



# STUDENT CODE OF CONDUCT

## Behavior Mission Statement

It is the mission of the Swedesboro-Woolwich School District to be, "A community dedicated to inspiring lifelong learners. At Walter Hill, we emphasize the importance of character, effort, and growth. Our mantra "Here at the Hill" focuses on respect, responsibility, effort, choices, and honesty. The goals at Hill are established by creating a community that honors the importance of relationships amongst all members in the community; as well as practices to repair relationships when harm has been caused.

Below are the mindsets that guide us Here at the Hill

- Courteous, Kind, and Respectful Behavior is always EXPECTED
- Listen and Follow Directions
- Time is a Valuable Commodity, Use It Wisely
- Fair isn't everyone getting the same thing, Fair is everyone getting what they need to be Successful
- Rumors and Gossip are like Glitter, they can never be totally cleaned up
- We Encourage; We DO NOT Halt, Hinder, or Bring Down
- We Respect School Property and the Property of Others
- We Come to Class Ready to Learn, and Listen to Our Teachers, Faculty, and Staff

Once it is determined that a student's behavior is of a nature where the disciplinary process must be invoked the Code of Conduct will be used to provide appropriate responses for the level of student behavior. These Steps will be applied consistently across all schools and to all students unless otherwise provided in a student's Behavioral Intervention Plan.

Discipline is a deliberate, proactive process that supports the development of positive social behavior vital to the success of its students. Informed decision is used determining if a student's actions invoke punitive action as outlined in this section of the manual. The Steps shown on the following pages are a guide that will be used as progressive strategies, approaches and administrative responses used to change student behavior. Progressive discipline is the process of using increasingly more severe steps when a student fails to correct a problem after being given a reasonable opportunity to do so. The idea behind this is to use the least severe action necessary to correct the undesirable situation. The goal is to modify the unacceptable behavior. The goal is also to make the student understand they need to correct the behaviors and not to continue doing so, and if the undesired behavior continues further consequences will result.

## **Positive Behavior Program**

The Walter Hill School is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we implement 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 Walter Hill 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.

## **Classroom Strategies for Behavior and Intervention Strategies**

Here at "The Hill" we follow the Big Five Strategies of Classroom Management:

### ***Rules, Routines, Praise, Misbehavior, and Engagement.***

When these expectations are not met, we will follow the following strategies:

- Communication Home (If a referral is submitted to the Principal this communication will be a Phone Call) General communication can be done through virtual means and or phone call.
- Moving of Student Seat
- Teacher Student conference outside of class time
- Parent Teacher Conference
- Referral to I&RS Committee.
- Referral to Guidance (if warranted) for repeated non-serious behaviors.
- Referral to Principal (this step could happen earlier if it deems necessary and meets one of the behaviors listed in our Code of Conduct.)

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

**Administrative Warning** - Student will have a conference with the building Principal and the Principal 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 3:30 PM until 4:30 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 Detention** - A student who is assigned a twilight detention will report to the proctor's room at dismissal. Twilight is served from 3:30 PM until 5:30 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 detention.

**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 (8:45 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 (3:20 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 (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.

### **Walter Hill Student Code of Conduct Discipline Matrix:**

When a student's behavior requires disciplinary action the Code of Conduct Discipline Matrix below will be utilized. A Code of Conduct Matrix will be applied consistently across all schools and with all students, unless otherwise precluded in a student's Behavioral Intervention Plan.

The Code of Conduct Discipline Matrix utilizes progressive strategies, approaches, counseling, and administrative responses to increase student success. Progressive discipline is the process of using increasingly more progressive steps when a student fails to correct a problem after being given a reasonable opportunity to do so.

The premise behind progressive discipline is to first use the least severe action necessary to correct an unacceptable behavior. Ultimately, the goal is to help the student understand their role in improving an unacceptable behavior and if the unacceptable behavior continues, further consequences will be employed. Progressive Discipline can go hand in hand with Restorative Practice which is outlined following the matrix.

## CODE OF CONDUCT

<u>Infractions</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<p><b>Academic Honesty Violation:</b> <i>Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</i></p>	<p>Admin Warning</p> <ul style="list-style-type: none"> <li>- Shall serve as documentation of reduced scores in BTSL; teacher contacts parent/guardian;</li> <li>- Teacher-level warning documented.</li> </ul>	<p>Lunch/Recess Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	<p>After-School Office Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<p><b>Aggression Toward a School Employee, bus driver, and/or Administrator</b></p>	<p>Twilight Detention (3:00-5:00)</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	<p>½ Day ISS</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and admin infraction letter</li> </ul>	<p>Full Day ISS</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<p><b>Altercation - Verbal (includes the bus)</b> <i>A noisy argument or disagreement; no physical contact</i></p>	<p>Admin Warning</p> <ul style="list-style-type: none"> <li>- Parent contact by administration</li> </ul>	<p>1-3 days of lunch detention or after School detention depending on severity</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	<p>Severity will determine ISS or OSS and the number of days.</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<p><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></p> <ul style="list-style-type: none"> <li>- <i>Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another; or</i></li> <li>- <i>Negligently causes bodily injury to another with a deadly weapon; or</i></li> <li>- <i>Attempts by physical menace to put another in fear of imminent serious bodily injury.</i></li> </ul>	<p>OSS (Out of School Suspension) <b>2 Days</b></p> <p><b>Bus:</b> 2 Days Bus Suspension</p> <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	<p>OSS (Out of School Suspension) <b>5 Days</b></p> <p><b>Bus:</b> 5 day Bus Suspension</p> <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	<p>Superintendent Hearing/BOE Review</p> <p>Removal from school pending hearing</p> <p>Law enforcement notified</p> <p><b>Bus:</b> Suspended until Hearing</p>
<p><b>Cafeteria Violation - Failure to follow rules and directives of cafeteria staff/.</b></p>	<p>Administrative Warning</p> <ul style="list-style-type: none"> <li>- Parent contact and infraction letter from administration</li> </ul>	<p>Lunch detention(s) depending on severity.</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	<p>ISS(s) based on severity</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>

		- Guidance session for restorative practice	
<b>Cell Phone/ Electronics Violation (includes the bus)</b> <i>Including but not limited to: cell phones, IPAD, Smart Watches</i> <i>Includes minor infractions, (e.g. Wearing headphones in the hallway, texting, etc.)</i>	Admin Warning <ul style="list-style-type: none"> <li>- Parent contact by admin</li> <li>- Item will be confiscated and parent/guardian will be required to pick up at school</li> </ul>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by admin</li> <li>- Infraction letter from administration</li> <li>- Item will be confiscated and parent/guardian will be required to pick up at school</li> </ul>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Item will be confiscated and parent/guardian will be required to pick up at school</li> </ul>
<b>Defacing/Misuse of School Property: (includes the bus)</b> <i>Including but not limited to: Walls, desks, chairs, bathroom.</i>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Detention (3:00-5:00) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Defiance: (includes the bus)</b> <i>Defiance is verbal or non-verbal refusal to comply with reasonable requests from school staff.</i>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detentions <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Detention (3:00-5:00) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Destruction of Classroom, School Property or Bus</b> <i>Includes graffiti</i>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detentions <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Full Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter</li> </ul>
<b>Distribution of Illegal Substances: (includes the bus)</b> <i>1st Offense: 10 Days External Suspension and Complaint filed with local PD</i>	<b>10 Days External Suspension and Complaint filed with local PD</b>	Superintendent Hearing/BOE Review  Removal from school pending hearing  Law enforcement involvement	Superintendent Hearing/BOE Review  Removal from school pending hearing  Law enforcement involvement
<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 a half day  <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Full Day ISS  <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS(s) depending on severity  <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Eloperment:</b> <i>Leaving or attempting to leave school buildings or grounds without permission.</i>	Full Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS - one day  <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	OSS(s) depending on severity  <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Fighting: (includes the bus)</b> <i>Including but not limited to:</i>	Full Day ISS <b>Bus: 2 Days Bus Suspension</b>	OSS(s) based on severity <b>Bus: Bus Suspension - days based</b>	OSS Possible Superintendent

<i>Punching, Hitting, Kicking</i>	<ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	on severity <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter</li> </ul>	Hearing/BOE Review <b>Bus:</b> Suspended until Hearing
<b>FIRE:</b> <i>Setting or trying to set a fire in the school, on school property, or on the bus.</i>	Full Day ISS <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>2 Days</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>Failure to Follow School Rules: (includes the bus)</b> <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"> <li>- Parent contact by administration</li> <li>- Guidance session for restorative practice</li> </ul>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by administration</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>False Accusations:</b> <i>Student against Student</i>	Twilight Detention (3:00-5:00) <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> <li>- Guidance session for restorative practice</li> </ul>	½ Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Full Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>False Accusations:</b> <i>Student against Adult</i> <b>Unfounded</b>	Full Day ISS <b>Bus:</b> 1 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>2 Days</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>Forging/Altering:</b> <i>Parent signature on School Documents</i> <i>Including but not limited to: Daily Classroom Notes, Permission Slips, Parent Communication Notes, Tests/Quizzes</i>	Lunch Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detentions <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>HIB</b> <b>Founded HIB:</b> <b><i>(HIB law is followed for recording of offenses and subsequent recommendations and requirements) (Previous consequences may be considered)</i></b>	Twilight Detention (3:00-5:00) 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>

2022 addition to HIB law includes S1790			
<b>Inappropriate behavior involving physical contact: (includes the bus)</b> <i>Including but not limited to: pantsing, sexual advances</i>	Twilight Detention - Parent contact by phone and infraction letter from administration	½ Day ISS - Parent contact by phone and infraction letter from administration	Full Day ISS - Parent contact by phone and infraction letter from administration
<b>Inappropriate Display of Affection (includes the bus)</b>	Admin Warning - Parent contact by admin -	Lunch/Recess Detention - Parent contact by admin - Infraction letter from administration - Guidance session for restorative practice	After-School Office Detention - 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>	Lunch Detention - Parent contact by phone and infraction letter from administration - Guidance session for restorative practice	After-School Office Detention - Parent contact by phone and infraction letter from administration	Twilight Detention - Parent contact by phone and infraction letter from administration
<b>Inappropriate Use of School Issued ChromeBook: (includes the bus)</b> <i>Including but not limited to: inappropriate searches.</i>	Administrative Warning - Parent contact by administration - Infraction letter from administration	Loss of Chromebook for one day - Parent contact by administration - Infraction letter from administration	Lunch Detention + Loss of Chromebook for one day - Parent contact by phone and infraction letter from administration
<b>Incitement to Fight (includes the bus)</b>	Lunch Detention - Parent contact by phone and infraction letter from administration	After-School Office Detentions - Parent contact by phone and infraction letter from administration	Twilight Detention - Parent contact by phone and admin infraction letter
<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 - Guidance session for restorative practice	Lunch/Recess Detention - Parent contact by administration - Infraction letter	After-School Detention - Parent contact by phone and infraction letter
<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>	½ Day ISS - Parent contact by phone and infraction letter from administration - Guidance session for restorative practice	1 Day ISS - Parent contact by phone and admin infraction letter	1 Day OSS - Parent contact by phone and admin infraction letter
<b>Obscene, Vulgar, or Inappropriate Materials/Objects in School (includes the bus)</b>	Lunch/Recess Detention - Parent contact by phone and infraction letter from administration	After-School Office Detention - Parent contact by phone and infraction letter from administration	Twilight Detention - Parent contact by phone and infraction letter from



	<ul style="list-style-type: none"> <li>- Guidance session for restorative practice</li> </ul>		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>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by admin</li> <li>- Infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	1 Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<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>	½ Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	1 Day ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	2 Days OSS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>***Possession of a Weapon or Weapon related paraphernalia or terroristic threat (includes the bus)</b>	Full Day ISS <b>Bus:</b> 2 days Bus Suspension <ul style="list-style-type: none"> <li>- Police notified</li> <li>- Parent contact by phone and admin infraction</li> </ul>	2 Days OSS <b>Bus:</b> 5 days 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>Possession of Illegal Substances: (includes the bus)</b>	<b>10 Days External Suspension and Complaint filed with local PD and loss of Good Student Standing for the remainder of the school year.</b>	Superintendent Hearing/BOE Review Removal from school pending hearing Law enforcement involvement	Superintendent Hearing/BOE Review Removal from school pending hearing Law enforcement involvement
<b>Recording without Consent (includes the bus)</b> <i>Including but not limited to: cell phones, IPOD, IPAD, Smart Watches  Major infractions, such as taking pictures, videotaping, etc.</i>	2 days lunch Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	2 Days ISS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	2 Days OSS <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Selling of personal items or any item(s) while in school, on the bus, or at a school sponsored function.</b>	2 days Lunch/Recess detention <ul style="list-style-type: none"> <li>- Parent contact by administration</li> <li>- Infraction letter from administration</li> <li>- Guidance session for restorative practice</li> </ul>	After-School Office Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	Twilight Detention <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<b>Taunting/Teasing: (includes the bus)</b> <i>Student To Student: Name Calling, Taunting, Teasing</i>	Admin Warning <ul style="list-style-type: none"> <li>- Parent contact by administration</li> <li>- Guidance session for restorative practice</li> </ul>	Lunch/Recess Detention <ul style="list-style-type: none"> <li>- Parent contact by administration</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>

<p><b>Theft:</b> Including but not limited to: <i>Teacher's property, cafeteria items, school property</i></p>	<p>Twilight Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> <li>- Guidance session for restorative practice</li> </ul>	<p>½ Day ISS</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and admin infraction letter</li> </ul>	<p>Full Day ISS</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<p><b>Threatening, Intimidating, Demeaning Statements: (includes the bus)</b> <i>Written, Electronic, or Verbal</i></p>	<p>Twilight Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration and follow up by teacher</li> </ul>	<p>½ Day ISS</p> <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>	<p>Full Day IS</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and infraction letter from administration</li> </ul>
<p><b>Violation of School Dress Code:</b> <i>change of clothes will be required</i></p>	<p>Admin Warning</p> <ul style="list-style-type: none"> <li>- Parent contact</li> </ul>	<p>Lunch/Recess Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by admin</li> <li>- Infraction letter from administration</li> </ul>	<p>After-School Office Detention</p> <ul style="list-style-type: none"> <li>- Parent contact by phone and admin infraction letter</li> </ul>
<p><b>Written Intent to Harm</b> Includes kill lists, death threats, verbal expressions of killing someone</p> <p><i>In the event someone threatens to harm themself, 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>OSS (Out of School Suspension) <b>2 Days</b></p> <p><b>Crisis clearance required to return to school</b></p> <p><b>BTAM meeting</b></p> <p><b>Parents/Caregivers are required to pick up student immediately</b></p> <p><b>Bus: 2 days Bus Suspension</b></p> <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	<p>OSS (Out of School Suspension) <b>5 Days</b></p> <p><b>Crisis clearance required to return to school</b></p> <p><b>Parents/Caregivers are required to pick up student immediately</b></p> <p><b>Bus: 5 days Bus Suspension</b></p> <ul style="list-style-type: none"> <li>- Law enforcement notified</li> <li>- Parent contact by phone and infraction letter from administration</li> </ul>	<p>Superintendent Hearing/BOE Review</p> <ul style="list-style-type: none"> <li>- <b>Crisis evaluation</b></li> <li>- <b>Parents/Caregivers are required to pick up student immediately</b></li> <li>- Removal from school pending hearing</li> <li>- Law enforcement notified</li> <li>- <b>Bus: Suspended until Hearing</b></li> </ul>

*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.*

**Restorative Practice:** 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 Practice promotes 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 Practice 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 practice 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 Practice:*

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

*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.*

## **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](#)