

OAKVIEW 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. It is our belief that discipline is not a “one size fits all” and each infraction will be looked at individually. It is also believed that student misbehavior is an opportunity for teaching, and all infractions will be handled first with a discussion followed by a reflective think sheet (see attachment). Our discipline referral form is a working document to best inform the parents of conduct issues that arise during the day. If a referral form is being sent home, a phone call from staff or administration will accompany it.

ABUSIVE BEHAVIOR OFFENSES

	Offense	Consequences
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><i>Bias Acts:</i> 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><i>Harassment:</i> Type of language, behavior or gestures which attempt to elicit fear or anxiety.</p> <p><i>Sexual Harassment:</i> 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>1ST OFFENSE</p> <ul style="list-style-type: none"> · Opportunity for Apology · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Opportunity for Apology · 5 minutes loss of recess · Parent notification · Counselor notification and conflict resolution session <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Opportunity for Apology · Parent notification and conference with administration.

4.	Foul and abusive language directed toward any district employee. (written, spoken language or gestures that are offensive, obscene, or vulgar)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Removal from classroom - Time spent with partner teacher or administration if necessary · Opportunity for Apology · Parent notification <p>2ND OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Opportunity for Apology · Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch and recess detention · Opportunity for Apology · Parent notification and conference with administration.
5.	Failure to Follow Rules and Regulations (i.e. inappropriate conduct in halls, general horseplay, unsupervised in the building)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Opportunity for Apology · Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Subsequent Offenses may result in Lunch and Recess detention
6.	Inappropriate Behavior (ie pinching, slapping, pushing)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Parent notification · Opportunity for Apology · Meet with counselor (conflict resolution if needed) <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Parent notification · Opportunity for Apology · Meet with counselor (conflict resolution if needed) · Lunch detention <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Parent notification · Opportunity for Apology · Meet with counselor (conflict resolution if needed) · Lunch and recess detention
7.	Assault/Fight	<p>1st OFFENSE</p> <ul style="list-style-type: none"> · 1 day OSS (external suspension) · Parent conference · Counselor notification and conflict resolution session <p>2nd OFFENSE</p> <ul style="list-style-type: none"> · 2 days OSS (external suspension) · Parent conference · Counselor notification and conflict resolution session <p>3rd OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 5 days OSS (external suspension) · Parent conference

8.	<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"> · Immediate removal from school and parent notification · External suspension ranging from 1-3 days · SRO notification · Referral to counselor · Opportunity to write a letter of apology upon return <p>Any pupil who commits an assault on a school employee, shall be immediately suspended from school. Potential BOE hearing.</p>
----	--	--

BEHAVIORAL OFFENSES

	Offense	Consequences
9.	<p>Academic Dishonesty</p> <ul style="list-style-type: none"> · Cheating · Copying of another's work or providing work to another student to copy · Fabrication/Falsification · Tampering · Plagiarism · Forgery · Other Academic Misconduct determined by the Administration 	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Parent Notification · Student Conference with administration or counselor <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Parent Notification · Student Conference with administration or counselor <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Parent Notification · Student Conference with administration or counselor · Lunch detention
10.	<p>Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up)</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Assigned lunch seat · Parent Notification <p>3RD OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Parent Conference <p>4th AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch/Recess detention · Parent Conference

11.	<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>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Parent notification · Conflict resolution if necessary <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Warning · Opportunity for Apology · Parent notification <p>3RD OFFENSES</p> <ul style="list-style-type: none"> · Assigned bus seat · Opportunity for Apology · Parent conference <p>4TH AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Assigned bus seat · Opportunity for Apology · Parent conference · Possible suspension from school bus
12.	<p>Disruptive Behavior -Behaviors which disrupt the teaching /learning process</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 5 minutes loss of recess time · Administrative/Counselor conference with student regarding behavior expectations · Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Parent notification <p>(Subsequent referrals may result in recess detention, Principal/Parent Conference, or OSS)</p>
13.	<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>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Opportunity for Apology · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 5 minutes loss of recess · Opportunity for Apology · Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch detention · Opportunity for Apology · Parent notification <p>(Subsequent referrals may result in recess detention, Principal/Parent Conference, or OSS)</p>

14.	Use of Electronic Device (cell phones, hand-held games, unauthorized cameras, portable audio devices, Ipods, headphones, laser pointers)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Confiscation of Device (returned at end of school day) · Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Warning · Confiscation of Device (returned at end of school day) · Parent notification <p>3rd OFFENSE</p> <ul style="list-style-type: none"> · Recess detention · Confiscation of Device (returned to parent/guardian ONLY) · Parent conference
15.	Videoing/Photographing/Posting on Social Media (during the school day and/or while on school property/buses)	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.

PROPERTY OFFENSES

	Offense	Consequences
16.	Tampering with School Equipment (including computers and related paraphernalia or accessing unauthorized or inappropriate sites and materials)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Parent notification · Restitution for loss <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 5 minutes loss of recess · Parent notification · Restitution for loss <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Recess detention · Parent Conference · Restitution for loss <p>Any violation may result in loss of computer access, internet privileges as well as other disciplinary or legal action.</p>

17.	Theft/Stealing –Minor offenses, under \$35 in value (individual or school property on school grounds or during school related activities)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Administrative/Counselor conference with student · Parent notification · Restitution for loss <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Lunch detention · Administrative/Counselor conference with student · Parent notification and conference with administration · Restitution for loss <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch and recess detention · Administrative/Counselor conference with student · Parent notification and conference with administration · Restitution for loss <p>(Subsequent referrals may result in OSS)</p>
18.	Theft/Stealing –Major (individual or school property on school grounds or during school related activities)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch and recess detention · Parent notification and conference with administration · Counselor Notification · Restitution for loss · S.R.O. Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 days OSS (external suspension) · Parent notification and conference with administration · Counselor Notification · Restitution for loss · S.R.O. Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1-3 days OSS (external suspension) · Parent notification and conference with administration · Counselor Notification · Restitution for loss · S.R.O. Notification
19.	Vandalism or Destruction / Defacing of Property	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch detention · Parent notification · Restitution for loss <p>2ND OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Lunch/recess detention · Parent notification and conference with administration · Counselor Notification · Restitution for loss · S.R.O. Notification <p>(Subsequent referrals may result in OSS)</p>

SAFETY / HAZARD OFFENSES

	Offense	Consequences
20.	Tampering with or Pulling Fire Alarm	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch and recess detention · Parent notification and conference with administration · S.R.O. Notification <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 day OSS (external suspension) · Parent notification and conference with administration · Municipal complaint will be filed · S.R.O. notification <p>NOTE: Board of Education may seek reimbursement for fines incurred for false alarms.</p>
21.	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"> · External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing (4-10 days) · Parent conference · Municipal Complaint will be filed · S.R.O. Notification <p>NOTE: 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>
22.	Assault With Weapon, or Infliction of Bodily Harm	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> · External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing · Parent conference · Municipal Complaint will be filed · S.R.O. Notification

SUBSTANCE-RELATED OFFENSES

	Offense	Consequences
23.	OTC (Over The Counter) Medications - Possession/Consumption	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Warning · Parent conference with administrator and counselor · S.R.O. Notification <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Any additional offenses will result in an external suspension pending a superintendent's hearing · S.R.O. Notification
24.	OTC (Over The Counter) Medications - Distribution	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 3 days OSS (external suspension) · Parent conference with administrator and counselor · S.R.O. Notification <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Any additional offenses will result in an external suspension pending a superintendent's hearing · S.R.O. Notification
25.	<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>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch and recess detention · Parent conference with administrator and counselor · S.R.O. Notification <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1-3 days OSS (external suspension) · Parent conference with administrator and counselor · S.R.O. Notification · Loss of privileges to be determined by the Administrator

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.**

Reflective Think Sheet

Oakview Elementary School
Where Childhood Is a Journey...Not a Race

Kindergarten/First Grade Reflection Sheet

Draw or write:

I chose to:

I could have:

Circle how you felt as a result of your actions:



Happy



Sad



Angry

Do I need to apologize?

YES

NO

Student's Signature

Teacher's Signature

Parent/Guardian's Signature