

24-25 Elementary Discipline and Attendance Guidelines

Tardiness to School

All students are expected to be on time for school and to all classes. Pride in your achievements begins with punctuality. The school day begins promptly at 8:15 a.m. The consequences specified below will be administered to students who are late to school (5 min.) after 8:20 a.m..

Late/tardy to school (Consequences are assigned after 5th late/tardy per calendar month)	5 tardies in a calendar month = Parent phone call 10 tardies in a calendar month = Parent conference
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[District Policy #5240 - Tardiness](#)

Guidelines for Teachers Before Using the Discipline Matrix

Teachers will follow the required steps indicated on the matrix listed below before referring students to the school administration for designated offenses listed on the Disciplinary Matrix.

The steps teachers will follow are listed below:

- A. Verbal Warning/Redirection (1st offense) - Teacher will state expectations for appropriate behavior and or/redirect student(s). This should be conducted in a private manner.
- B. Parent/Guardian (2nd offense) - Teacher will notify parent/guardian of misconduct. When calling parents/guardians, teachers will leave a detailed message with their name and email. The parent contact needs to be captured in Genesis in the NOTES section.
- C. Logical Consequence (2nd offense) - Student loses a privilege related to the misbehavior. Student will have a restorative practice conference with the teacher and/or other students.
- D. (3rd offense or more) Students will be referred to the building administration when the student exhibited the same offense listed above three or more times. Teachers will refer students to the school administration using a Google Form for each building.
- E. Teachers will document student issues not referred to administration in the Notes section of Genesis.

Elementary School Behavior Flow Chart

Teacher Step A

Teacher Step B

Teacher Step C

Teacher Step D

Verbal Warning/Redirection

-Teacher will state expectations for appropriate behavior and/or redirect student.

Logical Consequence

-Student loses a privilege related to the misbehavior. Student will have a restorative practice conference with the teacher and or/other students.

Parent/Guardian Contact

-Teacher will notify parent/guardian of misconduct. When calling parents/guardians, leave a detailed message with your name and email.

Referral to Administration

- Students will be referred to the building administration when they exhibited the same minor offense behavior three or more times. Teacher will write the student up in Genesis.

Minor Incidents (Teacher Managed)

- Defiance
- Off-Task Behaviors
- Forgery
- Dress Code Violations
- Inappropriate language
- Cheating
- Rough-Housing
- Possession of non-instructional items (cell-phones, toys, gaming devices)
- Minor acts that interfere with the order of the day

Immediate Office Referrals Administration Managed

- Physical Aggression/Fighting
- Vandalism
- Theft
- Abusive Language
- Threats, Intimidation, and/or Bullying
- Weapons
- Drugs, Alcohol, Tobacco/Vaping
- Inappropriate sexual behavior
- Leaving class without permission

Administration will determine the appropriate, logical consequence. This can include loss of privilege, reparations, intervention, suspension, and communication with parent/guardian, teacher(s), case manager, CST, counselors, or other appropriate agency as needed.

(Notes)

Please note that all behaviors may not be included on this list as this is a broad overview.

Administration is able to use discretion, as appropriate, to each individual case.

Progressive Discipline will be administered with recurring behaviors.

Do not forget to have discussions with our school counselors.

Elementary Discipline Matrix

[Policy #5610 - SUSPENSION](#)

[Reg # 5500- EXPECTATIONS FOR STUDENT CONDUCT](#)

[Reg # 5600 - STUDENT DISCIPLINE/CODE OF CONDUCT \(M\)](#)

Please note the following:

- The administration will contact the parent/guardian when necessary.
- Student may be required to speak to the Guidance Counselor/Tiger Rap when deemed necessary.
- Student may be recommended for I & RS or CST evaluation.
- Repeated violations of the School Discipline Matrix may result in a mandatory B.I.P (Behavior Improvement Plan) and counseling. Consequences will be determined by the administration.
- All behaviors may not be included on this list as this is a broad overview.
- Administration is able to use discretion, as appropriate, to each individual case.

*In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.

Offense	Teacher Steps	Level 1	Level 2	Level 3
Causing false alarms or emergencies (Grades K - 2) Policy # Reg # 8420.2 Bomb Threats	N/A	Parent conference Possible discipline consequence Police notified Referral to counseling services	**To be determined by the administration	
Causing false alarms or emergencies (Grades 3 - 6) Policy # Reg # 8420.2 Bomb Threats	N/A	Parent conference OSS suspension based upon the severity of the act Police notified Referral to counseling services	**To be determined by the administration	
Cell phones or other electronic devices Policy #5516 Use of Personal Electronic Devices, Electronic Communication and Recording Devices (M)	A & B	Item confiscated/returned end of day Sent to administration Conference with administration	Item confiscated/returned end of day Sent to administration Lunch detention	Item confiscated Sent to administration Lunch detention Parent pick-up required
Cheating/Forgery/Plagiarism (Grades 3 - 6) Policy # 5701 Plagiarism	A-C	Redo the assignment for partial credit Reflection paper for grades 3 - 6 students Parent notified	No credit for the assignment One 30 minute after school detention Parent conference Reflection paper on plagiarism/cheating/forgery for Grades 3 - 6 students	No credit for the assignment One 15 minute after school detention for K - 2 students ISS for Grades 3 - 6 students Parent conference
Cut Administration Detention	N/A	Parent Conference and one additional detention with administration.		
Cut Class	N/A	One 1-hour after school detention for grades 3 - 6 students	Two 1-hour after school detentions for grades 3 - 6 students Student not permitted to be in the hallway alone	**To be determined by school administration
Cut Teacher Detention Policy #	N/A	Two lunch detentions Written notification by teacher	Two 30-minute after school detentions for grade 3 - 6 students	Three 30-minute after school detention for grades 3 - 6 students Parent conference

Defiance (Refusal to follow school and/or classroom procedures)	A-C	Stern warning from administrator Parent notified Reflection writing for Grade 3 - 6 students	Parent notified One lunch detention for Grade K - 2 students One 30-minute after School detention for Grade 3 - 6 students	One 30-minute after school detentions for Grades K - 2 students Two 30-minute after school detentions grades 3 - 6 students Parent notified Referral to counseling services
Destruction of School Property/Vandalism Policy # 9260- Parental Liability for Vandalism Reg # 7610- Vandalism	A-C *Depending on the severity	One 30-minute detention Parent conference (may result in police notification or parent responsibility to cover cost of damage) Reflection writing	Minimum of 1-hour detention after school Restitution Parent Conference (May result in police notification) Reflection writing	Minimum of two 1-hour after school detentions/potential ISS Restitution Parent conference and may result in police notification Reflection writing
Destruction of School Property/ Vandalism (Grades 3 - 6) Policy # 9260- Parental Liability for Vandalism Reg # 7610 Vandalism	A-C *Depending on the severity	Minimum of one to three days after school detention for 30-minutes Possible one day ISS/OSS depending upon severity of act. Restitution Parent conference (may result in expulsion and/or police notification) Reflection writing	One to two days (ISS/OSS) & restitution Parent conference and may result in expulsion and/or police notification Reflection writing	Three to four days (ISS/OSS) & restitution Parent conference and may result in expulsion and/or police notification
Disrespectful to Staff/Student Reg # 5560 Disruptive Students	Step A-C	Stern warning from school administration Parent notified Apology letter/reflection writing	Lunch detention Parent notified Apology letter/reflection writing	K - 2 one 15-minute after school detention Grades 3-6 one day ISS Parent notified
Disruptive Behavior in Classroom Policy # 5560- Disruptive students Reg #5520 - Disorder and Demonstration	Step A-C	One to two days lunch detention	One 30-minute after school detention for K - 2 students; Two 30-minute after school detentions for Grade 3 - 6 students Parent Conference for all students Referral to counseling service for all students	Two 30-minute after school detentions for K - 2 students; Three 30 minute after school detention or a possible ISS for Grade 3 - 6 students Parent conference for all students Reflection writing for all students Referral to counseling services for all students and possible Tiger Rap referral
Disruptive Behavior on School Bus	N/A	Lunch detention Parent notification	Three days suspension from bus Parent Conference	Possible permanent removal from the bus Parent Conference
Dress Code (articles of clothing considered to be unsafe, bais, and/or offensive) Policy #5511- Dress and Grooming	N/A	Child is asked to change Parent notified	Child is asked to change 30-minutes after school detention Parent meeting Lunch Detention	Child is asked to change Parent meeting One 1- hour after school detention Continued infractions may result in ISS
Fighting (Grades K - 2) Note: School administration can make these ISS/OSSbased upon the severity of the act	N/A	One to three days lunch detentions Parent conference <i>Acts of willful battery will result in police notification and or referral to school threat assessment team</i>	One 30-minute after school detention <i>Acts of willful battery will result in police notification and or referral to school threat assessment team</i>	Two 30-minute after school detentions - Parent conference <i>Acts of willful battery will result in police notification and or referral to school threat assessment team</i>
Fighting (Grades 3 - 6) Note: Intent to injure required - Not horseplay)	N/A	One to three days (OSS) parent conference <i>Acts of willful battery will result in police notification and/or referral to school threat assessment team</i>	Three to five days (OSS) parent conference <i>Acts of willful battery will result in police notification and/or referral to school threat assessment team</i>	Six to ten days (OSS) Parent conference <i>Acts of willful battery will result in police notification and/or referral to school threat assessment team</i>
Food in the Hallway/ Gym	Step A-C	Confiscation & lunch detention	Confiscation & two lunch detentions	Confiscation and three lunch detentions Parent conference
Harassment/Intimidation/Bullying Policy # 5512- Harassment, Intimidation, and Bullying (M)	N/A	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin

Reg #8465- Bias Crimes and Bias-Related Acts (M)				If a student is a confirmed offender for three or more incidents, an individual intervention plan will be created.
Inappropriate physical contact with Student or Staff (K - 2)	N/A	Parent conference Police contacted if necessary	One 30-minute after school detention Parent notified Referral to counseling services and possible Tiger Rap referral Police contacted if necessary	Three 30-minute after school detentions Parent notified Referral to counseling services and possible Tiger Rap referral Police contacted if necessary
Inappropriate physical contact with Student or Staff (3 - 6)	N/A	One 1 hour-minute after school detention Parent notified Possible referral to counseling services Police contacted if necessary	ISS Parent notified Referral to counseling services and possible Tiger Rap referral Police contacted if necessary	OSS length to be determined by the administration Referral to counseling services and possible Tiger Rap referral
Jeopardizing the Safety of Others (Grades K - 2)	N/A	**Note - Out of School Suspensions will only occur if the behavior is violent or sexual in nature that endangers others. Minimum Consequence: One day after school detention Conference with administration Referral to counseling services	**Note - Out of School Suspensions will only occur if the behavior is violent or sexual in nature that endangers others. Minimum Consequence: Two days after school detention for thirty minutes Referral to counseling services	**Note - Out of School Suspensions will only occur if the behavior is violent or sexual in nature that endangers others. Minimum Consequence: In-School Suspension; Referral to counseling services
Jeopardizing the Safety of Others (Grades 3 - 6)	N/A	One to three days (ISS) Referral to counseling services	One to three days (OSS) Police complaint filed Referral to counseling services & Tiger Rap referral	Two to four days (OSS) Police complaint filed Referral to counseling services
Leaving school premises Grades K - 2		Police notified Parent contact Stern warning	Police Notified Parent conference One 1-hour after school detentions	Police notified Parent conference Three 1-hour after school detentions
Leaving school premises Grades 3 - 6	N/A	Police notified Two 1-hour after school detentions	Police notified ISS	Police notified Two days ISS
Misuse of School Device Policy#7523- School district provided technology devices to students Reg #2361 Acceptable Use of Computer Networks/ Computers and Resources	Steps A-C	K-2 contact parent Grades 3-6 one 30- minute after school detention	K-2 parent/admin conference Grades 3-6 one to three 30 minute after school detention Parent Conference	K-2 One 30-minute detention Grades 3-6 Possible loss of technology use (Duration - admin discretion) Parent conference
Misconduct in Cafeteria	Step A	Lunch monitor speaks with the student and the teacher Classroom teacher contacts parent	Student is given a new assigned seat Parent contact Lunch detention	One 1-hour after school detention Repeated offense (Administrative Discretion)
Misconduct in Hallway	Step A-C	Lunch Detention	One to three lunch detentions	Two 15-minute after school Detentions for K - 2 students Two 30-minute detentions Parent conference
Misconduct in Classroom	Step A-C	Lunch Detention	One to three lunch detentions	Two 15-minute after school Detentions for K - 2 students Two 30-minute detentions Parent conference
Misconduct in Recess	Step A-C	Lunch Detention	One to three lunch detentions	Two 15-minute after school Detentions for K - 2 students Two 30-minute detentions Parent conference
Possession of Weapon (Grades K - 2)	N/A	ISS Possible In-School-Suspension Police notification		

Reg # 8467 Weapons (M)		Parent conference Potential School Threat Team Assessment		
Possession of Weapon (Grades 3 - 6) Reg # 8467 Weapons (M)	N/A	Out-of-School Suspension Police notification Parent conference Potential School Threat Team Assessment		
Possession, use, and/or distributing a controlled, dangerous, illegal substance Reg # 5530 Substance Abuse (M)	-Suspension -Police notification -Parent conference -Counseling services	**To be determined by the administration		
Possession or use of any type of tobacco or smoking product Policy #5533 Student Smoking (M) Policy #7434 Smoking in School Buildings and On School Grounds (M)	-Suspension -Police notification -Parent conference -Counseling services	**To be determined by the administration		
Profanity K - 2	A-C	One lunch detention	One to three lunch detentions Written parent notification	Two 15-minute after school detention Parent conference Discussion with school administrator
Profanity 3 - 6	A-C	Two lunch detentions	One 30-minute after school detention Parent Notification	Two 30-minute after school detention Parent conference Reflection writing
Profanity towards Staff (Grades K - 2)	N/A	Two to three Lunch Detentions Parent Conference Apology letter Reflection writing Referral to counseling services	One 30-minute after school detention Parent Conference Apology letter Referral to counseling services	Two 30-minute after school detentions Apology letter Referral to counseling services
Profanity towards Staff (Grades 3 - 6)	N/A	One day ISS Parent Conference Apology letter Referral to counseling services	One day OSS Parent Conference Apology letter Reflection writing Referral to counseling services	Two or more days OSS Parent Conference Apology Letter Referral to counseling services and possible Tiger Rap referral
Racial/Ethnic/LGBTQ+/ Religious Slur (Grades K - 2) Policy #5512-Harassment, Intimidation, or Bullying (B1) Reg # 8465 Bias Crimes and Bias-Related Acts	N/A	One 15- minute after school detention Parent contacted Apology letter/ reflection paper Referral to counseling services	Two 15-minute after school detentions Parent contacted Referral to counseling services	
Racial/Ethnic/LGBTQ+/ Religious Slur (Grades 3 - 6) Policy #5512-Harassment, Intimidation, or Bullying (B1) Reg # 8465 Bias Crimes and Bias-Related Acts	N/A	ISS/OSS suspension Parent contacted Apology letter/ reflection paper Referral to counseling services Potential HIB	Suspension Parent contacted Referral to counseling services Potential HIB	
Sexual Bias Harassment (Grades K - 2) Policy # Reg #8465- Bias Crimes and Bias-Related Acts (M)	N/A	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin If a student is a confirmed offender for three or more incidents, an individual intervention plan will be created.
Sexual/Bias Harassment (Grades 3 - 6) Reg #8465- Bias Crimes and Bias-Related Acts (M)	N/A	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin	Parents notified by telephone and by mail from the principal that a H.I.B. Investigation will begin

				If a student is a confirmed offender for three or more incidents, an individual intervention plan will be created.
Social Media postings jeopardize the safety and well-being of students and staff (Grades 3-6) Policy # 3283- Electronic Communications between teaching staff members and students (M) Policy 2361- Acceptable Use of Computer Networks/Computers and Resources (M) Reg # 2361 Acceptable Use of Computer Networks/Computers and Resources Reg #8465- Bias Crimes and Bias-related acts (M)	N/A	Potential HIB One 1-hour after school Detentions for Grades 3 - 6 students Parent Conference for all students Reflection writing or verbal discussion for students who are not able to write at this time.	Grade 3 - 6 - One to three days (ISS) Possible loss of technology usage Parent conference for all students Reflection writing or verbal discussion for students who are not able to write at this time.	Grades 3 - 6 - One to three days (OSS) Possible loss of technology usage Parent conference for all students
Theft (Grades 3 - 6)	N/A	One day ISS or OSS depending on the infraction Item replaced/restitution made Parent conference Reflection paper	**To be determined by the administration	
Threats (verbal, gesture, written) (Grades K - 2)	N/A	One to three days lunch detention & possible psychiatric evaluation (If determined necessary by evaluator) Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)	One 30-minute after school detention & psychiatric evaluation Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)	Two 30-minute after school detentions Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)
Threats (verbal, gesture, written) (Grades 3 - 6)	N/A	One to three days after school detention 30-minutes Possible psychiatric evaluation (If determined necessary by the evaluator) Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)	One to three days (ISS) Possible psychiatric evaluation (If determined necessary by the evaluator) Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)	One to three days (OSS) Psychiatric evaluation (If determined necessary by the evaluator) Parent conference Formal police charges may be filed (may be referred to the Superintendent for a possible board hearing)
Uncooperative with Substitute (Grades K - 2)	A-C	Stern warning Parent notified	One lunch detentions Parent notified	One 30-minute lunch detention Parent conference
Uncooperative with Substitute (Grades 3 - 6)	A-C	One lunch detention Parent notified	One to three 30-minute after school detentions Parent conference	ISS depending upon severity of act Parent conference Possible alternate location for the student