



Willingboro Public Schools
Student Code of Conduct
2023-2024

Elementary 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 are to 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, replica 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.
- Maintain 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, and clean up after themselves by disposing 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 while in class or during 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

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 a 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 taken out and general detentions should be part of the progressive consequences along with suspension of specific classroom privileges.

CAFETERIA/LUNCH TIME/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 given permission to get out of 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 to lunch.
10. Students may not take any food from the cafeteria unless given permission 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 any 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 creates a safety hazard. Students must be able to hear and follow directions in the event of 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 give a 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.

Cell Phones

Students are permitted to bring cell phones into the school building. Prior to entering the building, students must shut off their phones and put in backpacks. 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 school property at the conclusion of 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 at the school during the school day. Students should have keys, lunches, homework, and school-required documents before they leave home in the morning.

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

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 a detention for lunch or after school will send a note home to the parent requiring a parent signature to be returned to the teacher.

Grades PreK - 4

Conduct	Revisions
<u>SCHOOL/CLASS DISRUPTION (ALL GRADES)</u> (Including, but not limited to: excessive talking, lateness, inappropriate comments, violation of classroom conduct expectations)	First Offense- Verbal warning and phone call home. Second Offense- Infraction and/or detention to be determined by the teacher and/or administrator. Subsequent Offenses- To be determined by the administrator. <ul style="list-style-type: none">• After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities or field trips.

<p><u>CAFETERIA/LUNCH/RECESS DISRUPTION</u></p> <p>All students will adhere to all conduct outlined in the Cafeteria/Lunchtime/Recess Conduct Expectations.</p>	<p>First Offense- Verbal warning by lunch aide on duty.</p> <p>Second Offense- Lunch aide will notify the school counselor or building administrator. Parents/guardians will be notified.</p> <p>Third Offense- Parent notification letter of infraction, issued by the school administrator, with a copy to the Student File. General detention may be assigned by the school administrator.</p> <p>Fourth Offense- Five (5) day suspension of cafeteria privileges. A parent/guardian must meet with school administration.</p> <p>Subsequent Offense- To be determined by the school administrator.</p> <ul style="list-style-type: none"> • After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities and field trips.
<p><u>Cell Phones</u></p> <p>Students are permitted to bring cell phones into the school building. Prior to entering the building, students must shut off their phones and put in backpacks. 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 school property at the conclusion of the activity. The phone must be shut off during the approved school-based activity.</p>	<p>First Offense: Verbal warning and parental notification.</p> <p>Second Offense: Parent notification and assigned detention.</p> <p>Third Offense: Subject to confiscation and parental notification.</p> <p>Subsequent Offense: To be determined by the building administrator.</p>

Fighting/Physical and Verbal Harassment

First Offense - Detention and/or suspension 1-3 days (student will return with a parent and guardian for a conference with the administrator)

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.

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.**

Grades 5 - 8

Conduct	Revisions
<p>Fighting: Two or more willing participants</p> <p>Assault: One (or more) willing participant and a victim(s)</p> <p>Premeditated attack: Depends on if a Fight or Assault</p>	<p>Depending on the severity of the fight, the following consequences may apply: Detention, Alternative Instruction, Multiple day Alternative Instruction; single or multiple days OSS. (A premeditated fight is characterized as assault)</p> <p>Revision</p> <p>Depending on the severity of the fight, prior incidences, and at the discretion of Administration in regards to the investigation the following may apply:</p> <p>Mediation/restorative practice Counseling Detention Suspension Parent conference Restrictive and/or Loss Privileges Superintendent Meeting and/or Hearing</p> <p>This may be referred to police</p>

<p>Cutting Class</p> <ul style="list-style-type: none"> • Less than 10 minutes late should be treated as an unexcused late by the classroom teacher. • More than 10 minutes late to class w/o a pass; • Unauthorized/unexcused absence from class; • In a location other than the assigned classroom or in a location authorized by their teacher. 	<p>Depending on the number of offenses consequences will be as followed: Warning/contact home, teacher detention, administrator detention, Saturday detention, suspension.</p> <p>Revision</p> <p>Depending on the prior incidences, and at the discretion of Administration in regards to the investigation the following may apply:</p> <p>Mediation/restorative practice Counseling Detention Suspension Parent conference Restrictive and/or Loss Privileges</p>
<p>Vaping and Drugs and/or paraphernalia</p> <ul style="list-style-type: none"> • Possession • Use • Sale and/or distribution 	<p>Vaping</p> <p>Depending on the prior incidences, and at the discretion of Administration in regards to the investigation the following may apply:</p> <p>SAC Mediation/restorative practice Counseling Detention Suspension Parent conference Restrictive and/or Loss Privileges</p>

	<p>Drugs</p> <p>Depending on the prior incidences, and at the discretion of Administration in regards to the investigation the following may apply:</p> <p>SAC</p> <p>Mediation/restorative practice</p> <p>Counseling</p> <p>Detention</p> <p>Suspension</p> <p>Parent conference</p> <p>Restrictive and/or Loss Privileges</p> <p>Sale or Distribution of Drugs</p> <p>May Contact the Police</p> <p>Superintendent Meeting and/or Hearing</p> <p>Recommendation for long term suspension;</p>
<p>Electronic Devices (Cell Phones, smart watches, headphones, air pods etc.): unapproved use or “display”:</p> <ul style="list-style-type: none"> • Carrying a cell phone • Cell phone “out” (unauthorized) • Active use of a cell phone for unauthorized purpose • Illicit use of a cell phone (e.g. taking pictures and distributing them). 	<p>Administrative Warning</p> <p>Administrative Detention; device subject to confiscation</p> <p>Alternative Instruction; confiscation and parental notification</p> <p>Multiple days Alternative Instruction</p> <p>Revision</p> <p>Depending on the prior incidences, and at the discretion of Administration in regards to the investigation the following may apply:</p> <p>Mediation/restorative practice</p> <p>Counseling</p> <p>Detention</p> <p>Suspension</p> <p>Parent conference</p>

	Restrictive and/or Loss Privileges
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High School Grades 9-12

Attendance - Lateness to Class and Cutting Class	<p>Suggestion for steps</p> <p><u>Lateness to Class-(10 minutes)</u></p> <p>1st offense- verbal warning and call home</p> <p>2nd offense- assign teacher detention, call home, inform Climate and Culture</p> <p>3rd- assign general detention, call home, Climate Culture set parent meeting, I &RS process with Guidance Counselor</p> <p>4th- Loss of privileges and continue general detentions</p> <p>Loss of all school privileges for 10 days (including and not limited to football, soccer, basketball, track, baseball, band, color guard, Student Council, Anime Club etc and all clubs/sports not listed as well.</p>
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	<p><u>Cutting Class</u> (Student who are wandering the hallways not where their schedule has them listed to be)</p> <p>1st Offense- Verbal Warning and Phone call home, I&RS process documentation</p> <p>2nd Offense- General Detention, phone call home, Climate and Culture to set parent meeting, I&RS process documentation</p> <p>3rd Offense - 1 day In School Suspension, Climate Culture to call parents and meet, I&RS process documentation with Guidance Counselor</p> <p>4th offense- Two days of In School Suspension, Admin call home</p> <p>Subsequent offense: Alternative Education recommendation for excessive Class Cutting, will be looked at when a student reaches 10 Class Cuts.</p> <p>Loss of all school privileges for 10 days (including and not limited to football, soccer, basketball, track, baseball, band, color guard, Student Council, Anime Club etc and all clubs/sports not listed as well.</p> <p><u>Unauthorized Occupancy</u> - All students must be in attendance of their assigned staff member in the assigned classroom. Occupancy is defined as prolonged loitering or residency in a classroom / building location not at the student's schedule or during the scheduled time.</p> <p>First - 1 day of ISS, climate & culture contact parent, guidance counselor / CST notification</p> <p>Second - 2 days ISS, parent in person meeting, C&C behavior contract. guidance counselor / CST notification, I&RS process documentation</p> <p>Third - 3 days ISS, I&RS meeting with guidance counselor</p> <p>Fourth - 2 days OSS</p> <p>Subsequent Offense- Alternative Education location will be looked at on case by case basis.</p>
Cellphone	<p><u>CELL PHONES, ELECTRONIC DEVICES AND ACCESSORIES GUIDELINES</u></p> <p>Students are permitted to use electronic devices in designated areas of the school and only during designated times. Electronic devices and accessories such as headphones, earbuds, or AirPods of any type are not permitted in hallways during the school day. These items are permitted in the cafeteria during lunch for 9th through 12th grade students only. They are not permitted for 7th and 8th grade. students at any time during the day. Electronic devices may be utilized in the classroom for educational purposes and only at the discretion of the staff member. Abuse of this privilege will result in corrective action. It is recommended that all electronic devices, phones, and accessories be secured in lockers as the school is not responsible for the loss or theft of said items.</p>

	<p>Visual of Red one/Green Zone Add in something like this LINK</p> <ul style="list-style-type: none"> - Red zone - ISS; all classes with substitute teachers. - Green Zone - wording edit - when directed by instructional teacher. <p>Two or more offenses: Administrative Detention/3 hour detention. Reflective assignment. Possible conference with parent/guardian. Administrative Loss of device privileges and behavior modification plan. Phone may be confiscated or required to be turned in daily to Administration.</p> <p>List under Willful Disobedience</p> <p>1st offense - teacher detention and call home</p> <p>2nd offense- General Detention, call home and refer to Climate and Culture Specialist</p> <p>3rd offense - ISS, Climate and Culture set parent meeting, phone will be placed in Yonder Pouch while student is in ISS. I&RS process with guidance counselor.</p> <p>4th offense- two days of ISS and loss of privileges for 30 days</p> <p>Loss of all school privileges for 10 days (including and not limited to football, soccer, basketball, track, baseball, band, color guard, Student Council, Anime Club etc.... all clubs/sports not listed as well.</p> <p>After the 4th offense student will be assigned OSS for each subsequent offense moving forward(unmodified behavior)</p> <p>(privileges are school activities of any kind)</p>
Dress Code (rewrite)	<p>Suggestion to remove the Dress Code of Black, Gray, Dark Blue and White shirts, with Khaki black, tan and dark blue pants. Allow what follows below as a dress code for school for students.</p> <ol style="list-style-type: none"> 1. Pupil attire shall be neat and clean. Torn, cut and ripped clothing is not permitted. 2. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut or revealing above or below the waist to be indecent, distracting or disruptive to the school environment. 3. In all grades, dresses, skirts and acceptable shorts shall not be more than 4 inches above the knee. 4. Sleeveless tops or blouses are permitted provided that the width of the material passing over the

shoulders (strap) is a minimum of two inches in width. Thin spaghetti straps tops are not permitted. Sweat-shirts, warm-ups, and T-shirts are permitted if they are not torn or not cut or tied to expose the midriff.

5. Footwear is required. Plastic beach thongs, open toe shoes and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer when walking quickly. Slippers/Slides/flip-flops of any type are not permitted.

6. Dress shall not present inappropriate pictures, slogans, emblems or any type of symbols that may be provocative or inciting. This includes liquor, tobacco or other substances that may be detrimental to health.

7. Offensive / Vulgar , such as armbands, buttons, pins or other methods of symbolic expression are permitted as long as it cannot potentially be expected to actually cause disruption, disorder or present a clear danger and is not associated with a gang or secret society.

8. Pupils attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are attired in accordance with this dress code; however, certain physical education activities and field trips may require modification of these regulations. Decisions will be made by the principal considering the circumstances and requirements of the activity.

9. Hairstyles shall be clean and well-groomed.

10. Hats and coats may not be worn in the building except in extenuating circumstances at the discretion of the principal. "Hats" shall not include head wear of religious significance.

11. Hoodies (head covering) are not permitted in the building. Hoodies can be worn as long as it is not on the students head. Students will be asked to remove hoodie if they are doing so. Failure to comply with removal will fall under the Discipline Code of Conduct as Willful Disobedience and those steps will be followed accordingly by the administrator.

12. No face mask of any kind will be worn, No ski masks, gaiter or anything covering your nose. Medical masks can be worn for Covid purposes.

13. Headphones of any kind are not to be worn in the zones where they are not allowed.

14. No hats, sunglasses, bandanas or chains should be worn inside of the school buildings.

Enforcement

1. Pupils not conforming to the dress code shall be disciplined by the principal in accordance with Board policies.

2. Teaching staff members will report perceived violations of the dress code to the Building Principal, who will interpret and apply the code.

3. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.

	<p>4. Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code.</p> <p>5. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.</p> <p>6. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent/designee, whose decision will be final.</p> <p>7 Violation of the dress code will follow the Code of Conduct under Willful Disobedience. Students will receive consequences under that tab if the do no follow the Dress Code.</p> <p>8. Loss of All School privileges will follow if the student refuses to adhere to the policy.</p> <p>*****Loss of all school privileges for 10 days (including and not limited to football, soccer, basketball, track, baseball, band, color guard, Student Council, Anime Club etc and all clubs/sports not listed as well.</p>
<p>Alcohol/Tobacco/Drugs/ of any Use Drugs include -marijuana, vape pens, e-cigarettes, blunts, black and milds, lighters etc....</p>	<p>First Offense - 4 days ISS referral, mandatory meeting by SAC and administrator for possession/use. Mandatory contact parent, mandatory seizure of items, enrollment in intervention program. Refusal to attend any mandatory intervention will result in OSS.</p> <p>Loss of privileges for 30 days.</p> <p>Second Offense 4 days OSS, mandatory meeting with the SAC and administrators, enrollment in intervention program. Refusal to attend any mandatory intervention will result in OSS.</p> <p>Loss of privileges for 30 days.</p> <p>Subsequent offenses resulting in Out of School Suspension, Mandatory meeting with SAC, Mandatory contact parent. /Possible entry into random drug screening program.</p> <p>Loss of privileges for 30 days and Alternative Education location recommendation.</p> <p>Any use confirmed or suspected students are to be checked by the nurse, the parent will be given WorkNet papers that they must have completed before the child returns to school. These papers are returned to the SAC. The SAC will follow up with meeting that student on a bi-weekly basis for the</p>

<p>Possession of controlled substance paraphernalia or devices. (Including marijuana vape/electronic smoking devices) Any device with content undetermined will fall into this category.</p>	<p>remainder of the school year.</p> <p>First - Seizure of items. 4 days ISS. Mandatory drug screening. Mandatory meeting by SAC & Enrollment in intervention program. Refusal to attend any mandatory intervention will result in OSS. Loss of privileges for 30 days</p> <p>Second - Seizure of items. 4 days OSS. Mandatory drug screening. Mandatory meeting by SAC & Enrollment in intervention program. Loss of privileges for 30 days. Possible Alternative School Placement</p> <p>Third - Seizure of items. 8 days OSS. Subsequent offenses resulting in OSS. Mandatory drug screening. Parent/Guardian contacted. SAC Counseling/Possible entry into random drug screening program. Mandatory meeting by SAC & Enrollment in intervention program. Loss of privileges for 30 days, Possible Alternative School Placement.</p> <p>1st offense - 4 days OSS. Conference with the Building Principal. Possible 1 year alternative placement. Possible 10 day loss of privileges. Possible criminal complaint filed. Mandatory Mediation by Climate/Culture, Admin, Guidance Counselor, CST</p> <p>2nd offense- 6 days OSS. Conference with building Principal/ Superintendent of Schools. Possible alternative placement for 1 school year. Possible loss of privileges/on restricted list for 30 days. Possible criminal complaint filed. Mandatory Mediation by Climate/Culture, Admin, Guidance Counselor, CST.</p> <p>Up to 10 days OSS. Re-admit conference with Superintendent of Schools. CST mental health evaluation prior to hearing. Possible alternative placement for 1 School year. Loss of privileges/on restricted list for remainder of the year. Possible criminal complaint filed.</p>
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<p>Fighting/ Willful, mutual and repetitive aggressive physical contact intended to cause physical pain and injury. Referred to WPD as appropriate</p>	<p>Principal conference. Possible Police notification. Parent contact</p> <p>Conference with the Superintendent of Schools. Possible activity restriction and/or denial of hall or lunch passes. Police notification.</p>
<p>Any offense committed as part of gang affiliation or displaying/promoting gang affiliation</p>	<p>3 days of ISS. Immediate removal to ISS. Referral for conflict mediation. Possible mental health status evaluation. Parent contact. Climate/Culture meet with parent and student,</p> <p>3 days OSS. Possible mental health status evaluation. Parent contact. Restorative activity, Meet with admin, Climate/Culture, Guidance and CST. Possible Recommendation to Alternative School location.</p> <p>5 days OSS. Parent contact. Restorative conference Meet with admin, guidance counselor, Climate/Culture, Possible mental health status evaluation. . Recommendation to Alternative School location.</p> <p>3 days ISS Additional 2 days ISS for subsequent offense. Reflective letter., Meeting with Climate/Culture and administrator, contact parent,</p> <p>3 days OSS with an Additional 2 days OSS. Reflective letter. Meet with Climate/Culture, admin, guidance counselor, CST, I&RS process.</p>

<p>Physical Aggression Intentional physical contact that does not meet the definition of a fight</p> <p>Failure to stop fighting when directed by staff. This includes physical aggression, physical altercation and physical contact to student and/or staff (</p>	<p>3 days OSS with an Additional 2 days OSS if repetitive behavior Reflective letter. All will result in loss of privileges and recommendation to Alternative School</p> <p>2 days OSS. Immediate removal to ISS. . Re-admit conference to return to school with Climate/Culture and Administrator. Possible criminal complaint signed.</p> <p>3-5 days OSS. Re-admit conference to return to school with building Principal, Climate/Culture, CST and Guidance Counselor. I&RS process with guidance. Possible criminal complaint signed. Possible mental health evaluation. Loss of privileges. Possible removal to Alternative Education location.</p> <p>5-10 days OSS. Hearing before the Superintendent of Schools to consider expulsion. Mandatory mental health evaluation. Possible criminal complaint signed</p> <p>1st offense- 3 days ISS. Re-admit conference to return to school with Climate/Culture, Administrator, Guidance, and CST. Police notification. Loss of privileges for 10 days.</p> <p>2nd Offense- 3 Days OSS + 2 Days ISS. Re-admit conference with Principal to return to school program. Behavior contract. Police notification. Loss of privileges for 30 days. Possible Alternative School Placement.</p> <p>Refer also to the Portal to Portal Policy LINK</p> <p>ACCUMULATION OF (20) INFRACTIONS AND/OR THE FIFTEEN (15) DAY ABSENCE RULE</p>
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