

LOUDENSLAGER ELEMENTARY SCHOOL

STUDENT CODE OF CONDUCT (2023 - 2024)

The school's main concern is the education and safety of your child. In order to ensure that this takes place, all students must obey the rules and regulations that have been established by the school. When a child fails to follow the established school rules, a reprimand, detention, or suspension may result, depending on the severity and/or frequency of the incident. Please encourage your child to follow all the rules and regulations that have been established so that the effectiveness of our educational program can be maximized.

Code of Conduct

For ourselves and others: As a member of the school community, I will do my best to make a positive contribution. Therefore to show respect for myself and others I will:

- Dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect myself or others;
- Avoid the use of illegal or harmful substance that is in violation of school policy and/or law;
- Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak;
- Not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his/her beliefs, choices and/or behaviors.

For Authority: To show respect in attitude and language to those in positions of authority, I will:

- Choose appropriate words
- Act and speak in a positive manner
- Avoid insubordinate behavior
- Question in a respectful manner

For Surroundings: I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

- Properly dispose of trash/waste, recycle when appropriate, and avoid any action which unduly contributes to pollution
- Not damage, deface, destroy or vandalize any community, school, or individual property
- Not take things that belong to others.

Responsibility

As a reliable person in the school community, I will accept responsibility:

- For myself in what I do, say, and in choices I make
- To treat others as I would like to be treated
- To adhere to the Codes of the Paulsboro School District to maintain a safe and healthy learning environment.

Honesty

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- Do my own work, understanding that copying and cheating are forms of plagiarism
- Work cooperatively with others, and not take their ideas or work and present either as my own
- Act in a trustworthy manner, neither lying nor intentionally misleading another.

Accountability

I understand that the Codes of the Paulsboro School District are necessary to maintain a positive learning and working environment, and if I fail to follow these Codes, I will accept the consequences.

Student Behavior

Just as the laws are made in society to protect the rights of its citizens, rules and regulations are established in the Paulsboro Schools to secure the best possible education for all attending students. Those students who are unable to follow the established rules and regulations deprive other students of an education and will be subjected to disciplinary action. The disciplinary action will be a detention, parent, conference, or out-of-school suspension. Any type of **Suspension will require a mandatory parent conference** with the Principal or his/her designee before the student may return to school.

General Standards of Conduct

1. Health and Safety

- a. Running, shoving, and other forms of rowdiness often cause accidents and are prohibited. Students are to walk in the halls and on the stairways.
- b. To improve hall traffic, students are to keep right, and keep entrances and exits clear.
- c. Fire Drills are required to ensure emergency readiness. Students are to remain quiet and orderly during drills.
- d. Food shall be eaten only in designated areas, and students are to leave tables and the surrounding area clean.
- e. There shall be no chewing of gum.

2. Difference of Opinion

- a. Physical attacks or verbal threats against faculty or staff members or fellow students are unacceptable. Such behavior shall result in disciplinary action.
- b. Use of profanity is not acceptable. Such behavior will result in disciplinary action.

3. Classroom Conduct

- a. It is a student's responsibility to arrive at school on time, and refrain from talking after
- b. It is the student's responsibility to come to class prepared for the period's activities. In other words, he/she must bring textbooks, pencils, paper, notebooks, and other education materials needed for class.

4. Care and Use of Public Property

- a. Students are responsible for taking care of textbooks, workbooks, library books, and personal belongings.
- b. Students and parents of guardians may be held financially responsible for damage to desks, walls, equipment, and other school property. Students responsible for damage may also be subject to disciplinary action.
- c. To keep the building and grounds clean and attractive, food and drinks shall be consumed only in designated areas during authorized eating breaks.

5. General

- a. No student will be permitted to leave school without a parent or guardian coming into the Principal's office and signing the student out.
- b. No student shall be in the Principal's Office or outer office at any time except on official business.
- c. No student will be permitted in the hallways during classes without proper permission and a pass.
- d. No one will be permitted to use cough drops, take medication, etc. unless this is properly registered with our school nurse and is monitored by her.

6. Other Infractions Not Condoned

- a. Tardiness
- b. Truancy
- c. Fighting
- d. Assault and Battery on another peer
- e. Use of profane, Obscene, Abusive, or Threatening Language or Gestures toward peers.
- f. Stealing
- g. Disruption of Classes
- h. Misbehaving in Cafeteria or Playground

LOUDENSLAGER ELEMENTARY SCHOOL DISCIPLINARY INFRACTIONS/CONSEQUENCES MATRIX

The student code of conduct contains a listing of infractions, teacher responses, and consequences. However, it is not all inclusive or conclusive. The Administration shall administer discipline to all other offenses that are in violation of accepted standards of conduct for students in elementary school as they deem appropriate to the situation. ***The below matrix is to be used only as a guide, and school administration will have the authority to exercise good judgment based on the severity and circumstances surrounding each situation.***

	<u>INFRACTION</u>	<u>TEACHER RESPONSE</u>	<u>OFFENSE #</u>	<u>ADMINISTRATIVE RESPONSE</u>
1.	Disruptive/Uncooperative Behavior in Classroom	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (2 Days)
2.	Disrespectful Statements	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4 5+	Administrative Warning Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) Out of School Suspension (1 Day)
3.	Threatening Statements	Refer to Administration	Any	Threat Assessment Parent Communication Discipline Based on Severity and Intent of Threat.
4.	Inappropriate Gesture/Remark	Refer to Administration	1 2 3	Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension
5.	Use of Profanity - General	Refer to Administration	1 2 3	Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (1 Day)
6.	Use of Profanity Toward Staff	Refer to Administration	Any	Out of School Suspension (2 Days)
7.	Leaving Classroom Without Permission	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (1 Day)
8.	Inappropriate Physical Contact (Tripping/Pushing)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Lunch Detention (1 Days) Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (2 Days)
9.	Fighting/Assault	Refer To Administration	1 2 3+	Out of School Suspension (2 Days) Out of School Suspension (4 Days) Out of School Suspension (5 Days)

10.	Cutting Detention	Parent Communication Reschedule Detention Refer to Administration	1 2 3 4+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days)
11.	Shooting/Throwing Objects	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (1 Day)
12.	Dress Code Violation	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Written Warning Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day)
13.	Inappropriate Bus Behavior	Refer to Administration	1 2 3+	Written Warning Lunch Detention (1 Day) Lunch Detention (2 Days)
14.	Possession of Weapons, Explosives, Fireworks	Refer to Administration	Any	Out of School Suspension (5-10 Days) Police Report Filed Possible BOE Expulsion Hearing
15.	Possession/Use of Alcohol, Drugs, Drug Paraphernalia, or other items presenting endangerment to self or others.	Refer to Administration	Any	Out of School Suspension (5 Days) Police Report Filed Referral For Drug Testing
16.	Lateness to School	Mark Lateness in Genesis Student Database System.	1-2 3 4-10 11-15	Warning Letter Sent Home Lunch Detention (1 Day), Letter Lunch Detention (2 Days), Parent Conference, and Court Referral
17.	Inappropriate Use of School Emergency Alarm or Equipment (Including but not limited to Fire Alarm & Lockdown Alarm)	Refer to Administration	Any	Out of School Suspension (2 Days) Police Report Filed
18.	Vandalism	Refer to Administration	Any	Make Repairs/Restitution Detention or Suspension Based on Severity of the vandalism.
19.	Stealing	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	Any	Parent Conference Detention or Suspension Based on Severity. Police Report Filed Based on Severity.
20.	Propping or Opening Exit Doors	Refer to Administration	1 2 3 4+	Warning & Parent Conference Lunch Detention (2 Days) After School Detention (2 Days) Out of School Detention (2 Days)

21.	Simple Misconduct (Including but not limited to; lunchroom misconduct, refusal to participate, public displays of affection, refusal to complete a school-based protocol, etc.)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days)
22.	Severe Misconduct (Including but not limited to; insubordination, disrespect, harassment, bullying, unacceptable use of the computer)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (2 Days)

** On all suspensions, parents are to be called to inform them of the infraction – if a phone is in the * home. On all suspensions, a suspension letter will be given to the student to take home. Parents will be required to meet with the Principal upon their child's return to school.*

Teacher Responsibilities

Exhaust all avenues as stated in the teacher's discipline plan.

1. Reprimand
2. Teacher Detention
3. Parent Contact

Write an office referral – completely fill out the form stating specific dates, details of the incident and steps taken to date to rectify the situation.

Controlled Dangerous Substance

The Paulsboro Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances on school property.

The administration reserves the right to search/seizure when there is reasonable belief that some material or matter which is detrimental to the health, safety, and welfare of the student(s) exists.

Emergency situations may necessitate a search/seizure with or without the student's knowledge or consent. Wherever possible, the student should be aware of and involved in a search of property assigned to him/her. In the absence of a student, a second party shall witness any search.