

## **Walter H. Hill School** **Student Code of Conduct**

### **Behavior Mission Statement**

Students' character and behavior extremely important and is at the core of creating a positive learning environment in which all students are safe, and provided the opportunity for positive social and academic growth. Strong and positive behavior qualities include, what we refer to as, Walter's Way (named in honor of the school's namesake- Walter H. Hill). Walter's Way is posted in all hallways, stairwells, cafeteria, and classrooms and is expected to be adhered to in all areas of the Hill School including outside the building, on school sponsored functions, and on School Buses. Principal Hill (AKA Walter) expected all students to reach for success, and we continue that tradition through the R.R.E.C.H. acronym which stands for:

- Respect (For one's self and others)
- Responsibility (Taking responsibility in everything we do)
- Effort (putting our best forward each and every day)
- Choices (Making positive choices personally and academically)
- Honesty (Being honest with others and yourself)

All staff will have Walter's Way posted in the classroom (R.R.E.C.H.) and these rules will serve as classroom rules for each classroom in the building. Further, all teachers will have classroom rewards and consequences posted for students, and are expected to review and enforce these expectations consistently through the school year.

### **Positive Behavior Program**

The Walter Hill School is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing Positive Behavior Interventions and Supports, a nationally validated framework for creating a positive school climate.

The Positive Behavior Supports in Schools (PBSIS) 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 PBSIS 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 Hill have the opportunity to be rewarded for demonstrating good behavior on a weekly and monthly basis. Every Hill student also has the opportunity to

earn participation in four special behavior incentive events that will be offered throughout the school year. Rewards and incentives are earned in the following ways:

- **“Hillionaire Praise Tickets”** - Awarded to students by staff, these tickets are given when a staff member witnesses behavior actions that support the Hill Code of Conduct, and are R.R.E.C.H.ing for success. Students fill out their personal information on the ticket and place it in their homeroom ticket bin. Homeroom drawings occur each week and provide students with the opportunity to win a behavior incentive. Homeroom tickets are then collected by the office staff and become part of a larger monthly drawing.
- **“Walter’s Accolades”**- Throughout the school year students have the opportunity to participate in monthly special behavior incentives called “Walter’s Accolades” are activities that reward positive student behavior. These are the reward opportunities students have earned through hard work and positive behavior choices. In order to be eligible for these events students must not be on the restricted list, and must not have been found guilty of an HIB infraction in the last 30 calendar days.
- **“A Clean Slate”** - It is the best hope of the Hill administration and staff that every student will have the opportunity to be a part of incentives that celebrate and reward positive behavior. Sometimes, however, mistakes are made and a student or students may miss out on the opportunity to participate in a behavior incentive. Below are the details of the “Clean Slate” program:
  - Recognizing that most students do not wish to consistently make poor choices, the PBSIS program offers students a “Clean Slate” incentive. At the beginning of each school week, students are given a “clean slate” with classroom-level consequences to promote making positive choices, and affirming that each week provides an opportunity for a fresh start. (This does not apply to administrative consequences)
  - Further, If a student does not qualify for a special behavior incentive during the trimester in which that incentive falls due to being restricted, then that student (and all students) start the next trimester with a clean slate and no behavior infractions held against them. If a student is placed on the restricted list or referred to the office within 5 school days of the start of the next Trimester, the administration reserves the right to determine if restriction will continue into the following trimester depending on the severity of the infraction. Further, for restrictions results from I.R. (Immediate referral) behaviors (see code of conduct), administration

reserves the right to determine student eligibility for the “clean slate” program at the start of each trimester.

**Classroom Consequences for Violations of the School Rules (Walter’s Way):**

These consequences should be posted in every room for students to view, and should be adhered to by all staff (teachers and support staff).

- 1) Verbal warning or cue issued by teacher (should be documented- clipboard, dojo, this is at teacher discretion).
- 2) Possible relocation of students’ seat or time out in another classroom.
- 3) Parent phone call/email addressing the conduct violation.
- 4) Teacher issued lunch detention.
- 5) Referral to Guidance (if warranted) for repeated non-serious behaviors.
- 6) Referral to the main office.

**Administrative Consequences for Violations of the Code of Conduct:**

**Administrative Warning** - Student will have a conference with the building Principal and an administrative warning letter will be sent home with the student to be signed and returned to the office the next school day.

**Lunch Detention** - Student will forfeit his/her free lunch and recess time due to a behavior infraction. Student must report to the lunch detention site at his/her designated lunch time and will eat lunch in the detention area.

**After-School Detention** - A student who is assigned after-school detention will report to the Main Office at the close of the school day where the detention monitor will pick them up. Detention is served from 3:15 PM until 4:15 PM. Parent/guardian is responsible for providing transportation home from detention. Student will also be prohibited from participating in extracurricular or after-school activities on the day of his/her detention.

**In-School Suspension (ISS)** - 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 (8:35 AM) the student will report to the Main Office. Student will continue with assigned work and will eat lunch in the room or designated area until dismissal (3:11 PM).

**Out of School Suspension (OSS)** - 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, and are prohibited from

participating in extracurricular or after-school activities for the duration of the suspension. 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.

**Restricted List** - Students on the Restricted List are not permitted to attend in any extracurricular event or activity. "Extracurricular" is defined in this instance as any activity or event not essential to the student's progress toward mastery of the report card standards in a given Trimester in Language Arts, Math, Science, and Social Studies. This includes, but is not limited to: building wide parties, concerts, dances, clubs, sports, etc. Exceptions to any activity will only be at administrative discretion.

**Immediate Referral (I.R.)-** A disciplinary infraction that rises to the level of a student being immediately referred to administration. I.R. infractions supercede classroom consequences and must immediately be brought to the attention of administration.

(See below for WHS Student Code of Conduct Discipline Matrix)

**Walter H. Hill School**  
**Student Code of Conduct Discipline Matrix**

**All discipline is subject to administrative discretion and infractions are cumulative in terms of consequences issued. Infractions beyond the 5th offense, where otherwise not indicated, will have consequences at the discretion of the administrator. Total days restricted refers to calendar days and restriction includes all school sponsored extracurricular activities both during and beyond the school day. (See above on “restriction.”)**

For non-I.R. (Immediate referral) Infractions (noted below) teachers referring students to the office should have exhausted all required classroom consequences (see “Classroom Consequences” above) prior to office referral. These classroom consequences should be posted, adhered to, and applied consistently through the year with office referral taking place only when a teacher has followed all procedures for in-class rewards and consequences listed above including contacting the parent to try to remediate the problem.

**Important note:** Administration reserves the right to make the final decision in the context of each student’s infraction when assigning consequences within the matrix.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Academic Honesty Violation</b> <i>Minor- Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</i>	Shall serve as documentation of reduced scores in BTSL; teacher contacts parent/guardian;  Teacher-level warning documented..	1 Lunch Detention	1 After School Detention  Administration contacts parent/guardian.	1 days ISS  5 days on the Restricted List	3 days ISS  15 days on the Restricted List
<b>Academic Honesty Violation</b> <i>Major- Quizzes, tests, lab reports, essays, research projects, and any other assignments designated by the teacher as a major assignment.</i>	Shall serve as documentation of reduced scores in BTSL; teacher contacts parent/guardian  1 Lunch Detention  5 Days on restricted list	1-3 lunch Detention(s) assigned  Administration contacts parent/guardian.  10 Days on Restricted List	1-2 days After school detentions  10-30 Days Restricted List	1-2 days ISS  20 days on the Restricted List	5 days ISS  30 days on the Restricted List
<b>I.R. Offense</b> <b>Altercation - Verbal</b> <i>A noisy argument or disagreement</i>	Administrative Warning/ 1-3 days of lunch Detention/ISS/ OSS (depending on severity)	1-3 days of lunch Detention/After School Detention/ISS	Severity will determine ISS or OSS and the number of days.		

	5-10 days Restricted List	10 days Restricted List.	Restriction to be determined by administration		
<b>Altercation - Physical</b> <i>Pushing/shoving/ minor hitting/ minor kicking; such offenses that do not cause physical injury to the victim</i>	1-3 days of After School Detention/ISS/OSS (depending on severity)	1-3 days ISS/OSS	Severity will determine ISS or OSS and the number of days.		
	5-20 days Restricted List	10-30 days Restricted List.	Restriction to be determined by administration		
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Assault On A Staff Member</b> (Physically assaulting a staff member, ex-punching, throwing dangerous projectiles, etc) <b>I.R. Offense</b>	10 Days OSS Possible Board of Ed. Hearing to determine possible expulsion  Placed on the Restricted List for period of time TBD by Administration.  Woolwich Police Notified  Psychological assessment and clearance to return to school may be required.				
<b>Assault On A Student</b> <i>Victim does not retaliate in any manner.</i>  <b>I.R. Offense</b>	3 - 5 days OSS  Woolwich Police notified  20 – 30 Days Restriction  Anger Management Counseling; possible psychological evaluation	5-10 days OSS  Woolwich Police notified  35 – 50 Days Restriction  Anger Management Counseling; possible psychological evaluation	Suspension until review and/or possible Board of Ed. Hearing.  Woolwich Police notified  Placed on Restriction until BOE hearing results; Possible psychological evaluation; possible placement in an alternative school setting		

<b>Attending Event or Activity while on Restricted List</b>	1-2 days of After School Detentions/ISS  10 days Restricted List	2-4 days of After School Detention/ISS/OSS  20 days Restricted List	5 - 10 days ISS/OSS  30 days Restricted List	OSS to be determined by Administration.  Restricted from attendance of any future events until end of school year.	
<b>Attended School Event or activity while Suspended (ISS or OSS)</b>	3 - 5 day ISS/OSS  90 Days on Restricted List  Parent/Student Conference with the Principal	5 - 10 days OSS  180 Days on Restricted List  Parent/Student Conference with the Principal			
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Bullying/Harassment or Intimidation (HIB)</b> <i>This may also include falsely accusing an individual of an offense</i>  <b>I.R. Offense</b>	Severity will determine number of days of Lunch Detention, ISS or OSS. Parent/Student Conference with Administration may be required. Student referred to support services as needed Possible referral to Affirmative Action Officer. Possible NJ State Police notification Mandatory Parent/Student Conference with Administration. Restriction to be determined depending on severity.				
<b>Cafeteria Violation -</b> <i>Failure to follow rules and directives of cafeteria Staff/Monitors.</i>	Administrative Warning/ 1-3 days of Lunch Detention/ISS  Change of seating, if necessary  5-10 days Restricted List.	1-3 days of lunch or after school Detention/ISS  Change of seating, if necessary  10 days Restricted List.	1-3 days ISS/OSS  Change of seating, if necessary  20 days on the Restricted List  Mandatory Parent/Student Conference with Administration.	3-5 days ISS/OSS  Change of seating, if necessary  30 days on the Restricted List	Discipline will be at the discretion of the Administrator

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense	5 <sup>th</sup> offense
<p><b>Cell Phone/ Electronics Violation</b>  <i>Minor infraction, displayed, etc. (e.g. Wearing headphones in the hallway, texting, etc)</i></p>	<p>Administrative Warning/1 lunch Detention</p> <p>5 days on the Restricted List</p>	<p>1-3 lunch or after school detentions/ISS</p> <p>10 days on the Restricted List  <i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>1-3 day ISS</p> <p>15 days on the Restricted List  <i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>2-3 days ISS/OSS</p> <p>20 days Restricted List  <i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>Discipline will be at the discretion of the Administrator</p>
<p><b>Cell Phone/ Electronics Violation</b>  <i>Major infractions, such as playing games during a lesson, videotaping, etc.</i></p> <p><b>I.R. Offense</b></p>	<p>2-3 days Lunch Detention/ISS/OSS</p> <p>5 - 10 days Restricted</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school</i></p>	<p>2-4 ISS/OSS</p> <p>10 - 20 days Restricted</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>4-5 days ISS/OSS</p> <p>20 – 30 days Restricted</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>3-5 days OSS</p> <p>30 – 40 days Restricted</p> <p><i>* Item will be confiscated and parent/guardian will be required to pick up at school.</i></p>	<p>Discipline will be at the discretion of the Administrator</p>
<p><b>Computer/Technology Offense</b>  <i>Minor infractions, such as, on a website of a non-academic nature, on social media, etc.</i></p> <p><i>Note: The philosophy of the administration is that technology is a tool for learning. Only in the most severe of circumstances will technology use be restricted as a consequence for a technology violation.</i></p>	<p>Teacher Warning / Administrative Warning/1-3 days of Lunch Detention</p> <p>Possible restitution for damage or repair</p>	<p>1-3 days of Lunch Detention/ISS</p> <p>Possible restitution for damage or repair</p>	<p>1-3 days After-School detention/ISS</p> <p>Possible restitution for damage or repair</p>	<p>3-5 days After-School detention/ISS/OSS</p> <p>Possible restitution for damage or repair</p>	<p>Discipline will be at the discretion of the Administrator</p>

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd offense</b>	<b>4th offense</b>	<b>5th offense</b>
<p><b>Computer/Technology Offense</b>  <i>Major infractions, such as, hacking, stealing a classmate's electronic identity, hijacking a student or staff account, etc.</i></p> <p><i>Note: The philosophy of the administration is that technology is a tool for learning. Only in the most severe of circumstances will technology use be restricted as a consequence for a technology violation.</i></p> <p><b>I.R. Offense</b></p>	<p>1-3 days of lunch Detention/After School Detention/ISS/OSS</p> <p>5-10 days Restricted List</p> <p>Restitution for damage or repair</p> <p>Possible restriction from district technology.</p>	<p>1-3 days of lunch Detention/After School Detention/ISS/OSS</p> <p>15-20 days Restricted List</p> <p>Restitution for damage or repair</p> <p>Possible restriction from district technology.</p>	<p>1-3 days ISS/OSS</p> <p>30 days Restriction List</p> <p>Restitution for damage or repair</p> <p>Possible restriction from district technology.</p>	<p>3-5 days ISS/OSS</p> <p>60 days Restricted List</p> <p>Restitution for damage or repair</p> <p>Possible restriction from district technology.</p>	<p>Discipline will be at the discretion of the Administrator</p>
<p><b>Conduct Unbecoming a student</b> (General rudeness, defiance, or violation of any part of school rules &amp; expectations)</p>	<p>Administrative Warning/1-3 Lunch Detention/ISS/OSS</p> <p>Possible Restrictions</p>	<p>1-3 After-School Detention/ISS/OSS</p> <p>10 days Restricted List</p> <p>Possible required Parent/Student Conference with Administration</p>	<p>2-3 Days ISS/OSS</p> <p>20 days Restricted List</p> <p>Possible required Parent/Student Conference with Administration</p>	<p>3-5 Days ISS/OSS</p> <p>30 days Restricted List</p>	<p>3-5 Days ISS/OSS</p> <p>Restriction to be determined by Administration</p>
<p><b>Cut Office Assigned Lunch or After School Detention</b></p> <p><i>* Note: Detentions will not be rescheduled unless the student is absent or approval obtained by Administration. Approvals will only be granted for documented emergencies (death in family, documented</i></p>	<p>1 additional After School Detention (beyond what was originally assigned)</p> <p>5 days Restricted List</p>	<p>1 day ISS</p> <p>10 days Restricted List.</p>	<p>2 Days ISS/OSS</p> <p>15 days Restricted List</p>	<p>3 days ISS/OSS</p> <p>20 days Restricted List</p>	<p>3-5 OSS</p> <p>30 days Restricted List</p>

<i>illness, etc). Parent will need to bring in documentation of emergency in order for student to be rescheduled.</i>					
<b>Cut Teacher Assigned Lunch Detention</b>	1 day lunch detention (beyond what was originally assigned). Teacher contacts parent/guardian.  5 days Restricted	2 days After School Detention  Administration contacts parent/guardian.  10 days Restricted List	1 day ISS  20 days Restricted List	2 days ISS  20 days Restricted List	3 days ISS  30 days on the Restricted List
<b>Cut Class or Missing 5 or more minutes of a class due to lateness.</b>  <b>(without staff or administration approval)</b>	1 lunch detention  5 days Restricted	1-2 after school Detentions  10 days Restricted List	1 day ISS  15 days Restricted List	2 days ISS  20 days on the Restricted List	1-3 days of ISS/OSS  30 days on the Restricted List
<b>Cut Class &amp; Leaving School Property</b>  <b>I.R. Offense</b>  <b>(This includes leaving school property without permission)</b>	1-3 days ISS/OSS  10 days on the Restricted List	2-3 days ISS/OSS  20 days on the Restricted List	3-5 days ISS/OSS  30 days on the Restricted List	Discipline will be at the discretion of the Administrator.	
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Dangerous Behavior/Dangerous Instrument</b>  <b>I.R. Offense</b>	Discipline will be at the discretion of the Administrator.  Reference Board Policy and information listed below.				

<p><b>Disrespect to Staff -</b> (including substitutes and coaches) Examples:</p> <p><i>* Inappropriate - gestures, comments, language, drawings, writing directed at a Staff Member or indirectly referring to staff (Disrespectful backtalk, banter, inappropriate drawings of staff or referencing staff, etc)</i></p>	<p>1-3 days ISS/OSS</p> <p>10-30 days on the Restricted List</p>	<p>3-5 days ISS/OSS</p> <p>30 days on the Restricted List</p>	<p>Discipline will be at the discretion of the Administrator</p>		
<p><b>Disrespect to Students</b></p> <p><i>* Inappropriate comments/language/gestures directed to another student.</i></p>	<p>Administrative Warning/1-3 days of lunch Detention/ISS/OSS</p>	<p>1-3 days of lunch or after school Detention/ISS/OSS</p>	<p>1-3 days ISS/OSS</p>	<p>3-5 days ISS/OSS</p> <p><i>Discipline may also be at the discretion of the administration.</i></p>	
<p><b>Dress Code Violation</b></p> <p>Refusal to remove item or change clothing as requested will be considered "Insubordination" - See discipline code.</p> <p>This includes: undergarments showing, yoga pants, spaghetti strap tops, strapless tops, tank tops, excessive visible cleavage, shorts that do not meet fingertip length, mid-drift visible, rude or inappropriate themes, wearing hoodies with the hood up in the building, etc. Refer to the handbook for specific examples of dress code violations.</p>	<p>Possible Restriction</p> <p>Administrative Warning</p> <p>Student will be requested to change/remove the inappropriate item</p> <p>If appropriate clothing is unavailable in the middle school, a parent/guardian will be contacted and the student will be placed in ISS or the main office until his/her attire is appropriate.</p>	<p>10 days Restricted List</p> <p>1-2 lunch Detentions</p> <p>And as noted in 1<sup>st</sup> offense</p>	<p>10-30 days Restricted List</p> <p>1 day ISS</p> <p>10 days Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration And as noted in 1<sup>st</sup> offense</p>	<p>3 days ISS</p> <p>30 days on the Restricted List</p> <p>List</p> <p>* Mandatory Parent-Student Conference with Administration And as noted in 1<sup>st</sup> offense</p>	<p>1 day OSS</p> <p>15 days Restricted List</p> <p>* Mandatory Parent-Student Conference with Administration</p> <p>And as noted in 1<sup>st</sup> offense</p>

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense	5 <sup>th</sup> offense
<p><b>Drugs/Alcohol – possession or influence</b></p> <p><b>I.R. Offense</b></p>	<p>See Board Policy</p> <p>Discipline at the discretion of Administration</p> <p>Student-Athletes and their parent must meet with Athletic Director and coach</p> <p>Referral to Superintendent for conference and/or Board Review</p> <p>Woolwich Police notified</p>				
<p><b>Drugs/Alcohol – sale or distribution</b></p> <p><b>I.R. Offense</b></p>	<p>See Board Policy</p> <p>Discipline at the discretion of Administration</p> <p>Student-Athletes and their parent must meet with Athletic Director and coach</p> <p>Referral to Superintendent for conference and/or Board Review</p> <p>Woolwich Police notified</p>				
<p><b>Fighting (Whether or Not the Aggressor)</b></p> <p><i>Counseling is available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible if counseling is refused prior to an altercation</i></p> <p><b>I.R. Offense</b></p>	<p>3 days ISS/OSS</p> <p>Student referred to support services</p> <p>Anger Management counseling may be required</p>	<p>3-5 days OSS</p> <p>Anger Management counseling will be required</p> <p>10 days on the Restricted List per day of OSS</p>	<p>5-10 days OSS</p> <p>Anger Management counseling will be required</p> <p>10 days on the Restricted List per day of OSS</p>	<p>Suspension pending board hearing.</p>	

	30 days on the Restricted List		Possible Board Hearing		
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Unauthorized Food/Drink in Hall or Classroom</b>	Administrative Warning/1-2 lunch detentions	1-2 days of lunch or after school Detention/ISS  10 days Restricted List	1-3 days ISS  10-20 days Restricted List	1 day OSS  30 days Restricted List	Discipline will be at the discretion of the Administrator  Possible Parent/Student Conference with Administration.
<b>Forged Pass or Parent Note</b>  <b>I.R. Offense</b>	Administrative Warning/1-2 lunch Detentions  5 days Restricted List	Administrative Warning/1-2 days of lunch Detention/ISS  10-20 days Restricted List  Mandatory Parent/Student Conference with Administration.	1-3 days of after school detention/ISS/OSS  10-20 days Restricted List	1-3 days ISS/OSS  10-30 days Restricted List	Discipline will be at the discretion of the Administrator
<b>Found in Inappropriate Area</b>	Administrative Warning/1-3 days of lunch or after school Detention/ISS  5 days Restricted list	1-3 days of lunch or after school Detention/ISS  10 days Restricted List	1-3 days of ISS  15 days Restricted List	1-3 days of ISS/OSS  20 days Restricted List	Discipline will be at the discretion of the Administrator
<b>Hallway/Stairway/Bathroom,etc Rule violation</b>  (Violation of posted rules in Hallways, Stairways, etc)	Administrative Warning/1-3 days of lunch or after school Detention/ISS  5 days Restricted list	1-3 days of lunch or after school Detention/ISS  10 days Restricted List	2-3 days of ISS  20 days Restricted List	3 days of ISS/OSS  30 days Restricted List	Discipline will be at the discretion of the Administrator
<b>Inappropriate Conduct in Lunch or After School Detention</b>	1-3 day of lunch or after school Detention/ISS/OSS  10 days Restricted List	2 days ISS/OSS  20 days Restricted List	3 days ISS/OSS  30 days Restricted List	<i>Discipline is at the discretion of the Administration.</i>	
<b>Inappropriate Conduct in ISS</b>	3-5 days ISS	5 days ISS/ 2-5 days OSS	3 days OSS	<i>Discipline is at the discretion of the Administration.</i>	

<i>(Violation of rules in ISS)</i> <b>I.R. Offense</b>	10 days Restricted List	20 days Restricted List	30 days Restricted List		
<b>Inappropriate Conduct at Sporting Events and other School Functions</b>  <i>Conduct which includes name-calling, profanity, booing, trash talk or extremely loud screaming and yelling at our opponents, their fans or officials is unacceptable</i>	1-3 day of after school detention/ISS/OSS  10 days Restricted List  Possible ejection from the activity and student will receive a written warning.	1-3 days of ISS/OSS  Possible ejection from activity and restriction from attending any school function/activity for 30 days.  30 days Restricted List	3-5 days ISS/OSS  Possible ejection from activity and restriction from attending any school function/activity for 60 days.  60 days Restricted List  Mandatory Parent/Student Conference with Administration.	OSS to be determined by Administration. Restricted from attendance of any future events until end of school year.	
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<b>Inappropriate/Unacceptable Display of Affection</b>  Including, but not limited to: inappropriate touching, kissing, embraces, etc.	Administrative Warning/1-3 days of Lunch Detention  5 days Restricted List	1-3 days of Lunch or After-School Detention/ISS  10 days Restricted List  Mandatory Parent/Student Conference with Administration.	1-3 days ISS/OSS  20 days Restricted List	3-5 days ISS/OSS  30 days Restricted List	
<b>Inappropriate Non-Violent Conduct of a Serious Nature</b>  Examples include but are <b>not limited to:</b> <i>Instigating a fight, Blocking a staff member from a fight or altercation, Verbal altercations/confrontations, etc.</i>  <b>I.R. Offense</b>	Administrative Warning/1-3 days of Lunch or after school Detention/ISS/OSS  10 days on the Restricted List	1-3 days of after school Detention/ISS/OSS  20 days on the Restricted List	2-3 days ISS/OSS  30 days on the Restricted List	3-5 days ISS/OSS  50 days on the Restricted List	OSS to be determined by Administration. Restricted from attendance of any future events until end of school year.

<p><b>Insubordination-</b> Failure to follow a directive/willful disobedience.</p> <p><i>Examples include, but are not limited to: not doing as requested by staff member, leaving the classroom without permission</i></p>	<p>Administrative Warning/1-3 days of lunch or after school Detention/ISS/OSS</p> <p>5 days Restricted List</p>	<p>1-3 days of Lunch or After-School Detention/ISS/OSS</p> <p>10 days Restricted List</p>	<p>1-3 days ISS/OSS</p> <p>20 days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>2-5 days ISS/OSS</p> <p>30 days Restricted List</p>	
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<p><b>Late to School (Arrival after the late bell).</b> Students must obtain a pass from the main office when signing in late.</p> <p><b>In addition to code of conduct consequences, chronic lateness and absences will be referred to the building I&amp;RS Committee and will be handled in accordance with district policy and state law.</b></p>	<p>3rd unexcused lateness to school-administrative warning.</p> <p>Parent/guardian is contacted by administration.</p> <p>Possible Restriction</p>	<p>5th Unexcused lateness to school- 1 lunch detention.</p> <p>Parent/guardian is contacted by Administration.</p> <p>Student is referred to I&amp;RS due to chronic lateness.</p> <p>Possible Restriction</p>	<p>10th unexcused absence- 1 after school detention and student will meet with Guidance Counselor.</p> <p>Mandatory parent conference with Administration and Guidance.</p> <p>I&amp;RS process will continue.</p> <p>Possible Restriction</p>	<p>12th unexcused absence- 1 day ISS</p> <p>Mandatory parent/guardian conference with Administration and Guidance.</p> <p>Possible Restriction</p>	<p>Discipline and process at discretion of administration and in accordance with district policy and state law.</p>
<p><b>Possession of Inappropriate Item</b> Possession of water balloons, noise making devices and other toys/items deemed inappropriate by administration for the school setting.</p>	<p>Administrative Warning/1-3 days of lunch or after school Detention/ISS/OSS</p> <p>5 Days Restricted List</p>	<p>1-3 days of after school Detention/ISS/OSS</p> <p>10 Days Restricted List</p>	<p>1-3 days of ISS/OSS</p> <p>20 Days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration</p>	<p>3-5 days ISS/OSS</p> <p>30 Days Restricted List</p>	
<p><b>Profanity, Obscene Language or Actions</b></p> <p>Not directed to staff member (could be overheard or directed to another student)</p>	<p>Administrative Warning/1-3 days of Lunch or After-School Detention/ISS/OSS</p> <p>Possible Restrictions</p>	<p>1-3 days of After School Detention/ISS/OSS</p> <p>10 Days Restricted List</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>1-3 days ISS/OSS</p> <p>20 Days Restricted List</p>	<p>2-5 days ISS/OSS</p> <p>30 Days Restricted List</p>	

<p><b>Pulled Fire Alarm or 911 False Alarm Call</b></p> <p><b>I.R. Offense</b></p>	<p>OSS - 4 or more days</p> <p>40+ days on the Restricted List</p> <p>Woolwich Police Notified</p> <p>Mandatory Parent/Student Conference with Administration.</p>	<p>10 days OSS pending a Superintendent's Hearing/Board Hearing</p> <p>100 days Restricted List Woolwich Police Notified</p>			
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<p><b>Smoking/Possession / Use of Tobacco (SMK)</b>  Law and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco <b>in any form</b> is prohibited.</p> <p><b>TOBACCO BROUGHT INTO THE BUILDING IN ANY FORM WILL BE CONFISCATED</b></p> <p><b>I.R. Offense</b></p>	<p>See BOE Policy</p> <p>Conference with Guidance Counselor</p> <p>Mandatory Parent Meeting with the building Principal</p> <p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Woolwich Police Notified</p>				

<p><b>Substance Abuse</b></p> <p><b>I.R. Offense</b></p>	<p>See Board Policy Conference with Guidance Counselor</p> <p>Mandatory Parent Meeting with the building Principal</p> <p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Woolwich Police Notified</p>				
<p><b>Theft</b></p> <p><i>This includes but is not limited to cafeteria food and drink, money, school equipment, staff member's belongings and/or another student's belongings. Theft may occur on or off school grounds if directly involved in a school event. Items such as cell phones, iPads, cameras, etc. must be kept in a secured locked location. Lockers should be kept in locked position at all times when not in use.</i></p> <p><b>I.R. Offense</b></p>	<p>1-3 days ISS/OSS</p> <p>20 days Restricted List</p> <p>Woolwich Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>3-5 days ISS/OSS</p> <p>30 days Restricted List</p> <p>Woolwich Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>	<p>Discipline and Restriction will be at the discretion of the Administration.</p> <p>Woolwich Police Notified</p> <p>Restitution for item stolen if valid receipt is presented.</p>		
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<p><b>Threat On A Staff Member</b> (Threat on staff members life or person verbal or in writing, etc)</p> <p><b>I.R. Offense</b></p>	<p>3-5 days OSS</p> <p>Woolwich Police Notified</p> <p>Possibly long-term suspension, Homeschooling, or expulsion; possible Board of Ed. Hearing.</p> <p>30-90 days on Restricted List.</p>				

	Psychological assessment and clearance to return to school may be required.				
<p><b>Threats to Students</b></p> <p><i>A verbal, written, text, email, or social media post that threatens to harm another student and that which is found to interfere with the school environment.</i></p> <p><b>I.R. Offense</b></p>	<p>3 days OSS</p> <p>30 Days Restricted List.</p> <p>Referral to Guidance for Counseling</p> <p>Woolwich Police Notified.</p> <p>Mandatory Parent/Student Conference with Administration</p>	<p>3-5 days OSS</p> <p>50 Days Restricted List.</p> <p>Woolwich Police Notified.</p> <p>Referral to Superintendent</p>	<p>Discipline and Restriction will be at the discretion of the Administration</p> <p>Psychological assessment and clearance to return to school may be required.</p> <p>The matter may be reviewed at the next meeting of the Board of Education</p> <p>Woolwich Police Notified.</p>		
<p><b>Unauthorized Use of Pass</b></p>	<p>Administrative Warning/1-3 Lunch Detentions</p>	<p>1-3 days of After School Detention/ISS</p> <p>5 Days Restricted List</p>	<p>1-3 days of After School Detention/ISS/OSS</p> <p>10 Days Restricted List</p>	<p>1-3 days ISS/OSS</p> <p>20 Days Restricted List</p>	
<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>	<b>5<sup>th</sup> offense</b>
<p><b>Vandalism/ Defacing School Property</b></p> <p>Depending on the severity of the infraction, discipline will be at the discretion of the school administration. This includes inappropriate conduct in bathrooms, cafeteria, hallways, etc.</p> <p><b>I.R. Offense</b></p>	<p>1-3 days ISS/OSS</p> <p>10 Days on Restricted List</p> <p>Woolwich Police Notified</p> <p>Mandatory Parent/Guardian Conference with Administration</p>	<p>2-3 days ISS/OSS</p> <p>20 Days on Restricted List</p> <p>Woolwich Police Notified</p> <p>Restitution for item(s) damaged</p>	<p>3-5 days OSS</p> <p>30 Days on Restricted List</p> <p>Woolwich Police Notified</p> <p>Restitution for item(s) damaged</p> <p>Possible BOE Hearing</p>	<p>Discipline will be at the discretion of the Administration.</p>	
<p><b>Violence</b> (General violence-not directed at any person. Examples include: throwing objects, slamming things etc),</p> <p><b>I.R. Offense</b></p>	<p>Discipline will be at the discretion of the Administration</p> <p>Referral to Guidance and/or School Psychologist/</p>				

	<p>BCBA as necessary..</p> <p>Possible referral to Superintendent for conference and/or review.</p>				
<b>Weapons Offenses</b>	See Board Policy				
<b>I.R. Offense Offense</b>					