

Waterford Elementary School

Student Code of Conduct

Infractions

Infractions	1 st Offense	2 nd Offense	3 rd + Offense
Disruptive Behavior	Teacher Conference	Parent contact by teacher, Teacher Conference	Principal Contact Parent, Principal conference, After School Detention, Graduated Discipline at Principal Discretion
Plagiarism/Cheating	Teacher Conference, Parent contact by teacher Complete alternate assignment	Principal Contact Parent, Principal Conference, Complete alternate assignment	Principal conference, Principal Contacts Parent, After School Detention, Academic credit reduced to 50% for completed alternate assignment
Forgery	Teacher conference, Teacher Contact Parent	Principal Contacts Parent, Principal Conference	Principal Contacts Parent, After School Detention
Possession Inappropriate Materials - matches, lighters, stink bombs etc.	Principal Contact parent, Principal conference	Principal Conference, Administrative Detention, Conference with School Resource Officer	Principal contact Parent, Administrative Detention and/or Out of School Suspension, Contact Police Department
Misuse of Computers	Teacher Conference, Parent Contact at Teacher Discretion, Review of Acceptable Use Policy, Loss of Computer Use at Teacher's Discretion	Principal Conference, Teacher or Principal Contact Parent, Loss of Computer for up to 5 school days	After School Detention, Principal Contact Parent, Principal Conference, Loss of Computer for up to 10 days
Vandalism - lesser nature - item can be cleaned or easily replaced	Teacher Conference, School Service/ Restitution, Teacher contact Parent	Principal contact Parent, Principal Conference, School Service/ Restitution	Principal contact Parent, Principal Conference, School Service/Restitution, After School Detention and/or Administrative Detention
Vandalism (Includes non-accidental damage) - serious nature - expensive or time consuming repair. Arson, bomb threat, burglary, damage to property, fake bomb, fire alarm, fireworks, theft over ten dollars, trespassing.	Principal contact Parent, Principal Conference, School Service/ Restitution	Principal contact Parent, Principal Conference, School Service/Restitution, After School Detention and/or Administrative Detention, Conference with School Resource Officer	Principal contact Parent, Principal Conference, School Service/Restitution, Administrative Detention and/or Out of School Suspension, Contact Police Department at Administrator's Discretion
Inappropriate language	Mild- Teacher conference Severe- Principal Conference, Principal contact Parent, Recess	Mild- Teacher conference, Teacher Contact Parent Severe- Principal Conference, Principal contact	Mild- Principal Conference, Principal Contact parent, Restorative Justice Assignment during After School Detention

	Detention or consequence at administrator's discretion	parent, After School Detention	Severe-Principal Conference, Principal contact Parent, Administrative Detention, Restorative Justice Assignment during Administrative Detention
Theft - Taking a material possession or money of ten dollars or more.	Parent Contact by Principal, Restitution, After School Detention	Parent Contact by Principal, Restitution, Administrative Detention, Restorative Justice Assignment during Administrative Detention	Principal Conference, Out of School Suspension, Conference with School Resource Officer, Restitution, Suspension of up to two days
Theft - Taking a material possession or money under ten dollars	Principal Conference, Parent Contact by Principal, Restitution	Parent Contact by Principal, Restitution, Administrative Detention, Restorative Justice Assignment during Administrative Detention	Principal Conference, Out of School Suspension, Conference with School Resource Officer, Restitution
Truancy/ Unauthorized leaving school	Principal Conference, Parent Contact by Principal	Principal Conference, Parent Contact by Principal, After School Detention, Conference with School Resource Officer	Principal Conference, Parent Contact by Principal, Administrative Detention
Failure to attend PM detention	Parent Contact by Principal, Two After School Detentions	In-Person Parent Conference with Principal, Two After School Detentions	In-Person Parent Conference with Principal, In-school Suspension
Inappropriate Comment to Adult and/or Student	Mild-Teacher conference Severe-Principal Conference, Principal contact Parent, Recess Detention or consequence at administrator's discretion	Mild-Teacher conference, Teacher Contact Parent Severe-Principal Conference, Principal contact parent, After School Detention	Mild-Principal Conference, Principal Contact parent, Restorative Justice Assignment on Respect during After School Detention Severe-Principal Conference, Principal contact Parent, Administrative Detention, Restorative Justice Assignment on Respect during Administrative Detention
Insubordination - refusal to follow directive	Teacher Conference, Teacher Contacts Parent	Principal Conference, Principal Contacts Parent	Principal Conference, Principal Contacts Parent, After School Detention, I&RS Referral
Gross Disrespect - yelling, cursing at adult	Principal Conference, Principal Contacts Parent, After School Detention	Principal Conference, Principal Contacts Parent, Administrative Detention, Restorative Justice Assignment During Administrative Detention	In-Person Parent Conference with Principal and Adult Involved, 1-2 Days Out of School Suspension (Administrator's Discretion), Restorative Justice Assignment

<p>Threat - Attempting by physical menace (e.g. verbal threats) to put another in fear of future serious, bodily injury.</p>	<p>Mild- Principal Conference, Principal Contacts Parent, After School Detention</p> <p>Severe- Principal Conference, Principal Contacts Parent, Administrative Detention</p>	<p>Mild- Principal Conference, Principal Contacts Parent, Administrative Detention, Harm to Self or Others Risk Assessment</p> <p>Severe- Principal Conference, In-Person Parent Conference with Principal, Out of School Suspension, Conference with School Resource Officer</p>	<p>Mild- Principal Conference, In-Person Parent Conference with Principal, Out of School Suspension, Conference with School Resource Officer, Harm to Self or Others Risk Assessment</p> <p>Severe- Principal Conference, In-Person Parent Conference with Principal, 2-3 Out of School Suspensions, CST Referral, Contact Police Department at Administrator's Discretion</p>
<p>*In the event of a threat of harm to self or others, the use of a risk assessment and/or crisis referral should be considered at the discretion of administration or counselors. This process shall be used for any severe infraction related to threat of harm.</p>			
<p>Disrespect Toward Peers -recurrent name calling, spitting, etc.</p>	<p>Teacher Conference, Teacher Contact Parent</p>	<p>Principal Conference, Principal Contact Parent, Restorative Justice at After School Detention</p>	<p>Principal Conference, In-Person Parent Conference with Principal, Restorative Justice Assignment at Administrative Detention</p>
<p>Bias-Related - Incidents reasonably perceived as motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical or sensory disability or any other distinguishing characteristic</p>	<p>Principal Conference, Principal Contact Parent, Restorative Justice at After School Detention</p>	<p>Principal Conference, In-Person Parent Conference with Principal, Restorative Justice Assignment at Administrative Detention</p>	<p>Principal Conference, In-Person Parent Conference with Principal, 1-2 Out of School Suspensions</p>
<p>Criminal Threat (Students, Building)* - expressing either physically or verbally, the intent to commit one of the following violent, criminal offenses: homicide, aggravated assault, sexual assault, kidnapping, or arson.</p>	<p>Principal Conference, In-Person Parent Conference with Principal, Out of School Suspension, Conference with School Resource Officer</p>	<p>Principal Conference, In-Person Parent Conference with Principal, 2-3 Out of School Suspensions, CST Referral, Contact Police Department</p>	<p>Principal Conference, In-Person Parent Conference with Principal, 3-4 Out of School Suspensions, Contact Police Department</p>
<p>*In the event of a Terroristic Threat to students or building, the use of a risk assessment and/or crisis referral should be considered at the discretion of administration or counselors.</p>			
<p>Harassment - Inappropriate words or actions that cause significant emotional discomfort. Not motivated by a protected class.</p>	<p>Principal Conference, Principal Contact Parent, Restorative Justice Assignment during Administrative Detention</p>	<p>Principal Conference, In-Person Parent Conference with Principal, Restorative Justice Assignment, Out of School Suspension up to 2 Days</p>	<p>Principal Conference, In-Person Parent Conference with Principal, Restorative Justice, Out of School Suspension up to 3 Days</p>

Sexual Harassment Verbal/Electronic Communication - sexual statements/images that cause emotional discomfort	Principal Conference, Principal Contact Parent, Administrative Detention	Principal Conference, In-Person Parent Conference with Principal, Conference with School Resource Officer, Out of School Suspension up to 2 Days	Principal Conference, In-Person Parent Conference with Principal, Contact Police Department, CST Referral, Out of School Suspension up to 3 Days
Sexual Offense/ Harassment Physical - inappropriate, unwanted touching of a sexual nature that causes physical or emotional discomfort	Principal Conference, In-Person Parent Conference with Principal, Conference with School Resource Officer, Out of School Suspension up to 2 Days	Principal Conference, In-Person Parent Conference with Principal, Contact Police Department, CST Referral, Out of School Suspension up to 3 Days	Out of School Suspension up to 5 Days, Crisis Referral
Endangering the Safety of Others - any act that has a major potential to cause physical harm	Teacher Conference, Teacher Contact Parent	Principal Conference, Principal Contact Parent, After School Detention	Principal Conference, Principal Contact Parent, Administrative Detention, Loss of Privileges
Physical Behavior - deliberate attempt to cause physical discomfort, may include pushing, slapping, light punching/kicking, pinching, etc.	Principal Conference, Principal Contact Parent, After School Detention or Recess Detention	Principal Conference, Principal Contact Parent, After School Detention, Loss of Privileges	Principal Conference, Principal Contact Parent, Administrative Detention, Out of School Detention, Loss of Privileges
Fight - deliberate attempt to cause physical harm with serious force. (Police contacted at the discretion of the administrator if the incident is considered to be a targeted assault)	Principal Conference, Principal Contact Parent, Administrative Detention, Loss of Privileges	Principal Conference, In-Person Parent Conference with Principal, Out of School Suspension up to 2 days, Loss of Privileges	Principal Conference, In-Person Parent Conference with Principal, Out of School Suspension up to 3 days, Loss of Privileges
Substance Offense - Possession of Medication - non controlled substance (prescription and non) Contact police for controlled/illegal substance	Conference with Principal and Nurse, Principal Contacts Parent, Administrative Detention	In-Person Parent Conference with Principal and Nurse, Conference with School Resource Officer, Out of School Suspension up to 2 Days	In-Person Parent Conference with Principal and Nurse, Contact Police Department, Out of School Suspension up to 3 Days
Use of inappropriate Materials - matches, lighters, fireworks, etc.	Principal Conference, Principal Contact Parent, Administrative Detention	In-Person Parent Conference with Principal and School Resource Officer, 1 Day In-School Suspension	In-Person Parent Conference with Principal and Police Officer, In-School Suspension up to 2 Days
Possession of Tobacco/Alcohol	Principal Conference, Principal Contacts Parent, Restorative Justice Video	In-Person Parent Conference with Principal and School Resource Officer, After School Detention, Loss of Privileges	In-Person Parent Conference with Principal and School Resource Officer, Administrative Detention, Loss of Privileges
Possession/Use of E-Cigarette and/or Vaping Device	Principal Conference, Principal Contacts Parent, After School Detention	Principal Conference, Principal Contacts Parent, Out of School Suspension	Principal Conference, Principal Contacts Parent, Out of School Suspension up to 2 Days
Substance Offense - Possession of Illegal Drugs/Controlled Substance	In-Person Parent Conference with Principal and Nurse, Contact Police	See 1 st Offense	See 1 st Offense

	Department, (Recommendation of an evaluation for alcohol or other drug abuse and related behaviors)		
Substance Offense - Use confirmed - An educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school property or at a school function.	In-Person Parent Conference with Principal and Nurse, Contact Police Department, (Recommendation of an evaluation for alcohol or other drug abuse and related behaviors)	See 1 st Offense	See 1 st Offense
Possession of Weapon	In-Person Parent Conference with Principal, Contact Police Department, Further discipline at administrative discretion	See 1 st Offense	See 1 st Offense
Assault with a Weapon*	In-Person Parent Conference with Principal, Contact Police Department, Further discipline at administrative discretion	See 1 st Offense	See 1 st Offense
*In the event of an incident involving possession or use of weapons, the use of a risk assessment and crisis referral shall be completed at the discretion of administration or counselors.			
False Alarm - Fire alarm, calling 911	In-Person Parent Conference with Principal, Contact Police Department, 1 Out of School Suspension	In-Person Parent Conference with Principal, Contact Police Department, 3 Out of School Suspensions	In-Person Parent Conference with Principal, Contact Police Department, 5 Out of School Suspensions
Assault	In-Person Parent Conference with Principal, up to 4 Days Out of School Suspension, Contact Police Department, Crisis Referral, CST Evaluation, Alternative Placement	See 1 st Offense, 10 Days Out of School Suspension	See 2 nd Offense
Extortion - Threatening someone with future violence in an attempt to get money or material possessions.	In-Person Parent Conference with Principal, up to 4 Days Out of School Suspension, Contact Police Department, Crisis Referral, CST Evaluation, Alternative Placement	See 1 st Offense, 10 Days Out of School Suspension	See 2 nd Offense

Robbery - Obtaining money or material things by the threat of violence	In-Person Parent Conference with Principal, up to 4 Days Out of School Suspension, Contact Police Department, Crisis Referral, CST Evaluation, Alternative Placement	See 1 st Offense, 10 Days Out of School Suspension	See 2 nd Offense
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Harassment, Intimidation and Bullying (HIB):

This means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as *race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic*, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- Has the effect of insulting or demeaning any student or group of students;
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Infractions	1 st Offense	Subsequent Offense
Harassment, Intimidation and Bullying (meets one of the protected classes listed above)	Consequences will vary dependent upon the severity of the action; hence a comprehensive list of consequences <ul style="list-style-type: none"> • COUNSELING REFERRAL • PARENT CONFERENCE • ADMINISTRATIVE DETENTION 	<ul style="list-style-type: none"> • PARENT CONFERENCE • SUSPENSION UP TO 2 DAYS

Cyber Bullying:

This includes but is not limited to the following issues of technology: harassing, teasing, intimidating, threatening, or terrorizing a student or staff member. Specific incidents will be handled as per the school's disciplinary code regarding Harassment, Intimidation, and Bullying.

Note: Any infraction occurring outside of school, by law, may be subject to school discipline if it impacts on students or staff during school hours.