

**WEST DEPTFORD MIDDLE SCHOOL
CODE OF CONDUCT
2020-2021**



UPDATED 6/2020

CODE OF CONDUCT

Core Values

As a school community we believe that agreed upon, common core values are necessary in order to drive and shape the Code of Conduct. These are the principles that guide our actions as students and staff in our building.

1. We are here to learn and to teach.
2. Everyone has the right to be treated with respect and dignity at all times.
3. School is a special place that has its own set of standards.
4. There is a right way to express yourself in our school if you want to be heard.
5. Drugs and weapons have no place in our school.
6. Conflicts should be resolved peacefully, not violently.
7. Everyone has the right to feel safe.

Statement of Beliefs

The West Deptford Middle School Code of Conduct is based on the following beliefs. This code will:

- ensure that an atmosphere is conducive and the quality of learning is maintained.
- provide for the safety and welfare of the school population.
- allow for preventive and intervention strategies whenever possible.
- be consistent and fair for all students.
- encourage long term behavior modification to eliminate future disciplinary infractions.
- encourage parental involvement at every level.
- incorporate "natural" consequences whenever possible.
- where possible, include students "owing their own time" over losing school time.
- when all traditional discipline strategies have been exhausted and have proven ineffective, allow for "equivalent discipline".
- allow for extenuating circumstances in the administration of discipline.

Goals

The goals of the Code of Conduct, in part, are to support the classroom teacher once all available classroom management techniques have been exhausted and

1. To protect learning and instruction;
2. To promote mutual respect for others and the school;
3. To ensure students take full advantage of their educational opportunities;
4. To create a safe environment for learning.
5. Ensure that students develop a sense of personal responsibility.

Parental Involvement and Support

We at West Deptford Middle School believe that no Code of Conduct can be successful without the support and involvement of our parents. Almost every infraction in our Code of Conduct involves parents - either through telephone contact, letter, email or conference. That is why it is very important to establish a relationship built on cooperation and mutual responsibility.

When we involve parents in a disciplinary action concerning their child, it is not with the message, "What are you going to do about it?" but rather, "How can we work together to address this situation and prevent it from occurring in the future?" We believe discipline at the middle school level should be restorative, preventative, and educational, before punishing.

We recognize that there will be times when parents disagree with our decisions regarding discipline. Parents can seek appeal through the principal when this occurs. Again, our attempt is not to be unfair or overly punitive, but to support the goals we have established in our Code of Conduct. The support of the parents in these efforts is crucial if we are to continue to maintain a safe and orderly environment for learning.

Prevention

In the classroom, teachers know that effective classroom management begins with prevention. Setting clear expectations for behavior, planning stimulating and interesting lessons, keeping students on task, and using effective communication practices are some of the preventive measures teachers use. The less a teacher has to deal with discipline the better.

In order for a Code of Conduct Policy is to be truly comprehensive, it must incorporate strategies for prevention.

What are some preventive measures that a Code of Conduct Policy can emphasize?
Here is a partial list:

- Strive to make all students feel connected to the school. One way this is done is to build a strong and active extracurricular program attempting to attract those students who regularly impact the discipline system;
- Establish mentor programs to improve school connectedness.
- Encourage effective communication practices by everyone in the school;
- Support and publicize the core values of our school. All members of the staff should model and support these with students;
- Express appreciation when students begin to follow the rules, i.e. notes, phone call home, personal contact.
- Study management reports on discipline. Analyze where problems are occurring and what can be done to minimize them at a systemic level.
- Explore skill-building programs. Many times students react in inappropriate ways because they lack the skills to respond appropriately. Programs should be explored that can be integrated into the curriculum or school day that address

skill building.

Prevention takes the effort of everyone in the school. In the event consequences prove ineffective over a period of time to any given student, the Assistant Principal with approval from the Principal, has authorization to try alternate, non-traditional approaches to attempt to modify the behavior(s). Possible strategies discussed include:

- Referral to Mental Health services;
- Implementation of Individualized Behavior Intervention Plan

Student Rights

A substantial body of state and federal laws address the rights of students. These are outlined in the New Jersey State Administrative Code and summarized in the 1995 State Department document entitled "Student Codes of Conduct". These documents will guide any questions that may arise in these areas. These rights include:

- The right to a public education;
- The right to attend school in a safe environment;
- First Amendment rights;
- Protection from discrimination and harassment/entitlement to respectful communication;
- Access, confidentiality, and content of pupil records;
- No exclusion due to marriage, pregnancy or parenthood;
- Due process in disciplinary matters;
- Search and seizure rights within a school setting.

Student Responsibilities

In order to benefit from the public education provided to them by law, students should recognize and accept their responsibility as citizens of our school in the following areas:

1. Attendance

Regular attendance at school is a fundamental responsibility of students. Parents and school officials are obliged to see that school-age students actually attend school. The compulsory education laws hold the parent or guardian of children between the ages of 6 and 16 responsible for their regular school attendance, while school officials are responsible for monitoring such attendance and invoking truancy procedures when necessary.

Lateness, cutting, and excessive or unexcused absenteeism not rising to the level of truancy are also serious matters which, while not resulting in court sanctions against parents, will be a cause for student discipline or other modes of intervention as a matter of our policy.

2. Application to Studies

Under State law, students are expected to apply themselves to the tasks set out for them by our school. These include striving to attain established goals and objectives, completing assignments, and contributing to the classroom and school environment.

3. *Appropriate Conduct*

Also under State law, students are responsible for following our school rules and behaving in a manner consistent with maintaining a positive learning environment. Students are expected to follow the authority of teachers and other officials, exercise an appropriate degree of self-control in their words and actions, resolve conflicts in a constructive manner, respect the persons and property of fellow students and the school, comport themselves with honesty, and report violence, vandalism and other improper or unlawful activity to a person in authority. While recognizing that they have certain rights, students must also accept that such rights carry with them certain responsibilities. For example, freedom of speech is balanced by a responsibility for statements made; the right to transportation is contingent on good behavior while on the bus.

Harassment, Intimidation, and Bullying (HIB) Policy

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil, staff member, volunteer, or visitor. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

The district's Harassment, Intimidation, and Bullying (HIB) policy is located on the district's website. Individuals may report HIB to any staff member. If you have questions or concerns you may contact: Ms. Nancy Beck, WDMS Anti-Bullying Specialist, at 856-848-1200 ext. 3213; or Dr. Shawnequa Carvalho, District Anti-Bullying Coordinator, at ext. 856-848-4300 ext. 3214.

General Guidelines for the Administration of the Code of Conduct

1. The Administration maintains the authority to exclude a student from extra-curricular activities including athletic events, trips, dances, and club functions as part of any consequence caused by a student violating our Code of Conduct. In some circumstances, the Administration can deny a student participation in closing ceremonies if the infraction is serious enough to warrant such action.
2. Administration will use the Code of Conduct 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.
3. Administration will make a determination as to when police will be notified and/or aid in

addressing a situation.

4. It is an assumption throughout this document that students are, first and foremost, answerable to their classroom teacher. Therefore, the sanctions delineated in this document are those used by the administration after individual teachers have worked with a student to remediate inappropriate behavior. Consequently, while a consequence may be a "first offense," it often should be a third or fourth intervention with a student, especially in minor disciplinary infractions found under the Code of Conduct.

5. In as many cases as possible, contact or notification of parents should be by phone to ensure immediacy of response. A follow-up letter is recommended as well.

6. In some circumstances, students may warrant exclusion from a class/period due to unacceptable behaviors or safety considerations.

7. If a student breaks the code of conduct, several steps may be taken:

- Teacher will meet with the student to discuss the problem.
- Teacher will contact parents by phone, email, or personal conference.
- Teacher will arrange a student conference with a school counselor.
- Teacher will refer the student to the administration.

Dress Code

The teaching staff and the administration maintain that grooming and dress habits are important to a student's academic success and well-being. However, since it is also recognized that the regulation of student dress is essentially a parental responsibility, the following code represents a minimum standard:

All Students Must Wear:

- Top: Shirt that has sleeves or straps, as long as undergarments are not visible.
- Bottom: pants/sweatpants/shorts/skirt/ dress/leggings that cover underwear and are not too short.
- Shoes: activity-specific shoes requirements are permitted (for example for sports).

All Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- Hate speech, profanity, pornography, sexually suggestive text/pictures.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Shirts that expose their midriff.
- Pocket chains and sunglasses.
- A hat or hood, except for religious/medical purposes
- Students must not wear outdoor jackets or carry them to class. All jackets are to be removed upon entering the building and must be kept in lockers for the duration of the school day.
- Students must not wear sleepwear to school.

The Administration reserves the right to alter this code in order to guarantee that an orderly

classroom academic environment exists. The above dress code applies when attending a school-sponsored events show or similar activity. When going on a school-sponsored trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the Administration due to the nature of the outing (ie: assigned shirt or dress code).

Other rules relative to dress may be established by the Administration on an "ad hoc" basis for certain classes or certain operations in some classes when necessary for safety reasons. The administration is authorized to modify the dress code in order to sponsor school spirit day activities related to special dress. Student Council, in concert with representatives of the teaching staff and administration, shall continue to review these regulations and may make recommendations to the Board of Education for possible revisions as conditions and fashions change.

We believe it should not be necessary to enter into debates with students about whether a specific article of clothing is acceptable or not. We expect all students to adhere to the intent of the dress code as well as the specific wording of the code. Students in violation of the dress code will be required to obtain a change of clothing before being permitted to attend classes. If you should have any questions regarding dress code, please contact the administration.

Hall Regulations

Each student should display self control and courtesy at all times to contribute to the well being and comfort of his/her fellow students. When passing to class during the day, students should not gather in the halls in groups so as to impede the movement of traffic. Students should walk at all times and arrive at class on time. During building evacuations and follow all directions.

No one is to be in the hall while classes are in session without a pass. Hall passes are included as a part of the school agenda book, additionally, teachers can provide written hall passes for students. Students must have a signed pass and carry it with them at all times in order to be in any area of the school without adult supervision. Students must present their pass to the staff member in charge when they reach their destination.

Handling of Discipline

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referred to the office for a disciplinary matter may be assigned a penalty as stated in the Code of Conduct.

A copy of the 2020-2021 Code of Conduct be found within the Student Handbook and on the WDMS website under the "For Parents" tab.

Disciplinary Points and Consequences

One of the beliefs of the West Deptford Middle School Code of Conduct states that the code should "allow for preventative and intervention strategies whenever possible." Many of the consequences outlined in the current Code of Conduct support the concept that Administration assigns a consequence to a student based on the student's reported inappropriate behavior. In

the majority of situations, this approach has achieved desired results. However, in a small, but significant, percentage of the cases, this has not been the case. Therefore, the point system concept has been implemented in order to discourage negative student behaviors. The thought is that if students are not motivated to change behavior because they want to avoid detentions or suspension, students may be motivated to change if certain school privileges and social interactions could be removed due to poor behavior.

Each year, the Discipline Committee consisting of teachers, administrators, and counselors convene and at times revise the procedure by which students accumulate discipline points.

Currently, students will obtain discipline points for every violation that merits an In School Suspension (ISS) or Out-of-School Suspension (OSS). One discipline point is assigned for each day of ISS. Two points are assigned for each day of OSS. For example, if a student obtains 2 days of ISS because of a gross infraction or repeated misbehavior, the student would receive 2 discipline points. If a student obtains 2 days of OSS because of a gross infraction, the student would receive 4 discipline points.

See below for more information regarding disciplinary points. In addition any student who is internally or externally suspended from school will not be allowed to participate in any school function or event while suspended. A suspension is over at the start of the next school day.

Disciplinary conferences will be conducted at various point accumulation levels. The purpose of the conference will be to review the student's progress and to provide positive behavioral interventions involving the student, administration, counselor and parents/guardians. NOTE: Case managers of classified students may be required to attend conferences at the eight, twelve, and higher point levels.

Four Point Conference- Guidance Counselor

Upon accumulating the fourth (4) discipline point, the guidance counselor will be notified. Subsequently the counselor will host a review of the student's progress and will include discussion of current status with regard to discipline to reinforce and make the student aware of the school rules and regulations.

Eight Point Conference – Assistant Principal

Upon accumulating eight (8) discipline points or more a meeting can be held with the parents, guidance counselor, a building administrator and student. At this conference, the student's academic progress, disciplinary record, and attendance will be reviewed and recommended courses of action will be discussed with the parents for improved student performance.

After the accumulation of eight (8) discipline points, the student will no longer have the privilege of participating in athletics, attend any school-sponsored events (dances, field trips, socials, etc.), or any co-curricular activities, until the student's discipline point total is less than eight (8) points.

A student's entitlement to a Free Appropriate Public Education does not extend to

extracurricular activities, school functions, sports or closing ceremony exercise when denied as part of disciplinary sanction. Administration has discretionary power to exclude a student from these activities when such measures are reasonable and designed to maintain the order and the integrity of the school environment.

Twelve Point Conference - Principal

Upon accumulating twelve (12) discipline points or more a meeting can be held with the parents, guidance counselor, principal, assistant principal, and the student. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents for improving student performance.

Fifteen Point - Superintendent Hearing

Upon accumulating fifteen (15) discipline points or more, the Building Administrator may suspend the pupil until a meeting can be held with the parents, a Building Administrator and the superintendent or his/her designee. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents, which may include an expulsion hearing before the Board of Education for improving student performance.

Reduction of Points

In order to motivate pupils toward more positive social behavior, the following procedure has been instituted: The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. **The reduction will be at the rate of two points per twenty (20) consecutive school days without a disciplinary referral.**

**At the end of each school year, discipline points are removed. Students will begin each school year with no points.*

Consequence Hierarchy

Consequence	Definition
Warning/Reprimand	A student conference with administration to review the infraction and rules and regulations set forth by this Code of Conduct. A discussion of alternative and preventative behaviors typically accompanies this conference.
Lunch/Recess Detention	A detention to be served in the ISS room during the student's regularly scheduled lunch/recess or for the whole period. The student would eat their lunch in the ISS room and is still permitted to purchase school lunch.
Bus Suspension	A student is excluded from riding the bus during which time parents are responsible for arranging transportation for their student to and from school.
Administrative Detention	After school detention from 2:40 pm - 3:40 pm. Late Bus transportation is available.
Double Administrative Detention	After school detention from 2:40 pm - 4:30 pm. Late bus transportation is available.
In-School Suspension (ISS)	After homeroom, students serve their suspension at school, in the ISS room. Students are not permitted to be in the hallways between periods, but may still purchase a school lunch.
Out-of-School Suspension (OSS)	External Suspension in which the student is not permitted to come to school due to the severity of the infraction. Any student who is externally suspended may be required to have an administrative conference upon their return to school.

List of Infractions

Behavioral Offenses		
1	<p><i>Academic Dishonesty</i></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 · Unfair Advantage · Other Academic Misconduct determined by the Administration 	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 2 Lunch/Recess Detentions · Parent Conference · Zero for all class work <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent Conference · Zero for all class work <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 to 2 days ISS · Parent Conference · Zero for all class work
2	<p><i>Aggressive Behavior</i></p> <p>Brief scuffling, pushing/shoving, physical contact, minor confrontation.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detentions up to 1 day ISS · Parent notification · Counselor Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions up to 2 days ISS · Parent notification · Counselor notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 to 3 days ISS (internal suspension) · Parent notification and conference with administration · Counselor notification
3	<p><i>Disruptive Behavior</i></p> <p>Any behavior which disrupts the teaching/learning process.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Lunch/Recess Detention · Parent notification · Counselor Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1 Administrative Detention · Parent notification · Counselor Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor Notification

4	<p><i>Dress Code Violation</i> Any violation of the school's dress code policy.</p>	<p>1st OFFENSE · Administrative Warning · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) 2ND OFFENSE · 1 Administrative Detention · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 1 Day ISS · Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) · Parent notification · Counselor Notification</p> <p>NOTE: Time missed from class due to dress code violations will be noted in accordance with attendance policy. Students may be detained in the office or ISS if inappropriate clothing cannot be changed until a parent arrives.</p>
5	<p><i>Foul/Abusive Language</i> Written or spoken language or gesture that is offensive, obscene, or vulgar.</p>	<p>1ST OFFENSE · Administrative Detention · Apology · Parent notification 2ND OFFENSE · 2 Administrative Detentions · Apology · Parent notification and conference · Counselor notification 3RD AND SUBSEQUENT OFFENSES · Double Administrative Detention · Apology · Parent notification and conference with administration · Counselor notification</p> <p>NOTE: The severity of the offense may warrant more severe disciplinary consequences.</p>
6	<p><i>Foul and Abusive Language Directed Toward a Student or Staff member</i> Written, spoken language or gestures that are offensive, obscene, or vulgar.</p>	<p>The administration will review the allegations and determine appropriate consequences.</p>
7	<p><i>Failure to Follow Rules and Regulations</i> Inappropriate conduct in halls, public displays of affection, in the hall without a pass, general horseplay, food or drinks outside of designated eating areas/times, loitering, etc.</p>	<p>1ST OFFENSE · 1-2 Lunch/Recess Detentions · Parent notification 2ND OFFENSE · Administrative Detention · Parent notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 2 Administrative Detentions · Parent notification · Counselor Notification</p>

8	<p><i>Forgery</i> Falsifying and/or possession of an altered note or school-related document (such as a pass) from a parent/guardian/teacher.</p>	<p>1ST OFFENSE · Administrative Detention · Parent notification · Pass restriction for a length of time to be determined by administration 2ND OFFENSE · Double Administrative Detention · Parent notification · Counselor Notification · Pass restriction for a length of time to be determined by administration 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent conference with administration · Counselor Notification · Pass restriction for a length of time to be determined by administration</p>
9	<p><i>Gambling</i> Playing games of chance or betting for money, card games, wagers, or any other such activity.</p>	<p>1ST OFFENSE · 1 Administrative Detention · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification 2ND OFFENSE · Double Administrative Detention · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification 3RD AND SUBSEQUENT OFFENSES · 1 day ISS · Confiscation of paraphernalia · Parent notification · Counselor notification · SRO notification</p>
10	<p><i>Reckless Behavior</i> Includes running, pushing, loud or boisterous behavior, horse play. Unruly, careless behavior</p>	<p>1ST OFFENSE · 1 Administrative Detentions up to 1 day ISS · Parent notification · Counselor Notification 2ND OFFENSE · 2 Administrative Detentions up to 2 days ISS · Parent notification · Counselor notification 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent notification and conference with administration · Counselor notification</p>
11	<p><i>Unacceptable Behavior</i> Anything that can be considered inappropriate, unacceptable in a school environment, and/or counterproductive to achieving the goal of promoting respect for others and/or property.</p>	<p>1ST OFFENSE · 1 Administrative Detention up to 1 day ISS · Parent notification · Counselor Notification 2ND OFFENSE · 2 Administrative Detentions up to 2 days ISS · Parent notification · Counselor notification 3RD AND SUBSEQUENT OFFENSES · 1 to 3 days ISS · Parent notification and conference with administration · Counselor notification</p>

Cutting/Lateness Offenses		
12	<p><i>Cutting Class</i> Absence from any assigned area (class, study hall, lunch, recess, homeroom) without authorization or approved reason.</p>	<p>1ST OFFENSE · Administrative Detention · Parent notification · Zero for all class work</p> <p>2ND OFFENSE · 2 Administrative Detentions · Parent notification · Zero for all class work · Counselor Notification</p> <p>3RD AND SUBSEQUENT OFFENSES · Double Administrative Detention · Parent conference with administration · Zero for all class work · Pass restriction for a length of time to be determined by administration</p> <p>NOTE: Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</p>
13	<p><i>Cutting School - Truancy</i> Absence from school without prior authorization or approved reason. Leaving school grounds will result in notifying the appropriate authorities.</p>	<p>1ST OFFENSE · 1 Day ISS · Parent notification · Zero for all class work · Counselor Notification · SRO Notification</p> <p>2ND OFFENSE · 2 Days ISS · Parent notification · Zero for all class work · Counselor Notification · SRO Notification</p> <p>3RD AND SUBSEQUENT OFFENSES · 3 days ISS · Parent conference with administration · Zero for all class work · Counselor Notification · SRO Notification</p> <p>NOTE: Additional Offenses may result in a Superintendent Review. Time missed from school will be noted in accordance with attendance policy.</p>
14	<p><i>Failure to Attend Teacher Detention</i></p>	<p>1ST OFFENSE · Reassign Teacher Detention and · 1 Lunch/Recess Detention · Parent Notification</p> <p>2ND OFFENSE · Reassign Teacher Detention and · 2 Administrative Detentions · Parent notification · Counselor Notification</p> <p>3RD AND SUBSEQUENT OFFENSES · Reassign Teacher Detention and · Double Administrative Detention · Parent notification · Counselor Notification</p>

15	<i>Failure to Attend Administrative Detention</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention reassigned · 1 Lunch/Recess Detention · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 Double Administrative Detention · Parent notification · Counselor Notification <p>NOTE: Any student who fails to attend an administrative detention will not be permitted to participate in any after school activity for that day.</p>
16	<i>Failure to Attend Double Administrative Detention</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Double Administrative Detention reassigned · Administrative Detention · Parent Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Double Administrative Detentions · Parent notification · Counselor Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 day ISS · Parent notification · Counselor Notification <p>NOTE: Any student who fails to attend an administrative detention will not be permitted to participate in any after school activity for that day.</p>
17	<p><i>Lateness to Class</i> Arriving 1-10 minutes late to class starting with the 3rd lateness to the same class and every 2nd offense thereafter.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent Notification · Counselor Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · Parent notification · Counselor Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 Double Administrative Detention · Parent notification · Counselor Notification <p>NOTE: Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered "cutting class".</p>
18	<p><i>Lateness to School (after 7:55 am)</i> 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 45 minutes is accrued, the student will receive discipline. Minutes late will not accrue in situations in which students are late due to medical appointments or other approved reasons.</p>	<p>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 will be assigned for every total of 45 minutes:</p> <p>1ST Total of 45 Minutes Accrued:</p> <ul style="list-style-type: none"> · Lateness Documented · Administrative Warning <p>2ND Total of 45 Minutes Accrued:</p> <ul style="list-style-type: none"> · Lateness Documented · Lunch/Recess Detention

		3RD Total of 45 Minutes Accrued: · Lateness Documented · Administrative Detention
Setting-Specific Offenses		
19	<i>Bus Misconduct</i> Any deliberate behavior that distracts or disturbs the bus driver, creating an unsafe driving situation i.e. out of seat, horseplay, eating, scuffling.	The administration will review the allegations and determine appropriate consequences which may include assigned seating on the bus, lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension. Persistent behaviors on the bus may result in the student being excluded from the bus for the remainder of the year.
20	<i>Cafeteria Misconduct</i> Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up.	1ST OFFENSE · Warning/Reprimand · Parent Notification 2ND OFFENSE · 1-5 Lunch/Recess Detentions · Parent Notification · Assigned seating in the cafeteria 3RD AND SUBSEQUENT OFFENSES · 1-2 Administrative Detentions · Parent Conference · Assigned seating in the cafeteria Persistent behaviors in the cafeteria may result in the student being excluded from the cafeteria for a period of time or for the remainder of the year.
Device Offenses		
21	<i>Computer/Internet Misuse</i> Intentionally causing malfunction and/or accessing unauthorized websites (including gaming websites), modifying, changing, removing or otherwise interfering with computer/internet "materials" or resources (i.e. Google Docs, Sheets, Slides, etc.) without authorization.	1ST OFFENSE · Administrative Detention · Parent notification 2ND OFFENSE · Double Administrative Detention · Parent notification · Counselor Notification 3RD AND SUBSEQUENT OFFENSES · 1 day ISS · Parent conference with administration

22	<p><i>Tampering with Network Resources</i> Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any computer system, computer network, computer program, or data.</p>	<p>1ST OFFENSE · 2 days ISS · Parent notification · Restitution for any damage or loss · Municipal complaint may be filed</p> <p>2ND OFFENSE · 1 to 3 day OSS · Parent notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed</p> <p>3RD AND SUBSEQUENT OFFENSES · 5 day OSS · Parent notification and conference with administration · Restitution for any damage or loss · Municipal Complaint will be filed · Possible Superintendent's hearing · Possible loss of computer/technology access · Municipal complaint may be filed</p>
23	<p><i>Tampering with School Equipment</i> Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any school district computer, SMARTboard, or any school-owned hardware.</p>	<p>1ST OFFENSE · 1-2 Administrative Detentions · Parent Conference · Restitution</p> <p>2ND OFFENSE · 1 day ISS · Parent Conference · Restitution</p> <p>3RD AND SUBSEQUENT OFFENSES · 2-3 days ISS · Parent Conference · Restitution</p> <p>Any violation may result in loss of computer access, internet and email privileges as well as other disciplinary or legal action.</p>
24	<p><i>Use of Electronic Device</i> Unauthorized use of cell phones, pagers, hand-held games, unauthorized cameras, portable audio devices, Ipods, headphones, laser pointers, smart watches (when used for purposes other than telling time).</p>	<p>1ST OFFENSE · Warning · Confiscation of Device (returned at end of school day) · Parent notification</p> <p>2ND OFFENSE · 2 Recess Detentions · Parent notification · Confiscation of Device (returned at end of school day)</p> <p>3RD OFFENSE · 1 Administrative Detentions · Confiscation of Device (returned to parent/guardian ONLY) · Parent notification</p> <p>4TH OFFENSE AND SUBSEQUENT OFFENSES · 2 Administrative Detentions up to 1 Day ISS · Confiscation of Device (returned to parent/guardian ONLY) · Parent conference with administration · Student is prohibited from bringing device to school</p>
25	<p><i>Videoing/Photographing/Posting on Social Media</i> Indicating posting, videoing, or taking photos 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 lockers. 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</p>

		positive behavioral interventions to suspensions.
Serious Offenses		
· Any student who is externally suspended may be required to have an administrative conference upon their return to school to discuss preventative measures moving forward.		
26	<p><i>Assault</i> A student attempts to cause or causes bodily injury to another student.</p> <ul style="list-style-type: none"> • Was the aggressor provoked? • Was this premeditated? • Was there a weapon involved? • What was the severity of the violence? • Did the aggressor continue engaging in behavior after being ordered to stop by a staff member? 	<p>EACH OFFENSE</p> <ul style="list-style-type: none"> · 3-10 Days of OSS · Parent conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed
27	<p><i>Assault With Weapon, or Infliction of Bodily Harm</i></p>	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> · OSS until Superintendent's hearing which may result in a Board of Education expulsion hearing · Parent conference · Child Study Team referral · Municipal Complaint will be filed · S.R.O. Notification
28	<p><i>Degradation of a Staff Member</i> Any intentional behavior that promotes public humiliation of a staff member.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions to 1 Day of ISS · Parent notification · Request for Apology <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 1-3 Days of ISS · Parent notification · Request for Apology · Counselor Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 3-5 Days ISS or OSS · Parent notification · Request for Apology · Counselor Notification
29	<p><i>Endangering Others</i> Acts that cause harm to another either intentionally or unintentionally.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>

30	<p><i>Fight by WDMS Student with Another Student</i> Mutual engagement in a physical confrontation. Using physical violence to settle disputes or to intimidate. The offenders understood that the confrontation may result in bodily injury to either party or had intent to harm. Administration has the discretion to adjust consequences for each party involved depending on circumstances. The following factors should be taken into account:</p> <ul style="list-style-type: none"> • Was there a clear aggressor? • Was the aggressor provoked? • Was this premeditated? • Was there a weapon involved? • Was any student acting in clear self-defense? • Did self-defense turn into counter aggression? • What was the severity of the violence? • Did the parties continue fighting after BEING ordered to stop by a staff member? 	<p>EACH OFFENSE</p> <ul style="list-style-type: none"> · 3-10 Days of ISS or OSS · Parent conference with administration · Counselor notification and conflict resolution session · Municipal complaint may be filed
31	<p><i>Harassment, Intimidation, Bias, or Bullying Offenses</i> Bias Acts: 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. Harassment: Type of language, behavior or gestures which attempt to elicit fear or anxiety. Sexual Harassment: Unwelcome sexual advances or suggestions, requests for favors, and verbal or physical contacts of sexual nature.</p>	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences.</p> <p>Disciplinary consequences will be determined by the administration resulting from positive behavioral interventions to suspensions along with police notification.</p>
32	<p><i>Insubordination/Disrespect/Open Defiance of Authority</i> Any flagrant, deliberate, defiant, language or behavior towards a staff member. Verbal or nonverbal refusal to comply with a reasonable directive. Refusal to leave an area when requested.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include social restrictions, lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>

33	<i>Possession/Concealment of Weapons or Weapon-Related Paraphernalia</i>	<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 · Child Study Team referral · 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>
34	<i>Tampering with or Pulling Fire Alarm</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 day ISS · Parent notification and conference with administration · S.R.O. Notification <p>2ND OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1-2 days OSS · 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>
Property/Theft Offenses		
35	<i>Accidental Breakage</i> Non-deliberate damage to or destruction of school property or property of individuals.	<ul style="list-style-type: none"> · Parent notification · Financially responsible for damages
36	<i>Theft of Food/Beverage from Cafeteria</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1 week Lunch/Recess detention · Parent notification · Restitution <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Double Administrative Detention · Parent notification · Restitution <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · 1 day OSS · Parent notification and conference with administration · Restitution · Municipal complaint may be filed

<p>37</p>	<p><i>Theft/Stealing –Major</i> Includes theft of property valued at more than \$50 from individuals or school property on school grounds or during school related activities.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1-3 Days ISS · Parent notification and conference with administration · Counselor Notification · Restitution for loss · Municipal Complaint may be filed · S.R.O. Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 3-5 day ISS · Parent notification and conference with administration · Counselor Notification · Restitution for loss · Municipal Complaint may be filed · S.R.O. Notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · OSS Pending Superintendent Hearing · Parent notification and conference with administration · Counselor Notification · Restitution for loss · Municipal Complaint may be filed · S.R.O. Notification
<p>38</p>	<p><i>Theft/Stealing –Minor</i> Includes theft of property valued at less than \$50 from individuals or school property on school grounds or during school related activities.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Detention · Parent notification · Restitution for loss · S.R.O. Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · 2 Administrative Detentions · 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"> · 1-2 Days ISS · Parent notification · Counselor Notification · Restitution for loss · Municipal Complaint may be filed · S.R.O. Notification

39	<p><i>Threat of Violence/Hostile Actions</i> Exhibiting behavior, making verbal or written statements, displays, or gestures which threaten physical or emotional harm to another. Physical actions that are meant to harm or endanger the well being of another. Threats to do harm to the school, its personnel, and/or students, alleging gross misconduct of another student or staff member.</p>	<p>1ST OFFENSE · 1-3 Days ISS · Parent notification · Referral to Counselor · S.R.O. Notification as appropriate · Possible Risk Assessment</p> <p>2ND OFFENSE · 3-5 Days ISS or OSS · Parent notification and conference with administration · Referral to Counselor · S.R.O. Notification as appropriate · Possible Risk Assessment</p> <p>3RD AND SUBSEQUENT OFFENSES · 5-10 Days ISS or OSS · Parent notification and conference with administration · Counselor Notification · Possible Risk Assessment · Municipal Complaint may be filed · S.R.O. Notification · Possible Superintendent Hearing</p>
40	<p><i>Trespassing</i> Trespassing on school property without permission.</p>	<p>ALL OFFENSES · 1 to 10 day OSS · Parent notification and conference with administration · Municipal Complaint will be filed · S.R.O. Notification</p>
41	<p><i>Vandalism or Destruction / Defacing of Property</i> Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, thereby causing an economic loss due to repair or replacement, including school-issued laptops or devices.</p>	<p>The administration will review the allegations and determine appropriate consequences which may include lunch/recess detentions, administrative detentions, double administrative detention, bus suspensions, in-school suspension, and out-of-school suspension.</p>
<p>Substance Offenses</p> <ul style="list-style-type: none"> · In the event a student is required to complete a Drug Screening, a copy of the results must be provided to WDMS Administration. If a drug screening is refused, the student will be assumed positive and disciplined as such. · Any student who is suspended during the year for a violation of the Alcohol/Drug policy will not be permitted to participate in any non-curricular school trips, dances or end-of-the-year exercises regardless of disciplinary points. · Any 8th grade student found in violation of the Alcohol/Drug policy will not be permitted to participate in dances, non-curricular school trips, the 8th Grade Trip, the 8th Grade Social, or 8th Grade Closing Ceremonies regardless of disciplinary points. 		
42	<p><i>Distribution of OTC (Over The Counter) Medications</i> NOTE: Students found in possession of any medications may be screened by the nurse and subject to a drug screening. If drug screening is refused, a student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE · Administrative Search · 1-3 days ISS or OSS · Parent notification and conference · Municipal complaint may be filed · S.R.O. Notification</p> <p>2ND AND SUBSEQUENT OFFENSES (POINTS TBD) · Any additional offenses will result in an external suspension pending a superintendent’s hearing S.R.O. Notification</p>

<p>43</p>	<p><i>Possession/Consumption/Distribution of Alcohol, Drugs, Steroids or Substances</i> NOTE: Students found in possession of any alcohol, drugs, steroids, or substances or suspected of consuming substances will be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Search · Automatic Drug Screening · SRO notified · Municipal complaint may be filed · 4-10 days OSS · Student and parent/guardian referral to the school counselor for treatment, after-care, and re-entry plan. · Parent notification and conference <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · All of the above PLUS: · Superintendent's hearing which may result in a Board of Education disciplinary hearing
<p>44</p>	<p><i>Smoking/Vaping on School Grounds, Use and/or Possession of Tobacco Products</i> NOTE: Students found in possession of a Vaporizer and/or E-Cigarette will be screened by the nurse and subject to a drug screening. If drug screening is refused, a student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Search · 1 day ISS · Parent notification and conference · Referral to School Counselor · Drug Screening (Discipline can be altered based on test results) · Municipal Complaint may be filed · S.R.O. Notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> · Administrative Search · 3 days ISS · Parent notification and conference · Referral to School Counselor · Drug Screening (Discipline can be altered based on test results) · Municipal Complaint may be filed · S.R.O. Notification · Loss of privileges to be determined by the Administrator <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · Administrative Search · 2 days OSS · Parent notification and conference · Referral to School Counselor · Drug Screening (Discipline can be altered based on test results) · Municipal Complaint may be filed · S.R.O. Notification · Loss of privileges to be determined by the Administrator · Possible Superintendent Hearing

45	<p><i>Possession of Drug Paraphernalia</i> NOTE: Students found in possession of any drug paraphernalia will be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · Administrative Search · Automatic Drug Screening · (Pending Positive Result) · SRO notified · Municipal complaint may be filed · 2 days OSS · Student and parent/guardian referral to the school counselor for treatment, after-care, and re-entry plan. · Parent notification and conference <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> · All of the above PLUS: · Superintendent's hearing which may result in a Board of Education disciplinary hearing
46	<p><i>Possession/Consumption OTC (Over The Counter) Medications</i> NOTE: Students found in possession of any medications may be screened by the nurse and subject to a drug screening. If a drug screening is refused, the student will be assumed positive and disciplined as such. If drug screening yields a positive result, the student will be disciplined according to the Code of Conduct.</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> · 1-3 days ISS or OSS · Municipal complaint may be filed 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