

**VENTNOR BOARD OF EDUCATION**  
**Ventnor, New Jersey**

VECC Elementary Code of Conduct

Student behavior is a vital part of the educational process. Students should attend school every day, learn responsibility, and make good decisions. Encouraging proper student behavior is a team effort between teachers, parents, and administration. Many times a behavior problem can be solved with direct contact between the teacher, and the parent, a student-teacher conference, a student-team meeting, a referral to the guidance counselor or a teacher's detention.

This Code of Conduct will be used to address conflicts that may or may not arise to the level of HIB. Remedial measures shall be designed to correct the problematic behavior, prevent another occurrence, protect students' safety and well-being, and provide support for all students involved in the incident. It is our goal to teach and transform negative conduct by seeing the greatness in all students.

The code of student conduct is established to achieve the following purposes:

- Foster the health, safety, and social and emotional well-being of students.
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning.
- Promote achievement of high academic standards.
- Prevent the occurrence of problem behaviors.
- Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification.
- Establish parameters for consistent responses to violations of the code of student conduct that consider, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

Teachers are expected to create class rules and consequences with their classes during the first week of school. Rules throughout the school will be presented in the format of the school wide expectations, "Be Respectful, Be Responsible, Be Ready to Learn." The class rules and consequences will be presented in a positive manner and posted in the classroom. Within the first week of school, a student behavior form listing the rules will be sent home to parents for discussion and signature.

Students are expected to:

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Ready to Learn</b>
<b>Schoolwide</b>	<ul style="list-style-type: none"><li>• Keep your hands and feet to yourself</li><li>• Use a quiet voice and kind words</li><li>• Treat others the way you want to be treated</li></ul>	<ul style="list-style-type: none"><li>• Take responsibility for your schoolwork and your actions</li><li>• Make positive and safe choices</li><li>• Treat our school with kindness and care</li><li>• Take care of your technology</li><li>• Contact teachers if you need help or technology issues</li></ul>	<ul style="list-style-type: none"><li>• Listen and follow directions</li><li>• Be prepared</li><li>• Always do your best</li></ul>

When handling student behavior, all teachers are expected to:

- Be firm, but fair and consistent. Teachers will react to the behavior and not the student.
- Contact the parent/guardian which in most cases will alleviate the problem.
- Every teacher is responsible for the conduct of all students regardless of level
- Certain types of discipline techniques are not permitted. Some examples include:
  - a) Standing a student in the hall.
  - b) Ridiculing, embarrassing, and/or derogatory comments directed toward the student.
  - c) Writing repetitive assignments.
- Corporal punishment of students is not permitted by New Jersey Law. Teachers may use reasonable force when necessary:
  - a) To quell a disturbance threatening physical injury to others.
  - b) To obtain possession of a weapon or dangerous objects.
  - c) For the protection of persons or property.

### Rewards for Positive Behavior

In Grades 1-4 students with good behavior participate in Fabulous Fun Days as positive reinforcement for good conduct. Fabulous Fun Days are an important component of the grades 1-4 positive behavior program. It is a celebration rewarding students' hard work and good behavior. Students receive a "gold" behavior card and earn the privilege of participating in Fabulous Fun Days activities by exhibiting good behavior throughout the month and keeping their gold cards intact. Fabulous Fun Day activities are prepared by the classroom teachers and are educational in nature based on learning style theories and Gardner's theory of "Multiple Intelligences." The students may rotate to different teachers having the opportunity to experience exciting, enriching activities throughout the year. Fabulous Fun Days may also be assemblies, parties or movies. Students who visit the Elementary Principal for behavior infractions or have repeated classroom incidents will have their "Gold Cards" hole punched. If a student's card is hole-punched three times in one month then the student cannot participate in Fabulous Fun Days.

Students of the Month are recognized by their classroom teachers for being an outstanding example of that month's character word from our school pledge. Students who receive a discipline referral cannot be selected as a Student of the Month, within the month that the referral was written.

On a daily basis students are reminded of the character traits that reinforce positive behavior by learning and reciting the school pledge. Each month is dedicated to a specific character word and students have the opportunity to learn and demonstrate understanding of the character traits through daily words of wisdom, thoughts and quotes of the day, and weekly questions. Students are asked to write a response to the question of the week and can earn a prize if their response is read on the announcements.

### School Pledge

I will practice **respect, responsibility, loyalty** and **honesty**.

I will learn to accept others and treat everyone with **kindness, compassion,** and **fairness**.

I will be determined and **persevere** through challenges with **courage** and **grit**.

I will **cooperate** with others and **focus** on my future.

I will allow teachers to teach and students to learn.

I will always try by best I will be a success!

### Academic Achievement

Students are expected to attain satisfactory academic achievement consistent with the student's ability and by taking responsibility to complete all homework and other assignments.

Academic Achievement is recognized in a variety of ways including but not limited to Kidbiz Club and IXL achievement, daily announcement 'shout outs' for growth and achievement through the variety of curriculum programs.

### Chronic Absences

At 5 unexcused absences in the marking period, students in grades 1-4 will be required to attend academic afterschool for the next marking period.

At 5 unexcused absences in the school year- warning letter sent home.

At 10 unexcused absences in the school year- parent/student meeting with guidance, action plan.

At 15 unexcused absences in the school year – parent/ student meeting with principal.

At 20 unexcused absences in the school year- truancy papers, summer school and/or retention required.

### Electronics Free School Zone Policy

Any visible or audible electronic device (cell phone, iPod/MP3 player, camera, or any other type of unnecessary electronic device), regardless of whether it is ON or OFF, will be confiscated whether is it on the student's person or in the student's book bag/ cubby/ etc. Any confiscated device will be sent immediately to the office and a parent or guardian must come into school and pick it up.

### Internet use

The use of the internet is a privilege not a right and inappropriate use will result in a cancellation of privileges. VECC students must agree to abide by any patent copyright or license restrictions that may related to the use of computing facilities, product programs, or documentation. They must also agree that the VECC provides computer equipment services and internet access for **educational purposes only**. Therefore, students must abide by all rules contained in the signed policy (AUP) as well as follow all procedures and policies pertaining to accessing information and computing agreement or suffer penalties and/or procedure infractions.

### Harassment, Intimidation and Bullying Policy (HIB)

(NJ P.L.2010, Chapter 122, approved 1/5/2011) The policy prohibits harassment, intimidation or bullying of a student. N.J.S.A. 18A:37-15(b) (1) The HIB Policy is strictly enforced.

#### Up-Stander Rule

Students who are feeling or experiencing harassment, intimidation or bullying should follow these steps:

- State the person's name loud and clear.
- Clearly state to that person the behavior that he/she is doing that is bothersome.
- Firmly tell that person to stop the behavior.
- If the behavior continues, the student must remove himself/herself from the situation and get help from an adult.

#### HIB Information for Parents and Adults

- Utilize HIB Parent Handbook and forms that are available on the district website.
- Contact the school counselor as soon as possible if HIB is suspected.

Students have the right to:

- Advance notice of behaviors that will result in suspensions or expulsions.
- Education that supports student development into productive citizens.
- Attendance in safe and secure school environment.
- That the Code of Conduct is applied equitably.
- Due process and appeal procedures in accordance with law and board policy.
- Parent notifications consistent with board policy and law for law enforcement interviews (5145.11 Questioning and Apprehension), short-term and long-term suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses).
- Records and privacy protections (5125 Student Records).

Discipline Guidelines have been developed to assist the professional staff and administration with various behavior situations. This Student Code of Conduct will be equitably applied without regard to 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. Teachers should review the Red Flag and Yellow Flag infractions and consequences with their classes during the first week of school. These guidelines are to be used as a tool to solve the problems that may occur on any given school day. Teachers should remember that the students are children learning to function in society and will be fair with each student as an individual.

Yellow Flag Infractions

Yellow Flag Infractions are actions that break the School or Classroom Rules that will be handled by the classroom teacher and teacher team prior to referring the student to the Principal. Teachers will try all avenues to provide remediation for the problem behavior prior to a discipline referral being submitted to the Principal. Teachers will create a plan to solve the problem with the student, which should be signed by the student's parents, and a copy sent to the Principal. Teachers will also log all student misconduct and the course of action taken. The log should be available to the administration if needed.

First Violation

The teacher will instruct the student about the rule that was violated and how to correct the behavior in the future. Parents will be contacted if another infraction occurs.

Second Violation

The teacher will instruct the student about the rule that was violated. Teacher will contact the parent or guardian regarding the incident and inform the parent that future violations will result in an office referral. Teacher will forward principal summary of parent communication.

Third Violation

Teacher will write administrative referral and contact the parent regarding the incident.

<b>Yellow Flag Infractions</b>	<b>Range of Consequences</b>	<b>Possible Remedial Measures for Repeat Violations</b>
<ul style="list-style-type: none"><li>• Inappropriate behavior any place in or around VES (defiance, uncooperative, disrespectful noisy)</li></ul>	<ul style="list-style-type: none"><li>• Administrative Warning</li><li>• Discussion with Student</li><li>• Parent Phone Contact</li><li>• Referral to School Counselor</li></ul>	<ul style="list-style-type: none"><li>• Development of a Behavior Plan</li><li>• Consultation with the School Counselor</li></ul>

<b>Yellow Flag continued</b>		
<ul style="list-style-type: none"> <li>• Inappropriate behavior directed towards another student</li> <li>• Arguing with students or staff</li> <li>• Inappropriate physical contact</li> <li>• Inappropriate language or gesture</li> <li>• Minor confrontation with other student(s)</li> <li>• Violation of Electronic Free School Zone Policy</li> <li>• Violation of Electronic Use Policy/ inappropriate use of school provided technology or inappropriate behavior online</li> </ul>	<ul style="list-style-type: none"> <li>• Written Reflection (Stop &amp; Think)</li> <li>• Conflict Resolution</li> <li>• Peer Mediation</li> <li>• Heightened Supervision</li> <li>• Restorative Activity (I-Message, 4 Part Apology)</li> <li>• Reset (Mindful Moment, Cool Down, Walk, Reflection, Break)</li> <li>• Parent Conference</li> <li>• Loss of privilege</li> <li>• Detention 1-3 days (during recess or fabulous fun activity)</li> </ul>	<ul style="list-style-type: none"> <li>• Intervention &amp; Referral Services Team</li> <li>• Parent Visitation</li> <li>• Parent/ Teacher/ Administrator/ Student Meeting</li> </ul>

### Red Flag Infractions and Consequence

Teachers are required to review the Red Flag Infractions and Consequences with their classes during the first week of school and periodically throughout the school year. Red Flag Infractions are actions that will involve the Principal for corrective action. Teachers are required to complete a behavior referral, contact the student's parent regarding the incident, and send the behavior referral to the office as soon as possible. Inappropriate behavior includes but is not limited to the following actions:

<b>Red Flag Infractions</b>	<b>Range of Consequences</b>	<b>Possible Remedial Actions for Repeat Violations</b>
<ul style="list-style-type: none"> <li>• Fighting – major physical contact</li> <li>• Extreme disruptive behavior directed at staff or students</li> <li>• Threats</li> <li>• Willful defacing or destruction of school property</li> <li>• Stealing</li> <li>• Possession of drugs, dangerous objects, or inappropriate materials</li> <li>• Refusal to turn over electronic device, per Electronic Free School Zone Policy</li> <li>• Repeated technology misuse, inappropriate internet search</li> <li>• Violation of Harassment, Intimidation, and Bullying Policy</li> <li>• Racial slurs, gender identity and expression references</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Phone Contact</li> <li>• Referral to School Counselor</li> <li>• Written Reflection (Stop &amp; Think)</li> <li>• Conflict Resolution</li> <li>• Peer Mediation</li> <li>• Heightened Supervision</li> <li>• Restorative Activity (I-Message, 4 Part Apology)</li> <li>• Reset (Mindful Moment, Cool Down, Walk, Reflection, Break)</li> <li>• Parent Conference</li> <li>• Loss of privilege</li> <li>• Detention 1-3 days (during recess or fabulous fun activity)</li> <li>• Time Out/ In School Suspension</li> <li>• Technology Suspension, 2 weeks to 1 month</li> <li>• Suspension, 1-5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a Behavior Plan</li> <li>• Consultation with the School Counselor</li> <li>• Intervention &amp; Referral Services Team Meeting</li> <li>• Parent Visitation</li> <li>• Parent/ Teacher/ Administrator/ Student Meeting</li> </ul>

- \* All disciplinary decisions are up to the discretion of the principal with consideration given to P.L.2018, c. 73 (Recess Law).
- \* Students shall be provided restorative justice activities during the detention session.
- \* Repeated disciplinary infractions may result in loss of field trip privileges.
- \*\*\* Suspension for students in grades K-2 as a consequence only as allowed by NJ Administrative Code N.J.S.18A. 37-2.

### Violation of Bus Rules

First Offense: Administrative warning, review of seating chart and reassignment of student seat as needed.

Second Offense: Parent/guardian contact and Recess Detention for 1-3 days, Restorative justice.

Third Offense: Parent/ guardian contact and Recess Detention 3-4 days, Restorative justice.

Fourth Offense: Bus Suspension 1-5 days, parent/guardian contact.

\*\*\*First offense will warrant a bus suspension for fighting, cursing at the driver, throwing objects at the driver, red flag offenses.

### Chronic Referrals & Student Intervention and Referrals Services (SIRS)

Despite the best efforts of teachers, staff, and administration and our school wide expectation/ discipline policy, some students still engage in unproductive behavior. Ventnor Elementary School (VES) possesses a Student Intervention and Referral Services (SIRS) Team which is available to teachers and parents in order to develop a plan for students' success. Teachers are encouraged to utilize the SIRS Team whenever possible. If a teacher has a student experiencing academic difficulties or with chronic referrals, they are required to complete a referral to the VES SIRS Team. A remediation plan will be created considering the student's age, problem behaviors, and performance.

### Dress and Grooming

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools. Inappropriate dress is that which may be disruptive to the educational process; distracts students from their work or may be considered potentially dangerous or harmful. The following dress standards are designed to serve these purposes and are expected to be followed. Clothing that is unacceptable and should not be worn to school include the following\*\*\*:

- Shirts advertising alcoholic beverages, tobacco, or those with obscene or questionable printing on them depicting violence or weapons.
- Outerwear such as coats, vests, jackets, gloves, hats, scarves, bandana headwear and sunglasses indoors.
- Hoods covering the head.
- Tank tops for girls and boys.
- Low cut tops, spaghetti straps; visible bras and/or sports bras or "see through" clothing.
- Low cut pants that expose students' underwear.
- Pajamas.
- Ripped or torn pants with tears above the knee or no under layer worn under the torn pant.
- Any type of bathing suit.
- Shorts, skirts, or skorts must come within 4 inches above the knee.
- Beach sandals, flip flops, slides, high-heeled shoes and slippers or slipper-like shoes.
- Large or dangling earrings and/or other visible body piercings.
- Any standard of dress that is deemed inappropriate by the principal / administrator responsible.

### Consequences for Violating Dress Code Policy

First Violation - Student sent to the office, given a warning, calls home for a change of clothes

Second Violation – Yellow Flag- Student sent to the office, calls home for a change of clothes.

Parent is notified that the student is in violation of the Dress Code.

\*Dress code may be subject to change for students who participate on designated “School Spirit Days” only.

### Resources for Legal, Community Based Health, & Human Services.

Family Service Association 609-569-0239, Jewish Family Services 609-822-1108, AtlantiCare Behavioral Health 609-569-1000

### Administrative Rights

The above discipline code is only a guide for administration. In all instances the administration has the responsibility to address each student and situation on an individual basis. Administration reserves the right to increase the consequence of any disciplinary situation depending on the infraction.