



Code of Conduct

INFRACTION	1ST INCIDENT	2ND INCIDENT	3RD INCIDENT	4+ Incident
<p>Aggressive physical contact towards another student that does not rise to the level of fight or assault: i.e. isolated push during recess play or line up, grabbing another student's hood, backpack, slapping someone's hand</p>	<p>Teacher redirection/intervention, teacher parent contact, document in Realtime notes</p>	<p>Staff document Realtime office discipline referral, administrator assigned lunch/recess detention 1-3 days, administrative parent contact</p>	<p>Staff document Realtime office discipline referral, administrator assigned lunch/recess detention 3-5 days, administrator referral to school counselor, administrative parent contact</p>	<p>Staff document Realtime office discipline referral, administrator assigned lunch/recess 3-5 days or 1-3 days after school detention. referral to other school-based services i.e. therapy, I&RS, MTSS team; administrative parent conference</p>
<p>Arson/False Alarm</p>	<p>Staff document Realtime office discipline referral, School Resource Officer Notification, Administrative parent conference, 3-5 days of OSS, referral to school-based or agency based services</p>	<p>Staff document Realtime office discipline referral, Police Notification, 5-7 days of OSS, referral to agency based services, Superintendent's hearing required for return to school.</p>	<p>Staff document Realtime office discipline referral, Police Notification, 7-10 days of OSS, referral to agency based services, Superintendent's hearing required for return to school. Superintendent's hearing and completed psychiatric/psychological</p>	
<p>Assault on another student : Non mutual, physical contact with the perceived intent to cause bodily harm to another, results in bodily harm to another, and/ or puts other in reasonable fear for their bodily safety. <i>The response to this infraction is subject to discretion based on type of assault</i></p>	<p>Staff document Realtime office discipline referral; 1-3 days of out of school suspension; administrative parent conference required for student return, administrative referral to school counselor.</p>	<p>Staff document Realtime office discipline referral; 3-5 days of out of school suspension; administrative parent conference required for student return. administrative referral to school counselor.</p>	<p>Staff document Realtime office discipline referral; 5-7 days of out of school suspension; administrative parent conference required for student return; referral to other school-based services i.e. therapy, I&RS; Superintendent hearing required for student return.</p>	<p>Staff document Realtime office discipline referral; 7-10 days of out of school suspension; Student referral to other school-based services i.e. therapy, I&RS, MTSS team; Superintendent hearing required for student return.</p>
<p>Assault on Staff: Physical contact with the perceived intent to cause bodily harm to another results in bodily harm to another, and/ or puts other in reasonable fear for their bodily safety. <i>The response to this infraction is subject to discretion based on type of assault</i></p>	<p>Staff document Realtime office discipline referral; 3-5 days of out of school suspension; administrative parent conference required for student return, administrative referral to school counselor.</p>	<p>Staff document Realtime office discipline referral; 5-7 days of out of school suspension; administrative parent conference required for student return; referral to other school-based services i.e. therapy, I&RS; Superintendent hearing required for student return.</p>	<p>Staff document Realtime office discipline referral; 7-10 days of out of school suspension; Student referral to other school-based services i.e. therapy, I&RS; Superintendent's hearing and completed psychiatric/psychological evaluation to return to school.</p>	
<p>Disruptive Classroom Behavior: Non-dangerous conduct that disturbs the learning of self or others i.e. getting out of seat, work refusal, excessive talking, grooming of self or others, playing with items from home, etc.</p>	<p>Teacher redirection/intervention, teacher parent contact, document in Realtime notes.</p>	<p>Teacher redirection/intervention, teacher parent contact, document in Realtime notes</p>	<p>Teacher redirection/ intervention, teacher parent contact, document in Realtime notes. Teacher referral to school counselor via email.</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 1-3 days, administrator referral to school counselor and/or other school-based services i.e. therapy, I&RS, MTSS team. * Must be at least 10 school days between incident 1 and incident 4 before proceeding to this step*</p>



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<p>Dress Code Violation: i.e. ripped jeans, wearing hoods/ hat, shirts that show midriff</p>	<p>Teacher redirection/intervention i.e. request to remove, change, or cover-up unallowed items; teacher contact parent, teacher document in Realtime notes *follow failure to follow safety instructions if student non-compliant with redirection/intervention*</p>	<p>Staff document Realtime office discipline referral, administrator redirection/ intervention i.e. request to remove, change, or cover-up unallowed items; administrator contact parent</p>	<p>Staff document Realtime office discipline referral, Administrator contact parent to bring a change of clothes or retrieve student from school (documented as 1 day OSS if parent pick-up)</p>	<p>Staff document Realtime office discipline referral, Administrator contact parent to bring a change of clothes or retrieve student from school; 3-5 days of lunch/recess detention</p>
<p>Failure to follow safety procedures. i.e refusing to remove non-religious head covering, refusal to enter or exit school area when asked, refusal to remove self from potentially dangerous of escalating situation</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 1-3 days</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 3-5 days, administrator referral to school counselor</p>	<p>Staff document Realtime office discipline referral; Administrator assigned lunch/recess 3-5 days or 1-3 days after school detention; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference</p>	<p>Staff document Realtime office discipline referral. Administrator assigned 3-5 days after school detention or 1 day of OSS, possible Superintendent's hearing</p>
<p>Harassment / Intimidation / Bullying: District Policy Found Here The response to this infraction is subject to discretion based on the nature of the HIB committed and could involved school resource officer or police contact.</p>	<p>Refer to the district HIB policy and reporting procedures - Infractions will be addressed via Student Code of Conduct & level of discipline based on severity of infraction</p>	<p>Refer to the district HIB policy and reporting procedures - Infractions will be addressed via Student Code of Conduct & level of discipline based on severity of infraction</p>	<p>Refer to the district HIB policy and reporting procedures - Infractions will be addressed via Student Code of Conduct & level of discipline based on severity of infraction; Individualized student intervention plan if third or more founded incidents, Administrative parent conference required.</p>	<p>Refer to the district HIB policy and reporting procedures- Infractions will be addressed via Student Code of Conduct & level of discipline based on severity of infraction; Individualized student intervention plan if third or more founded incidents, Administrative parent conference or Superintendent's Hearing required.</p>
<p>Inappropriate sexual and/or lewd behavior: Any groping, grabbing, or exposure of private parts (their own or someone else's); violating others' privacy in student restrooms The response to this infraction is subject to discretion based on the nature or severity of the behavior and may involve school resource officer, police department, and/or agency-based social services notification</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 3-5 days, administrator referral to school counselor, administrative parent contact</p>	<p>Staff document Realtime office discipline referral; Administrator assigned 1-3 days after school detention; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference</p>	<p>Staff write office discipline referral, administrator assigned 3-5 days after school detention or 1 day of OSS, administrative parent conference, referral to outside agency-based social services as applicable, administrative parent conference</p>	<p>Staff document Realtime office discipline referral; 3-5 days of out of school suspension; administrative parent conference required for student return, possible Superintendent's hearing and/or psychiatric evaluation</p>
<p>Leaving school grounds without permission</p>	<p>Staff write office discipline referral, school resource officer or police contact, administrative parent contact, referral to school counselor</p>	<p>Staff write office discipline referral, school resource officer or police contact, parent contact, 5 days lunch/recess detention; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference</p>	<p>Staff write office discipline referral, school resource officer or police contact, parent contact, 3-5 days afterschool detention, referral to outside agency-based social services as applicable, administrative parent conference</p>	<p>Staff write office discipline referral, school resource officer or police contact, parent contact, Administrator assigned 3-5 days after school detention or 1 day of OSS, possible Superintendent's hearing</p>
<p>Mutual Fighting (As defined by NJ Safety Data System Guidelines)</p>	<p>Staff document Realtime office discipline referral; 1-3 days of out of school suspension (OSS); administrative parent conference required for student return.</p>	<p>Staff document Realtime office discipline referral; 3-5 days of out of school suspension; administrative parent conference required for student return; student referral to school counselor.</p>	<p>Staff document Realtime office discipline referral; 5-7 days of out of school suspension; administrative parent conference required for student return; referral to other school-based services i.e. therapy, I&RS, MTSS team</p>	<p>Staff document Realtime office discipline referral; 7-10 days of out of school suspension; Superintendent hearing required for student return; Possible referral for psychiatric evaluation</p>



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<p>Personal Electronic Device Use during School Hours: i.e. cell phones, Smart Watches.</p>	<p>Teacher redirection/intervention i.e. direct student to put away device: 1. If student is compliant with teacher redirection, teacher contact parent, teacher document in Realtime notes. 2. If student is non-compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact. 3. If student is non-compliant with administrator confiscation, administrator contact parent to retrieve device or retrieve student from school on that same day (documented as 1 day OSS if parent pick-up)</p>	<p>Teacher redirection/intervention i.e. direct student to put away device. 1. If student is compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, contact parent to retrieve device or retrieve student from school (documented as 1 day OSS if parent pick-up) 2. If student is non-compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day ; 2-3 days out of school suspension</p>	<p>Teacher redirection/intervention i.e. direct student to put away device. 1. If student is compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, parent to retrieve device or retrieve student from school, 1-3 days of OSS 2. If student is non-compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day; 3-5 days out of school suspension, administrative parent conference required for student return</p>	<p>Teacher redirection/intervention i.e. direct student to put away device. 1. If student is compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day; 3-5 days out of school suspension, administrative parent conference required for student return 2. If student is non-compliant with teacher redirection, staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day; 5 days out of school suspension, superintendent hearing required for student return</p>
<p>Possession of a Weapon or Facsimile: i.e. gun, knife, pepper spray/Mase, large rocks, blades, BB gun, airsoft gun <i>The response to this infraction is subject to discretion based on type of weapon.</i></p>	<p>Staff document Realtime office discipline referral, Police Contact, up to 10 days suspension based on weapon type, Superintendent's hearing to return to school, referral for crisis screening, referral to threat assessment team</p>	<p>Staff document Realtime office discipline referral, Police Contact, up to 10 days suspension based on weapon type, Superintendent's hearing and completed psychiatric/psychological evaluation to return to school.</p>		
<p>Possession of or reasonable susicion of under the influence of drugs or alcohol. <i>The response to this infraction is subject to discretion based on outcome of drug screening</i></p>	<p>Staff document Realtime office discipline referral; parent pick-up, and referral for substance screening within 24 HOURS; administrative conference with parent required for student return; referral to school counselor and other school-based services i.e. therapy, I&RS, MTSS team, School Resource Officer or Police Contact, 1-3 days out of school suspension (OSS)</p>	<p>Staff document Realtime office discipline referral; parent pick-up, and referral for substance screening within 24 HOURS. Referral to agency-based social services as applicable, Superintendent's hearing to return to school. School Resource Officer or Police Contact, 3-5 days out of school suspension (OSS)</p>	<p>Staff document Realtime office discipline referral; parent pick-up and referral for substance screening within 24 HOURS; superintendent's hearing to return to school, referral to agency-based social services as applicable, 7-10 days of OSS</p>	
<p>Possession or use of tobacco products and/or matches, lighter, etc. <i>Please note that Vape or E-Cigarette products cannot be identified on sight as a tobacco or other drug product. If the prodcut cannot be determined definitely as tobacco, then the possesion of drugs infraction will apply.</i></p>	<p>Staff document Realtime office discipline referral, Administrative Conference with parent, parent pick-up of confisgated item.</p>	<p>Staff document Realtime office discipline referral, Administrative Conference with parent, parent pick-up of confisgated item. Administrator referral to school counselor.</p>	<p>Staff document Realtime office discipline referral, 2nd Offense response plus administrator assigned lunch/recess detention 1-3 days; referral to other school-based services i.e. therapy, I&RS, MTSS team</p>	<p>Staff document Realtime office discipline referral, 2nd Offense response plus administrator assigned lunch/recess 3-5 days or 1-3 days after school detention.</p>



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<p>Purposeful damage to School/Personal Property: i.e. writing in bathroom stalls, deliberate destruction of school-own technology</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 1-3 days, fines imposed according to BOE policy, administrative enforcement of restitution if necessary/appropriate, administrative parent contact</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess 3-5 days or 1-3 days after school detention, fines imposed according to BOE policy, administrative enforcement of restitution if necessary/appropriate; administrative referral to school counselor; administrative parent contact</p>	<p>Staff document Realtime office discipline referral. Administrator assigned 3-5 days after school detention or 1 day of OSS , administrative enforcement of restitution if necessary/appropriate; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference</p>	<p>Staff document Realtime office discipline referral. Administrator assigned 5 days after school detention or 2 days OSS , administrative parent conference required, fines imposed according to BOE policy, administrative enforcement of restitution if necessary/appropriate</p>
<p>School Bus: Failure to follow safety procedures on the school bus or engaging in other code of conduct infractions while on the school bus</p>	<p><u>In accordance with the district's Transportation Code of Conduct: bus suspension possible</u></p>	<p><u>In accordance with the district's Transportation Code of Conduct: bus suspension possible</u></p>	<p><u>In accordance with the district's Transportation Code of Conduct: bus suspension possible</u></p>	<p><u>In accordance with the district's Transportation Code of Conduct: bus suspension possible</u></p>
<p>Stealing: taking personal items from other students or staff without permission; taking items from school (i.e. technology) without permission The response to this infraction is subject to discretion based on type of items stolen and could involved school resource officer or police contact.</p>	<p>Teacher redirection/intervention, teacher parent contact, teacher notification via email to administration, document in Realtime notes, administrative enforcement of restitution if necessary/appropriate</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 1-3 days, fines imposed according to BOE policy, administrative enforcement of restitution if necessary/appropriate; administrative referral to school counselor; administrative parent contact</p>	<p>Staff document Realtime office discipline referral. Administrator assigned lunch/recess 3-5 days or 1-3 days after school detention, fines imposed according to BOE policy, administrative enforcement of restitution if necessary appropriate; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference</p>	<p>Staff document Realtime office discipline referral. Administrator assigned 3-5 days after school detention or 1 day of OSS , administrative enforcement of restitution if necessary/appropriate; administrative parent conference required,</p>



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<p>Threat of another student, staff member, or the school community: Verbal, written, or electronically communicated <i>The response to this infraction is subject to discretion based on nature or credibility of threat.</i></p>	<p>Staff document Realtime office discipline referral, Police Contact, up to 10 days suspension based on weapon type, Superintendent's hearing to return to school, referral for crisis screening, referral to threat assessment team</p>	<p>Staff document Realtime office discipline referral, Police Contact, up to 10 days suspension based on weapon type, Superintendent's hearing and completed psychiatric/psychological evaluation to return to school.</p>		
<p>Threat with a Weapon <i>The response to this infraction is subject to discretion based on type of weapon and/or nature-credibility of threat.</i></p>	<p>Staff document Realtime office discipline referral, Police Contact, up to 10 days suspension based on weapon type, Superintendent's hearing and completed psychiatric/psychological evaluation to return to school.</p>			
<p>Truancy and Excessive Absenteeism</p>	<p>Up to 4 days of Unexcused Absences: Teacher contact parent, teacher- student conference, 4 day letter sent by main office/counselor, teacher makes Realtime notes documentation</p>	<p>Between 5-9 days of Unexcused Absences: School counselor and/or case manager contact parent, counselor-student conference, 7 day letter sent by main office/counselor, counselor and/or case manager makes Realtime notes documentation</p>	<p>10- 15 days of Unexcused Absences: potential referral to truancy court, 10 day letter sent by main officer/ counselor,</p>	<p>15+ days of Unexcused Absences: referral to truancy court, 15 day letter sent by main officer/ counselor, administrative parent conference, school resource officer and/or outside agency contact, risk of student grade-level retention</p>
<p>Use of personal electronic device during school hours to take, share, and/or post unauthorized pictures or videos of other students and/or school staff members <i>The response to this infraction is subject to discretion based on nature of images and videos and could involved school resource officer or police contact.</i></p>	<p>Staff complete office discipline referral, administrative confiscation of device, administrative parent contact; administrator contact parent to retrieve device or retrieve student from school on that same day (documented as 1 day OSS if parent pick-up)</p>	<p>Staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day ; 2-3 days out of school suspension</p>	<p>Staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day; 3-5 days out of school suspension, administrative parent conference required for student return</p>	<p>Staff complete office discipline referral, administrative confiscation of device, administrative parent contact, administrator contact parent to retrieve device or retrieve student from school on that same day; 5 days out of school suspension, superintendent hearing required for student return</p>



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Use of profane and/or vulgar language/gestures towards other students or staff members that does not meet the New Jersey DOE definition of Harassment, Intimidation, & Bullying (HIB): [HIB Definition](#)

Teacher redirection/intervention, teacher parent contact, document in Realtime notes

Teacher redirection/ intervention, teacher parent contact, document in Realtime notes. Teacher referral to school counselor via email.

Staff document Realtime office discipline referral. Administrator assigned lunch/recess detention 1-3 days, administrator referral to school counselor, administrative parent contact

Staff document Realtime office discipline referral; Administrator assigned lunch/recess 3-5 days or 1-3 days after school detention; referral to other school-based services i.e. therapy, I&RS, MTSS team, administrative parent conference

This Code of Conduct may not be fully inclusive of all possible infractions requiring discipline. Building administration and/or the Superintendent of Schools reserve the right to apply disciplinary action as needed. Police notification, crisis evaluation, threat assessment, and/or referral to other agency-based services may be applied as necessary to maintain student safety