

# **Code of Conduct - Stratton and Clifford Schools**

## **Behavior Mission Statement**

Good student behavior is extremely important and is at the core of creating an educational environment in which all students are safe, happy and provided the opportunity for positive social and academic growth. Strong and positive behavior qualities include:

- Courtesy and respect for all members of the school community
- Concern for the safety of all members of the school community
- Respect for school and personal property
- Expectation that the teaching and learning process will proceed without distraction or disruption
- Expectation that all students will be in the right place at the right time
- Expectation that all students will be display an appearance that is appropriate for school
- Appropriate student responses will be made to the reasonable directions of all staff members

## **Positive Behavior Program**

The Stratton and Clifford Schools are committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, both schools have implemented *Positive Behavior Interventions and Supports*, a nationally validated framework for creating a positive school climate.

The *Positive Behavior Interventions and Supports* (PBIS) framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases behavior infractions as measured by office behavior incident referral and suspension data. In New Jersey consistent high fidelity implementation of PBIS has resulted in an average of 21% decrease in referrals to the office for behavior infractions and 30% average decrease in out of school suspensions.

Students at the Stratton and Clifford Schools have the opportunity to be rewarded for demonstrating good behavior on a weekly and monthly basis. Students also have the opportunity to earn participation in special behavior incentive events that will be offered throughout the school year.

## **Behavior Responsibilities**

Stratton and Clifford students, as well as all members of the school community, demonstrate, encourage and promote good behavior in school and at all school-related functions.

**Students** are expected to:

- Exercise and demonstrate positive behavior and good manners
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the Code of Conduct.
- Respect the rights of others including the right to learn in an environment that is orderly and respectful.
- Obey the policies and procedures of the school and school district

We ask that **Parents and Guardians**:

- Promote and encourage positive behavior and good manners
- Maintain punctual and regular school attendance for his/her child
- Explain and discuss the Code of Conduct with his/her child
- Reinforce compliance with the Code of Conduct, as well as the policies and procedures of the school and school district

Our **School Staff** is expected to:

- Promote, encourage and model positive behavior and good manners
- Maintain a positive learning environment during the school day
- Explain and discuss acceptable and unacceptable behavior with both students and parents/guardians.
- Emphasize positive behaviors by creating an atmosphere of respect and appreciation of individual differences within the school community
- Inform and enforce the discipline structure with students in accordance with the Code of Conduct
- Be consistent in enforcing discipline throughout the school.

## **Behavior Expectations**

In the **Hallway**, all Stratton and Clifford students are expected to:

- Walk in a single file line facing forward
- Stay in their space
- Keep to the right of the hallway
- Use an quiet voice when speaking to a classmate or teacher
- Keep hands and feet to self
- Follow the directions of the their teachers

When using the **Bathrooms**, all Stratton and Clifford students are expected to:

- Respect the privacy of others
- Use healthy hygiene habits
- Use a quiet voice when speaking to others
- Keep the bathroom neat, clean and safe

At **Lunch**, all Stratton and Clifford students are expected to:

- Enter the cafeteria quietly and report to their class's assigned table
- Remain in their seats until lunch is finished and students are dismissed
- Raise their hand to ask for help
- Use a quiet voice so that only close neighbors can hear what is said
- Use good manners
- Respect others food, space and personal belongings
- Leave their lunch table clean and free of trash and leftover food.
- Finish all food before going outside for recess.

At **Recess**, all Stratton and Clifford students are expected to:

- Take turns and share the playground equipment
- Speak kindly to others, and keep unkind words to yourself
- Stay in the designated playground area. Students may not leave the playground area without permission from staff
- Leave all personal belongings such as toys, electronics, and sports equipment at home
- Avoid rough play (wrestling, kicking, fighting, pushing, etc.) or any play activity that imitates violence (Sword fights, gun fights, etc.). Keep hands and feet to yourself.
- Avoid areas that may contain puddles, snow or mud
- Finish eating all food in the cafeteria. No food is permitted on the playground at recess time.
- Line up quickly and quietly to return to class at the end of recess.

At **School Assemblies** all Stratton and Clifford students are expected to:

- Enter the assembly area quietly, watching and waiting for teacher directions.
- Show good listening behavior by sitting up and looking at the speaker.
- Demonstrate appreciation for the program by appropriately clapping
- Wait for teacher directions before quietly exiting the assembly area

## **Anti- Bullying Policy (HIB)**

***Please review our district's Anti-Bullying Policy found online at:***

**[www.swedesboro-woolwich.com](http://www.swedesboro-woolwich.com)**

Stratton and Clifford students are expected to:

- Recognize that all student are different and that everyone should be treated with kindness and respect.
- Not become involved in verbal, physical, relational bullying or cyberbullying.
- Follow the school district's anti-bullying policies and procedures
- Honestly report all incidents of bullying to a parent, teacher, school counselor or administrator.
- Support students who are or who have been victims of bullying.

## **Discipline Plan**

Inappropriate student behaviors fall into 3 levels of offenses. Level 1 behaviors are usually addressed by classroom staff with repeated offenses resulting in parent contact and an office referral. Level 2 and 3 behaviors are immediately referred to the office and are addressed by an administrator. Parent contact is required for all level 2 and 3 offenses.

Administration will be allowed to display reasonable judgement in all cases that involve school discipline. Administration reserves the right to amend/adjust any corrective action plan based upon the severity or frequency of any discipline incident(s).

## **Consequences for Poor Student Behavior - Definitions and Key**

- **Classroom Consequences (CC)** - Individual teachers will apply corrective action as they see appropriate. Such consequences may include:
  - Verbal warning
  - Letter or phone call home
  - Office referral
- **Administrative Discretion (AD)** - The purpose of this consequence is to allow the school administrator the latitude to impose reasonable disciplinary measures for minor and/or occasional infractions of school rules committed by students. Some suggested examples of these measures are Verbal or Written Warnings, Parent Phone Call or Note of Apology to the Offended Party.

- **Lunch Detention (LD)** - Student will forfeit his/her free lunch and recess time due to a behavior infraction. The student will report to the Main Office at his/her designated lunch time and will eat lunch in the detention area.
- **After-School Detention (ASD)** - A student who is assigned after-school detention will report to the Main Office at the close of the school day. Detention is served from the close of the school day until 4:00 PM. Parent/guardian is responsible for providing transportation home from detention.
- **Parent Meeting (PM)** - A parent meeting may be requested by the school administrator to address repeated/habitual behavior infractions or a behavior refraction that reflects a high degree of severity. Classroom teachers, Paraprofessionals, Guidance Counselor and/or other staff may be present at this meeting.
- **Removal/Exclusion from Extracurricular or Special Activities (RSA)** - School administration reserves the right to withhold a student from Special Activities or Extracurricular as a consequence for poor behavior choices.
- **Reparation/Restitution ( R)** - Student is responsible for the replacement and/or monetary reimbursement of the school's property or other's personal property
- **Internal Suspension (IS)** - A student who receives an internal suspension will remain in one supervised room or area for the entire school day and will not be allowed to leave the room or area without supervision. Upon arrival at school, the student will report to the Main Office. Student will be provided with assigned classroom work and will eat lunch in the room or designated area until dismissal.
- **External Suspension (ES)** - A student assigned an external suspension is neither permitted to attend school nor be on school property for the duration of the suspension. Students are also prohibited from attending any school or district sponsored events that may occur during this time including after school or extracurricular activities. Every attempt will be made to provide the student with classwork during this time. Students are, however, responsible for making up all classwork, homework, tests and quizzes that were missed during their suspension.
- **School Bus Suspension (SBS)** - Loss of transportation privileges. May be either temporary or permanent depending upon the infraction
- **Expulsion (E)** - Please refer to the Swedesboro-Woolwich School District Policy on Expulsion which can be found on the district website under the Parent's Tab.

## Behavior Infractions

### Level 1 Behavior Infractions

Infraction	Possible Consequences for First <u>or</u> Occasional Offenses	Possible Consequences for Repeated/Habitual Offenses
<b>Eating or Drinking Outside the Cafeteria without Staff Permission</b>	CC AD	LD      PM RSA
<b>Insubordination</b> (Deliberately not following the directions of school staff)	CC AD	LD      PM RSA      ASD
<b>Disruptive Behavior/Horseplay</b> (physical or verbal disruption such as running, jumping, excessive loudness, rough play or any other behavior that disrupts class/school activity)	CC AD	LD RSA PM R
<b>Minor Disrespect to Staff</b> (back talk, eye-rolling, mocking, etc.)	CC AD	LD      PM RSA      ASD
<b>Minor Disrespect to Others</b> (name-calling, teasing, mocking, etc.)	CC AD	LD      PM RSA      ASD
<b>Dress Code Violation</b> (please reference student handbook got guidelines)	CC AD	LD
<b>Unauthorized Use of Personal Electronics</b> (including, but not limited to: cell phones, iPods, iPads, smart watches. Confiscation of this device is required)	CC AD	LD      PM RSA      ASD
<b>Misuse of Materials</b> (school or personal)	CC      R AD	LD      PM RSA      R
<b>Vulgar or Offensive Language</b>	CC AD	LD      PM RSA
<b>Transportation Referral - Level 1</b>	CC AD	AD LD

## Level 2 Infractions

Infraction	Possible Consequences for First <u>or</u> Occasional Offenses	Possible Consequences for Repeated/Habitual Offenses
<b>Instigation</b> (incitement to fight, taunting, gesturing, spreading false information for the purpose of starting a fight)	AD LD RSA	LD    PM RSA    IS ASD    ES
<b>Vandalism/Defacing School Property</b>	AD LD RSA	LD    PM RSA    IS ASD
<b>Forging/Altering:</b> Parent signature of a school document	AD    RSA LD	LD    PM RSA ASD
<b>Out of Area</b> (in an unauthorized area without permission)	AD    RSA LD	LD    PM RSA    IS ASD    ES
<b>Noncompliance</b> (refusal to work), refusal to report to a designated area, refusal to identify self to staff)	AD    RSA LD	LD    PM RSA ASD
<b>Dishonesty</b> (copying another's work, making untruthful statements)	AD    RSA LD	LD    PM RSA ASD
<b>Inappropriate Language/Gestures/Materials</b> (including profanity)	AD    RSA LD	LD    PM RSA    IS ASD
<b>Theft</b>	AD    RSA LD    R	R    PM RSA    IS ASD    ES
<b>Physical Aggression</b> (purposeful physical actions against others including retaliation)	AD    RSA LD	LD    PM RSA    IS ASD    ES
<b>Transportation Referral - Level 2</b>	AD    RSA LD	LD    PM RSA    SBS ASD

### Level 3 Infractions

Infraction	Possible Consequences for First or Occasional Offenses		Possible Consequences for Repeated/Habitual Offenses	
<b>Threatening or Intimidating Statements with Intent to Harm - Written, Electronic or Verbal</b> (including terroristic threats)	AD ASD RSA	PM IS ES	PM RSA IS	ES
<b>Dangerous/Unsafe Behavior</b> (jeopardizing the safety of others)	AD ASD RSA	PM IS ES	PM RSA IS	ES E
<b>Elopement</b> (Leaving or attempting to leave school building or grounds without permission)	AD LD ASD RSA	PM IS ES	PM RSA ASD	IS ES
<b>Gross/Blatant Disrespect of Staff or Others</b>	AD LD ASD	RSA PM	PM RSA ASD	IS ES
<b>Assault</b> (In addition to the assigned discipline the administration reserves the right to file a formal complaint with the Woolwich Police Department)	PM RSA IS ES		PM RSA IS ES	E
<b>Fighting</b>	AD LD RSA	ASD PM IS	PM RSA IS ES	E
<b>Possession/Use of a Weapon or Weapon-Related Paraphernalia</b> (In addition to the assigned discipline the administration reserves the right to file a formal complaint with the Woolwich Police Department)	PM RSA IS ES		PM RSA IS ES	E
<b>HIB - Harassment, Intimidation and/or Bullying</b> (Founded and/or repeated)	AD LD ASD	RSA PM IS ES	PM RSA IS ES	E
<b>Possession/ Solicitation/Distribution of Cigarettes and/ or Smoking Paraphernalia,</b>	AD RSA		PM RSA	

<p><b>Alcohol, Illegal or Legal Prescription Drugs and/or Drug Paraphernalia, or Over-the-Counter Drugs</b> (In addition to the assigned discipline the administration reserves the right to file a formal complaint with the Woolwich Police Department)</p>	<p>ASD PM IS ES</p>	<p>IS ES E</p>
<p><b>Transportation Referral - Level 3</b></p>	<p>AD            PM RSA         IS ASD</p>	<p>LD            SBS RSA         IS ASD         ES PM</p>