



**Willingboro School District
Student Code of Conduct
2023-2024**

STUDENT CODE OF CONDUCT

SCHOOL/CLASSROOM CONDUCT EXPECTATIONS:

The WILLINGBORO Board of Education believes that all students should be able to access education. All students should have the opportunity to learn. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in the classrooms of WILLINGBORO schools. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students must follow the School Conduct Expectations and the Student Conduct Guidelines.
2. Students are to complete all classwork and homework assignments and bring all required materials to school or class every day, including any district-issued technology.
3. Students will be prepared for class and ready to learn.
4. Students will not create an unsafe learning environment/classroom.
Specifically, but not limited to:
 - Students will not throw paper and/or other objects.
 - Students will keep hands, feet, and all objects to themselves -- refrain from touching, hitting, kicking, poking, biting, or any other physical contact.
 - Students will not tease or harass anyone.
 - Students will not bring any banned objects or inappropriate materials to class or any objects that are not conducive to the learning environment (e.g., weapons, replicas of a weapon, drugs, and alcohol).
5. Students will respect all staff members, other students, and school property.
This includes the following:
 - Use of respectful language in school – **inappropriate language and profanity is not allowed.**
 - Keep hands, feet, and objects to oneself – refrain from touching, hitting,

kicking, poking, biting, or any other physical contact.

- Use only the correct name for another student or adult – name-calling or teasing is not acceptable.

- Maintaining the condition of all school materials, which includes textbooks, Chromebooks, and furniture (e.g., books and desks, but not limited to these items)
- Follow all protocols for the proper care and usage of district-issued technology.

6. Students are to respect the instructional time and will behave in a manner that is conducive to a learning environment.

7. Students are to follow the directions of all teachers and staff members without argument.

8. Students are not to engage in disruptive behavior.

9. Students are only to leave class with an authorized pass to a specific designated area (e.g., nurse's office, main office, bathroom, etc.).

10. While in the bathroom, students will quickly and quietly use the bathroom appropriately (i.e., Wash and dry hands, clean up after themselves, and dispose of all paper products in designated areas).

11. Students may not have food or beverages in class without permission.

12. Students are to adhere to the District Uniform Code.

13. Students are to follow all additional classroom rules established by the classroom teacher.

14. Students are not to chew gum and candy during class or school hours.

15. Students may not engage in solicitation of any kind, with the exception of board-approved activities.

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

SCHOOL/CLASS DISRUPTION (ALL GRADES)

(Including, but not limited to, excessive talking, lateness, inappropriate comments, and violation of classroom conduct expectations)

This behavior may be handled through teacher-assigned detention, interaction with parents (a note home, phone call, and/or parent conference), administrative intervention, suspension, loss of privileges, and Superintendent and Board of Education Hearings. The teacher assigns detention when she/he determines that it is appropriate given the frequency or severity of the violation or non-compliance with the classroom conduct expectations. A teacher-assigned detention is scheduled by the teacher and is served with a general detention. If the detentions are not possible, this consequence should be removed, and general detentions should be part of the progressive consequences along with the suspension of specific classroom privileges.

PreK – Grade 4 – Progressive Consequences:

For students in PreK – Grade 4, the parent/guardian will receive a notice for the date of the detention. School staff assigning detention for lunch or after school will send a note home to the parent requiring a parent's signature to be returned to the teacher.

School and Classroom Conduct:

- **First Offense- Verbal warning and contact home.**
- **Second Offense- Infraction and/or detention to be determined by the teacher and/or administrator.**
- **Subsequent Offenses- To be determined by the administrator. The student, parent, or guardian will conference with the building principal, counselor, and climate/culture specialist to develop an action plan. (e.g., restorative practices and I&RS Process)**

- **After two infractions, 15 days prior to an event, the student will not participate in extracurricular activities or field trips.**

CAFETERIA/LUNCHTIME/RECESS CONDUCT EXPECTATIONS:

The Willingboro Board of Education believes that all students should behave appropriately at all times and during all activities in Willingboro Schools. The Cafeteria/Lunch and Recess times are not an exception. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students must adhere to the School Conduct Expectations and the Student Conduct Guidelines.
2. Students must get permission from a staff member in order to leave the cafeteria.
3. Students are to follow the directions of all staff members without argument.
4. Students are not to engage in disruptive behavior.
5. Students will remain seated unless permitted to leave their seats.
6. Students will dispose of their food in the trash can and do their best to maintain a clean environment. No throwing of food or any other objects.
7. Students are never permitted to share, exchange, or give food to other students.
8. Students are to form a quiet and orderly line for food and maintain their place in line.
9. Students may not bring glass bottles to school or lunch.
10. Students may not take any food from the cafeteria unless permitted from staff.
11. Students will keep hands, feet, and all objects to themselves - refrain from touching, hitting, kicking, poking, biting, or any other physical contact.
12. Students will not tease or harass anyone.

13. Students will not bring banned objects or inappropriate materials to lunch.
14. Students will use respectful language in school – **inappropriate language and profanity is not allowed.**
15. Students will not yell or scream in the cafeteria. Yelling and screaming create a safety hazard. Students must be able to hear and follow directions in an emergency.
16. Students will walk at all times in the cafeteria - **no running, jumping or horse playing.**
17. Students will interact with other students appropriately during recess. No horse playing.
18. Students will move quickly and quietly when the recess aides signal to line up for recess. The same should happen when it is time to come back into the building.
19. Students will enter the building quietly after recess.

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

CAFETERIA/LUNCH/RECESS DISRUPTION

All students will adhere to all conduct outlined in the Cafeteria/Lunchtime/Recess Conduct Expectations.

Grades PreK - Grade 4:

1. **First Offense-** Verbal warning by lunch aide on duty.
2. **Second Offense-** The lunch aide will notify the school counselor or building administrator. Parents/guardians will be notified.
3. **Third Offense-** Parent notification letter of infraction, issued by the school administrator, with a copy to the Student File. The school administrator may assign general detention. The student, parent, or guardian will conference with

the building principal, counselor, and climate/culture specialist to develop an action plan. (e.g., restorative practices and I&RS Process)

4. **Fourth Offense-** Five (5) day suspension of cafeteria privileges. A parent/guardian must meet with the school administration to schedule the student's lunch period for five days.
5. **Subsequent Offense-** To be determined by the school administrator
 - **After two infractions, 15 days prior to an event, the student will not participate in extracurricular activities and field trips.**

Cell Phones

Students are permitted to bring cell phones into the school building. Students must shut off their phones and put in backpacks before entering the building. Students may activate the phone upon leaving the school grounds. If a student is involved in an after-school activity, the phone may be turned on after the student leaves the school property after the activity. The phone must be shut off during the approved school-based activity.

Use of Office Phone

Students may use the office phone only in an emergency and with the guidance of a staff member. Parents/Guardians may leave a message with the school for their son or daughter in an emergency. Otherwise, parents may not call a student during the school day. Please ensure students have keys, lunches, homework, and school-required documents before leaving home in the morning.

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

Cell Phones:

1. **First Offense:** Verbal warning and parental notification.
2. **Second Offense:** Parent notification and assigned detention.

3. **Third Offense:** Subject to confiscation and parental notification.
4. **Subsequent Offense:** To be determined by the building administrator.

Fighting/Physical or Verbal Harassment

1. **First Offense** - Detention and/or suspension 1-3 days (student will return with a parent and guardian for a conference with the administrator)
2. **Second Offense** - Suspension 1-5 days. The student will return to school with a parent or guardian and have a conference with the building principal, counselor, and climate/culture specialist to develop an action plan. (e.g., restorative practices and I&RS Process)
3. **Subsequent Offense** -To be determined by the building administrator and board of education on a case-by-case basis

After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities and field trips.