

# **East Greenwich Township Schools**

## **Code of Conduct**

The East Greenwich Township School District's Code of Conduct is aligned with our mission statement. This mission statement exemplifies our goal to provide a safe and secure learning environment. Our district uses a multi-tiered system of supports as a framework to promote a school climate that supports the instruction of students in the academic, social and behavioral skills needed for students to be successful in school and as citizens of the community.

Multi-tiered systems of support create school environments where standards for behavior are taught, problem behaviors are prevented, students and adults have positive relationships, and students understand what is expected of them as learners at school. All students are supported through a tiered model of increasingly intense interventions or enhancements that are available based upon a student's individual academic and behavioral needs. With the use of prevention and intervention strategies that support students' behavior and social-emotional needs, school staff facilitate both academic and social development of all students.

EGSD promotes the following universal expectations for all students and staff based on the following traits: kindness, respect, responsibility, acceptance, integrity, and perseverance.

In order to accomplish these goals, *all* stakeholders must work in collaboration to foster mutual respect within the school community.

- Students will grow to conduct themselves in a manner that reflects our character traits with the support of parents/guardians, administrators, teachers, and staff.
- Staff members are expected to engage students in prevention and intervention strategies that promote positive behavior and address problem behavior. Student behavioral concerns will be addressed with corrective and restorative responses, as well as logical consequences.
- Administrators will intervene when the discipline offenses are repeated, are severe in nature, and/or when interventions are not successful.
- Parents and guardians of students are responsible for understanding the district's behavior expectations and supporting the child's adherence to the code of conduct.

## **Where and When the Student Code of Conduct Applies**

The code of conduct applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-sponsored event, at bus stops, on any vehicle funded by the East Greenwich Township Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services or on remote instruction.

## **Progressive Levels of Corrective Response**

Corrective responses provide a profound emphasis on what we want students to do and learn. Corrective responses include a focus on instruction in appropriate behavior, culturally responsive support strategies and social emotional learning opportunities through our character education curriculum and positive behavior supports. The goals of assigning corrective responses and consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior and problem solving skills. Appropriate interventions and consequences for students place an emphasis on correcting student behavior through classroom and school-based resources at the lowest possible level of intrusion and exclusion. All interventions should balance needs of the student, needs of those affected by the behavior and the needs of the overall school community. When teachers and/or administrators consider corrective responses, restorative practices, or instructive consequences, the following factors will be considered:

- Student's age, developmental level, and grade,
- Student's prior behavior patterns and responses to interventions
- Student's intent and the severity of harm caused

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## Response to Code of Conduct Infractions

Tier 1 Classroom-Level Behaviors	Teacher Actions
<p>Not following expected behaviors under teacher supervision. (ie. disruptive behavior, not following directions or off-task behavior, leaving classroom/assigned area, refusal to leave an assigned area, violation of the Acceptable Use Policy (BOE Policy 2361), use of unauthorized electronic device, inappropriate/unkind/disrespectful language or gestures, insubordination/noncompliance, not having a safe body (ex. pushing, shoving, hitting and/or kicking).</p>	<p><b>Required Actions:</b> <u>Parent phone call, teacher/student conference, log incident into Realtime, provide a consequence and a restorative support option.</u></p> <p><b>Consequences:</b> Privilege Loss, In-Class Time Out, Lunch or Recess Detention (Not to Exceed 2 Recesses per Week), Warning</p> <p><b>Restorative Support Options:</b> Apology Restitution, Reflection Assignment, Positive Reinforcement/Praise, Behavioral Contract/Behavior Plan, Teach/Reteach Student Expectations, Social Story, Behavior Map</p>

**If the student has three incident reports for the same behavior with the same staff member and the staff member has logged the incidents in Realtime with the date of parent contact, implemented 3 consequences and 3 restorative supports, the staff member will complete an office referral.**

Tier 2 Behaviors	Administrator Actions	Tier 3 Behaviors	Administrator Actions
<p><b>Administrative Referral</b> Disruptive behavior Leaving classroom/ assigned area Refusal to return to classroom/assigned area Unsafe body (ex. pushing, shoving, hitting, and/or kicking) Inappropriate/unkind/disrespectful language/gesture including spitting. Knowingly making false accusations Insubordination/ non-compliance Violation of Acceptable Use Policy(BOE Policy 2361) Violation of Bicycle/Scooter Safety Rules Theft (Under \$10) Violation of dress code policy (BOE Policy 5511) Use of unauthorized electronic device on bus, in and after school, or at school events (BOE Policy 2363) Unauthorized recording or photography of students or staff (BOE Policy 5516) Failure to serve detention</p>	<p><b>Required Actions:</b> <u>Parent phone call, admin/student conference, log incident into Realtime</u></p> <p><b>Restorative Support Options</b> Apology Restitution Behavioral Contract Check In/Check Out Connect and Reflect Assignment Daily/Weekly Report Corrective Restitution Plan Review Meeting Referral to I&amp;RS, Health Service, Counselor, CST Conference with Parent/Guardian Social Story Behavior Map Formal Behavior Plan</p> <p><b>Possible Consequences:</b> After School Detention Before School Detention Recess Detention (Not to Exceed 20 Minutes) Privilege Loss Lunch Detention Financial Restitution (Theft) Warning Bus Suspension</p>	<p><b>Administrative Referral</b> Leaving building/ school grounds Instigation/ incitement to fight Physical altercation (ex. close fist fight) Inappropriate language or gestures directed at others Damage or vandalism to school property/technology Theft (over \$10) Harassment, intimidation, bullying (BOE Policy 5512) Possession of a toy weapon Possession of an authentic weapon Possession or distribution of illegal substances Violating the rights of others (hazing, hate speech, slurs) Tampering alarms or making false emergency calls Making threats Sexual harassment (BOE Policy 5751) Physical aggression towards staff member Knowingly making false accusations about a student or staff member Unauthorized recording or photography of students or staff (BOE Policy 5516)</p>	<p><b>Required Actions:</b> <u>Parent phone call, teacher/student conference, log incident into Realtime</u></p> <p><b>Other Restorative Support Options</b> Behavioral Contract Connect and Reflect Assignment Corrective Restitution Plan Review Meeting Referral to I&amp;RS, Health Services, Counselor, CST Threat Assessment (Threat) Social Story Behavior Map Formal Behavior Plan</p> <p><b>Other Additional Consequences:</b> Financial Restitution (Theft) After School Detention(s) Before School Detention(s) Conference with Parent/Guardian Loss of Privileges Recess Detention(s)-Not to Exceed 2 per Week Lunch Detention(s) Bus Suspension Suspension Expulsion</p>

Teachers are to follow the district Code of Conduct when addressing behavior and giving discipline consequences. All parent contact regarding discipline is expected in the form of a parent phone call, not via Class Dojo or email. Email and Class Dojo are supplemental means of communication and can be conducted in conjunction with a phone call. Parent contact and consequences are to be recorded in Real Time. Please follow procedures outlined in the Code of Conduct to determine when a break of school policy should be reported to administration by way of a discipline referral.

*Please do not send students to the main office. Complete the administrative referral form and send the completed form only to the office.* If there is an emergency situation, please call the main office for assistance and use the chart below to report the severity of the behavior. Do not leave a message. When a staff member calls on the telephone or uses the handheld radio to request for assistance, they must indicate the level of behavior and room number in which the incident is taking place.

*No pupil is to be left unsupervised at any time either in the classroom or hallways.*

### **Administrative Discipline Referrals**

Administrative office referrals must be completed using the paper administrative referral form available in the main office. It is expected an administrative referral is submitted on the day in which the incident occurred, so that students can be interviewed and parents contacted. Please submit the written referral on your next available non-instructional time, such as lunch or prep. If the incident occurs at the end of the day or after your non-instructional periods, contact the office and then send the referral to the main office in a sealed envelope. If the incident or infraction is severe in nature and requires immediate attention, please contact the main office immediately.

### **Academic Integrity**

The East Greenwich Township School District students are expected to observe the highest standards of integrity when meeting the requirements of his or her academic curriculum. Pupils are expected to be honest in all of their academic work. This means they will not engage in the following acts:

- cheating on examinations and assignments.
- plagiarism on any academic work
- Falsifying, altering or tampering with official passes, notes, grades, or signatures.

Violation of BOE policy 5701 will result in a parent phone call and a student conference. In the event of plagiarism or cheating, the student may receive a zero on that assignment. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must

describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

### **Threats Towards Another**

The Board of Education directs all school district staff members to be alert to a student who exhibits warning signs of destruction to others. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the principal or designee. A threat assessment will be conducted by the principal or designee and disciplinary action will occur. Threats to others may be brought to the attention of the Threat Assessment Team for further evaluation. At the conclusion of the threat assessment, the child may be referred to outside counseling and/or support services or he or she may be required to be evaluated and cleared by a mental health specialist prior to returning to school.

### **Suspensions/Expulsions**

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him or her, or of the habitual use of profanity or of obscene language or actions, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension and expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A 18A:37-2 and the school district's student discipline/code of conduct policy and regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.