

EAGLESWOOD ELEMENTARY

Code of Conduct

**Eagleswood Elementary School
Code of Conduct**

Table of Contents

Mission and Purpose 2

Importance of Parental & Staff Involvement..... 3

Student Responsibilities 4

Harassment, Intimidation and Bullying..... 4 & 5

Disciplinary Offenses..... 5 - 7

Consequences for Offenses..... 7

Discipline Steps for Office Referrals 8

Discipline Procedures Communication Responsibility 9

Personal Possessions, Cell Phones, Dress Code 9-10

Parent/Student Sign off 11

EAGLESWOOD TOWNSHIP ELEMENTARY SCHOOL

Our Mission

Eagleswood Elementary School's mission is to foster academic excellence through the New Jersey Core Content Standards in a safe and caring learning environment, through a partnership of family, staff and community.

Our Vision

The Eagleswood Elementary School Board of Education will provide the opportunity for faculty, staff, parents, alumni and all community members including retirees and business owners, to develop a sense of ownership, spirit, and pride in the Eagleswood Elementary School. Eagleswood Elementary will be the connecting link between home and the community. Eagleswood students' will realize that learning is a life-long commitment supported by dedicated staff, concerned parents and the community at large. It is the whole community that will put the idea of 'Education First' into action and ensure that our students are responsible and respectful citizens.

Our Commitment as a School Community:

EDUCATION FIRST! – As a community, we will create a school culture that fosters strong education and personal growth above all.

EMBRACE INDIVIDUALITY – Every child will grow if allowed to reach his or her full potential. As educators, we will create a program that identifies and builds on each child's diverse strengths, challenges and needs.

ENRICH TALENT AND CREATIVITY – Learning is lifelong. It comes from more than books, and formal lessons. Children grow in an environment that promotes enrichment and empowers them to stretch their talents. Working as a community, we will partner to find new ways to spark creativity outside of the traditional classroom.

ENHANCE COMMUNICATION – Our community partnership is only as strong as our lines of communication. We will find new, innovative ways to spark conversation within our community and communicate with you about our district.

Importance of Parental and Staff Involvement

It is essential that parents/guardians, staff and students work together to develop a disciplined environment.

The school is not by itself responsible for, or equipped to develop, socially acceptable behavior by students. This is a shared responsibility of parents and students in partnership with the staff. The Eagleswood Elementary School Community is committed to developing partnerships between parents/guardians and staff to teach socially responsible behavior. Parents/guardians will be expected to support the establishment of these partnerships and the implementation of this policy.

If parents/guardians require assistance to meet their responsibilities in developing their child's appropriate behavior, the school will seek to link the child and the family to appropriate support agencies.

Staff is expected to:

- Explain the Code of Conduct to their students.
- Enforce the Code of Conduct in a consistent fashion.
- Function as a positive role model for the students.
- Contact parents as deemed necessary.

Parents/guardians are expected to:

- Read the Code of Conduct with their child and explain it as necessary.
- Function as a good listener to both their child and the school staff when a conflict arises.
- Function as a positive role model for their child.
- Contact the school as deemed necessary.

Student Responsibilities

All students are expected to show respect for self, others, property and the educational environment and to conduct themselves in a safe, nonthreatening way. In order to ensure a positive and productive learning atmosphere students are expected to:

- Follow school rules and regulations.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, school employees and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Dress appropriately as stated in the dress code section of this Code of Conduct (page 9).
- Take pride in their school and community.

In the school bathrooms, students will:

- Use appropriate voice level
- Respect the privacy of others
- Use healthy hygiene habits
- Use the sign out sheet in their classroom
- Keep the bathrooms clean and safe

Harassment, Intimidation and Bullying

It is the intent of the NJ legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidence of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either 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; and
- Takes place on school property, at any school-sponsored function, on a school bus, or of school grounds 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, that the act 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 person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- 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.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on our website.

HIB CONTACT INFORMATION:

Anti-Bullying Coordinator-Deborah Snyder, tel: 609-597-3663, email: dsnyder@etesd.com

Anti-Bullying Specialist-Jaclyn DiCapua, tel: 609-597-3663, email: jdicapua@etesd.com

Disciplinary Offenses

These disciplinary offenses apply to the students at all times (including while on the school bus and on school field trips) as stated in the Mission and Purpose of the Eagleswood Elementary School Code of Conduct.

Offenses include:

1. Inappropriate behavior, to include:
 - a. Gum chewing
 - b. Running
 - c. Yelling
 - d. Disruptive sounds or actions
2. Inappropriate clothing. Here are some guidelines:
 - a. Shorts and skirts must be longer than fingertip in length.
 - b. Midriffs, spaghetti straps and bathing suits are not permitted.
 - c. Shirts that have offensive sayings/slogans are not permitted.
 - d. Shirts that advertise alcoholic beverages, drugs, or tobacco products are not permitted.
 - e. Undergarments must not be visible.
 - f. Students must have sneakers for Physical Education.
 - g. Recess - Students must have feet covered (sneakers, crocs, boots).

- h. Hats, caps or non-prescription sunglasses may not be worn in the building.
3. Inappropriate displays of affection.
4. Inappropriate language.
5. Leaving a classroom without permission and/or a hall pass.
6. Possession of non-school related personal items except with teacher's approval (e.g., toys, collectibles, games, etc.) are not permitted in school or on the school buses.
7. Possession of any electronic devices except with teacher's approval during special functions such as field trips "and indoor recess" are not permitted in school or on the school buses.
8. Possession of a cellular phone, or any similar device.
9. Selling food or other items to other students.
10. Lack of respect for school property (desks, chairs, computer equipment) or the property of others.

Offenses which require immediate office referral include:

1. Harassment, Intimidation or Bullying of any kind.
2. Disrespect of the authority of school personnel and school related personnel, e.g., willful defiance, damage to school property, etc. which constitutes insubordination.
3. Academic dishonesty, e.g., copying another student's work, plagiarism, cheating of any sort, etc.
4. Name calling, profanity or vulgarity that is considered indecent or obscene. This includes nonverbal gestures and written and graphic material.
5. Fighting.
6. Borrowing or lending money to other students.
7. Inappropriate / unauthorized use of computers, e.g., accessing another student's files, accessing confidential school files, etc.
8. Gambling of any form.
9. Pushing, shoving, or any physical contact of any kind.

Offenses with automatic police notification, as required by law include:

1. Possession of tobacco, drugs or alcohol.
2. Possession of any drug paraphernalia.
3. Possession of a weapon, e.g., firearms, knives, explosives, fire-works, other dangerous objects, etc.
4. Vandalism to school or private property. *This is to include the threat to vandalize, burn, bomb, or destroy any property.
5. Threatening or intimidating bodily harm to any person.
6. Assault.
7. Theft/Stealing.

8. Illegal use of computers, e.g., communicating threatening, harassing or indecent messages, downloading obscene material, etc.

Consequences For Offenses

When evaluating an individual incident, our goal is to strive for consistency. However, in determining the appropriate response to pupils who commit one or more of the offenses listed, the following factors will be taken into account:

1. The developmental and maturity levels of the parties involved.
2. The level of harm.
3. The surrounding circumstances.
4. The nature of the behavior(s).
5. Past incidences or continuing patterns of behavior.
6. The relationships between the parties involved.
7. The context in which the alleged incidents occurred.
8. Additional factors relative to the individual(s) and the incident.

| <u>Offense</u> | <u>First Offense</u> | <u>Second Offense</u> | <u>Third Offense</u> |
|--|---|-------------------------------|--|
| 1. Inappropriate behavior, such as: gum chewing, running, yelling, disruptive sounds or actions | Warning to Student | Recess Detention (15 minutes) | Recess Detention (30 minutes) notify parents |
| 2. Inappropriate clothing | Warning to Student | Recess Detention (15 minutes) | Recess Detention (30 minutes) notify parents |
| 3. Inappropriate displays of affection | Warning to Student | Recess Detention (15 minutes) | Recess Detention (30 minutes) notify parents |
| 4. Inappropriate language | Recess Detention (30min) | In-school suspension | After school detention |
| 5. Leaving classroom without permission | Recess detention (30min) | Office referral/notify parent | After school detention |
| 6. Possession of non-school related personal items, electronic devices, cell phones, etc. | Item to be confiscated. Parent must pick up item. It may not be brought back to school. | | |
| 7. Selling food or other items to other students | Warning to student | Recess detention (15 minutes) | Recess detention (30 minutes) notify parents |
| 9. Lack of respect for school property (desks, chairs, computer equipment) or the property of others | Warning to student | Recess detention (15 minutes) | Recess detention (30 minutes) notify parents |

Discipline Steps for Office Referrals

The following sequence will be followed. Please note that any student action may warrant the immediate referral to the I&RS Team, CST and/or the appropriate agency.

- 1. First Office Referral:** The principal or designee will discuss the incident with both the student and the teacher. The principal or designee will then make phone contact with the parent or guardian. An in-school suspension will be assigned as deem appropriate and according to grade level of the student.

- 2. Second Office Referral:** The student will receive an in-school suspension following parent/guardian contact, in addition to being excluded from all social events associated with school for a period of thirty school days. The thirty days will begin on the school day following the infraction. An appointment with the school counselor will be arranged to implement prevention/intervention strategies. A principal conference with the parents, teacher, and counselor will also take place.

- 3. Third Office Referral:** The student will receive an in-school suspension following parent/guardian contact. Students receiving their third office referral will be excluded from all social events associated with school for a period of sixty school days. The sixty days will begin on the following school day of the infraction. A conference will be held with the student's teacher(s), counselor, and/or the principal/designee to further explore prevention/intervention strategies. An I&RS or CST meeting will be held.

- 4. Fourth Office Referral:** The student will receive an out-of-school suspension immediately following parent/guardian contact. Upon returning to school, a parent/guardian must accompany his/her child to attend a conference with the principal. The fourth referral excludes the student from all social events for the remainder of the year, this includes class trips.

Parents/Guardians of sixth grade students please take note: a student may be excluded from extracurricular activities, including the graduation dance/party in addition to the graduation ceremony for discipline reasons.

*NOTE: Office referrals are serious infractions that transcend teacher detentions. They are assigned in situations where a student has interrupted the educational process to the extent that the student must be

removed from the general school population. Office referrals are also assigned when minor offenses are so repetitious that the determination is defiance and/or insubordination.

The above sequence will be followed; however, please be advised that the Principal, or designee, reserves the right of suspension in any situation that interferes with the right of teachers to teach, of students to learn, or if the safety of any person is threatened.

Discipline Procedures Communication Responsibility

The third teacher detention requires parental notification either via written notice or phone contact. Office referrals require phone contact by the principal or designee. Teacher assigned recess detentions may be served on the same day or the next day. The student will not be detained after school without parent/guardian notification. Suspensions will follow parent/guardian notification.

Personal Possessions

Students are encouraged not to bring to school large sums of money, expensive jewelry, toys, radios and recorders or other valuable property. The school can assume no responsibility in the event of their loss, damage or theft. Electronic devices are not permitted in school or on the school bus without teacher approval.

Cell Phones

Pupils are not permitted to use cell phones, when school is in session. The device must be turned off and in their book bag.

In the event a pupil violates this policy, the Chief School Administrator, or designee, will confiscate the device, take appropriate disciplinary actions and immediately notify the parent.

Dress Code

Proper attire and grooming which does not endanger the health, safety, or attentiveness of students or which does not create classroom disorder is the norm. Students should be neat, clean, and dressed appropriately. Here are some guidelines for students to follow during school hours:

- Shorts and skirts must be longer than fingertip in length.
- Midriffs, spaghetti straps, halter tops and bathing suits are not permitted.
- Shirts that have offensive sayings/slogans are not permitted.
- Shirts that advertise alcoholic beverages, drugs, or tobacco products are not permitted.
- Undergarments must not be visible.

- Hats, caps or non-prescription sunglasses may not be worn in the building.
- Students should dress appropriately for the weather. For example, they should wear coats in the winter.
- Students must have sneakers for Physical Education.
- Students must have face masks.

Eagleswood Elementary School
Code of Conduct
Parent/Guardian – Student Sign-Off Sheet

We have carefully reviewed and discussed the contents of the Eagleswood Elementary School Code of Conduct. We have a clear understanding of the responsibilities, expectations, and consequences outlined in this document.

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Parent/Guardian Signature

Date