

# ELEMENTARY CODE OF CONDUCT

The goal of the Elementary Code of Conduct is to promote a positive, safe atmosphere for teaching, learning and mutual respect. It is the result of a combined effort of administration, parents, teachers, students and the Board of Education. In order to accomplish this goal, the entire school community must work cooperatively.

## ABUSIVE BEHAVIOR OFFENSES

	<b>Offense</b>	<b>Consequences</b>
1.	Harassment, Intimidation, Bias, or Bullying Offenses	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences.</p> <p><b><i>Bias Acts:</i></b> Any action by a student intended to insult, offend, demean, threaten or intimidate another person because of that person’s race, religion, gender, ethnic background, disability, etc. Such actions include, but are not limited to: verbal or written slurs, drawings, and gestures.</p> <p><b><i>Harassment:</i></b> Type of language, behavior or gestures which attempt to elicit fear or anxiety.</p> <p><b><i>Sexual Harassment:</i></b> Unwelcome sexual advances or suggestions, requests for favors, and verbal or physical contacts of sexual nature.</p> <p>Disciplinary consequences will be determined by the administration resulting from positive behavioral interventions to suspensions along with police notification.</p>
2.	Threat to Safety of Others (Staff or Student)	The administration will review the allegations and determine appropriate consequences.
3.	Abusive Language to other Students (non HIB related) (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Apology</li> <li>· Parent notification via the Think Sheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Apology</li> <li>· Parent notification</li> <li>· Counselor notification and conflict resolution session</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 Day ISS</li> <li>· Apology</li> <li>· Parent notification and conference with administration.</li> </ul>
4.	Foul and abusive language directed toward any district employee. (written, spoken language or gestures that are offensive, obscene, or vulgar )	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Removal from classroom - Time spent with partner teacher</li> <li>· Apology</li> <li>· Parent notification via Think Sheet</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Administrative detention</li> <li>· Apology</li> <li>· Parent notification/conference with administration</li> <li>· Counselor Notification</li> </ul>

5.	Failure to Follow Rules and Regulations (i.e. inappropriate conduct in halls, general horseplay, unsupervised in the building)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Parent notification via Think Sheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Parent notification via Think Sheet</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Parent notification via Think Sheet</li> <li>· Subsequent Offenses may result in Administrative detention</li> </ul>
6.	Assault/Fight	<p>1<sup>st</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 Day OSS (external suspension)</li> <li>· Parent conference with administration</li> <li>· Counselor notification and conflict resolution session</li> </ul> <p>2<sup>nd</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Day OSS (external suspension)</li> <li>· Parent conference with administration</li> <li>· Counselor notification and conflict resolution session</li> </ul> <p>3<sup>rd</sup> OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 5 DAYS OSS (external suspension)</li> <li>· Parent conference with administration</li> </ul>
7.	<p>Harassment directed toward any school employee. (threats by a student to a staff member referring to bodily harm, mental anguish, or personal property).</p> <p>Assault by Pupil on West Deptford Board of Education Employee</p>	<ul style="list-style-type: none"> <li>· Immediate removal from school and parent notification</li> <li>· External suspension ranging from 1-3 days</li> <li>· SRO notification</li> <li>· Referral to counselor</li> <li>· Letter of apology upon return</li> </ul> <p>Any pupil who commits an assault on a school employee, shall be immediately suspended from school. Potential BOE hearing.</p>

## BEHAVIORAL OFFENSES

	<b>Offense</b>	<b>Consequences</b>
8.	<p>Academic Dishonesty</p> <ul style="list-style-type: none"> <li>· Cheating</li> <li>· Copying of another's work or providing work to another student to copy</li> <li>· Fabrication/Falsification</li> <li>· Tampering</li> <li>· Plagiarism</li> <li>- Forgery</li> <li>· Other Academic Misconduct determined by the Administration</li> </ul>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Parent Notification via Think Sheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent Conference</li> </ul>
9.	<p>Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Warning/Reprimand</li> <li>· Parent Notification via Thinksheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Lunch/Recess Detentions</li> <li>· Parent Notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 Administrative Detentions</li> <li>· Parent Conference</li> <li>· Removal from Cafeteria - duration TBD</li> </ul>
10.	<p>Bus Misconduct (Actions which disrupt the orderly management of the bus, i.e. out of seat, horseplay, eating)</p> <p>(See online bus conduct expectations)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Warning/Reprimand</li> <li>· Parent notification via Thinksheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>- Warning/reprimand</li> <li>· Parent notification by administrator</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 Administrative Detentions</li> <li>· Parent notification</li> <li>· *Possible Suspension from school bus</li> </ul>
11.	<p>Disruptive Behavior -Behaviors which disrupt the teaching /learning process</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Parent notification via Think Sheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent notification</li> <li>· Counselor Notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent notification</li> </ul> <p>(Subsequent referrals may result in days of ISS, Principal/Parent Conference)</p>

12.	<p>Insubordination/Disrespect/Open Defiance of Authority (Verbal or nonverbal refusal to comply with a reasonable directive. Refusal to leave an area when requested.)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent notification by Administrator</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent notification by Administrator</li> <li>· Counselor Notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 days ISS</li> <li>· Parent notification and conference</li> <li>· Counselor Notification</li> <li>· Degree of any level offense may result in OSS (External suspension)</li> </ul>
13.	<p>Use of Electronic Device (cell phones, hand-held games, unauthorized cameras, portable audio devices, Ipods, headphones, laser pointers)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Warning</li> <li>· Confiscation of Device (returned at end of school day)</li> <li>· Parent notification via Think Sheet</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 Recess Detention</li> <li>· Parent notification by administrator</li> <li>· Confiscation of Device (returned at end of school day)</li> </ul> <p>3<sup>rd</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 Administrative Detention</li> <li>· Confiscation of Device (returned to parent/guardian ONLY)</li> <li>· Parent notification</li> </ul>
14.	<p>Videoin/Photographing/Posting on Social Media (during the school day and/or while on school property/buses)</p>	<p>Cell phones/recording devices must be turned off and kept in student backpack. Any photography, filming or posting on social media during the school day or on school property (including busing to and from school) will result in disciplinary consequences. Disciplinary consequences will be determined by the administration resulting in positive behavioral interventions to suspensions.</p>

## PROPERTY OFFENSES

	<b>Offense</b>	<b>Consequences</b>
15.	Tampering with School Equipment (including computers and related paraphernalia or accessing unauthorized or inappropriate sites and materials)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Parent notification via Think Sheet</li> <li>· Restitution for loss</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative detention</li> <li>· Parent notification by administrator</li> <li>· Restitution for loss</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1 day ISS</li> <li>· Parent Conference</li> <li>· Restitution for loss</li> </ul> <p><b>Any violation may result in loss of computer access, internet and email privileges as well as other disciplinary or legal action.</b></p>
30.	Theft/Stealing –Minor offenses, under \$35 in value (individual or school property on school grounds or during school related activities)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· Administrative Detention</li> <li>· Parent notification</li> <li>· Restitution for loss</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 Administrative Detentions</li> <li>· Parent notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 1-2 Days ISS (internal suspension)</li> <li>· Parent notification</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> </ul>

31.	Theft/Stealing –Major (individual or school property on school grounds or during school related activities)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1-2 Days ISS (internal suspension)</li> <li>· Parent notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2-3 Days ISS (internal suspension)</li> <li>· Parent notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· OSS (external suspension)</li> <li>· Parent notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul>
32.	Vandalism or Destruction / Defacing of Property	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 day ISS (internal suspension)</li> <li>· Parent notification via Think Sheet</li> <li>· Restitution for loss</li> </ul> <p>2<sup>ND</sup> OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· 2-3 days ISS (internal suspension)</li> <li>· Parent notification and conference with administration</li> <li>· Counselor Notification</li> <li>· Restitution for loss</li> <li>· S.R.O. Notification</li> </ul>

## SAFETY / HAZARD OFFENSES

	<b>Offense</b>	<b>Consequences</b>
35.	Tampering with or Pulling Fire Alarm	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 day ISS</li> <li>· Parent notification and conference with administration</li> <li>· S.R.O. Notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1-2 days OSS (external suspension)</li> <li>· Parent notification and conference with administration</li> <li>· Municipal complaint will be filed</li> <li>· S.R.O. notification</li> </ul> <p><b><i>NOTE:</i></b> Board of Education may seek reimbursement for fines incurred for false alarms.</p>
36.	Possession/Concealment of Weapons or Weapon-Related Paraphernalia	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> <li>· External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing (4-10 days)</li> <li>· Parent conference</li> <li>· Municipal Complaint will be filed</li> <li>· S.R.O. Notification</li> </ul> <p><b><i>NOTE:</i></b> This code also refers to imitation toy, or decoy weapons. At the discretion of the Administration, a student may only meet with the Principal regarding the incident. The Administration will make the determination as to whether or not the weapon was brought to school inadvertently; and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner</p>
37.	Assault With Weapon, or Infliction of Bodily Harm	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>· External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing</li> <li>· Parent conference</li> <li>· Municipal Complaint will be filed</li> <li>· S.R.O. Notification</li> </ul>

## SUBSTANCE-RELATED OFFENSES

	<b>Offense</b>	<b>Consequences</b>
41.	OTC (Over The Counter) Medications - Possession/Consumption	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 day ISS (internal suspension)</li> <li>· Parent Notification by administrator</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Any additional offenses will result in an external suspension pending a superintendent's hearing</li> <li>· S.R.O. Notification</li> </ul>
42.	OTC (Over The Counter) Medications - Distribution	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 3 days OSS (external suspension)</li> <li>· Parent conference with administrator</li> <li>· S.R.O. Notification</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>· Any additional offenses will result in an external suspension pending a superintendent's hearing</li> <li>· S.R.O. Notification</li> </ul>
43.	<p>Possession of Tobacco Products or Paraphernalia (includes students who are seen exhaling smoke/vapor, using chewing tobacco or other tobacco product)</p> <p>Possession/Inhalation of Vaporizers/E-Cigarettes (Automatic Drug Screening)</p> <p>*Discipline can be altered based on test results.</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 1 day ISS (internal suspension)</li> <li>· Parent notification by administrator</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>· 2 day ISS (internal suspension)</li> <li>· Referral to School Counselor</li> <li>· S.R.O. Notification</li> <li>· Loss of privileges to be determined by the Administrator</li> </ul>

The administration will use the above as a guideline. In specific cases, circumstances might warrant a greater or lesser penalty than the one indicated. In such cases, the extenuating circumstances shall be noted and the appropriate penalty invoked.

ANY FEDERAL, STATE, OR MUNICIPAL REGULATIONS AND/OR POLICIES WILL SUPERCEDE DISTRICT POLICIES RELATIVE TO DISCIPLINARY ISSUES.

Our West Deptford Elementary Schools shall endeavor to maintain the type of educational environment that every student is entitled to - one that is free from harassment or bullying, both physical and verbal. Harassment or bullying may take many forms. It can be in the nature of name calling, verbal abuse, continual pushing or shoving in the halls, or a threat of fighting. It may also take on sexual overtones. Sexual harassment consists of



any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature made by staff members or other students. Even minor harassment or an incident of bullying can eventually create serious problems. The staff at our district elementary schools will address and make every effort to resolve any incidents of harassment or bullying brought to our attention. **Any student who believes he or she is a victim of harassment or bullying should report the allegations to a staff member, guidance counselor, or administrator as soon as possible.**