



General Charles G. Harker School Code of Conduct

Positive Behavior Program

Harker School uses the theme Comet Pride as part of Character Education and Positive Behavior Support in Schools (PBSIS). The program encourages students to demonstrate, promote, and celebrate Comet Pride.

The Positive Behavior Support in Schools framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases in behavioral 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 a 21% decrease in referrals to the office for behavior infractions and a 30% average decrease in out of school suspensions.

Our PBSIS program allows faculty and staff members to participate by handing out Comet Cash tickets to students who demonstrate positive behavior related to our six stars of stellar character. Students can earn Comet Cash for demonstrating positive character traits in the bus lanes, in the hallways, during lunch/recess, and in the classroom. Our “Comet Cash” highlights the six stars of stellar character so students can be recognized for demonstrating a specific trait.

When a student is given “Comet Cash”, they will be thanked for demonstrating the character trait and told what they are being recognized for. The “Comet Cash” will then be placed in the classroom “Comet Cash Collector” and/or school-wide collector. At the end of each week, the guidance counselors will pull three “Comet Cash Tickets” from the school-wide “Comet Cash Collector” and those students will receive recognition during announcements, their photo on the school tv displays, social media, and a certificate.

For Stellar Comet recognition, at the end of each month, (beginning in October and ending in May) each grade level team will get together to choose one boy and one girl who has consistently demonstrated the six stars of stellar character. These students will receive a certificate, a small prize from the guidance counselor, will have their picture featured on the hallway tv displays, and will be recognized at a Board of Education Meeting.

While it is the hope of the administration that all students follow the rules and are able to earn “Comet Cash” and remain in Good Student Standing, there are times when rules are broken and consequences are needed. See below for a description of consequences.

Classroom Consequences for Violations of the School Rules:

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 the teacher’s discretion).
- 2) Possible relocation of student seat or time out in another classroom.
- 3) Parent phone call/follow up email addressing the conduct violation.
- 4) Voluntary teacher issued lunch detention for restorative practice. (cannot be done more than twice per week)
- 5) Referral to I&RS Committee.
- 6) Referral to Guidance (if warranted) for repeated non-serious behaviors.
- 7) Referral to the main office.

Administrative Consequences for Violations of the Code of Conduct:

Administrative Warning - Student will have a conference with the building Vice Principal and the VP will contact the parent and follow-up by teacher.

Lunch Detention - Student will forfeit his/her free lunch and recess time due to a behavior infraction. Student 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 3:00 PM until 4:00 PM. A parent/guardian is responsible for providing transportation home from detention. The student 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 3:00 PM until 5:00 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 (8:25 AM) the student will report to the Main Office. The student will continue with assigned work and will eat lunch in the room or designated area until dismissal (3:00 PM). 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.

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.

Good Student Standing - Students who have lost Good Student Standing Status 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.

See below for CHS Student Code of Conduct Discipline Matrix.

CODE OF CONDUCT

<u>LEVEL 1 Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Unauthorized Food/Drink in Hall, Gymnasium, on the bus or in Classrooms	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
Cell Phone/ Electronics Violation (includes the bus) <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
Cell Phone/ Electronics Violation (includes the bus) <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
Violation of School Dress Code: <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
Inappropriate/ Unacceptable Display of Affection (includes the bus)	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
Physical Aggression: (includes the bus) <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
Insubordination (Includes the bus) <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

<u>LEVEL 1 Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Inappropriate Peer Interactions via Tech: (includes the bus) <i>Including but not limited to: Texting, Social Media, Blogging. *Can be subject to tier 3 consequences depending on the nature of the interactions.</i>	Lunch/Recess Detention <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher - Infraction letter from administration 	After-School Office Detention <ul style="list-style-type: none"> - Change of seating, if necessary - Parent contact by phone and infraction letter from administration 	1-2 days ISS/OSS <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Inappropriate Interactions/Use of School Issued ChromeBook: (includes the bus) <i>Including but not limited to: inappropriate searches.</i>	Administrative Warning/Loss of ChromeBook for one day: <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher - Infraction letter from administration 	Loss of ChromeBook for two or three days: <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher - Infraction letter from administration 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Cafeteria Violation - Failure to follow rules and directives of cafeteria staff/.	Administrative Warning/ 1-3 days of Lunch Detention/ or ISS depending on severity. Change of seating, if necessary <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	3-5 days ISS/OSS. Change of seating, if necessary <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
General Disrespect: (includes the bus) <i>Student To Student: Name Calling, Taunting, Teasing</i>	Admin Warning <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher 	Lunch/Recess Detention <ul style="list-style-type: none"> - Parent contact by administration - Infraction letter from administration 	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
General Misconduct: (includes the bus) <i>Including but not limited to: Running in the hallways, screaming in the classroom, hallway, or bathroom. Not wearing a seatbelt, not sitting in seat properly</i>	Admin Warning <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher 	Lunch/Recess Detention <ul style="list-style-type: none"> - Parent contact by administration - Infraction letter from administration 	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Academic Honesty Violation: <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"> - Shall serve as documentation of reduced scores in BTSL; teacher contacts parent/guardian; - Teacher-level warning documented. 	Lunch/Recess Detention <ul style="list-style-type: none"> - Parent contact by teacher - Infraction letter from administration 	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Altercation - Verbal (includes the bus) <i>A noisy argument or disagreement; no physical contact</i>	Admin Warning <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher 	1-3 days of lunch detention or after School detention depending on severity <ul style="list-style-type: none"> - Parent contact by phone 	Severity will determine ISS or OSS and the number of days. <ul style="list-style-type: none"> - Parent contact by phone and infraction

		and infraction letter from administration	letter from administration
Selling of personal items or any item(s) while in school, on the bus, or at a school sponsored function.	2 days of Lunch/Recess detention <ul style="list-style-type: none"> - Parent contact by administration - Infraction letter from administration 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	In School Suspension (1-2 days) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Transportation Referral <i>Bus infractions may result in an indefinite suspension from the bus.</i>	Admin Warning <ul style="list-style-type: none"> - Parent contact by administration 	1-2 After School Detention(s) and/or 1-3 Day Bus Suspension <ul style="list-style-type: none"> - Parent contact by administration - Admin Infraction letter 	<ul style="list-style-type: none"> - 1-5 Day Bus Suspension - Parent contact by phone and Admin infraction letter
<u>LEVEL 1 Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
ANY ACT DEEMED SIMILAR to a level one offense will follow the consequences listed.	Admin Warning <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher 	1-2 After School Detention(s) or 1-2 lunch/recess detention(s) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration

<u>LEVEL 2 Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Physical Aggression: (includes the bus) <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"> - Parent contact by phone and infraction letter from administration 	In School Suspension (1-2 days) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	Out of School Suspension (1- 5 days) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Missed Office Lunch/Recess or After-School Detention	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	2 After-School Office Detentions <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Forging/Altering: <i>Parent signature on School Documents</i> <i>Including but not limited to: Daily Classroom Notes, Permission Slips, Parent Communication Notes, Tests/Quizzes</i>	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	2 After-School Office Detentions <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Insubordination: (includes the bus) <i>Defiance of staff or admin directive including lying.</i>	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	2 After-School Office Detentions <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	Twilight Suspension (3:00-5:00) <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
Inappropriate Language: (includes the bus)	After-School Office Detention <ul style="list-style-type: none"> - Parent contact by phone 	2 After-School Office Detentions <ul style="list-style-type: none"> - Parent contact by phone 	Twilight Suspension (3:00-5:00)

<i>Spoken, Written, Gesture: Profanity, Racial Slurs, Vulgar Language, Middle Finger</i>	and infraction letter from administration and follow up by teacher	and infraction letter from administration	- Parent contact by phone and infraction letter from administration
Defacing/Misuse of School Property: (includes the bus) <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 (3:00-5:00) - Parent contact by phone and infraction letter from administration
LEVEL 2 Infractions	1st Offense	2nd Offense	3rd Offense
Incitement to Fight (includes the bus)	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 (3:00-5:00) - Parent contact by phone and admin infraction letter
Obscene, Vulgar, or Inappropriate Materials/Objects in School (includes the bus)	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 (3:00-5:00) - Parent contact by phone and infraction letter from administration
Academic Honesty Violation <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 in BTSL - Parent contact by teacher	2 After-School Office Detention s - Parent contact by phone and infraction letter from administration	Twilight Suspension (3:00-5:00) - Parent contact by phone and infraction letter from administration
Cut Office Assigned Lunch or After School Detention <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
Cut Teacher Assigned Lunch Detention	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
LEVEL 2 Infractions	1st Offense	2nd Offense	3rd Offense
Dress Code Violation (includes the bus)	Administrative Warning	1-2 lunch detentions	1 twilight suspension

<p>Refusal to remove item(s) or change clothing as requested will be considered "Insubordination" - See discipline code.</p> <p>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.</p>	<p>Student will be requested to change/remove the inappropriate item</p> <p>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.</p>	<p>Student will be requested to change/remove the inappropriate item</p> <p>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.</p>	<p>Student will be requested to change/remove the inappropriate item</p> <p>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.</p>
<p>Inappropriate Conduct in Lunch or After School Detention</p>	<p>½ Day ISS</p> <ul style="list-style-type: none"> - Parent contact by administration and follow up by teacher 	<p>1 Day ISS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	<p>1 Day OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
<p>Inappropriate Conduct in In School Suspension (ISS)</p>	<p>1 Day OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	<p>2 days OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	<p>3 days OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
<p>ANY ACT DEEMED SIMILAR to a level two offense will follow the consequences listed.</p>	<p>After-School Office Detention or ½ Day ISS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	<p>2 After-School Office Detentions or 1 Day ISS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	<p>1 Day OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration

LEVEL 3 Infractions	1st Offense	2nd Offense	3rd Offense
<p>Violation of Academic Integrity: <i>Assessments and Homework</i></p>	<p>Twilight Suspension (3:00-5:00)</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	<p>½ Day ISS</p> <ul style="list-style-type: none"> - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration 	<p>Full Day ISS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration

False Accusations: <i>Student against Student</i>	Twilight Suspension (3:00-5:00) - 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
Theft: <i>Including but not limited to: Teacher's property, cafeteria items, school property</i>	Twilight Suspension (3:00-5:00) - 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
Destruction of Classroom, School Property or Bus <i>Includes graffiti</i>	Twilight Suspension (3:00-5:00) - 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
Aggression Toward a School Employee, bus driver, and/or Administrator	Twilight Suspension (3:00-5:00) - 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
Jeopardizing the Safety and Security of Others: (includes the bus) <i>Including but not limited to: throwing items, not controlling oneself, removal of class to alternate location</i>	Twilight Suspension (3:00-5:00) - 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
Possession and/or Distribution of OTC Medication (includes the bus)	Twilight Suspension (3:00-5:00) - 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
<u>LEVEL 3 Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Threatening, Intimidating, Demeaning Statements: (includes the bus) <i>Written, Electronic, or Verbal</i>	Twilight Suspension (3:00-5:00) - 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

Inappropriate behavior involving physical contact: (includes the bus) <i>Including but not limited to: pantsing, sexual advances</i>	Twilight Suspension (3:00-5:00) - 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
ANY ACT DEEMED SIMILAR to a level three offense will follow the consequences listed.	Twilight Suspension (3:00-5:00) - 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
Elopement: <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) 1 - 2 Day(s) - Parent contact by phone and infraction letter from administration	Superintendent Hearing/BOE Review
Elopement: <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) 1 - 2 Day(s) - Parent contact by phone and infraction letter from administration
Fighting: (includes the bus) <i>Including but not limited to: Punching, Hitting, Kicking</i>	Full Day ISS + Twilight suspension Bus: 1-2 day Bus Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	OSS (Out of School Suspension) 1 - 2 Day(s) Bus: 3-5 day Bus Suspension - Parent contact by phone and infraction letter	Superintendent Hearing/BOE Review Bus: Suspended until Hearing
LEVEL 4 Infraction	1st Offense	2nd Offense	3rd Offense
Physical Altercation: (includes the bus) <i>Including but not limited to pushing, shoving, slapping, hair pulling, spitting</i>	Full Day ISS Bus: 1-2 day Bus Suspension - Parent contact by phone and infraction letter from administration and follow up by teacher	Full Day ISS + Twilight suspension Bus: 2-3 day Bus Suspension - Parent contact by phone and infraction letter from administration	OSS (Out of School Suspension) 1 - 5 Day(s) Bus: 5day Bus Suspension - Parent contact by phone and infraction letter from administration
FIRE: <i>Setting or trying to set a fire in the</i>	Full Day ISS	OSS (Out of School Suspension) 1 - 2 Day(s)	Superintendent Hearing/BOE Review

<i>school, on school property, or on the bus.</i>	Bus: 1-2 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	Bus: 3-5 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and admin infraction letter 	Bus: Suspended until Hearing
False Accusations: <i>Student against Adult Unfounded</i>	Full Day ISS Bus: 1 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	OSS (Out of School Suspension) 1 - 2 Day(s) Bus: 3-5 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and admin infraction letter 	Superintendent Hearing/BOE Review Bus: Suspended until Hearing
Inappropriate Cell Phone Use: <i>Includes, but is not limited to: sharing inappropriate photos, threats, inappropriate content</i>	Full Day ISS Bus: 1 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	OSS (Out of School Suspension) 1 - 2 Day(s) Bus: 3-5 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and admin infraction letter 	Superintendent Hearing/BOE Review Bus: Suspended until Hearing
***Possession of a Weapon or Weapon related paraphernalia or terroristic threat (includes the bus) <i>Determined not an immediate threat</i>	Full Day ISS Bus: 1-2 day Bus Suspension <ul style="list-style-type: none"> - Police notified - Parent contact by phone and admin infraction 	OSS (Out of School Suspension) 1 - 5 Day(s) Bus: 5 day Bus Suspension <ul style="list-style-type: none"> - Parent contact by phone and admin infraction letter 	Superintendent Hearing/BOE Review Bus: Suspended until Hearing
Assault: (includes the bus) ***In addition to the assigned discipline, the administration has the right to file a formal complaint with the Woolwich Twp. PD. <i>An assault 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) 1 - 2 Day(s) Bus: 1-2 day Bus Suspension <ul style="list-style-type: none"> - Law enforcement notified - Parent contact by phone and infraction letter from administration 	OSS (Out of School Suspension) 5 Days Bus: 5 day Bus Suspension <ul style="list-style-type: none"> - Law enforcement notified - Parent contact by phone and infraction letter from administration 	Superintendent Hearing/BOE Review Removal from school pending hearing Law enforcement notified Bus: Suspended until Hearing
LEVEL 4 Infraction	1st Offense	2nd Offense	3rd Offense
Written notes or verbal statements that indicate or elude to intentions of harming others Includes kill lists, death threats, verbal expressions of killing someone	OSS (Out of School Suspension) 1 - 2 Day(s) Crisis clearance required to return to school Parents/Caregivers are required to pick up student immediately	OSS (Out of School Suspension) 5 Days Crisis clearance required to return to school Parents/Caregivers are	Superintendent Hearing/BOE Review Crisis evaluation Parents/Caregivers are required to pick up student immediately

<p><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></p>	<p>Bus: 1-2 day Bus Suspension</p> <ul style="list-style-type: none"> - Law enforcement notified - Parent contact by phone and infraction letter from administration 	<p>required to pick up student immediately</p> <p>Bus: 5 day Bus Suspension</p> <ul style="list-style-type: none"> - Law enforcement notified - Parent contact by phone and infraction letter from administration 	<p>Removal from school pending hearing</p> <p>Law enforcement notified</p> <p>Bus: Suspended until Hearing</p>
<p>Possession/Solicitation/ Distribution of Alcohol, Illegal or Legal Prescription Drugs or Drug Paraphernalia: (includes the bus) <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></p>	<p>10 Days External Suspension and Complaint filed with local PD and loss of Good Student Standing for the remainder of the school year.</p>	<p>Superintendent Hearing/BOE Review</p> <p>Removal from school pending hearing</p> <p>Law enforcement involvement</p>	<p>Superintendent Hearing/BOE Review</p> <p>Removal from school pending hearing</p> <p>Law enforcement involvement</p>
<p>ANY ACT DEEMED SIMILAR to a level four offense will follow the consequences listed.</p>	<p>Full Day ISS</p> <p>Bus 1-2 day suspension</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	<p>Full Day ISS + Twilight suspension</p> <p>Bus: 2 day Bus Suspension</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration 	<p>OSS (Out of School Suspension) 1 - 2 Day(s)</p> <p>Bus: 3-5 day Bus Suspension</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration
HIB	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<p>Founded HIB: <i>(HIB law is followed for recording of offenses and subsequent recommendations and requirements)</i></p> <p><i>2022 addition to HIB law includes S1790</i></p>	<p>Twilight Suspension (3:00-5:00) or ½ Day ISS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration and follow up by teacher 	<p>1-2 Two Day ISS or 1-2 DAY OSS</p> <ul style="list-style-type: none"> - 8:30-11:30 or 11:30-2:30 - Parent contact by phone and infraction letter from administration 	<p>3-5 Day OSS</p> <ul style="list-style-type: none"> - Parent contact by phone and infraction letter from administration - Individual Student Intervention Plan developed and approved by the Superintendent

Please Note:

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 Principals 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 the 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?"*

*Administrators reserve the right to administer a greater or lesser consequence other than that which is listed. These decisions are based on the severity and circumstances of the infraction. In these instances, common sense will prevail.

**Bus infractions may result in an indefinite suspension from the bus.*

Please see below for our Good Student Standing (GSS) Policy to see loss of points and GSS standing status.

In conjunction with the Comet Pride program, students at the Harker School are all part of “Good Student Standing” which correlates with, and supports, the Positive Behavior Support in Schools (PBSIS) portion of Comet Pride. The premise of “Good Student Standing” is to promote positive character and actions every day, all day, everywhere!

Every student begins the school year, and the start of each month, as a student in good standing. We refer to this as, “Good Student Standing.” A student with “Good Student Standing” may attend, or be eligible for participation in an extracurricular activity or club, class trips, classroom rewards, classroom parties, after-school evening events, and Comet Pride Rewards.

***Please note:** Students not in “Good Standing” will not be eligible to participate in any of the activities in the aforementioned paragraph if the activity falls within the month they lost “Good Standing”. If a student is not eligible to participate in an activity, the student will remain in a classroom with a faculty member or in the main office with an administrator.*

As mentioned, at the beginning of each month, all students will be given a predetermined point bank for “Good Student Standing”. During the month, if a student receives a discipline referral, their point bank will be charged with demerits in accordance with the chart below. Demerits are in addition to the consequence related to the infraction outlined in the discipline code.

During the month, if a student’s point bank is charged with 7 demerits their “Good Student Standing” will be lost for the month. At the beginning of each month, all students’ point banks will be reinstated to 40 points or 100% on the first school day of the following month.

Every student will begin the month with 40 points in their bank. Students must maintain 33 or approximately 85% of their bank points to be considered in “Good Student Standing” for the month.

Administrative Warning/Parent Contact	1 demerit per offense
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Office Lunch/Recess Detention	2 demerits per offense
After School Office Detention	5 demerits per offense
½ Day In-School Suspension/Twilight	8 demerits per offense
Full Day In-School Suspension	10 demerits per offense
Out-of-School Suspension	15 demerits per offense
Bus Suspension	6 demerits per offense

Additional Information For Students With Disabilities:

In rare instances, a student may need to be placed in a therapeutic hold to ensure their safety and/or the safety of others. During a therapeutic hold, *the district assures physical restraint and seclusion techniques used on students with disabilities are only used in an emergency in which the*

student is exhibiting behavior that places the student or others in immediate physical danger in accordance with the provisions at N.J.S.A. 18A:46-13.4 et seq.

Resources:

[Counseling Resources](#)

[Gloucester County Resource Guide](#)

[Physicians and General Care Resources](#)