



Student Code of Conduct 2026-2027

Gibbsboro School District

Philosophy and Overview

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

This procedural manual has been developed by the Gibbsboro School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

The intent of this manual is to identify student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. **As a listing, this manual is not intended to be all-inclusive. Certain situations may warrant measures different than those prescribed herein. In all instances of infractions, the Administration reserves the right to determine appropriate consequences.**

Overarching Expectations for Responsible Student Conduct

A solid and interdependent partnership exists between home and school. Incorporating principles of scholarship, citizenship, and character, parents and educators shall provide an environment of social, emotional and educational support for all students. Students are both the stakeholder and a product of home and school support.

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day. *(BOE Policy #5200 Attendance)*
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible. *(BOE Policy #5701)*
- Abide by school rules that have been developed to assure the safety and accountability of all those in the school community. *(BOE Policy #5500)*
- Communicate with peers and those in authority with respect and consideration and assume responsibility for one's own behavior and speech. Shall not contribute to any infraction which may be observed. Bullying and harassment in all its forms, is unacceptable. *(BOE Policy #5512)*
- Accept disciplinary consequences, In-School Suspension Out of School Suspension, Exclusion from Events, with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and grooming. *(BOE Policy #5511)*
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all co-curricular or other school-sponsored activities. *(BOE Policy #5850)*
- Respect school property and help to keep it free from damage. *(BOE Policy #5513)*
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the

school nurse. Students are not permitted to self-administer medication except in certain limited life-threatening conditions. (*BOE Policy #5330*)

- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school sponsored activities. (*BOE Policy #5530*)

School, Student and Parent Responsibilities

Students are expected to:

- Fulfill the behavioral expectations of the school community
- Demonstrate respect for people and property
- Maintain appropriate levels of decorum and behavior
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibilities when working as a group
- Meet the unique requirements of each class
- Monitor their own progress toward objectives
- Communicate with parents and school personnel about school related matters
- Adhere to all policies and procedures of the school district

Every parent/guardian is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school staff is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with the requirements of New Jersey Administrative Code and District policies and procedures.
- Comply with N.J.S.A. 18:6.1 following the provisions of corporal punishment of students
- Assure that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places that student or others in immediate physical danger in accordance with the provisions of N.J.S.A. 18A:46-13. et seq.

Student Rights

A description of student responsibilities that include expectations for academic achievement, behavior, and attendance. These responsibilities are listed under the Overarching Expectations for Responsible Student Conduct of this Code. Pursuant to N.J.S.A. 18A:37.2

- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are listed under the Discipline Categories section of this Code. Pursuant to N.J.S.A. 18A:37.2
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Attendance at school irrespective of students' marital status, pregnancy, or parenthood.
- Due process and appeal procedures and policies.
- Parents/guardians notification consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences. Pursuant to N.J.A.C. 6A:16-6.2 (B)3, N.J.A.C. 6A:16-7.2-7.8
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Records and privacy protection pursuant to Federal and State Laws and Regulations
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

The knowledge of the information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

As stated in the New Jersey State Statutes:

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

The rules that appear in the Code of Conduct do not limit the administration's authority to maintain safety, order, and discipline in the school, but, instead, offer specific guidance in listing acceptable and unacceptable behavior.

Behavioral- Recognition, Support and Intervention

The Gibbsboro School District provides the following institutions to provide **positive behavioral support and recognition** to students:

- HSA Student of the Month Awards
- Weekly drawings
- Monthly drawings
- Teacher determined recognition

Behavioral Support and Intervention

- School Nurse
- School Social Worker
- School Psychologist
- Intervention and Referral Services (I&RS)/Multi-Tiered Systems of Support (MTSS)
- NJ PerformCare
- In-School Suspension
- Treatment as listed below
- Placement of Temporary Exclusion Status (60 calendar days) for school-related events and activities (i.e., extra-curricular activities).
- Exclusion from school-related events and activities (i.e., extra-curricular activities)

Treatment Assistance

- Oaks Integrated Care via Camden County Schools Wellness Interagency Network

Restorative Practices

Restorative practices are approaches that seek to proactively build relationships to prevent problems from arising and to use dialogue, not just punishment, when problems do occur. Restorative practices are an approach to remediation involving consideration of the impact of an action on the others involved and a focus on restoring the environment and social relationships in the school (e.g., restorative discipline practices). Restorative practices are helpful for creating a respectful setting, developing rapport with students, managing conflicts, establishing routines and expectations for positive student behavior and used as an opportunity to foster learning.

Restorative Practices can include:

- Conflict resolution
- Use of “I” statements
- Conferences
- Peer mediation
- Reiteration of school rules and consequences
- School counselor interventions
- Fix-It Ticket (Grades K-3)
- Think Sheets (Grades 3-8)
- Educational learning activities
- Other activities as determined by administration.

Behavioral Threat Assessment and Management

The New Jersey Department of Education (Department) is providing guidance for school districts, charter schools, and renaissance school projects (local education agencies) for establishing and training threat assessment teams, pursuant to N.J.S.A. 18A:17-43.4.

LEAs must establish behavioral threat assessment teams which provide school teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students’ risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential

safety risk. In doing so the LEAs will utilize a behavior-based approach to identify and assess individuals who demonstrate concerning communications or behavior and does not tolerate profiling of any kind based on race, ethnicity, age, physical or mental health conditions, learning abilities, socioeconomic status, gender, or religion.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

DEFINITIONS

ABERRANT BEHAVIOR

Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.

CONCERNING BEHAVIORS

An observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.

Note: Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.

CONCERNING COMMUNICATIONS

Unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed.

Note: Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.

IMMINENT THREAT

Imminent threat, in the context of school safety, means a situation where a student or staff member is at risk of immediate harm, requiring swift action to mitigate the potential danger. Threat Assessment Management Teams consider various factors, such as the student's motives, communication suggesting intent to harm, past behaviors, and access to weapons.

PROHIBITED BEHAVIORS

Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.

TARGETED VIOLENCE

A premeditated act of violence directed at a specific individual, group, or location, regardless of motivation, and generally unrelated to other criminal activity.

Disciplinary Infraction Definitions

*Infractions required to be reported to Law Enforcement and/or the NJDOE Student Safety Data System (SSDS)

ABUSIVE/PROFANE/OBSCENE LANGUAGE

Abusive language is defined as the transmitting or posting of defamatory, harassing, abusive, or threatening language about another. Profanity is defined as the use of any curse or swear-words, irreverent, slang or profane language. Obscene language (i.e., sexually explicit, vulgar, crude, etc.) is considered offensive by accepted standards of morality and decency. Abusive, profane and/or obscene language does not have to be directed at another individual to be considered as such; can be considered sexual harassment.

ARSON*

Purposely or knowingly starting a fire or causing an explosion in or on the grounds of a school, thereby placing the victim or group of victims in danger of death or bodily injury; or purposely starting a fire or causing an explosion that destroys or damages the victim's or school's property/grounds. Arson does not include the act of lighting a match.

ASSAULT*

A person attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another. See “*Fight*.”

ASSAULT ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES*

Whenever any school employee in the course of his or her employment develops reason to believe that an assault upon a teacher, administrator, other school board employee, or district board of education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16- 5.7(d)5 (Article 3.14).

BIAS INTIMIDATION*

An incident that was confirmed by a law enforcement official to be bias-intimidation.

BIAS-RELATED INCIDENT*

Bias-related means that an incident is directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice. A bias-related incident need not involve conduct that constitutes a criminal offense.

BUS/TRANSPORTATION MISCONDUCT

Disruptive behavior on the bus may result in detention, suspension and/or removal from the bus. Misbehavior that results in the traffic disturbance and/or puts other drivers, passengers or pedestrians in jeopardy may involve contact with local law enforcement. It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A.18A: 25-2 reads in part, "A pupil will be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of expulsion."

CELL PHONE/ELECTRONIC DEVICE POSSESSION/USE

Possession of cell phones and other non school-issued electronic devices are prohibited during the school day. Devices brought to school should be secured in a locker, bookbag, or other location, but may not be on a student's person. The use of cell phones and other electronic devices are prohibited during the school day. Electronic devices include, but are not limited to cameras, smart watches, iPods, iPads, tablets, and other devices that have recording software. Family emergencies should be communicated through the main office.

CHEATING/ACADEMIC DISHONESTY

Academic Dishonesty, or cheating, is any type of dishonest act that occurs during or in relation to a formal academic exercise. This includes the use of Artificial Intelligence (AI). See also, *Dishonesty/Lying/Forging*.

COMPUTER TRESPASS*

Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any school district computer, computer system, computer network, computer program, or data.

CUTTING CLASS/OUT-OF-AREA

Failure to attend assigned class as outlined in student schedule; outside a designated or expected location. Students are expected to be, at all times, in their scheduled building locations. Students should not be in any area of the school building or school grounds while not under the supervision of a faculty or staff member. Moreover, any student who is not being directly supervised by a faculty or staff member shall be in possession of a hall pass.

CUTTING DETENTION (Administrative and Teacher)

Failure to attend detention assigned by teacher or administration.

DAMAGE TO PROPERTY (School and/or Personal Property)*

Purposely, knowingly, or recklessly destroying or defacing school or personal property, thereby causing an economic loss due to repair or replacement. Serious incidental damage to property that occurs during an act of violence should be reported. The student or his parents are required to pay for the damages (restitution). N.J.S.A. 18: 35-3 states: "Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district in any court or competent jurisdiction, together with costs of suit."

DEFIANCE/INSUBORDINATION

An open or bold act of resistance to or disregard for authority. Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Refusal to identify oneself, showing an ID and/or fleeing from a staff member is considered gross insubordination. This offense will result in automatic suspension.

DISHONESTY/LYING/FORGING

Any act in which a student behaves in a manner where the intention is to deceive a member of the staff or faculty. See also, *Cheating/Academic Dishonesty*.

DISRESPECTFUL TO STAFF

Responding/acting in a rude, impertinent, aggressive manner and/or using threatening, abusive/profane/obscene language.

DISRESPECTFUL TO STUDENT

Responding/acting in a rude, impertinent, aggressive manner and/or using threatening, abusive/profane/obscene language.

DISRUPTIVE/INAPPROPRIATE BEHAVIOR

A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

DRESS CODE

It is expected that students and parents will become familiar with the Gibbsboro School dress code before attending school. The parameters are clearly outlined in this document and in the student handbook.

ELOPMENT/LEAVING SCHOOL GROUNDS

Leaving school property without permission or supervision of a staff member.

FAILURE TO FOLLOW PROCEDURES DURING EMERGENCY OPERATION

Students are expected to follow safety and health protocols during both drills and emergencies.

FALSE ACCUSATIONS

A false accusation is a claim or allegation that is untrue or unsupported by evidence. If an investigation results in a finding that a person knowingly made a false accusation regarding prohibited conduct, that person will likewise be subject to disciplinary action.

FALSE PUBLIC ALARM*

Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

FIGHT (MAJOR PHYSICAL CONTACT)*

Mutual engagement in a physical confrontation in which the offenders understood that the confrontation may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match (scuffle). Each participant must be classified as an offender.

HARASSMENT, INTIMIDATION OR BULLYING (HIB)*

[See BOE Policy 5512](#)

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, 7 national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

HIB ALLEGED*

An allegation of HIB that was investigated by the school, and: 1) was found to be HIB but the Board of Education rejected the determination and did not confirm as HIB, or 2) was not found to be HIB and the Board of Education affirmed that the offense was not HIB.

HIB CONFIRMED*

An allegation of HIB that was investigated by the school, found to be HIB and affirmed by the Board of Education as a confirmed HIB offense.

KIDNAPPING*

Unlawful removal of a student from school grounds or a substantial distance from where he or she is found in or on school grounds; or confinement of the victim for the purpose of holding the victim for ransom or reward as a shield or hostage; or confinement for a substantial period of

time to facilitate commission of a crime or flight thereafter; or to inflict bodily injury on or terrorize the victim.

LUNCHROOM MISCONDUCT

Students are to behave in accordance with expectations listed below.

Students may not:

- Use inappropriate language or gestures;
- Raise their voice (scream):
- Tease or make fun of others, either with words or gestures;
- Sit in seats not assigned to them;
- Leave their lunch table without permission;
- Use inappropriate manners when eating in public (i.e. showing food in mouth to others, touching others food, intentionally make a mess with their foods either on the table or themselves, throwing food including putting in the trash)

Students will:

- Talk with peers at an appropriate volume.
- Keep their hands to themselves.
- Leave their eating area clean.

OBSCENE NOTE/LETTER TO STUDENT*

Any written expression directed at a student that is obscene, profane, abusive or inappropriate in nature. Obscene language (i.e., sexually explicit, vulgar, crude, etc.) is considered offensive by accepted standards of morality and decency. Abusive, profane and/or obscene language does not have to be directed at another individual to be considered as such; can be considered sexual harassment and may be reportable to law enforcement.

PHYSICAL CONTACT (NO INJURY)

Physical contact to a student where a student was disturbed or made to feel uncomfortable by another student (pushing, kicking, pulling, grabbing, etc.), but does not engage (i.e., does not fight back).

PHYSICAL CONTACT (WITH INJURY)

Physical contact to another student where that student was harmed or injured by the action that was a result of aggressive behavior or horseplay. Student being harmed does not engage (i.e., does not fight back).

PHYSICAL CONTACT (WITH OBJECT)

Physical contact to another student where an object was used and that student was disturbed, made to feel uncomfortable, or injured. Student being harmed does not engage (i.e., does not fight back).

PLANNED OR THREATENED VIOLENCE*

Whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to

commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e) (Article 3.10). May include a bomb threat that is communicated via telephone, email, or other means stating that a bomb (an explosive device greater in size than a firecracker) will detonate on school grounds (building, property, or school bus).

ROBBERY/EXTORTION*

Attempting to obtain or obtaining money or any material thing (regardless of value) from another by means of violence, threat of immediate violence, or stated or implied threat of future violence.

SCUFFLE (MINOR PHYSICAL CONTACT)

A scuffle is defined as the mutual engagement in a minor physical confrontation (i.e. shoving, horseplay) that may or may not end in bodily injury to either party.

SEXUAL ASSAULT*

Sexual assault occurs if one of the following takes place: An offender commits an act of sexual penetration with another person and a) Uses physical force or coercion; b) The victim is at least 16 years old but less than 18 years old, and the offender has supervisory or disciplinary power over the victim; or c) The victim is at least 13 years old but less than 16 years old, and the offender is at least four years older than the victim. An offender commits an act of sexual contact with a victim who is less than 13 years old, and he/she is at least four years older than the victim.

SEXUAL CONTACT*

Intentional touching by the offender, either directly or through clothing, of the victim's or offender's intimate body parts, that degrades or humiliates the victim; or sexually arousing or sexually gratifying himself or herself in view of the victim whom the offender knows to be present. If sexual contact occurs with a victim less than 13 years old and an offender at least four years older than the victim, this should be reported as a sexual assault.

SEXUAL HARASSMENT*

Harassment in a social situation, involving the making of unwanted sexual advances or obscene remarks. May be reported to law enforcement.

SUBSTANCE OFFENSE(S)* AND SUBSTANCE POSSESSION*

Report offenses related to the following substance types:

- Alcohol
- Anabolic steroids
- Cocaine/Crack
- Designer/Synthetic drugs
- Heroin
- Marijuana
- Unauthorized prescription drugs • Unauthorized over-the-counter substances
- Drug paraphernalia: any equipment, product, or material that is modified for making, using, or concealing illicit drugs

Substance types not reportable as substance offenses:

- Medicine as stated in the student's individualized healthcare plan

- Tobacco

A student is found with one of the reportable substance types in his or her locker or vehicle, or on his or her person. A substance found on school grounds with no identified offender should not be reported.

SUBSTANCE SALE/DISTRIBUTION*

A student sells, buys, or gives one of the reportable substance types to others, employs others to do the same, or is in possession of substances in such quantities or under such circumstances that it may be inferred that the student intended to distribute to others.

SUBSTANCE ABUSE CONFIRMED*

A student is suspected of being under the influence of one of the reportable substance types and use is confirmed by medical examination per N.J.S.A.18A:40A-12.

Confirmed use, possession, selling, purchasing, distribution or otherwise transferring illegal drugs or alcohol will be dealt with in accordance with our Substance Abuse policy and state law NJAC 6A: 16-5.7

SUBSTANCE SUSPECTED, REFUSED EXAM*

A student is suspected of being under the influence of one of the reportable substance types and medical examination was refused.

TARDY TO SCHOOL/CLASS

Students who arrive after the scheduled time of school or class shall be considered to be tardy. Four tardies will convert into one absence.

THEFT/POSSESSION OF STOLEN PROPERTY*

The taking of the school district's or a person's belongings or property without consent, when the offender knew that consent was needed. Report only incidents where the value of the article taken is \$10 or more. A theft must be reported even if the item was later returned.

THREAT, CRIMINAL*

Expressing – either physically or verbally – the intent to commit one of the following violent criminal offenses:

- Homicide,
- Aggravated assault,
- Sexual assault,
- Kidnapping, or
- Arson.

The threat must be made for the purpose of placing another in imminent fear of one of these violent acts, under circumstances that would reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out.

THREAT, SIMPLE*

Attempting by physical menace (e.g., verbal threats) to put another in fear of bodily injury. The offender knew that the threat could make the victim fearful.

TRESPASS*

Entry onto school property or into a school building without permission when the individual knows that he/she is not privileged to be on the property..

TRUANCY

Absence from school grounds for all or part of the day without authorization from the school or prior authorization from the parent to the Main Office. See "*Absences/Attendance*" in Student and Family Handbook.

UNACCEPTABLE ITEMS*

A safe educational environment, free of distractions and hazards is paramount. Considering this, the following items shall be considered unsafe, hazardous or a detraction from the learning environment.

- All electronic devices as outlined in the student handbook
- Any item that might ignite
- Lasers
- Skateboards
- Hoverboards
- Roller Blades
- Weapons of any type, including pocket knives or knives of any type, guns, chains, bats or any item that can be construed as dangerous. See "*Weapon Offense*."*
- Wireless Speakers
- E-Cigarettes, including, but not limited to vapes, vape pens, and any device used to access tobacco and/or marijuana

WEAPON OFFENSE*

A weapon is any instrument readily capable of lethal use or of inflicting serious bodily injury. Components that can be readily assembled into a weapon are reported in this category. This category includes, but is not limited to:

- Bomb: an explosive device designed to injure or kill people or to damage or destroy property (includes grenade);
- Explosive Device;
- Handgun;
- Rifle (includes shotgun);
- Air gun: includes bb gun, pellet gun, or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person;
- Knife/blade (includes razor blade and box cutter); and
- Spray: a device that projects, releases, or emits tear gas or any other substance such as pepper spray that is intended to produce temporary discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

WEAPON POSSESSION*

Having on one's person, in one's locker or vehicle one or more of the listed weapon types. A weapon found on school grounds with no identified student offender should not be reported.

WEAPON SALE/DISTRIBUTION*

Selling, giving, or having one or more of the listed weapon types in one's possession, with the intent to distribute or sell.

WEAPON USE*

Using a weapon in the commission of an offense reported in another incident category, such as assault, criminal threat, robbery/extortion.

OTHER INCIDENT LEADING TO REMOVAL*

Any incident, *other than those types listed above*, that takes place on or off school grounds that results in a disciplinary removal for at least one-half day. Disciplinary removals are defined as any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion and removal to another educational setting.

Parent/School Communication

Parent Notification (electronic) – At times a faculty/staff member or school administrator will notify a parent to inform them of a problem with their child's conduct or a consequence for a specific infraction.

Parent Notification Parent notification of student suspension will be sent via email. A statement of the discipline infraction, administrative action, duration of disciplinary action, and requirements for student readmission to the regular school program will be documented in this letter.

Parent/Teacher Tele-conference – A conference via telephone may be initiated by a parent, teacher, school counselor, and/or administrator. Generally speaking, a telephone conference incorporated and utilizing the proper chain of command should precede any building level parent conference.

Parent Conference – A parent conference may be scheduled, for disciplinary reasons, after repeated attempts have failed to remediate poor student conduct. When communication via telephone/virtual meetings have not worked to remediate poor behavior, an in-person meeting may be scheduled.

Re-entry Meeting– A re-entry conference/meeting may be a requirement before a student may re-enter their regular education program. Re-entry conferences are typically held, by appointment, on the morning of a student's re-entry to school following suspension. Guidelines for this meeting will be defined in the Parent Notification Letter.

Building Level Pupil Support Interventions

Physical Health Examination – Students may be referred to the school nurse, through the I&RS Committee, to determine if any physical ailments might be contributing to difficulties in the classroom. The school nurse shall report back to the I&RS Committee with any remarkable results stemming from the exam.

Building Level Referral Personnel and Personnel Teams

- Multi-Tiered Systems of Support (MTSS)/Intervention (formerly I&RS)
- School Psychologist
- School Social Worker
- Learning Disabilities Teacher Consultant (LDTC)
- Anti-Bullying Specialist (ABS)
- Child Study Team (CST)

Outside Referral Interventions

Psychiatric Evaluation – Students who are believed to be of harm to themselves or others shall be required to undergo a psychiatric evaluation.

Drug/Alcohol Screening – Students who are believed to be under the influence of drugs or alcohol shall be immediately required to undergo a Drug/Alcohol Screening utilizing the entity contracted by Gibbsboro School. During this screening, the student will be examined by a medical professional who will determine if the student is under the influence. The student will also be subject to a blood or urine screening. The blood or urine sample will be forwarded to a laboratory for analysis. Drug/alcohol screening is administered by an outside health care provider contracted by the Gibbsboro Board of Education and must be completed in the designated timeframe.

Drug/Alcohol Assessment – Students, who are referred for a drug/alcohol screening and receive positive test results from the lab; shall be subject to a drug/alcohol assessment. Drug/alcohol assessments shall be administered by a New Jersey certified Drug and Alcohol SAC. Students shall comply with the recommendations of the counselor as a part of their readmission back into their regular school program.

Recommendation for Treatment – As a component of a drug/alcohol assessment, recommendations for treatment may be given to students and their families. These treatment recommendations may include but shall not be limited to inpatient care, and/or outpatient individual or group counseling. Student/family participation in any/all recommendations for treatment noted by an assessment agency will be required by the Gibbsboro BOE before readmission to a student's normal educational setting.

New Jersey PerformCare – Students and families in need of outside counseling services may be referred to NJ PerformCare. PerformCare is the statewide Contracted System Administrator (CSA) for the Division of Child Behavioral Health Services (DCBHS). As the CSA, PerformCare is

committed to getting children, youth, young adults and their family/caregivers the services that they need at the right time, and in the right place.

Faculty/Classroom Disciplinary Actions

Admonishment

A member faculty shall counsel and advise students of wrongful and/or inappropriate behavior as a primary step in the order of progressive discipline.

Reprimand (Verbal Warning)

A faculty or staff member shall issue a formal reprimand to any student who is in breach of classroom rules and procedures. This brief, but official meeting with the student serves to formally address the student's inappropriate behavior. A reprimand shall serve as notice to a student of inappropriate behavior prior to detention, parent contact and/or administrative referral.

Exclusion from Classroom Activities (ECA)

Exclusion is a disciplinary action assigned to students, by a faculty member, who has not earned the privilege to participate in normal classroom activities, including recess. Students who are unable to act properly engage within socially accepted norms, established by the classroom teacher, may be excluded from selected classroom activities. Exclusion actions may be assigned by a faculty member for classroom privileges including, but not limited to cooperative activities, discussions, field trips or recess. A student shall not be denied recess for any reason, except as a consequence of a violation of the district's code of student conduct, including a harassment, intimidation, or bullying investigation pursuant to P.L.2002, c.83 (C.18A:37-13 et seq.). If a student is denied recess, the student shall be provided restorative justice activities during the recess period. A student may not be denied recess more than twice per week.

Teacher Assigned Consequence/Discipline

A teacher assigned consequence/discipline is an action assigned to a student, by a teacher, for undesirable behaviors or actions. Teacher assigned consequence/discipline may include, but is not limited to, the following: lunch and learn, lunch detention, after-school detention and exclusion from classroom activities. When a consequence/discipline is assigned by a teacher, the parent will be notified by the teacher.

Teacher Detention (TD)

Teacher detention is an assignment of a student, by a teacher, to remain in the classroom during a specified time on a school day. A teacher detention can be assigned during the lunch period or after-school and will be held by the teacher assigning the consequence.

Removal

Removal is the act of a teacher in discontinuing the presence of the student in his/her classroom. Students who are formally removed from a classroom have displayed such behavior that has exhausted all other means of modifying their behavior including, reprimand, teacher conference, parent intervention, exclusion from activities, and teacher detention.

Administrative Disciplinary Actions

Administrative Referral & Review (ARR)

Administrative review is a process which enables a building administrator to review circumstances in a specific case by interviewing students/faculty/parents, gathering information, and developing an action plan. An action plan may include, but shall not be limited to, disciplinary action, referral, and/or dismissal of disciplinary actions.

Administrative Detention Before-School (ADBS)

Before-School Detention is an assignment of a student, by an administrator, to arrive at school prior to the start of the school day.

Administrative Lunch Detention (ALD)

Lunch Detention is an assignment of a student, by an administrator, to eat lunch in a designated area away from peers.

Administrative After-School Detention (AASD)

After-School Detention is an assignment of a student, by an administrator, to stay after-school for a designated period of time.

Exclusion Status (EX)

Exclusion is a disciplinary action assigned to students who have not earned the privilege to participate in the normal activities of the student population. Students who are unable to act properly and socially engage within established norms, may be excluded from school activities. Exclusion of privileges may include, but shall not be limited to, hall privileges, recess, lunch among peers, school assemblies, dances, field trips, and/or athletic events.

A student who is assigned a suspension, either an In-School Suspension (ISS) or an Out of School Suspension (OSS), will be prohibited from participating in extracurricular activities for a period of sixty (60) calendar days. A second suspension (ISS or OSS) will result in the student not being permitted to participate in extracurricular activities for the remainder of the school year.

In-School Suspension (ISS)

In School Suspension is assigned to students by the Principal for students exhibiting a need for a structured environment. It is held daily, in a small group or individual setting. A staff member is assigned to supervise students assigned. Requests for work are generated and sent to teachers for any student assigned to this. The environment is designed to be quiet and academically productive. Students assigned to In School Suspension are expected to be compliant with the expectations for this setting. While this is a behavioral consequence, it is also a privilege for students who are able to work productively, in the school setting, while suspended from their regular school program. Students who are behaviorally unable to comply with the rules governing the In School Suspension program shall be suspended out of school. Students assigned to In School Suspension are suspended from participating in all school sponsored events, including athletics and extra-curricular activities for the duration of their assignment to the suspension.

Out of School Suspension - Short Term (OSS)

Out of School Suspension is assigned to students by the Principal. Students who are suspended out of school are considered to be "Absent Excused" under Gibbsboro BOE Policy. Students have the right to make up work missed while suspended out of school. Requests for work are generated from the guidance office for students suspended out of school. Short Term Suspension is an out of school suspension for a period of ten (10) consecutive school days or less. Students who are suspended out of school are suspended from participating in all school sponsored events, including athletics and extracurricular activities for the duration of their suspension.

Out of School Suspension (Long-Term) - Out of School Suspension is assigned to students by the Principal. Students who are suspended out of school are considered to be "Absent Excused" under Gibbsboro BOE Policy. Long-Term Suspension is an out of school suspension for a period greater than ten (10) consecutive school days. Students who are suspended out of school are suspended from participating in all school sponsored events, including athletics and extracurricular activities for the duration of their suspension.

Preliminary Determination - Harassment, Intimidation and Bullying

If the principal, in consultation with the anti-bullying specialist, makes a preliminary determination that a reported incident or complaint is outside the scope of the definition of HIB in the ABR, the incident is addressed through the board's code of student conduct. If this is the case, it is not referred for an HIB investigation and should not be reported in SSDS. If at any time an HIB investigation is initiated (e.g., superintendent requires principal to initiate an HIB investigation), this information is required to be reported in SSDS.

Board of Education Hearing (BOEH) – A Board of Education Hearing is a formal procedure set forth by the Gibbsboro Board of Education.

Administrative Discretion and Administrative Review
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The Gibbsboro School Administration recognizes all students for their individuality and developmental maturity. Considering this, the determination of consequences for students in breach of the Gibbsboro School Code of Conduct is applied individually to each student and to each infraction. While the administrative actions documented within this Code of Conduct generally comply with most disciplinary cases, they serve as a guide. Administrative actions may vary from case to case. Several factors are considered by the Principal or Designee when applying disciplinary actions. These factors may include, but shall not be limited to:

- Severity of Incident
- Student age, developmental level and maturity
- Circumstantial Information
- Individual student behavioral patterns
- Prior infractions
- Relationship between parties involved

The School Administration will, at all times, exercise their professional administrative judgment when determining disciplinary action for students. Disciplinary actions are viewed by the faculty

and staff as a part of the teaching and learning process. Citizenship, scholarship and human empathy are products of the learning process resulting from the application of the actions defined within this Student Code of Conduct.

Exclusion Status and Extracurricular Activities

The following parameters will be followed during the 2025-2026 school year:

- **First Suspension In-School (ISS) or Out-of-School (OSS)** - Student is placed in temporary exclusion status for 60 (sixty) calendar days and may not participate in extracurricular activities during this time period.
- **Second Suspension ISS or OSS** - Student is excluded/not permitted to participate in an extracurricular activity for the remainder of the school year.

Definition of Extracurricular Activities

The Student Code of Conduct defines extracurricular activities as any activity beyond the classroom, including, but not limited to the following activities: School Play; Intramural/Interscholastic Sports; Student Council; Safety Patrol; Music Programs; National Junior Honor Society; Attendance at School Sponsored Events; all 8th grade activities and, other extracurricular activities as determined by the discretion of the administration.

[Exclusion Status Guideline Notification Letter](#)

Students with Disabilities

Behavioral Support Interventions

Behavioral support interventions, for students with disabilities, are determined and provided pursuant to the requirements of *N.J.A.C. 6A:14*. Students with disabilities may be eligible to receive behavioral support and services as stated in their IEP or determined by the Child Study Team. The Gibbsboro School District provides individualized services to eligible children based on assessments performed by the Child Study Team. Individual behavior plans, which are designed and based on a positive behavior approach, ensure that classified children learn to modify their behaviors based on support from adults. Behavior plans may be re-designed as needed to enable and ensure proper developmental growth.

The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and *N.J.A.C. 6A:14*. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

Suspension of a Student with a Disability

Students with **Individual Education Plans (IEP)**, or students who have been referred to the Child Study Team during the current academic school year, will be subject to the following determinations prior to any suspension:

- The building principal shall determine if the student has been suspended for 10 consecutive or cumulative school days during the current school year.
- The building principal, with the case manager, shall determine if a series of short-term suspensions constitutes a change of placement
- The building Principal, with the case manager, shall determine if a nexus exists between the student's behavior and their disability.
- If a nexus exists, the building Principal, along with the case manager, shall establish an appropriate plan for intervention and remediation.
- If a nexus exists, the building Principal, along with the CST, shall review current student placement, accommodation plan and follow special education regulations.

Students with a **Section 504 Plan** will be subject to an evaluation to determine if the behavior of the student with the disability is based on disability before imposing any of the following disciplinary actions for the student's behavior:

- An expulsion
- A suspension for over 10 school days in a row, or
- A suspension for less than 10 school days if there is a pattern of disciplinary removals for the student totaling more than 10 school days in the school year.

The purpose of this evaluation beforehand is to determine whether the behavior for which discipline is proposed is based on the student's disability, and, if so, whether changes in the student's placement are required to ensure that the student receives FAPE (Free and Appropriate Public Education).

Grades K-5 Code of Conduct

- Depending on the severity of the incident, a “First Offense” referral is not always the first used.
- All determinations are at the discretion of administration.
- ***Infractions required to be reported to Law Enforcement and/or the NJDOE Student Safety Data System (SSDS)**
- Note: In recognition of age-appropriate considerations for students in Kindergarten through Second Grade, supplemental actions may be considered. See chart listed below the Grades K-5 Code of Conduct.
- Students in grades Pre-Kindergarten to Kindergarten: 1) Shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature and endangers others; 2) shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” P.L. 1995, c.127.
- For students with disabilities, behavior interventions and supports shall be determined and provided by N.J.A.C. 6A:14.

KEY

ECA - Exclusion from Classroom Activities
TD - Teacher Detention
ARR - Administrative Referral & Review
ADBS - Administrative Detention Before School
ALD - Administrative Lunch Detention
AASD - Administrative After School Detention
EX - Exclusion
ISS - In-School Suspension
OSS - Out-of-School Suspension
 *Infractions required to be reported to Law Enforcement and/or the NJDOE Student Safety Data System (SSDS)

Infraction:	Action/Consequence		
	First Offense	Second Offense	Third & Subsequent Offenses
Abusive/Profane/Obscene Language	Warning and/or teacher assigned consequence; teacher to notify parent; restorative practices	Warning and/or teacher assigned consequence; exclusion from lunch/activity; teacher to notify parent, restorative practices	Warning and/or teacher assigned consequence; exclusion from lunch/activity; teacher to notify parent; continue restorative practices; ARR
Arson	Police Notification, Administrative Referral, I&RS Referral, Long-Term Suspension, Psychiatric Evaluation		
Assault/Assault on	Police Notification, Administrative Referral, I&RS Referral, Suspension		

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District BOE Members or Employees			
Bias Intimidation*	ARR; Restorative practices; 1-5 days admin detention or 1-3 days ISS or 1-3 days OSS depending on severity; Possible police contact		
Bias-Related Incident*	ARR; Restorative practices; 1-5 days admin detention or 1-3 days ISS or 1-3 days OSS depending on severity; Possible police contact		
Bus/Transportation Misconduct (Athletics, clubs, field trips, general transportation)	Warning; parent notification by teacher; seat change and/or bus suspension	Warning; parent notification by teacher; seat change and/or bus suspension, restorative practices	Warning; parent notification by teacher; seat change and/or bus suspension, restorative practices, ARR; 1-2 days admin detention
Cell Phones/Electronic Devices Possession	Warning; Teacher to contact parent	Warning; Teacher to contact parent; device confiscated	Teacher to contact parent, device confiscated; device returned to parent only; ARR 1-3 Admin. detention
Cell Phone/Electronic Device Usage: texting, recording, videotaping, picture taking, social media, inappropriate use of AI, etc.	Device Confiscated; Return to parent only; Parent Conference; Admin discretion depending upon severity and impact on others	Device Confiscated; Return to parent only; Parent Conference; Admin discretion depending upon severity and impact on others; restorative practices; ARR; 1 day lunch detention	Device Confiscated; Return to parent only; Parent Conference; Admin discretion depending upon severity and impact on others; restorative practices; ARR; 2-3 days lunch detention
Cheating/Academic Dishonesty, including inappropriate use of Artificial Intelligence	Teacher assigned discipline; Parent contact by teacher; grading penalty; restorative practices	Teacher assigned discipline; Parent contact by teacher; grading penalty; restorative practices	Teacher assigned discipline; Parent contact by teacher; grading penalty; restorative practices; ARR 1-2 days admin detention
Computer Trespass* - Violation of Acceptable Use Policy	MAJOR - Administrative Referral, possible Police Notification		
	MINOR - Administrative Referral; Warning; Teacher to Notify Parent; Restorative Practices		
Cutting Class/Out-of-Area	Teacher to notify parent, restorative practices, ARR; student meeting with admin.	Teacher to notify parent; restorative practices; ARR; meeting with admin and school counselor; 1-2 ECA and/or 1-2 days Admin. detention	ARR; restorative practices parent conference, 3-4 ECA; 2-4 days Admin. detention
Damage to Property* (School and/or Personal Property)	Warning; teacher assigned consequence; teacher to notify parent; restorative practices; ARR based on severity	Warning; teacher assigned consequence; teacher to notify parent; restorative practices; ARR based on severity	ARR; restorative practices, 1-4 days Admin detention; meeting with school counselor
Defiance/Insubordination	Warning and/or teacher assigned consequence;	Warning and/or teacher assigned consequence;	Teacher assigned consequence; teacher to

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	teacher to contact parent; restorative practices; ARR based on severity	teacher to contact parent; restorative practices; ARR based on severity	contact parent; ECA; ARR; parent notification; 1-3 admin detention
Dishonestly/Lying/Forging	Warning, teacher assigned discipline; teacher to contact parent	Warning, teacher assigned discipline; teacher to contact parent; restorative practices; meeting with school counselor; ARR depending on severity	Warning, teacher assigned discipline; teacher to contact parent; restorative practices; meeting with school counselor; ECA; ARR, depending on severity; 1-3 days admin detention
Disrespectful to Staff	Teacher to contact parent, restorative practices, teacher	Teacher to contact parent, restorative practices; teacher assigned discipline meeting with counselor; ARR depending on severity	Teacher to contact parent, restorative practices; teacher assigned discipline; ECA; ARR depending on severity; 1-2 admin detention
Disrespectful to Student	Teacher to contact parent, restorative practices, teacher assigned discipline	Teacher to contact parent, restorative practices; teacher assigned discipline meeting with counselor; ARR depending on severity	Teacher to contact parent, restorative practices; teacher assigned discipline; ECA; ARR depending on severity; 1-2 admin detention
Disruptive/Inappropriate Behavior	Teacher to contact parent, restorative practices, teacher assigned discipline	Teacher to contact parent, restorative practices; teacher assigned discipline meeting with counselor; ARR depending on severity	Teacher to contact parent, restorative practices; teacher assigned discipline; ECA; ARR depending on severity; 1-2 admin detention
Dress Code (see Student/Family Handbook)	Parent notification by school nurse; change of clothes required; conference with student	Parent notification by school nurse; change of clothing required	Parent conference, change of clothing required; ARR; 1-3 Admin detention
Elopement/Leaving School Grounds	ARR; parent notification; counselor notification; police notification		
Failure to Follow Procedures During an Emergency Operation Procedure/Health Protocols	Teacher to contact parent; teacher assigned consequence; restorative practices	Teacher to contact parent; teacher assigned consequence; restorative practices; student meeting with Admin.	Continue restorative practices; ECA; teacher assigned discipline; ARR depending on severity; 1-2 admin detention
False Accusations	Teacher to contact parent; teacher assigned consequence;	Teacher to contact parent; teacher assigned consequence; restorative	Continue restorative practices; ECA; teacher assigned discipline; ARR

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	restorative practices	practices; student meeting with Admin.	depending on severity; 1-2 admin detention
False Public Alarm*	Teacher to contact parent; teacher assigned consequence; restorative practices	Teacher to contact parent; teacher assigned consequence; restorative practices; student meeting with Admin.	Continue restorative practices; ECA; teacher assigned discipline; ARR depending on severity; 1-2 admin detention
Fighting* (Major Physical Contact)	ARR; parent notification; restorative practices; ECA; 1-2 days Admin. detention	ARR; parent notification; restorative practices; ECA; 3-4 days Admin. Detention or 1 day ISS or 1 OSS depending on severity	ARR; parent notification; restorative practices; ECA; 2+ days ISS or 2+ days OSS depending on severity
HIB*	See <i>"Harassment, Intimidation and Bullying"</i>		
Kidnapping*	ARR; parent notification; counselor notification; police notification		
Lunchroom Misconduct *See <i>Lunchroom Expectations</i> in Student/Family Handbook	Verbal warning	Staff assigned to supervise lunch to contact parent, verbal warning; assigned seat at lunch; ECA	Staff assigned to supervise lunch to contact parent, verbal warning, teacher assigned consequence; ECA; assigned seat at lunch; ARR
Obscene Note/Letter to Student*	Warning and/or teacher assigned consequence; teacher to notify parent; restorative practices	Teacher assigned consequence; teacher to notify parent; restorative practices; ARR based on severity	Teacher assigned consequence; teacher to notify parent; restorative practices; ARR based on severity
Physical Contact (no injury)	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ARR; discretion of Admin.	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ECA; ARR; 1-2 days Admin detention	ARR; 3-4 days Admin detention or 1-2 ISS or 1-2 OSS at discretion
Physical Contact (with injury)	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ARR; discretion of Admin.	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ECA; ARR; 1-2 days Admin detention	ARR; 3-4 days Admin detention or 1-2 ISS or 1-2 OSS at discretion
Physical Contact (with Object)	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ARR; discretion of Admin.	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ECA; ARR; 1-2 days Admin detention	ARR; 3-4 days Admin detention or 1-2 ISS or 1-2 OSS at discretion

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Planned or Threatened Violence*	Report immediately, Administrative Referral, Police Contact		
Robbery/Extortion*	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ARR; discretion of Admin.	Warning, teacher to notify parent; teacher assigned consequences; restorative practices; ECA; ARR; 1-2 days Admin detention	ARR; 3-4 days Admin detention or 1-2 ISS or 1-2 OSS at discretion
Scuffle (Minor Physical Contact)	Teacher to contact parent, teacher assigned discipline; restorative practices	Teacher to contact parent; teacher assigned discipline; restorative practices; student meeting with admin./counselor	Teacher to contact parent; teacher assigned discipline; restorative practices; student meeting with admin./counselor; ARR with repeated offenses
Sexual Assault*	See "HIB," contact Affirmative Action Officer, Police Notification		
Sexual Contact*	See "HIB," contact Affirmative Action Officer, Police Notification		
Sexual Harassment*	See "HIB," contact Affirmative Action Officer, Police Notification		
Substance Offense(s) and Substance Possession*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		
Substance Sale/Distribution*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		
Substance Abuse, Confirmed*	Parent Notification; Drug and Alcohol Screening; Follow Policy 3 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 5 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 10 days or more OSS based on Admin. Review
Substance Abuse, Refused Exam*	Parent Notification; Drug and Alcohol Screening; Follow Policy 3 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 5 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 10 days or more OSS based on Admin. Review
Tardy to School/Class	Four tardies to school will convert to one absence. Tardies to class - Teacher to contact parent; teacher assigned discipline; restorative practices		
Theft or Possession of Stolen Property*	Teacher to contact parent; teacher assigned discipline; restorative practices	Teacher to contact parent; teacher assigned discipline; restorative practices; student meeting with admin./counselor	Teacher to contact parent; teacher assigned discipline; restorative practices; student meeting with admin./counselor; ARR with repeated offenses
Threat, Criminal*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		

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Threat, Simple*	Warning; teacher to notify parent; teacher assigned consequences; restorative practices	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor/admin., ARR admin. discretion
Trepass*	Administrative Referral, possible Police Notification		
Truancy	See "Attendance" in Student and Family Handbook		
Unacceptable Items	Warning; teacher to notify parent; teacher assigned consequences; restorative practices	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor/admin., ARR admin. discretion
Weapons Offense* Weapon Possession* Weapon Sale/Distribution* Weapon Use*	Report immediately, Administrative Referral, Police Contact		
Harassment, Intimidation or Bullying Infractions			
Policies 5512, 5500, 5560, 5600, 5610	First Offense	Second Offense	Third and Subsequent Offenses
	• Administrative Conference with Students (Victim and Offender) • Parent Notification (Victim and Offender) • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Temporary Exclusion from environment as appropriate • Possible disciplinary consequences based upon situation (detention, ISS, SOS) • Completion of Fix It Ticket/Think Sheet	• Mandatory Administrative Conference with Parents • Completion of Think Sheet • Temporary Exclusion from environment as appropriate (bus, cafeteria, recess) • Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.) • In School Counseling • Administrative Action as appropriate • Administrative Detention (before, after or during school) • I&RS Referral • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Suspension (ISS/OSS)	• Administrative Review • Completion of Think Sheet • Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.) • Temporary Exclusion from environment as appropriate (bus, cafeteria, recess) • Order to Cease and Desist (No Contact Contract) • Counseling Recommendation • I&RS Referral • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Suspension 1-5 days • Mandatory Reentry conference

Supplemental Action Steps for Grades K-2

Classroom teachers shall infuse positive reinforcement in the class (i.e. use of praise, system of rewards, redirections, opportunities to earn privileges, etc.)
As needed, the following additional steps may be taken:
• Implementation of Restorative Practices
• Parent contact (with teacher or administration, as appropriate)
• Parent conference (with teacher or administration, as appropriate)
• School counselor interventions
• Behavior Intervention Conference (to include other necessary personnel and/or create a Behavior Plan)

Code of Conduct Grades 6-8

- Depending on the severity of the incident, a “First Offense” referral is not always the first used.
- All determinations are at the discretion of administration.
- *Infractions required to be reported to Law Enforcement and/or the NJDOE Student Safety Data System (SSDS)
- For students with disabilities, behavior interventions and supports shall be determined and provided by N.J.A.C. 6A:14.

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AASD - Administrative After School Detention
EX - Exclusion
ISS - In-School Suspension
OSS - Out-of-School Suspension
 *Infractions required to be reported to Law Enforcement and/or the NJDOE Student Safety Data System (SSDS)

Infraction:	Action/Consequence		
	First Offense	Second Offense	Third and Subsequent Offenses
Abusive/Profane/Obscene Language	Warning and/or teacher assigned consequence; teacher to notify parent	Teacher assigned consequence; teacher to notify parent; ARR based on severity; 1-3 Admin detention; 1-3 days ISS based on severity; meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; I&RS referral
Arson*	Police Notification, Administrative Referral, I&RS Referral, Long-Term Suspension, Psychiatric Evaluation		
Assault/Assault on District BOE Members or Employees*	Police Notification, Administrative Referral, I&RS Referral, Suspension		

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Bias Intimidation*	ARR; Restorative practices; 1-5 days admin detention or 1-3 days ISS or 1-3 days OSS depending on severity; Possible police contact		
Bias-Related Incident*	ARR; Restorative practices; 1-5 days admin detention or 1-3 days ISS or 1-3 days OSS depending on severity; Possible police contact		
Bus/Transportation Misconduct (Athletics, clubs, field trips, general transportation, etc.)	ARR, Parent notification; Warning OR Seat change and/or bus suspension	ARR; Parent notification; Bus Suspension – one week	ARR; Parent notification; Long-Term or Permanent Bus Suspension
Cell Phones/Electronic Devices Possession	*First & Second Offense* Device confiscated by staff member, held in the main office for the day; parents notified by teacher.	*Third Offense* Device confiscated by staff member, held in the main office for 5 days; parents notified by teacher.	*3+ Offenses* Device confiscated by staff member; device held in main office for extended time at discretion of admin., returned to parent only; 1-3 Admin. detention
Cell Phone/Electronic Device Usage: texting, recording, videotaping, picture taking, social media, inappropriate use of AI, etc.	Device confiscated; Return to parent only; Parent conference; Admin discretion, depending upon severity and impact on others	Device confiscated; Return to Parent Only; Parent conference; ISS or OSS, dependent on situation	Device confiscated; Return to parent only; device to be turned in at main office for 5 days; Parent conference; 1-3 days ISS or OSS, dependent on situation
Cheating/Academic Dishonesty, including inappropriate use of Artificial Intelligence	Teacher assigned discipline; teacher to contact parent; grading penalty; ARR	Classroom based discipline; teacher to contact parent; parent conference; grading penalty; ARR; 1-3 Admin. detentions	Grading penalty; ARR; ISS-1 day; Loss of Privileges
Computer Trespass* - Violation of Acceptable Use Policy	MAJOR - Administrative Referral, possible Police Notification		
	MINOR - Administrative Referral; Warning; Teacher to Notify Parent; Restorative Practices		
Cutting Class/Out-of-Area	ARR, 1 Admin. detention; Parent Notification	ARR, 2-3 Admin. Detention; Parent Notification; Meeting with school counselor; complete all missed work	ARR; 1-3 days ISS; complete all missed work; Parent conference; I&RS Referral
Cutting Detention (Teacher/Administrative)	Teacher: Parent notification; 2 additional detentions Admin: Parent notification; 2 additional admin detentions	Teacher/Admin: 1 day ISS, parent notification, meeting with school counselor, loss of privileges	Teacher/Admin: 1-3 ISS; administrative discretion; parent notification; I&RS referral
Damage to Property	Warning and/or ARR; 1-3	ARR; 1-3 Admin	ARR; 1-3 days ISS or

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(School and/or Personal)*	Admin Detentions based on severity; parent notification	Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor	1-3 days OSS based on severity; complete all work missed; parent conference, I&RS referral
Defiance/Insubordination	Warning and/or teacher assigned discipline; parent notification; ARR based on severity	ARR; parent notification; 1-3 Admin detentions or 1-3 ISS days based on severity; parent conference, meeting with school counselor	ARR; 1-3 days ISS or OSS based on severity; complete all work missed; parent conference; referral to I&RS
Dishonesty/Lying/ Forging	Teacher assigned discipline; teacher to contact parent	ARR; 1-3 Admin detentions or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all missed work; parent conference, I&RS referral
Disrespectful to Staff	Warning; teacher assigned consequence; teacher to contact parent; ARR; possible ADBS, ALD, AASD	ARR; 1-3 Admin detentions or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all missed work; parent conference; I&RS referral
Disrespectful to Student	Warning; teacher assigned consequence; teacher to contact parent; ARR; possible ADBS, ALD, AASD	ARR; 1-3 Admin detentions or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all missed work; parent conference; I&RS referral
Disruptive/Inappropriate Behavior	Warning; teacher assigned consequence; teacher to contact parent; ARR; possible ADBS, ALD, AASD	ARR; 1-3 Admin detentions or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all missed work; parent conference; I&RS referral
Dress Code (see Student/Family Handbook)	Parent notification by school nurse; change of clothes required; conference with student	Parent notification by school nurse; change of clothing required; ARR; 1-3 days Admin detention	Parent conference, change of clothing required; ARR; 1-3 Admin detention
Elopement/Leaving School Grounds	ARR; parent notification; counselor notification; police notification		
Failure to Follow Procedures during an Emergency Operation Procedure/Health Protocols	Warning; teacher to notify parent; teacher assigned consequence	ARR; 1-3 Admin. Detention or 1-3 ISS depending on severity; parent conference; meeting with school counselor	ARR; 1-3 days OSS based on severity; parent conference; I&RS referral
False Accusations	Warning; teacher to	ARR; 1-3 Admin.	ARR; 1-3 days OSS based

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	notify parent; teacher assigned consequence; ARR.	Detention or 1-3 ISS depending on severity; parent conference; meeting with school counselor	on severity; parent conference; I&RS referral
False Public Alarm*	Immediate 1-5 days OSS; parent conference, police notification; meet with school counselor	5 to 10 days OSS; police notification, psychiatric evaluation	Long-term suspension; police notification; psychiatric evaluation
Fighting* (Major Physical Contact)	ARR; 1-3 days OSS; police notification; meeting with school counselor	ARR; 2 to 4 days OSS; parent conference; police notification; meeting with school counselor	3+ days OSS; parent conference; police notification; psychiatric evaluation; referral to I&RS
HIB*	See <i>"Harassment, Intimidation and Bullying"</i>		
Kidnapping*	ARR; parent notification; counselor notification; police notification		
Lunchroom Misconduct *See <i>Lunchroom Expectations</i> in Student/Family Handbook	Verbal warning	Staff assigned to supervise lunch to contact parent, verbal warning; assigned seat at lunch; ECA	Staff assigned to supervise lunch to contact parent, verbal warning, teacher assigned consequence; ECA; assigned seat at lunch; ARR
Obscene Note/Letter to Student	Warning and/or teacher assigned consequence; teacher to notify parent	Teacher assigned consequence; teacher to notify parent; ARR based on severity; 1-3 admin detention; 1-3 days ISS based on severity; meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; I&RS referral
Physical Contact (no injury)	Warning and/or ARR; 1-3 Admin. Detention based on severity; parent notification	ARR; 1-3 Admin. Detention or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; I&RS referral
Physical Contact (with injury)	Warning and/or ARR; 1-3 Admin. Detention based on severity; parent notification	ARR; 1-3 Admin. Detention or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; I&RS referral
Physical Contact (With Object)	ARR; 1-3 Admin. Detention or 1-3 days ISS or 1-3 OSS based on severity; parent conference; meeting with counselor	ARR; 1-3 days ISS or 1-5 days OSS based on severity; complete all work missed; parent conference, I&RS referral	5 to 10 days OSS; police notification; psychiatric evaluation
Planned or Threatened	Report immediately, Administrative Referral, Police Contact		

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Violence*			
Robbery/Extortion*	Warning; ARR; 1-3 Admin. detention based on severity; parent notification	ARR; 1-3 admin. Detention or 1-3 days ISS based on severity; parent conference; meeting with school counselor	ARR; 1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; I&RS referral
Scuffle (Minor Physical Contact)	ARR; 1-3 Admin detention or 1-3 ISS depending on situation, parent notification	ARR; 1-3 days ISS; parent conference, meeting with counselor	ARR; 1 to 3 days OSS; parent conference; I&RS referral
Sexual Assault*	See "HIB," contact Affirmative Action Officer, Police Notification		
Sexual Contact*	See "HIB," contact Affirmative Action Officer, Police Notification		
Sexual Harassment*	See "HIB," contact Affirmative Action Officer, Police Notification		
Substance Offense(s) and Substance Possession*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		
Substance Sale/Distribution*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		
Substance Abuse, Confirmed*	Parent Notification; Drug and Alcohol Screening; Follow Policy 3 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 5 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 10 days or more OSS based on Admin. Review
Substance Abuse, Refused Exam*	Parent Notification; Drug and Alcohol Screening; Follow Policy 3 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 5 days or more OSS based on Admin. Review	Parent Notification; Drug and Alcohol Screening; Follow Policy 10 days or more OSS based on Admin. Review
Tardy to School/Class	Four tardies to school will convert to one absence. Tardies to class - Teacher to contact parent; teacher assigned discipline; restorative practices		
Theft or Possession of Stolen Property	ARR; 1-3 Admin detention or 1-3 ISS or 1-3 OSS based on severity; parent conference; meeting with school counselor; possible police notification	ARR; 1-3 days ISS or OSS, Parent notification; appropriate restitution; police notification	ARR; 3-5 days ISS or OSS, Parent notification; appropriate restitution; police notification; I&RS referral
Threat, Criminal*	Report immediately, Administrative Referral, Police Contact, ISS/OSS, Long-Term Suspension		
Threat, Simple*	Warning; ARR; 1-3 Admin detention or 1-3 days ISS or 1-3 days OSS based on severity; parent	ARR; 1-3 days ISS or 1-5 days OSS based on severity; parent conference; complete all	1-10 days OSS or 1-5 days OSS; police notification; psychiatric evaluation

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	conference; meeting with school counselor, possible police notification	missed work; possible police notification	
Trepass*	Administrative Referral, possible Police Notification		
Truancy	See "Attendance" in Student and Family Handbook		
Unacceptable Items*	Warning; teacher to notify parent; teacher assigned consequences; restorative practices	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor	Teacher to notify parent; teacher assigned consequences; restorative practices; meeting with counselor/admin., ARR admin. discretion
Weapons Offense* Weapon Possession* Weapon Sale/Distribution* Weapon Use*	Report immediately, Administrative Referral, Police Contact		
Harassment, Intimidation or Bullying Infractions			
	First Offense	Second Offense	Third & Subsequent Offenses
Policies 5512, 5500, 5560, 5600, 5610	• Administrative Conference with Students (Victim and Offender) • Parent Notification (Victim and Offender) • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Temporary Exclusion from environment as appropriate • Possible disciplinary consequences based upon situation (detention, ISS, OSS) • Completion of Think Sheet	• Mandatory Administrative Conference with Parents • Completion of Think Sheet • Temporary Exclusion from environment as appropriate (bus, cafeteria, recess) • Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.) • In School Counseling • Administrative Action as appropriate • Administrative Detention (before, after or during school) • I&RS Referral • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Suspension (ISS/SOS	• Administrative Review Completion of Think Sheet • Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.) • Temporary Exclusion from environment as appropriate (bus, cafeteria, recess) • Order to Cease and Desist (No Contact Contract) • Counseling Recommendation • I&RS Referral • Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial • Suspension 1-5 days • Mandatory Reentry conference with parents

Actions and Consequences represent discipline options available to staff members as appropriate. Staff members may consider the behavior as well as whether or not it is chronic in nature in order to determine the appropriate consequence(s). Staff members may choose a combination of consequences (i.e., warning, plus parent contact). Involvement of the school counselor, social worker and school psychologist is also available when necessary. Below is a list of possible actions and consequences. **This list is not all-inclusive, and staff are not limited to specific listed actions and consequences. Depending on the severity of the incident, a “First Offense” referral is not always the first used. All determinations are at the discretion of the administration.**

• Parent notification • Verbal warning • Change Inappropriate Clothing • Redirection • Review of appropriate behavior • Confiscation (cell phone, tablet, toy, etc.) • Parent conference • Temporary removal from class • Peer mediation • Counseling • Conflict resolution • Community service task • School service task • Reflection of the incident (verbal) • Student apology (verbal or written) • Mentoring (by peer or staff member) • Behavioral Intervention Plan (BIP)	• Behavioral Contract • Order to Cease and Desist (No Contact Contract) • Functional behavioral assessment (FBA) • Fix-It Ticket- Reflection of Incident • Teacher Detention (lunch, recess**, after-school) • Loss of Activity/Loss of Privileges • HIB Investigation • Administrative Detention- Before school • Administrative Detention- After-school • Administrative Lunch/Recess Detention • In-School Suspension • Out-of-School Suspension • Police Contact • Recommendation for Expulsion
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***New Jersey Anti--Bullying Bill of Rights Act**

The State of N.J. amended the Anti--Bullying Bill of Rights Act, in January 2022. This Act intends to:

- clarify and strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances
- respond to research on the incidence, prevalence and effects of HIB that has emerged since the adoption of the original HIB laws adopted in 2002 and amended in 2007 and 2008
- establish clearer standards for the definition of HIB
- use and better manage existing resources to increase school safety.
- reduce the risk of suicide due to HIB.

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic
- takes place on school property, at any school sponsored function, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property
- has the effect of insulting or demeaning any student or group of students
- creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the principal or the principal's designee within one day of the report of the incident and shall be conducted by the school anti-bullying specialist. The principal may appoint additional personnel to assist in the investigation.