4-5 days ISS or OSS depending on severity - Parent contact by phone and infraction letter from administration



<b>Violation of School Dress Code:</b> <i>change of clothes will be required</i>	Admin Warning - Parent contact by admin or teacher	Lunch/Recess Detention - Parent contact by admin - Infraction letter from administration	After-School Office Detention - Parent contact by phone and admin infraction letter
<b>Inappropriate/ Unacceptable Display of Affection (includes the bus)</b>	Admin Warning - Parent contact by admin	Lunch/Recess Detention - Parent contact by admin - Infraction letter from administration	After-School Office Detention - Parent contact by phone and infraction letter from administration
<b>Physical Aggression: (includes the bus)</b> <i>Including but not limited to: Pushing, Shoving, slapping, Horseplay, Rough recess play; <u>not involving injurious behavior</u></i> - <i>Injurious behavior will result in Level 2 consequences</i>	Lunch/Recess Detention - Parent contact by admin and follow up by teacher - Infraction letter from administration	After-School Office Detention - Parent contact by phone and infraction letter from administration	Suspension (OSS or ISS) - Parent contact by phone and infraction letter from administration
<b>Insubordination (Includes the bus)</b> <i>For example: Refusal to complete classroom assignments or directives</i>	Admin Warning - Parent contact by administration and follow up by teacher	Lunch/Recess Detention - Parent contact by administration - Infraction letter	After-School Office Detention - Parent contact by phone and infraction letter
<b><u>LEVEL 1 Infractions</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<b>Inappropriate Peer Interactions via Tech: (includes the bus)</b> <i>Including but not limited to: Texting, Social Media, Blogging. <u>*Can be subject to tier 3 consequences depending on the nature of the interactions.</u></i>	Lunch/Recess Detention - Parent contact by administration and follow up by teacher - Infraction letter from administration	After-School Office Detention - Change of seating, if necessary - Parent contact by phone and infraction letter from administration	1-2 days ISS/OSS - Parent contact by phone and infraction letter from administration
<b>Cafeteria Violation - Failure to follow rules and directives of cafeteria staff/.</b>	Administrative Warning/ 1-3 days of Lunch Detention/ or ISS depending on severity. Change of seating, if necessary - Parent contact by administration and/or infraction letter from administration and follow up by teacher	1-3 days of lunch detention, after school detention or ISS depending on severity. Change of seating, if necessary - Parent contact by phone and infraction letter from administration	3-5 days ISS/OSS. Change of seating, if necessary - Parent contact by phone and infraction letter from administration
<b>General Disrespect: (includes the bus)</b> <i>Student To Student: Name Calling, Taunting, Teasing</i>	Admin Warning - Parent contact by administration and follow up by teacher	Lunch/Recess Detention - Parent contact by administration - Infraction letter from administration	After-School Office Detention - Parent contact by phone and infraction letter from administration
<b>General Misconduct: (includes the bus)</b> <i>Including but not limited to: Running in the hallways,</i>	Admin Warning - Parent contact by administration and follow up by teacher	Lunch/Recess Detention - Parent contact by administration - Infraction letter from	After-School Office Detention - Parent contact by phone and infraction letter from

<i>screaming in the classroom, hallway, or bathroom. Not wearing a seatbelt, not sitting in seat properly</i>		administration	administration
<b>Academic Honesty Violation:</b> <i>Minor- Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</i>	Admin Warning <ul style="list-style-type: none"> <li>- Shall serve as documentation of reduced scores; teacher contacts parent/guardian;</li> <li>- Teacher-level warning documented.</li> </ul>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by teacher</li> <li>- Infraction letter from administration</li> </ul>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Altercation - Verbal (includes the bus)</b> <i>A noisy argument or disagreement; no physical contact</i>	Admin Warning <ul style="list-style-type: none"> <li>- Parent contact by administration and follow up by teacher</li> </ul>	1-3 days of lunch detention or after School detention depending on severity <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Severity will determine ISS or OSS and the number of days. <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Transportation Referral</b> <i>Bus infractions may result in an indefinite suspension from the bus.</i>	Admin Warning <ul style="list-style-type: none"> <li>- Parent contact by administration</li> </ul>	1-2 After School Detention(s) and/or 1-3 Day Bus Suspension <ul style="list-style-type: none"> <li>- Parent contact by administration</li> <li>- Admin Infraction letter</li> </ul>	<ul style="list-style-type: none"> <li>- 1-5 Day Bus Suspension</li> <li>- Parent contact by phone and Admin infraction letter</li> </ul>
<b><u>LEVEL 1 Infractions</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<b>ANY ACT DEEMED SIMILAR to a level one offense will follow the consequences listed.</b>	Admin Warning <ul style="list-style-type: none"> <li>- Parent contact by administration and follow up by teacher</li> </ul>	1-2 After School Detention(s) or 1-2 lunch/recess detention(s) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter</li> </ul>	Twilight Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>

<b><u>LEVEL 2 Infractions</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<b>Physical Aggression: (includes the bus)</b> <i>Including but not limited to: Pushing, Shoving, Slapping, Horseplay, Rough recess play which includes Injurious behavior</i>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	In School Suspension (1-2 days) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Out of School Suspension (1- 5 days) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Missed Office Lunch/Recess or After-School Detention</b>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	2 After-School Office Detentions <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Forging/Altering:</b> <i>Parent signature on School Documents Including but not limited to: Daily Classroom Notes, Permission</i>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> </ul>	2 After-School Office Detentions <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>

Slips, Parent Communication Notes, Tests/Quizzes			
<b>Insubordination: (includes the bus)</b> <i>Defiance of staff or admin directive including lying.</i>	After-School Office Detention - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and infraction letter from administration
<b>Inappropriate Language: (includes the bus)</b> <i>Spoken, Written, Gesture: Profanity, Racial Slurs, Vulgar Language, Middle Finger</i>	After-School Office Detention - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and infraction letter from administration
<b>Defacing/Misuse of School Property: (includes the bus)</b> <i>Including but not limited to: Walls, desks, chairs, bathroom.</i>	After-School Office Detention - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and infraction letter from administration
<b>LEVEL 2 Infractions</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Incitement to Fight (includes the bus)</b>	After-School Office Detention - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and admin infraction letter
<b>Obscene, Vulgar, or Inappropriate Materials/Objects in School (includes the bus)</b>	After-School Office Detention - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and infraction letter from administration
<b>Academic Honesty Violation</b> <i>Major- Quizzes, tests, lab reports, essays, research projects, and any other assignments designated by the teacher as a major assignment.</i>	1 Lunch Detention  Shall serve as documentation of reduced scores - Parent contact by teacher	2 After-School Office Detentions  - Parent contact by phone and infraction letter from administration	Twilight Suspension  - Parent contact by phone and infraction letter from administration
<b>Cut Office Assigned Lunch or After School Detention</b>  <i>* Note: Detentions will not be rescheduled unless the student is absent or approval obtained by Administration. Approvals will only be granted for documented emergencies (death in family, documented illness, etc). Parents will need to bring in documentation of emergencies in order for the student to be rescheduled.</i>	1 additional After School Detention (beyond what was originally assigned)  - Parent contact by administration	1 day ISS  - Parent contact by phone and infraction letter from administration	3 days ISS/OSS  - Parent contact by phone and infraction letter from administration

<b>Cut Teacher Assigned Lunch Detention</b>	1 day lunch detention (beyond what was originally assigned).  - Parent contact by teacher	1 half day ISS  - Parent contact by phone and infraction letter from administration	1 day ISS  - Parent contact by phone and infraction letter
<b>LEVEL 2 Infractions</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Dress Code Violation (includes the bus)</b>  Refusal to remove item(s) or change clothing as requested will be considered "Insubordination" - See discipline code.  This includes: undergarments showing, yoga pants, spaghetti strap tops, strapless tops, tank tops, excessive visible cleavage, shorts that do not meet fingertip length, mid-drift visible, rude or inappropriate themes, wearing hoodies with the hood up in the building, etc. Refer to the handbook for specific examples of dress code violations.	Administrative Warning  Student will be requested to change/remove the inappropriate item  If alternate clothing is unavailable in school, a parent/guardian will be contacted and the student will be placed in the nurse's office until his/her attire can be changed.	1-2 lunch detentions  Student will be requested to change/remove the inappropriate item  If alternate clothing is unavailable in school, a parent/guardian will be contacted and the student will be placed in the nurse's office until his/her attire can be changed.	1 twilight suspension  Student will be requested to change/remove the inappropriate item  If alternate clothing is unavailable in school, a parent/guardian will be contacted and the student will be placed in the nurse's office until his/her attire can be changed.
<b>Inappropriate Conduct in Lunch or After School Detention</b>	½ Day ISS  - Parent contact by administration and follow up by teacher	1 Day ISS  - Parent contact by phone and infraction letter from administration	1 Day OSS  - Parent contact by phone and infraction letter from administration
<b>Inappropriate Conduct in In School Suspension (ISS)</b>	1 Day OSS  - Parent contact by phone and infraction letter from administration and follow up by teacher	2 days OSS  - Parent contact by phone and infraction letter from administration	3 days OSS  - Parent contact by phone and infraction letter from administration
<b>ANY ACT DEEMED SIMILAR to a level two offense will follow the consequences listed.</b>	After-School Office Detention or ½ Day ISS  - Parent contact by phone and infraction letter from administration and follow up by teacher	2 After-School Office Detentions or 1 Day ISS  - Parent contact by phone and infraction letter from administration	1 Day OSS  - Parent contact by phone and infraction letter from administration

<b>LEVEL 3 Infractions</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Violation of Academic Integrity:</b> <i>Assessments and Homework</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>False Accusations:</b> <i>Student against Student</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>Theft:</b> <i>Including but not limited to: Teacher's property, cafeteria items, school property</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and admin infraction letter	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>Destruction of Classroom or bus</b>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and admin infraction letter	Full Day ISS - Parent contact by phone and infraction letter
<b>Aggression Toward a School Employee, bus driver, and/or Administrator</b>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and admin infraction letter	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>Jeopardizing the Safety and Security of Others: (includes the bus)</b> <i>Including but not limited to: throwing items, not controlling oneself, removal of class to alternate location</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - Parent contact by phone and admin infraction letter	Full Day ISS - Parent contact by phone and admin infraction letter
<b>Possession and/or Distribution of OTC Medication (includes the bus)</b>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>LEVEL 3 Infractions</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Threatening, Intimidating, Demeaning Statements: (includes the bus)</b> <i>Written, Electronic, or Verbal</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	½ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration

<b>Inappropriate behavior involving physical contact: (includes the bus)</b> <i>Including but not limited to: pantsing, sexual advances</i>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	$\frac{1}{2}$ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>ANY ACT DEEMED SIMILAR to a level three offense will follow the consequences listed.</b>	Twilight Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	$\frac{1}{2}$ Day ISS - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration

LEVEL 4 Infraction	1st Offense	2nd Offense	3rd Offense
<b>Eloperment:</b> <i>Leaving or attempting to leave school buildings or grounds without permission.</i>	Full Day ISS - Parent contact by phone and infraction letter from administration and follow up by teacher	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b> - Parent contact by phone and infraction letter from administration	Superintendent Hearing/BOE Review
<b>Eloperment:</b> <i>Leaving or attempting to leave the classroom, or space/room the student is scheduled to be in</i>	Removal from class for the remainder of the day - Parent contact by phone and infraction letter from administration and follow up by teacher	Full Day ISS - Parent contact by phone and infraction letter from administration	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b> - Parent contact by phone and infraction letter from administration
<b>Fighting: (includes the bus)</b> <i>Including but not limited to: Punching, Hitting, Kicking</i>	Full Day ISS + Twilight suspension <b>Bus:</b> 1-2 day Bus Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b> <b>Bus:</b> 3-5 day Bus Suspension - Parent contact by phone and infraction letter	Superintendent Hearing/BOE Review <b>Bus:</b> Suspended until Hearing
LEVEL 4 Infraction	1st Offense	2nd Offense	3rd Offense
<b>Physical Altercation: (includes the bus)</b> <i>Including but not limited to pushing, shoving, slapping, hair pulling, spitting</i>	Full Day ISS <b>Bus:</b> 1-2 day Bus Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	Full Day ISS + Twilight suspension <b>Bus:</b> 2-3 day Bus Suspension - Parent contact by phone and infraction letter from administration	OSS (Out of School Suspension) <b>1 - 5 Day(s)</b> <b>Bus:</b> 5day Bus Suspension - Parent contact by phone and infraction letter from administration
<b>False Accusations: Student against Adult Unfounded</b>	Full Day ISS <b>Bus:</b> 1 day Bus Suspension	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b> <b>Bus:</b> 3-5 day Bus Suspension	Superintendent Hearing/BOE Review <b>Bus:</b> Suspended until

	<ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Parent contact by phone and admin infraction letter</li> </ul>	Hearing
<b>***Possession of a Weapon or Weapon related paraphernalia or terroristic threat (includes the bus)</b> <i>Determined not an immediate threat</i>	Full Day ISS <b>Bus:</b> 1-2 day Bus Suspension <ul style="list-style-type: none"> <li>- Police notified</li> <li>- Parent contact by phone and admin infraction</li> </ul>	OSS (Out of School Suspension) <b>1 - 5 Day(s)</b> <b>Bus:</b> 5 day Bus Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and admin infraction letter</li> </ul>	Superintendent Hearing/BOE Review  <b>Bus:</b> Suspended until Hearing
<b>Assault: (includes the bus)</b> <i>***In addition to the assigned discipline, the administration has the right to file a formal complaint with the Woolwich Twp. PD.</i>  <i>An <b>assault</b> is the act of inflicting physical harm or unwanted physical contact upon a person without provocation and single party involvement. (One person assaulting another)</i>	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b> <b>Bus:</b> 1-2 day Bus Suspension <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS (Out of School Suspension) <b>5 Days</b> <b>Bus:</b> 5 day Bus Suspension <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Superintendent Hearing/BOE Review  Removal from school pending hearing  Law enforcement notified  <b>Bus:</b> Suspended until Hearing
<b>LEVEL 4 Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Written notes or verbal statements that indicate or elude to intentions of harming others</b> Includes kill lists, death threats, verbal expressions of killing someone  <i>In the event someone threatens to harm themselves, a suicide screening and/or crisis screening will be required as well as guidance counselor follow up. Parents/Caregivers are required to pick up the student immediately (Consequences are not given; resources and support will take precedence.)</i>	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b>  <b>Crisis clearance required to return to school</b>  <b>Parents/Caregivers are required to pick up student immediately</b>  <b>Bus:</b> 1-2 day Bus Suspension <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS (Out of School Suspension) <b>5 Days</b>  <b>Crisis clearance required to return to school</b>  <b>Parents/Caregivers are required to pick up student immediately</b>  <b>Bus:</b> 5 day Bus Suspension <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Superintendent Hearing/BOE Review  <b>Crisis evaluation</b>  <b>Parents/Caregivers are required to pick up student immediately</b>  Removal from school pending hearing  Law enforcement notified  <b>Bus:</b> Suspended until Hearing
<b>Possession/Solicitation/ Distribution of Alcohol, Illegal or Legal Prescription</b>	<b>10 Days External Suspension and Complaint filed with local PD and loss of Good Student Standing for the</b>	Superintendent Hearing/BOE Review	Superintendent Hearing/BOE Review

<b>Drugs or Drug Paraphernalia: (includes the bus)</b> <i>1st Offense: 10 Days External Suspension and Complaint filed with local PD and loss of Good Student Standing for the remainder of the school year.</i>	<i>remainder of the school year.</i>	Removal from school pending hearing  Law enforcement involvement	Removal from school pending hearing  Law enforcement involvement
<b>ANY ACT DEEMED SIMILAR to a level four offense will follow the consequences listed.</b>	Full Day ISS  Bus 1-2 day suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> </ul>	Full Day ISS + Twilight suspension  <b>Bus:</b> 2 day Bus Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS (Out of School Suspension) <b>1 - 2 Day(s)</b>  <b>Bus:</b> 3-5 day Bus Suspension <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>HIB</b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>
<b>Founded HIB:</b> <i>(HIB law is followed for recording of offenses and subsequent recommendations and requirements)</i>  <i>2022 addition to HIB law includes S1790</i>	Twilight Suspension or ½ Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> </ul>	1-2 Two Day ISS or 1-2 DAY OSS <ul style="list-style-type: none"> <li>- 8:30-11:30 or 11:30-2:30</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	3-5 Day OSS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Individual Student Intervention Plan developed and approved by the Superintendent</li> </ul>

**Restorative Approach:** Discipline will be defined as a deliberate, proactive process that supports the development of positive social behavior vital to the success of its students. The Principal at Walter Hill must use informed decision making when determining if a student’s actions will result in administrative actions. Administrative Action(s) can either be of the traditional disciplinary consequences which are listed in the matrix within the Code of Conduct or restorative discipline. The goal is to modify the unacceptable behavior. The goal is not to punish the student but to more strongly alert the student of the need to correct the problem and to provide support to encourage changed behavior.

Restorative practices promote inclusiveness, relationship-building, and problem-solving through such restorative methods as circles for teaching and conflict resolution that bring victims, offenders, and their supporters together to address the issue and/or wrongdoing. The underlying premise of Restorative Discipline rests with the belief that people will make positive changes when those in positions of authority do things with them rather than to them. Students will be taught to understand the weight of their actions and the impact it has on others rather than just receiving a consequence. Restorative Discipline is not a system to dismiss punitive consequences - detention, in-school suspensions, out-of-school



suspensions, etc. Rather, this system is used as a chance to reduce the number of punitive consequences. The ultimate goal of restorative practices is to work with students to develop positive relationships and reduce negative interactions.

Through various approaches, such as restorative circles, we will follow the 5 'R's of

-Restorative Practice:

-Relationship

-Respect

-Responsibility

-Repair

-Reintegration

There are Six Key Questions to Restorative Discipline

1. What happened?

2. What were you thinking of at the time?

3. What have you thought about since?

4. Who has been affected by what you have done?

5. In what way have they been affected?

6. What do you think you need to do to make things right?"

## **Bus Violations**

- Bus infractions may result in temporary and/or in an indefinite suspension from the bus.