

South Harrison Township Elementary School



Student Code of Conduct

Board Approved 9/2022

THIS IS A GENERAL GUIDELINE FOR SOUTH HARRISON TOWNSHIP STUDENTS. STUDENT EXPECTATIONS ARE OUTLINED AND ALL FINAL DECISIONS WILL BE MADE AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.

IT IS THE RESPONSIBILITY OF STUDENTS AND PARENTS TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT CODE OF CONDUCT. THIS INFORMATION CAN ALSO BE FOUND ON OUR DISTRICT WEBSITE:

<https://www.shsd.us>

Code of Conduct



South Harrison Township Elementary School District Mission Statement

The South Harrison Township School District in partnership with an engaged community, prepares students to become confident, capable, life-long learners and problem solvers by providing experiences in a safe, supportive, and academically challenging environment.

Student Rights and Responsibilities

Substantial bodies of state and federal laws address the rights of students. These are outlined in the New Jersey State Administrative Code and summarized in the document entitled Codes of Student Conduct. These documents will guide any questions that may arise in these areas. These rights include:

- The right to a public education that supports student development into productive citizens
- The right to attend school in a safe and secure environment
- Advance notice of behaviors that will result in suspensions or expulsions
- First Amendment rights
- Protection from discrimination and harassment and entitlement to respectful communication
- Attendance at school irrespective of students' marriage, pregnancy or parenthood
- Due process and appeal procedures and policies (NJCA 6A:3-1.3 through 1.17, NJCA 6A:4 and where applicable, NJCA 6A:14-2.7 and 2.8 and 7.2 through 7.6)
- Parent notification consistent with the policies and procedures established pursuant to (NJCA 6A:16-6.2(b)3, 7.2, 7.3 and 7.8)
- Search and seizure rights within a school setting
- Records and privacy protections pursuant to Federal and State laws and regulations identified at NJCA 6A:16-7.1(c)3vii

The South Harrison Township Board of Education and Administration endorse the implementation of the New Jersey Positive Behavior and Support in Schools (NJ PBSIS) as a tiered system that provides equitable access to a range of school intervention needs including conduct, behavior and social and emotional wellness. At South Harrison Township Elementary School, we strive to be ***respectful, responsible, and kind***. These overarching expectations guided the development of school-wide expectations to be followed by all students. Having clear expectations ensures that all stakeholders understand their responsibility in maintaining a safe and secure learning environment.

Restorative Practices

Through our restorative practices approach, we focus on educating the whole child through social-emotional learning, strategies on how to build a positive mindset, gain self-awareness, develop appropriate ways to handle conflict, and attain a deeper understanding of why undesirable behaviors are occurring. This approach helps foster positive, healthy school climates that help students learn from their mistakes.

Through restorative practices, members of the school community will:

1. have an opportunity to be heard
2. understand the greater impact of one's actions
3. learn to take responsibility

4. repair the harm one's actions may have caused
5. recognize one's role in maintaining a safe school environment
6. build upon and expand on personal relationships in the school community
7. recognize one's role as a positive contributing member of the school community.

The primary means by which restorative practices will be implemented at South Harrison Elementary School will include:

- **Affective Statements:** the starting point for all restorative processes involving active, non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationships by genuinely presenting oneself as someone who cares and has feelings. This authentic expression offers one the opportunity to learn and reflect on how their behavior has affected others.
- **Restorative Dialogue:** A restorative approach to help those harmed by others' actions, as well as responding to challenging behavior consists in asking key questions:
 1. What happened, and what were you thinking at the time?
 2. What have you thought about since?
 3. Who has been affected by what you have done? In what way?
 4. What about this has been hardest for you?
 5. What do you think you need to do to make things as right as possible?
- **Restorative Meetings/Conferences:** involves those who have acknowledged causing harm meeting with those they have harmed, seeking to understand each other's perspective and coming to a mutual agreement which will repair the harm as much as possible. Often all sides bring supporters, who have usually been affected, and have something to say from a personal perspective.

Dress Code

Parent cooperation is necessary to see that children are dressed in a manner that is not only comfortable, but also appropriate for school. Parents are advised to exercise care and caution selecting clothing for students that conforms to safety regulations and supports an environment conducive to learning.

❖ **Clothing:**

- Clothing (tops, pants, skirts, etc.) should be neat and comfortable. Overly revealing clothing (very short or tight shorts or skirts, shirts that openly expose bare midriffs or undergarments, spaghetti straps, strapless tops, rips in pants that are higher than mid-thigh etc.) is unacceptable. If a student is dressed in clothing that is deemed inappropriate or non-conducive to maintaining a learning environment, the parent will be contacted to bring a suitable change of clothing to the school.

❖ **Outerwear:**

- Since recess is regularly held outside, even during the cold winter months, it is important that children dress in appropriate outerwear as students will go outside with what they wore to school. The school nurse may make the determination to keep a child indoors in cold weather if he/she does not have suitable outerwear at school that day.

❖ **Shoes:**

- Sneakers and other comfortable, closed shoes are recommended. Health regulations and safety factors require that shoes be worn at all times at school. Gym shoes (sneakers) must be worn to Physical Education Class. No bedroom slippers, flip-flops, opened toe shoes or shoes deemed unsafe by the

administration are allowed to be worn. Socks should be worn during cool weather.

In essence, all pupils are to dress appropriately for their comfort and safety in keeping with planned activities. To help in this regard, the following guidelines are offered:

1. Clothing must be appropriate in terms of safety - such as proper footwear. Sneakers are required for physical education activity.
2. Clothing must not represent through language or graphics anything that is profane, obscene, illegal, or immorally suggestive in nature.
3. Clothing must be conducive to comfort in and out of doors - e.g., no hats, scarves, or coats may be worn in the classroom unless requested by the classroom teacher or administration.

Notwithstanding the above dress code, the administration reserves the right to determine what is appropriate dress and take the measures necessary to assure compliance.

Harassment, Intimidation, and Bullying Policy (5131a)

In order for a HIB to be confirmed, the following factors must be present. **If #1 or #2 is not a contributing factor to the investigation, then it is NOT HIB and consequences may be assigned based on the code of conduct.**

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

1. Reasonably perceived as being motivated by either 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;
2. Or by any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
4. That substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that:
 - a. A reasonable person should know under the circumstances, that the act(s) 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/her person or damage to his/her property, or
 - b. Has the effect of insulting or demeaning any student or group of students, or
 - c. 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.

Attendance - Absences

Children are required to attend school each day. A student may be excused for sickness, serious illness, death in the family, and recognized religious holidays. Written excuses are required upon return to school. The note should include the date of the absence, a reason, and parent/guardian signature. Each student is expected to make up all work that has been missed during an absence from school.

The board considers the following as cause for **EXCUSED ABSENCE** (all others are considered unexcused):

- Disabling illness (Doctor's verification required after the fifth day, or as stipulated in handbook under Communicable and Nuisance Disease List).
- Recovery from an accident.

- Required court attendance.
- Death in the family.
- Religious observation - In accordance with statute, no pupil absent for religious observation of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- Valid cause as may be acceptable to the administration upon review of individual cases.

If a child is going to be absent from school, or late to school, parents are requested to call the school nurse, Ms. Beth Bakley (769-0855 x 1171) by 9:00 AM. If a student does not arrive at school, we want to be sure the child is safe at home. The school nurse will call the home if she does not hear from a parent. If you know in the evening that your child will not be in school the next day, you may call then to leave a message with the school's message service about your child's absence.

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence and tardiness of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 173 (allowing 8 absences for the year) or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school administration upon recommendation consisting of representative staff, including pupil service personnel, and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 8 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. When the child returns to school the child must have a parent note or a doctor's note pertaining to the absence.

Late Arrival and Early Dismissal during the Normal School Day

Students are expected to arrive at school on time. Students may be dropped off after 8:25 a.m. Any student who has not reported to the classroom by 8:35 a.m. will be marked tardy and when arriving at school after 8:35 a.m. a parent/guardian **MUST** come into the office to sign them in to be admitted to class. It is important for parents/guardians to realize that tardiness is disruptive to the school and interferes with the learning process. **Parents/guardians will be contacted when tardiness becomes excessive (more than six (6) times per trimester)**. This will be formally recorded on their report card). Students are not marked late when they are late due to bus problems.

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

As agent responsible for the education of the children in this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments, which cannot be scheduled outside of school hours;
- Medical disability;
- Family emergency;

- Court appearance;
- Such good cause that may be acceptable to the administration.

No pupil in grades kindergarten through six shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf.

Hierarchy of Consequences

Consequence Definition	
Administrative Warning/Reprimand	A student conferences with administration to review/discuss the infraction and is reminded of appropriate and respectful behavior and expectations set forth in this Code of Conduct. Proactive solutions and preventative behaviors are typically discussed as well with the student.
Lunch/Recess Detention	A student serves a lunch/recess detention and may go out for the last five minutes of recess. The student may still purchase a school lunch.
Day Detention	A student is excluded from one or more class periods during the school day due to any disruptive/disrespectful behavior. Work is expected to be completed during the day detention and/or at home that same day.
Bus Suspension	A student is excluded from riding the bus to and from school. Parents/guardians are required to transport or make arrangements to transport their child(ren) to and from school.
After School Detention (ASD)	After school detention is 30-60 minutes. Parents are responsible for transportation.
In-School Suspension (ISS)	A student serves their suspension in the school building. The student is not permitted to attend regular class, eat lunch with their peers, participate in recess, or their Specials classes. The student is permitted to purchase lunch if needed.
Out-of-School Suspension (OSS)	A student serves their suspension outside of school due to the severity of the infraction. An administrative conference with the student and their parents/guardians may be required before the student is permitted to return to school.

Discipline Guidelines

Attendance

Infraction	Office Referral Outcome		
	First Offense <i>May result up to the following consequence</i>	Second Offense <i>May result up to the following consequence</i>	Third Offense <i>May result up to the following consequence</i>
Late for School Students who are late to school will report to the main office. Upon arrival they will receive a pass to class and the time of arrival will be documented in the main office. Once a student is late to school multiple times and a total of 60 minutes is accrued, the student may receive discipline. Minutes late will not accrue in situations in which students are late due to medical appointments or other approved reasons.	<i>A student's first 3 unexcused latenesses (regardless of minutes accrued) will be documented without consequence. All lateness thereafter will be accrued in minutes. Consequences may be assigned for every total of 60 minutes:</i> *1st Total of 60 Minutes Accrued: Lateness Documented, Administrative Warning	*2nd Total of 60 Minutes Accrued: Lateness Documented, Lunch/Recess Detention	
Excessive Absences	*7th absence ~ goal setting with counselor or administrator, letter mailed home *10th absence ~ parent called, letter mailed home *14th absence ~ parent/guardian meeting with principal	*21st absence ~ parent/guardian meeting with superintendent *Discuss mastery of standards and summer school attendance <i>Students who attend less than 159 total school days, due to unexcused absences, will be considered for retention at the end of the school year and may be required to attend summer school</i> *28th absence ~ meeting with Board of Education and possible truancy charges *SAME CONSIDERATIONS AS ABOVE	*35th absence ~ administrative evaluation to determine if automatic retention is necessary

Misconduct

Infraction	Office Referral Outcome		
	First Offense <i>May result up to the following consequence</i>	Second Offense <i>May result up to the following consequence</i>	Third Offense <i>May result up to the following consequence</i>
Misconduct in the classroom <i>(ex. Teacher is unable to instruct their students because of disruptive, disrespectful behavior ~ any conduct requiring a referral/administrative visit)</i>	ASD (1 day)	ASD (2 days)	ISS (1-2 days)
Misconduct in a non-instructional setting <i>(ex. cafeteria, recess, hallway, bathroom, bus, assemblies, etc.)</i>	ASD (1 day)	ASD (2 days)	ISS (1-2 days)
Leaving class without permission/Cutting class	ASD (1 day)	ASD (2 days)	ISS (1-2 days)
Leaving school grounds/building	OSS (1 day)	OSS (2 days)	OSS (3 days)
Academic Dishonesty <i>(ex. cheating, copying another's work, providing work to another student, plagiarism, falsification, forgery, etc.)</i> Violating Dress Code <i>(any violation of the school's dress code policy)</i> Graffiti and/or vandalism <i>(ex. defacing/destroying school property or the property of others)</i>	*ASD (1 day) *Zero Earned on Assignment *Replacement assignment must be completed. *Administrative warning *Student required to change into suitable attire *ASD (2 days) *Repair/Restitution of loss	*ASD (2 days) *Zero Earned on Assignment *Replacement assignment must be completed. *ASD (1 day) *Student required to change into suitable attire *ISS (1-2 days) *Repair/Restitution of loss	*ISS (1-2 days) *Zero Earned on Assignment *Replacement assignment must be completed. *ASD (2 days) *Student required to change into suitable attire *OSS (1-2 days) *Repair/Restitution of loss
Disruptive Gum Chewing	Administrative warning	Lunch detention	ASD (1 day)

Communication/Electronic Device Misuse <i>The use of privately owned technology (smart devices with an Internet component) by a pupil in the school setting or on the school bus is not permitted.</i>	*Confiscation of cell phone ~ will be stored in a locked location in the main office *Student must inform the parent/guardian that the device has been confiscated by an administrator *Parent/Guardian may pick up the device from the school office between 8:00 am-4:00 pm	*ASD (1 day) *Confiscation of cell phone ~ will be stored in a locked location in the main office *Student must inform the parent/guardian that the device has been confiscated by an administrator *Parent/Guardian may pick up the device from the school office between 8:00 am-4:00 pm	*ASD (2 days) *Confiscation of cell phone ~ will be stored in a locked location in the main office *Student must inform the parent/guardian that the device has been confiscated by an administrator *Parent/Guardian may pick up the device from the school office between 8:00 am-4:00 pm
Computer/Electronic Device Misuse <i>Chromebook and Internet access are granted to</i>	*Administrative warning	*ASD (1-2 days)	*ISS (1-2 days)

<i>students for educational use only at school and in remote settings. The following are not permitted: sharing of accounts, usernames, passwords; adding any unauthorized software; sending or displaying any offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; playing games</i>	*Loss of Chromebook for the remainder of the day/paper copies will be provided	*Loss of Chromebook for the remainder of the day/paper copies will be provided	*Loss of Chromebook for the remainder of the day/paper copies will be provided
Gambling <i>(ex. playing games of chance or betting for money, card games, wagers, or any other such activity)</i>	ASD (1 day)	ASD (2 days)	ISS (1-2 days)

Disrespectful/Defiant Behavior

Infraction	Office Referral Outcome	
	First Offense <i>May result up to the following consequence</i>	Second Offense <i>May result up to the following consequence</i>
Foul/Vulgar/Abusive Language or Gesture <i>(es. language or gesture that is demeaning and/or disrespectful ~ directed towards student(s), teacher, or staff member)</i>	ASD (1-2 days) ASD (2-3 days)	Third Offense <i>May result up to the following consequence</i>

Insubordinate/noncompliance with adult directions <i>(ex. deliberate, defiant, language or behavior towards a staff member ~ verbal or nonverbal refusal to comply with directive ~ refusal to leave an area when asked to do so)</i>	ASD (2-3 days) ISS (1-2 days)	OSS (1-2 days)
Threatening a student <i>(could include, but not limited to, verbal, written, and/or electronic communications ~ any statement or comment implying physical harm and/or danger to a person)</i>	*Will vary depending upon offense (ASD, ISS, OSS) *Police Notification (if warranted) *Medical clearance may be required	*Will vary depending upon offense (ASD, ISS, OSS) *Police Notification (if warranted) *Medical clearance may be required

Serious Infractions

Office Referral Outcome

Infraction	First Offense	Second Offense	Third Offense
	May result up to the following consequence	May result up to the following consequence	May result up to the following consequence
Possession of flammable items			OSS (3 days)
	(es. Matches, lighters, fireworks, etc.)	OSS (1 day) OSS (2 days)	
Smoking/Vaping			OSS (3 days)
	(ex. use of or possession of vaping/e-cigarette devices and/or tobacco products)	OSS (1 day) OSS (2 days)	
False Alarms			*Recommend Board Action
	(ex. False fire alarms, bomb scares, false 911 calls, etc.)		OSS (9-10 days)
	*OSS (2 days)	*OSS (3 days)	
	*School Counseling	*School Counseling	
	*Police Notification (if warranted)	*Police Notification (if warranted)	

Possession/use of intoxicants, narcotics, “look alikes” or drug paraphernalia			OSS (3 day) OSS (5 days)
Possession of weapons/potentially dangerous object(s) <i>(could include, but not limited to any object that can be used as a weapon or intended to hurt an individual ~ weapon-like sounds and/or motions used to intimidate an individual or group of individuals)</i>	*OSS (TBD based upon offense) *Possible expulsion *Parent/teacher/ administrative conference BEFORE returning to school *School counseling *Medical Clearance *Police notification (if warranted)	*Recommend Board Action *Medical Clearance *Recommend Board Action *Medical Clearance	
Sexual Harassment <i>(ex. could include, but not limited to gestures, grabbing, comments, and touching)</i>	*ISS (1-2 days) *School counseling *Formal apology and/or letter	*OSS (1-2 days) *School counseling *Formal apology and/or letter	*OSS (3-4 days) *School counseling *Formal apology and/or letter
Instigating/Initiating/Pre-Arranging Fights	*Will vary depending upon offense (ASD, ISS, OSS) *Police Notification (if warranted)	*Will vary depending upon offense (ASD, ISS, OSS) *Police Notification (if warranted)	*Will vary depending upon offense (ASD, ISS, OSS) *Police Notification (if warranted)
Assault <i>(ex. attempts to cause or causes bodily injury to another student, staf member, or teacher)</i>	*OSS (3 days) *OSS (5 days)		*Recommend Board Action
Fighting <i>(ex. could include, but not limited to altercation continuing back and forth ~ all incidents will require all students involved to see the nurse)</i>	*ISS (1 day) *ISS (2 days)		*OSS (1-2 days)

THIS LIST IS NOT ALL-INCLUSIVE. A STUDENT COMMITTING AN ACT OF MISCONDUCT WHICH IS

NOT LISTED WILL BE SUBJECT TO DISCIPLINARY ACTION, WHEN AND WHERE APPROPRIATE.