

## 2015-16 Bowe School Code of Conduct

### **Philosophy & Intent**

This section of the handbook has been developed by Glassboro Schools for the purpose of delineating school rules, practices & consequences. **It is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail.**

Bowe School would like to give your children the best education possible. Cooperation of staff, parents and students is essential in obtaining our goal. Structure and discipline are needed to ensure that all students are given the opportunity to learn in a safe, undisturbed environment. Consistent rules and consequences will help students learn that there are logical consequences for not following expectations, and are used to help students to better solve their problems through character building interactions with our school faculty. Parental support is also critical in teaching appropriate school behavior; therefore, parent communication is expected from all staff to ensure that children receive the same message from both home and school.

It is our hope that this guide will assist parents, students and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. **As a listing, it is not intended to be all-inclusive.** The intent is to identify commonly recognized behaviors that are unacceptable in the educational setting. The school administration and/or Board of Education have the right to administer discipline for any other offense that is in violation of the law of school district policy or procedures, or in violation of acceptable standards of conduct for our students.

### **School-wide PBS (Positive Behavior Supports)**

Glassboro Schools have established a School-wide PBS program. This research-based model has been proven to promote positive behavior and prevent bullying. Through the modeling of school-wide expectations (rules), common vocabulary, student-centered rewards and data-driven decision making, our children quickly learn what a positive learning environment “looks like.”

Teachers begin by teaching children that there are positive consequences for following expectations. This includes rewarding students with specific, positive praise statements, *Bulldog Bucks* (tickets for our daily prize drawings) and various extrinsic rewards. The school-wide expectations and “what they look like” in practice are explained as needed, and are modeled several times throughout the year as part of our School-wide PBS role-plays.

<b>Student Rights &amp; Responsibilities</b>	<b>Expectations for Student Behavior</b>
<ul style="list-style-type: none"><li>• Equal opportunity &amp; equal treatment are provided every students without discrimination</li><li>• No disciplinary action will exceed the degree of seriousness of the offense, and will take into consideration the history &amp; background of each student.</li><li>• Standards of conduct forbid injury to persons or property.</li><li>• The teaching &amp; learning process takes place in an orderly educational environment with open communication, self-discipline, and clearly understood lines of authority and control.</li></ul>	<p><i>Students are expected to:</i></p> <ul style="list-style-type: none"><li>• Come to school ready to learn.</li><li>• Show respect for people and property.</li><li>• Take responsibility for their own behavior and learning</li><li>• Use time and other resources responsibly.</li><li>• Share responsibilities when working as members of a group.</li></ul> <p><i>In “kid-friendly” terms all students are expected to:</i> <b>Take care of yourself, your friends &amp; your school.</b></p>

### **Expectations for Parent Involvement**

The *Code of Conduct* is meant to be a general guide for students, teachers, and administrators. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail. Parents are expected to:

- Review & discuss the *Code of Conduct* with their children.
- Understand and support the need for appropriate rules and regulations with regard to safety and conduct
- Understand that all students are expected to adhere to the *Code of Conduct* and that interventions will reflect that student's age, maturity level, and behavioral history/background.
- Participate in conferences as requested by teacher(s) and/or administration.

### **Teacher Statement of Responsibilities**

Teachers have the responsibility to make every effort to treat each instance with fair and impartial judgment reflecting the age, maturity level and behavioral history/background of their students. Teachers have a responsibility to make sure that every student understands his/her obligation to the school community by instilling social responsibility and self-governance. Students must be given the necessary information in order to understand the need for rules and the application of them. In the enforcement of the policies, the teacher must make every effort to apply the *Code of Conduct* with consistency, reasonableness and common sense. Once a student has been referred to the office, the administrator's discretion will prevail. **Rules of confidentiality must be followed in all circumstances.**

Teacher expectations and responsibilities include:

- Conferencing with parents and/or principal. **It is essential that parents are made aware of the problem in a timely fashion and are asked for their help in eliminating the problem.**
- Teachers understand that all students are expected to adhere to the *Code of Conduct* and that interventions will reflect that student's age, maturity level, and behavioral history/background. Harsh or unusual punishment should be avoided.
- Teachers will provide opportunities for students to role-play school-wide expectations in order to instill student social responsibility and self-governance.
- Teachers must notify administration of repeated violations of the *Code of Conduct* via Office Discipline Referral forms.
- All staff should model positive behavior patterns that student can emulate including positive praise statements. Proper dress, professional traits (such as no gum/food in the classroom) and tone/inflection are also very important.

Consequences for most behaviors are to be addressed by classroom teachers may include (but are not limited to) the following:

Classroom Managed Behaviors	Teacher Administered Consequences
<ul style="list-style-type: none"> <li>• Tattling (this is different than “telling”)</li> <li>• Negative Language</li> <li>• Excessive Talking/Calling out</li> <li>• Yelling</li> <li>• Not following directions the first time</li> <li>• Pushing in line</li> <li>• Not keeping hands to self</li> <li>• Misuse of property</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce Desired Behaviors</li> <li>• Conference w/Teacher</li> <li>• Apology</li> <li>• Reteach Rule</li> <li>• Loss of Privilege</li> <li>• Return room/materials to original condition</li> <li>• Parent Contact</li> <li>• Time-out</li> <li>• Loss of time at Recess</li> <li>• Referral to I&amp;RS (CAST)</li> </ul>

In the case of more extreme behaviors that interfere with safety, general well-being, or the learning of our students, more serious consequences may be necessary. In these cases, the school Principal will work directly with the student and his/her family to help ensure behavioral success. Consequences for “office managed behaviors” include (but are not limited to) the following:

Office Managed Behaviors	Administrative Consequences
<ul style="list-style-type: none"> <li>• Abusive Language</li> <li>• Defiance/Disrespect/Noncompliance</li> <li>• Fighting/Physical Aggression</li> <li>• Theft</li> <li>• Harassment/Bullying</li> <li>• Inappropriate Location</li> <li>• Purposeful Property Damage</li> <li>• Possession of tobacco, drugs, weapons*</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Loss of Privilege</li> <li>• Time in office</li> <li>• Conference w/the Principal</li> <li>• Individualized instruction</li> <li>• Time out</li> <li>• Return room/materials to original condition</li> <li>• Referral to I&amp;RS</li> <li>• Bus Suspension</li> <li>• Alternative study</li> <li>• Out-of-school Suspension</li> <li>• HIB Investigation (when applicable, as defined by the NJDOE)</li> </ul>

\*Glassboro Police will immediately be contacted in the event that a student comes to school in possession of any type of weapon or facsimile.

### **Procedure for Alternative Study or Suspension from School**

Pupils may be assigned an alternative study or be suspended by the building administration for any of the reason listed in the *Code of Conduct*.

**Alternative study** is a consequence that will enable the student to attend school, but be placed in an alternative educational setting. Students will be able to complete their assignments and receive alternative instruction from a teacher in charge of the alternative study session. Students will also participate in activities that will help them to reflect on the prevention of the inappropriate behavior that the student exhibited that caused them to receive the Alternative Study with careful guidance of a teacher.

In most cases, **suspension** time begins at the end of the school day on the day that the suspension is issued. However, the administration has the right to suspend a pupil from school immediately when it is determined that waiting until the end of the school day will jeopardize the safety and well-being of other pupils. If this is the case and a parent/designated adult cannot be reached police and/or DCP&P contact may take place.

Parents will be notified of the suspension by telephone (if available in the home) and in writing. **In cases that result in suspension from school a parent conference with the appropriate building administrator is required before the pupil may be permitted to return to regular classes.**

#### **Disciplinary Chain of Command**

In the event that the principal is out of the building and is needed for a disciplinary action, it is imperative that a second or third in command be designated. This person would be granted discretionary power to handle the situation until the administrator returns or is able to act.

1. Assistant Principal
2. Principal
3. District Administrator/Supervisor
4. Guidance Counselor
5. Lead Teacher (in the absence of an administrator)

#### **Disciplining Student with Disabilities**

For any student who misbehaves, a school should decide what action is most likely to correct the misconduct. In the case of a disabled student, the decision may need to take into account the student's disability. For students whose disabilities have behavioral aspects, for example, preventative measures (such as behavior modification plans) should be considered and facilitated through the individualized education program (IEP). It is essential to work cooperatively to address concerns when signs of misconduct by students with disabilities first appear, before more drastic measures become necessary.

If these steps are not successful, the appropriate use of measures such as time-outs or restrictions in privileges should also be considered, so long as they are not inconsistent with a student's IEP.

No prior determination of whether the misconduct was a manifestation of the student's disability is required before any of the above measures can be implemented. This includes suspending a disabled student for up to two school days.

When a student is suspended or is to be suspended, the case manager should be notified. A copy of the suspension letter sent to parents/guardians should be sent to the Director of Special Services. This letter should contain the reason for the suspension and the number of days of the suspension.

If the misconduct is such that more drastic measures would be called for, the case manager should review the student's current program/placement and consider whether a change in placement would be an appropriate measure to address the misconduct.

Where educators believe that more drastic measures are called for, a disabled student may be removed from the school for more than ten days only if the following steps are taken: First the case manager is informed. The case manager convenes a meeting with a group of persons knowledgeable about the student. The group could consist of the case manager, other members of the CST, principal & student's teacher. The parent must also be invited to the meeting. At the meeting, this group will determine whether the student's misconduct was a manifestation of his/her disability.

If the group determines that the misconduct was not a manifestation of the student's disability, the student may be expelled or suspended from school for more than ten days, provided applicable procedural safeguards have been followed and educational services continue during the period of disciplinary removal.

If the group determines that a student's misconduct was a manifestation of his/her disability, the student may not be expelled or suspended from school for more than ten school days. Educators can still address the misconduct through appropriate instructional and/or behavioral management strategies, students and teacher training initiatives (measures such as study carrels, time-outs or other restrictions in privilege, for example), so long as they are not inconsistent with the student's IEP, or (as a last resort) through change of placement procedures in accordance with IDEA. Moreover, the school district has the option of seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current educational placement is substantially likely to cause injury.

### **Bowe School Code of Conduct**

#### **Section I Infractions relating to attendance**

##### **Lateness to School**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	Record	Record
2 <sup>nd</sup> Offense	Secretary notification to student	Record
3 <sup>rd</sup> Offense	Secretary notification to parent (call)	Record
4 <sup>th</sup> Offense	Secretary notification to parent (letter)	Record

##### **Late to class**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference
2 <sup>nd</sup> Offense	None	Student conference & Parent notification
3 <sup>rd</sup> Offense	Counselor notified	Teacher detention
4 <sup>th</sup> Offense	Admin. detention	Discipline referral with copies of teacher actions

##### **Cutting teacher detention or leaving without permission**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference & reschedule
2 <sup>nd</sup> Offense	None	Parent notification & reschedule
3 <sup>rd</sup> Offense	2 Admin. detentions	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	½ Alternative study	Discipline referral with copies of teacher actions

##### **Truancy**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Admin. detentions	None
2 <sup>nd</sup> Offense	3 Admin. detentions	None
3 <sup>rd</sup> Offense	½ Alternative study	None
4 <sup>th</sup> Offense	1 Alternative study	None

**Leaving school building or grounds**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Admin. detentions	Discipline referral
2 <sup>nd</sup> Offense	3 Admin. detentions	Discipline referral
3 <sup>rd</sup> Offense	1 Alternative study	Discipline referral
4 <sup>th</sup> Offense	2 Alternative studies	Discipline referral

**Section II Infractions relating to safety and security****General misconduct: including disruption, profanity, excessive noise, inappropriate behavior, etc.**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference
2 <sup>nd</sup> Offense	None	Student conference & Parent notification
3 <sup>rd</sup> Offense	None	Teacher detention
4 <sup>th</sup> Offense	1 Admin. detention	Discipline referral with copies of teacher actions

**Defiance or Insubordination**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference
2 <sup>nd</sup> Offense	None	Student conference & Parent notification
3 <sup>rd</sup> Offense	None	Teacher detention
4 <sup>th</sup> Offense	1 Admin. detention	Discipline referral with copies of teacher actions

**In unauthorized area without permission**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference
2 <sup>nd</sup> Offense	Reprimand	Record & Admin. notification
3 <sup>rd</sup> Offense	Lunch detention	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	1 Admin. detention	Discipline referral with copies of teacher actions

**Misconduct during emergency drills**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference
2 <sup>nd</sup> Offense	Reprimand & 1 Lunch detention	Record & Admin. notification
3 <sup>rd</sup> Offense	1 Admin. detention	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	½ Alternative study	Discipline referral with copies of teacher actions

**Theft/Possession of stolen property**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Admin. detentions	Discipline referral
2 <sup>nd</sup> Offense	½ Alternative study	Discipline referral
3 <sup>rd</sup> Offense	1 Alternative study	Discipline referral
4 <sup>th</sup> Offense	2 Alternative studies	Discipline referral

**Extortion**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	1 Admin. detention	Discipline referral
2 <sup>nd</sup> Offense	2 Admin. detentions	Discipline referral
3 <sup>rd</sup> Offense	½ Alternative study	Discipline referral
4 <sup>th</sup> Offense	1 Alternative study	Discipline referral

**Defacing or damaging school property**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	2 Admin. detentions & restitution	Discipline referral
2 <sup>nd</sup> Offense	½ Alternative study & restitution	Discipline referral
3 <sup>rd</sup> Offense	1 Alternative study & restitution	Discipline referral
4 <sup>th</sup> Offense	2 Alternative studies & restitution	Discipline referral

**Possession of hazardous or harmful materials**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	1 Alternative study	Discipline referral
2 <sup>nd</sup> Offense	2 Alternative studies	Discipline referral
3 <sup>rd</sup> Offense	1 day Suspension	Discipline referral
4 <sup>th</sup> Offense	2 day Suspension	Discipline referral

**Use of hazardous materials**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	2 day Suspension & Police notification	Discipline referral
2 <sup>nd</sup> Offense	3 day Suspension & Police notification	Discipline referral
3 <sup>rd</sup> Offense	4 day Suspension & Police notification	Discipline referral
4 <sup>th</sup> Offense	4 day Suspension & 1 Alternative study & Police notification	Discipline referral

**Possession of tobacco products**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	2 Admin. detentions	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	1 Alternative study	Discipline referral
3 <sup>rd</sup> Offense	2 Alternative studies	Discipline referral
4 <sup>th</sup> Offense	2 day Suspension	Discipline referral

**Use of tobacco products**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	1 Alternative study	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2 Alternative studies	Discipline referral
3 <sup>rd</sup> Offense	2 day Suspension	Discipline referral
4 <sup>th</sup> Offense	3 day Suspension	Discipline referral

**Possession of alcohol or illegal controlled substances**

Offense	Administrative Action	Documentation of Teacher Action
1 <sup>st</sup> Offense	5- 9 day Suspension & Police notification	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	10+ day Suspension , Superintendent & Police notification, Board Action	Discipline referral
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

**Use of alcohol or illegal controlled substances**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	5 -9 day Suspension, Med. Exam/Drug test, & Superintendent /Police notification	Discipline referral
2 <sup>nd</sup> Offense	10+ day Suspension, Med. Exam/Drug test, Superintendent & Police notification, Board Action	
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

**Possession/Consumption of medication without school notification**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	Nurse notification	Referral to Nurse & Parent notification
2 <sup>nd</sup> Offense	2 Admin. detentions & Parent conference	Referral to Nurse & Discipline referral
3 <sup>rd</sup> Offense	1 Alternative study	Referral to Nurse & Discipline referral
4 <sup>th</sup> Offense	2 Alternative studies	Referral to Nurse & Discipline referral

**Distribution of illegal or controlled substances**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	5- 9 day Suspension & Superintendent/Police notification	Discipline referral
2 <sup>nd</sup> Offense	10+ day Suspension & Superintendent /Police notification	Discipline referral
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

**Possession/Distribution of pornographic materials**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference & Parent notification
2 <sup>nd</sup> Offense	None	Counselor Conference
3 <sup>rd</sup> Offense	2 Admin. detentions	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	1 Alternative study	Discipline referral

**Sexual Harassment (verbal)**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Admin. detentions (HIB)	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	½ Alternative study (HIB)	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	1 Alternative study (HIB)	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	2 day Suspension (HIB)	Discipline referral & Counselor Conference

**Sexual Harassment (physical)**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	1-2 Alternative study (HIB)	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2-3 day Suspension (HIB)	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	3-4 day Suspension (HIB)	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	4 day Suspension & 2 Alt. Studies (HIB)	Discipline referral & Counselor Conference



**Dress Code violations**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference , Parent notification & CC
2 <sup>nd</sup> Offense	None	Student conference , Parent notification & CC
3 <sup>rd</sup> Offense	2 Lunch Detentions	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	2 Admin. detentions	Discipline referral & Counselor/Parent Conference

**Inappropriate use of technology, cameras, phones, etc.**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference, Parent notification, Counselor Conference, & Confiscation
2 <sup>nd</sup> Offense	None	Teacher det., Parent notification, Counselor Conference, & Confiscation
3 <sup>rd</sup> Offense	2 Lunch Detentions	Discipline referral with copies of teacher actions, Parent notification, Counselor Conference, & Confiscation
4 <sup>th</sup> Offense	2 Admin. detentions	Discipline referral, Parent notification, Counselor Conference, & Confiscation

**Possession/Use of firearms & use of weapons**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	10+ day Suspension & Superintendent /Police notification	Discipline referral
2 <sup>nd</sup> Offense		
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

**Possession of weapons other than firearms**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	4 day Suspension, 1+ Alt. Studies & Superintendent /Police notification	Discipline referral
2 <sup>nd</sup> Offense	5-9 day Suspension & Superintendent /Police notification	Discipline referral
3 <sup>rd</sup> Offense	10+ day Suspension , Superintendent Police notification & Board Action	Discipline referral
4 <sup>th</sup> Offense		

**Possession/Use of look-a-like weapons or drugs**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 day Suspension, & Superintendent / Police notification	Discipline referral
2 <sup>nd</sup> Offense	4 day Suspension, & Superintendent / Police notification	Discipline referral
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

### **Section III Infractions against persons**

#### **Inappropriate or disrespectful language, gestures, comments or remarks toward staff**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference, Parent notification, & Counselor Conference,
2 <sup>nd</sup> Offense	None	Teacher/Parent conference, Counselor Conference
3 <sup>rd</sup> Offense	2 Admin. detentions	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	1 Alt. Study	Discipline referral

#### **Inappropriate or disrespectful language, gestures comments or remarks towards student**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference, Parent notification, & Counselor Conference
2 <sup>nd</sup> Offense	None	Teacher/Parent conference, Counselor Conference
3 <sup>rd</sup> Offense	2 Lunch detentions	Discipline referral with copies of teacher actions
4 <sup>th</sup> Offense	2 Admin. detentions	Discipline referral

#### **Reckless behavior that subjects student/staff to possible injury**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference, Parent notification, & Counselor Conference
2 <sup>nd</sup> Offense	3 Lunch detentions	Discipline referral with copies of teacher actions
3 <sup>rd</sup> Offense	1 Alt. Study	Discipline referral
4 <sup>th</sup> Offense	2 Alt. Studies	Discipline referral

#### **Verbal/Written/Technology bullying**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Lunch detentions/Admin. det. (HIB)	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2-3 Admin. detentions / ½ Alt. Study (HIB)	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	2 Alt. Studies (HIB)	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	2 Suspensions (HIB)	Discipline referral & Counselor Conference

#### **Physical bullying**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	2 Admin. detentions (HIB)	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2 Alt. Studies (HIB)	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	2 day Suspension (HIB)	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	4 day Suspension & 1 Alt. Study (HIB)	Discipline referral & Counselor Conference

**Terroristic threats/Specific threats of bodily harm**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	4 day Suspension & 1 Alt. Study & Police notification	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	5- 9 day Suspension & Superintendent/Police notification	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	10+day Suspension & Superintendent /Police notification	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense		

**Acts of discrimination**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	1 Alt. Study (HIB)	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2 Alt. Studies (HIB)	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	2 day Suspension (HIB)	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	4 day Suspension & 1 Alt. Study (HIB)	Discipline referral & Counselor Conference

**Incitement/Instigating fighting**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	None	Student conference, Parent notification, & Counselor Conference
2 <sup>nd</sup> Offense	3 Lunch Detentions	Discipline referral with copies of teacher actions
3 <sup>rd</sup> Offense	2 Admin. detentions	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	1 Alt. Study	Discipline referral & Counselor Conference

**Fighting (as defined by the NJ Violence & Vandalism Regulations)**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	1-2 day Suspension	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2-3 day Suspension	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	3-4 day Suspension	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	Superintendent Notification & I&RS Referral	Discipline referral & Counselor Conference

**Assault of student**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	3 Alt. Studies	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	2 day Suspension	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense	4 day Suspension & Superintendent /Police notification	Discipline referral & Counselor Conference
4 <sup>th</sup> Offense	4 day Suspension & 2 Alt. Studies & Superintendent /Police notification	Discipline referral & Counselor Conference

**Assault of staff**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Teacher Action</b>
1 <sup>st</sup> Offense	4 day Suspension & 2 Alt. Studies & Superintendent /Police notification	Discipline referral & Counselor Conference
2 <sup>nd</sup> Offense	10+ day Suspension & Superintendent /Police notification	Discipline referral & Counselor Conference
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

## **Section IV Bus Infractions**

### **Eating or drinking on the bus**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Verbal warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	Written warning & Conference	Bus Referral
3 <sup>rd</sup> Offense	2 Lunch detentions	Bus Referral
4 <sup>th</sup> Offense	2 Admin. detentions	Bus Referral

### **Throwing or shooting objects to cause harm**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	2 day bus suspension	Bus Referral
2 <sup>nd</sup> Offense	4 day bus suspension	Bus Referral
3 <sup>rd</sup> Offense	Loss of bus privileges	Bus Referral
4 <sup>th</sup> Offense		

### **Smoking or lighting matches**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Refer to school policy	Bus Referral
2 <sup>nd</sup> Offense		
3 <sup>rd</sup> Offense		
4 <sup>th</sup> Offense		

### **Fighting**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	3 day bus suspension & Parent conference	Bus Referral
2 <sup>nd</sup> Offense	5 day bus suspension & Parent conference	Bus Referral
3 <sup>rd</sup> Offense	Loss of bus privileges	Bus Referral
4 <sup>th</sup> Offense		

### **Body parts outside of window**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Written warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	2 Admin. detentions	Bus Referral
3 <sup>rd</sup> Offense	1 day bus suspension	Bus Referral
4 <sup>th</sup> Offense	3 day bus suspension & Parent conference	Bus Referral

### **Damage to bus**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	1-2 day bus suspension	Bus Referral
2 <sup>nd</sup> Offense	2-4 day bus suspension	Bus Referral
3 <sup>rd</sup> Offense	Loss of bus privileges	Bus Referral
4 <sup>th</sup> Offense		

**Using profane language**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Written warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	2 Admin. detentions	Bus Referral
3 <sup>rd</sup> Offense	1-2 day bus suspension	Bus Referral
4 <sup>th</sup> Offense		

**Out of seat without permission/not in assigned seat**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Verbal warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	Written warning & Conference	Bus Referral
3 <sup>rd</sup> Offense	2 Admin. detentions	Bus Referral
4 <sup>th</sup> Offense	1-2 day bus suspension	Bus Referral

**Refusal to follow directions or general misconduct**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Written warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	2 Admin. detentions	Bus Referral
3 <sup>rd</sup> Offense	1-2 day bus suspension	Bus Referral
4 <sup>th</sup> Offense	3-4 day bus suspension	Bus Referral

**Verbal assault of driver**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	1-2 day bus suspension	Bus Referral
2 <sup>nd</sup> Offense	3-4 day bus suspension	Bus Referral
3 <sup>rd</sup> Offense	Loss of bus privileges	Bus Referral
4 <sup>th</sup> Offense		

**Horseplay**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Written warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	2 Lunch detentions	Bus Referral
3 <sup>rd</sup> Offense	2 Admin. detentions	Bus Referral
4 <sup>th</sup> Offense	1-2 day bus suspension	

**Consistent tardiness to bus stop**

<b>Offense</b>	<b>Administrative Action</b>	<b>Documentation of Driver Action</b>
1 <sup>st</sup> Offense	Written warning & Conference	Bus Referral
2 <sup>nd</sup> Offense	2 Lunch detentions & Parent Conference	Bus Referral
3 <sup>rd</sup> Offense	2 Admin. detentions	Bus Referral
4 <sup>th</sup> Offense	1-2 day bus suspension & Parent Conference	Bus Referral