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Pupil Code of Conduct Student/Parent Guide

2018-2019

WILLINGBORO PUBLIC SCHOOL DISTRICT

Dr. Ronald G. Taylor, Superintendent of Schools

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Mr. Kelvin Smith, CPA, School Business Administrator/Board Secretary

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Willingboro Public Schools

<u>School Name</u>	<u>Administration</u>	<u>Telephone Number</u>
Hawthorne Park Elementary School	Mr. Dumar Burgess, Principal Ms. Dezoray Moore, Assistant Principal	609-835-8960
J. C. Stuart Early Childhood Development Center	Ms. Teresa-Anne Lucas, Director Dr. Adrian Cora-Waters, Assistant Principal	609-835-3881
Twin Hills Elementary School	Mr. Sonya Nock-Lemons, Principal Ms. Barbara Coleman, Assistant Principal	609-835-8980
W. R. James Sr. Elementary School	Dr. Sylvia Miles-Wright, Principal Ms. Lori Binczewski, Assistant Principal	609-835-8940
Levitt Intermediate School	Ms. Nadine Tribbett, Principal Ms. Patrice Clark, Assistant Principal	609-835-8930
Memorial Middle School	Mr. Ellis Brown, Principal Ms. Ruhi Ahmed, Assistant Principal Ms. Chrystal Walker, Assistant Principal	609-835-8700
Willingboro High School	Ms. Kimberly Ash, Principal Mr. Harold Booker, Assistant Principal Ms. Theresa Hipplewith, Assistant Principal Ms. Phillip Crisostomo, Assistant Principal	609-835-8800
Willingboro Alternative Education School	Ms. Alicia Turner-Biddle, Assistant Principal	609-835-8900

District Mission Statement

The mission of the Willingboro School District is to successfully educate all students through high expectations, a commitment to excellence, and equal access to a comprehensive educational program, emphasizing the belief that all students will learn and become responsible, literate, thinking and contributing members of society.

District Vision Statement

In our vision for the future, our key word is ALL. No longer can any school district shoulder the entire responsibility for the education and social well being of our children. Rather, we must ALL work together and share in that responsibility. Our strength will be a collective strength; with students, families, communities, the Board of Education, teachers, support staff, administrators, and local business all working together to improve learning and teaching in the Willingboro Public School District. Critical decisions that impact all of us will be shared decisions.

In our vision, we see families actively involved in our children's learning; sharing their own knowledge and expertise, helping teachers, tutoring students, and when appropriate, learning alongside students. We see family members who feel comfortable visiting classrooms and talking with school personnel but are also willing to help us teach our students outside classroom walls. We see each school community as an extended family in which we ALL look out for each other's children and ALL help each other learn and grow.

In our vision, we see teachers as adult learners who have the administrative support, the professional obligation, to become education leaders. Our teachers will have more time: time to share and collaborate with each other, time for thoughtful reflection and careful planning, time to work more closely with students on an individual basis, and time to become more involved in the community. Our teachers will be actively involved in making decisions that directly affect them: decisions about staff development, curriculum development, scheduling, and allocation of resources.

In our vision, we see students as both ambassadors of their culture and as citizens. In our schools students learn about social climate while they learn the contents and skills they will need to be self-sufficient and responsible world citizens. Our schools celebrate the differing "gifts" bestowed upon our students. We acknowledge and accommodate different interests, different learning styles, different learning rates, different kinds of intelligence, and different ways of knowing. Above all, however, we expect the very best from all of our students because we know that they are capable; and so do they.

In our vision, we see school facilities which are technologically state of the art. We see computer terminals at every desk and we see technology used as an important instructional tool to achieve excellence. In our schools, we stress that ALL members of the school family should be technologically literate. Our schools will see sufficient resources to provide inviting facilities, adequate equipment, and a student / teacher ratio that affords each student the opportunity to achieve his/her maximum potentials. Our schools will encourage and foster an atmosphere which values excellence, discipline and mutual respect.

PURPOSE OF THE STUDENT CODE OF CONDUCT

The Willingboro Board of Education believes that an effective School Discipline Program is an integral component within the educational process. Discipline programs succeed when they identify and address the needs of all the participants. Certain rights and responsibilities are inherent in such a system. The foundation of good discipline is proper communication of these elements to ensure understanding by all participants. This system provides affirmation of the participant's' rights and responsibilities. The Board of Education confirms its obligation to the community to provide a consistent, fair, and effective application of rehabilitative discipline standards.

The WILLINGBORO PUBLIC SCHOOLS STUDENT CODE OF CONDUCT is established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the Student Code of Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

Standards of Conduct

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 all Willingboro Schools. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

- Students will comply with all general requirements, all student discipline guidelines, and all student conduct expectations of the Code of Conduct.
- Students will wear the school district identification card while on school premises. Failure to comply will be deemed as “Open Defiance of Authority”.
- Students will walk in the hallways, in the lunchroom, and in the multipurpose room during assemblies and meetings.
- Students will follow the directions of all teachers and staff members the first time and without argument.
- Students will speak appropriately, not screaming, yelling, or making loud noises in the hallways, in the lunchroom, and in the multipurpose room during assemblies, performances, and meetings.
- Students will not throw paper and/or objects in the school building or on the school property.
- Students will not deface or damage school property.
- Students will use formal language in the school – use of inappropriate language is not acceptable.
- Students will adhere to the District Uniform Code.
- Students will be quiet and cooperative during all emergency situations and/or evacuations, including drills. It is imperative that students be able to hear and follow directions during emergency situations.
- Students will not engage in any activity or behavior which creates a safety hazard or in any way endangers any student or staff member.

Specifically,

- Students will not throw paper and/or other objects.
 - Students will not hit, poke, kick, or touch anyone.
 - Students will not tease or harass anyone.
 - Students will not bring any banned objects or inappropriate materials to school.
- Students may not have food or beverages in hallways or other areas of the school building.
 - Students may not chew gum and candy during school hours.
 - Students may not engage in the solicitation of any kind, with the exception of board approved student activities.

SCHOOL SUPPORT STRATEGIES

Positive Behavior Support and Intervention

Every effort will be made to encourage and support positive behavior. Positive behavior supports are included in the Pupil Code of Conduct at every level of misconduct.

Each school has developed strategies for teaching and reinforcing positive behavior. Programs at the school should include the following:

Conflict resolution, mediation, violence prevention, and peer leadership.

In addition, specific plans for incentives and rewards, as a part of a coordinated effort to recognize students who have consistently demonstrated acceptable behavior, will be implemented in all schools.

Intervention and Referral Services (I&RS)

As mandated by state code (N.J.A.C. 6A:16—8), each school must implement a coordinated system for the planning and delivery of intervention and referral services designed to assist students who are experiencing learning, behavior or health difficulties.

The Willingboro Public Schools has selected a collaborative model for the operation of the school-based I&RS Team. Consistent with the model, team members and individuals requesting assistance will jointly identify the specific student problem and, by consensus, develop and implement an I&RS pupil assistance plan. The assistance plan is usually implemented by the classroom teacher and monitored by an I&RS Team member. Within a specified time frame, the I&RS Team reconvenes to discuss the effectiveness of the assistance plan. Based on data collected, the appropriate next steps are identified to further address students' needs.

STUDENT 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 any Willingboro school. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students will comply with all general requirements, all student discipline guidelines, and all student conduct expectations of the Code of Conduct.
2. Students will be in daily attendance and punctual to class.
3. Students will be prepared for class assignments and activities, as required.
4. Students will follow the directions of all teachers and staff members the first time and without argument.

5. Students will not loiter or roam the hallways.
6. Students will adhere to school, classroom, and transportation rules and regulations.
7. Students will adhere to the District Uniform Code; and maintain a clean, neat, inoffensive personal appearance.
8. Students will walk in the hallways, in the lunchroom, and in the multipurpose room during assemblies and meetings. Students will refrain from physical horseplay.
9. Students will speak appropriately, not screaming, yelling, or making loud noises in the hallways, in the lunchroom, and in the multipurpose room during assemblies, performances, and meetings.
10. Students will use formal language in the school – use of inappropriate language is not acceptable.
11. Students may not wear any article of clothing that is not part of the Board approved school uniform (I.e. hoodies, sweatshirts, sweatpants, jeans) or preapproved by the Building Principal as part of an authorized school activity (I.e. picture day, Spirit Week).
12. Students will not use electronic devices, including headphones, that are not authorized for instructional purposes.
13. Students will not throw paper and/or other objects in the school building or on the school property.
14. Students will not deface or damage school property.
15. Students will be quiet during all emergency situations and/or evacuations, including drills. It is imperative that students be able to hear and follow directions during emergency situations.
16. Students will not engage in any activity or disruptive behavior which creates a safety hazard or in any way endangers any student or staff member.

Specifically,

- Students will not throw paper and/or other objects.
- Students will not hit, poke, kick, or touch anyone.
- Students will not tease or harass anyone.
- Students will not bring any banned objects or inappropriate materials to school.

17. Students may not have food or beverages in hallways, classrooms or areas of the school building other than the cafeteria.
18. Students may not chew gum or candy during school hours.
19. Students may not engage in the solicitation of any kind during school hours, with the exception of Board approved student activities.

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 school. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students will adhere to the school conduct expectations and the student conduct guidelines.
2. Students will complete all homework assignments and bring all required materials to school or class every day, including any district issued technology. Students will be prepared for class and ready to learn.
3. Students will not create an unsafe learning environment.

Specifically,

- Students will not throw paper and/or other objects.
 - Students will not hit, poke, kick, or touch anyone.
 - Students will not tease or harass anyone.
 - Students will not bring any banned objects or inappropriate materials to class.
4. Students will return all notices, tests, or other information requiring parent/guardian signatures as required by an administrator, teacher, or staff member.
 5. Students will respect all staff members, other students, and school property. This includes the following:
 - Use of formal language in school – use of inappropriate language is not acceptable.
 - Keep hands and feet to oneself – refrain from touching, hitting, kicking, poking, 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 including covering books when required and not writing on desks.
 - Follow all protocols for the proper care and usage of district issued technology.
 6. Students will respect the instructional time and will not behave in any manner that requires teacher or staff member redirection or intervention.

- Raise your hand before speaking – do not call out for attention.
 - Raise your hand for attention and wait for the teacher or an adult to recognize your raised hand.
 - Sit in your assigned seat until given permission to get out of the seat.
Specifically, raise your hand, wait to be recognized by the teacher or adult in charge, request permission to sharpen a pencil or use the bathroom pass. Stay in your seat until the teacher dismisses the class or gives direction – even if the bell rings.
7. Students will follow the directions of all teachers and staff members the first time and without argument.
 8. Students will not engage in disruptive behavior.
 9. Student will not leave a class without an authorized pass.
 10. Students may not have food or beverages in class except during class celebrations.
 11. Students will adhere to the District Uniform Code.
 12. Students will follow all additional classroom rules established by the classroom teacher.
 13. Students may not chew gum and candy while in-class during school hours.
 14. Students may not engage in the solicitation of any kind, with the exception of board approved activities.

CAFETERIA/LUNCH TIME CONDUCT EXPECTATIONS

The Willingboro Board of Education believes that all students should behave appropriately at all times and during all activities in all Willingboro Schools. The Cafeteria/Lunch time Recess time is 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 will wear the school district identification card during school hours; and present their identification card upon request.
3. Students may not leave the cafeteria without permission.
4. Students will follow the directions of all staff members the first time and without argument.
5. Students will not engage in disruptive behavior.
6. Students will not throw food, paper and/or other objects.
7. Students will not toss trash or refuse at a trash can.
8. Students will form an orderly line for food and will not get in front of anyone. A student will join the line at the end of the food line.
9. Students may not bring soda to school or to lunch.
10. Students may not take any food from the cafeteria including outside for lunch recess.

11. Students will not hit, poke, kick, or touch anyone.
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 formal language in school – use of inappropriate language is not acceptable.
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 not run or jump in the cafeteria.
17. Students will remain seated unless given permission to get out of their seat.

TRANSPORTATION CONDUCT EXPECTATIONS

The school bus is an extension of the classroom. All other expectations of conduct apply to this environment and violations of the code of conduct policies may result in the interruption of bus service for time consistent with the level of infraction. A pupil may be excluded from the bus for disciplinary reasons by the principal, and his or her parents will be required to provide transportation for the student to and from the school during the period of such exclusion.

Students must comply with all school rules while traveling on a school bus to or from school, or to and from any school-related activity. Students shall be disciplined for offenses of the Code of Student Conduct which occur while going to and from their homes or school-sponsored activities. The principal may suspend any student from school or from riding the bus if the student commits an infraction covered by the Student Code of Conduct.

The driver shall be in full charge of the bus at all times and shall be responsible for order. Disruptive students will be reported to the principal of the school he or she attends.

Students must cooperate with the drivers by observing the following policies:

1. Pupils should be on time at the designated bus stop. **Buses cannot wait.**
2. Students will wear the school district identification badge during school hours. The identification card must be presented upon request.
3. Pupils must stay off the roadway at all times while waiting for the bus.
4. Pupils must wait until the bus has come to a stop before attempting to enter or leave.
5. Pupils must not move around or change seats on the bus. Seatbelts must be buckled securely.

6. There will be no loud talking. Normal conversation is permissible.
7. Pupils must keep their hands and heads inside the bus at all times.
8. Throwing articles of any kind is very dangerous and will not be tolerated.
9. Any damage to the bus will be reported to the driver at once.
10. Pupils will help to keep the bus clean, sanitary and orderly.
11. No eating or smoking on the bus at any time.
12. Fighting or using obscene language or signs on the bus will not be tolerated. Fighting on the bus will result in suspension. When a student is suspended from the bus, parents must provide transportation.
13. When crossing the highway after leaving the bus, pupils will cross in front of the bus after first looking in both directions. Bus drivers shall enforce all the above regulations governing the conduct of pupils when being transported in buses. Drivers have the right to assign pupils to certain seats, if necessary, to promote order on the bus.

GENERAL CONDUCT REQUIREMENTS

Smoking

The State of New Jersey prohibits smoking and/or possession of tobacco products by pupils or adults at any time on school premises, and on any transportation vehicle supplied by the school district. Smoking and/or possession of tobacco products, including electronic smoking devices, by anyone is prohibited on school grounds, school buildings, and school property.

Cell Phones

Students are permitted to bring cell phones into the school building. Prior to entering the building students must shut off the phones. 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 from the activity. The phone must be shut off during the approved school-based activity.

Parents, adults, and community members are requested to silence cell phones during approved school-based activities and school meetings.

Parents, adults, and community members are also requested to silence cell phones on school grounds and are not permitted to be in conversations on their cell phones while in any school, especially in the school's main office.

Refusal to comply will result in removal from the event and a mandatory parent conference.

Use of Office Phone

Students may not use the office phone for personal calls except in an emergency and only with staff permission. Parents 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.

Contacting a Student During the School Day

Parents may come to the school office to leave a message for a student. We will not interrupt classes or student's education for forgotten items. Please make sure students have keys, lunches, homework, and school required documents before they leave home in the morning.

Suspension/Expulsion

The administration has the authority to suspend and/or recommend expulsion in cases of flagrant and continuing misconduct. Appropriate due process will be followed by the school administration in all cases of discipline. At the discretion of the administration, parent conferences will be held prior to reinstatement of students from suspension. One parent or legal guardian must come to the school and meet with the Principal before the student will be readmitted to school. A phone conference does not replace a face to face conference at the school.

Additionally, if a student is suspended mid-day for the remainder of the school day, a parent or legal guardian must come to the school to take the student home. The parent must leave work, if necessary, to come to the school. Parents are responsible for their son/daughter's behavior in the school.

Any student suspended or expelled from school may not be on school grounds at any time during the suspension or expulsion. Students may not attend any school activity during the suspension or expulsion period.

If the administration deems appropriate, the students will be placed on an activity suspension.

Activity suspension includes, **but is not limited to**, ineligibility to participate/attend the following:

- **All** extracurricular activities.
- School evening programs.
- Home and away sporting events.

- Field trips.
- Class trips
- **All** assembly programs.
- Senior Prom.
- Graduation

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

The Willingboro Board of Education believes that WILLINGBORO Schools should provide a safe and positive educational learning environment. The Board believes that students should conduct themselves appropriately in all areas of the school and in all classrooms. The primary goal of Willingboro Public Schools is for all students to become lifelong learners in a school culture that promotes educational excellence through high academic standards.

Our schools make every effort to promote positive behaviors and relationships among students. A special note is made in regards to elementary student acceptable behavior. The cooperative efforts of school personnel and parents are crucial in articulating, developing and enforcing expectations for a positive school climate and culture.

The following guidelines apply to all students whenever school jurisdiction is applicable. NOTE: All misconduct that violates NJ Laws will be referred to the police department and may result in criminal charges.

- 1. Alcohol/Drug Offense (Including over the counter medication) – Possession** (Refusal to comply with district rules and state law shall be considered an offense).
 - **First Offense:** 2 day to 10 day suspension; mandatory drug screening; referral to police if substance is a controlled substance illegally possessed; referral to Student Assistance Coordinator.
 - **Subsequent Offenses: Recommendation for long term suspension (greater than 10 days) and or change in instructional placement; drug screening; police notification if substance is a controlled substance illegally possessed.**
- 2. Alcohol/Drug Offense (Including over the counter medication) – Use** (Refusal to comply with district rules and state law shall be considered an offense).
 - **First Offense:** 2 day to 10 day suspension; mandatory drug screening; referral to police if substance is a controlled substance illegally possessed; referral to Student Assistance Coordinator.
 - **Subsequent Offenses: Recommendation for long term suspension (greater than 10 days) and or change in instructional placement; drug screening; police notification if substance is a controlled substance illegally possessed.**

3. Assault on School Employee

Recommendation for long term suspension (greater than 10 days) and or change in instructional placement; police notification

4. Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code

Shall be handled on a case by case basis depending on the severity of the offense. Consequences for such conduct is at the discretion of the building principal or his/her designee.

5. Bias Incident/Crime (Engaging in biased conduct that either directly or indirectly causes intimidation, harassment, or physical harm to another member of the school community or disrupts the educational process).

- **First Offense: Suspension up to 10 days pending; referral for counseling services; police notification**

6. Bomb Threats (resulting in evacuation of the building and/or police intervention)

- **First Offense: 2 day to 10 day suspension; police notification**
- **Subsequent Offenses: Recommendation for long term suspension (greater than 10 days) and or change in instructional placement; police notification.**

7. Cafeteria/Lunch Disruption

- **All students will adhere to all conduct outlined in the Cafeteria/Lunchtime of Conduct Expectations.** Elementary students in grades K-4 are outlined below:

Grades Kindergarten - Grade 4

- **First Offense:** Teacher notified of disruption and student/teacher conference.
- **Second Offense:** Parent notified of disruption, administrative detention.
- **Third Offense:** Parent notification letter of infraction/issue from Principal with copy to Student File.
- **Fourth Offense:** Five (5) day suspension of cafeteria privileges. Parent must meet with school administration to schedule the student's lunch period for 5 days.
- **Subsequent Offense:** Permanent suspension of cafeteria privileges. Parent meet with school administration to schedule an alternative for the students' lunch period every day, according to administrative discretion.

8. Cheating (Assignment, Test, Quiz)/Plagiarism (All grades)

- **First Offense:** Student to receive “0” for the assignment or assessment; administrative detention.
- **Second offense:** Student assigned to in house alternative instruction site; failure of assignment; loss of privileges
- **Third Offense:** short term Out of School Suspension; failure of assignment.
- **Subsequent Offense:** Consequences according to administrative discretion, failure of assignment and class.

9. Class Disruption (All grades)

(Including, but not limited to: excessive talking, lateness, inappropriate comments, 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 a teacher detention when she/he determines that it is appropriate given the frequency or severity of the violation or noncompliance with the classroom conduct expectations. A teacher assigned detention is scheduled by the teacher and is served with the teacher for a period of 30 minutes.

Kindergarten – Grade 4 – Progressive Consequences:

For students in Kindergarten – Grade 4, the parent will receive notice of the date of the teacher detention. School staff assigning a detention for lunch or after school will send a note home to the parent requiring the parent signature and return to the teacher. (teacher detention with notice).

- a.If a student accumulates three (3) teacher detentions, the parent/guardian must attend a conference with the teacher.(teacher detention with notice and conference).
- b.If a student accumulates four (4) teacher detentions (a teacher detention assigned after a parent/guardian conference with the teacher), the student will serve the teacher detention, a discipline letter from the Principal will be sent to the parent/guardian which documents the repeated and uncorrected disruptive classroom behavior with a copy in the student’s file, and the parent/guardian must attend a face to face conference with the Principal and the teacher.(teacher detention, letter, and conference).
- c.If a student accumulates five (5) teacher detentions (a teacher detention assigned after the conference with the Principal), the student will be suspended from school for one day in accordance with the Suspension/Expulsion policy and regulations. Parent conferences will be held prior to reinstatement of students from suspension. One parent or legal guardian must come to the school and meet with the Principal before the student will be readmitted to school. A phone conference does not replace a face to face conference at the school. (teacher detention, suspension). In addition to teacher detentions, student will be written up and adhere to administrative consequences.
- d.If a student accumulates six (6) teacher detentions (a teacher detention assigned after the school suspension, the student will be suspended from school pending I&RS meeting.

e. Continued classroom disruption after the I&RS meeting, student will be suspended pending a review of the I&RS recommendations and parent meeting with the school administration.

10. Technology Acceptable Use Policy Violation

- **First Offense:** Warning plus explanation - up to two (2) day suspension depending on the nature of the incident; confiscation of device (if school issued) for duration of suspension.
- **Subsequent Offenses:** Suspension up to five (5) days. Loss of Internet privileges. May result in long term device confiscation of school issued devices.

11. Creating a False Alarm (This includes but is not limited to staged play fighting, tampering with safety devices such as fire alarms; deliberately causing an undue activation of an emergency response plan and any other activity that causes the building, or portions of the building, to locked down or evacuated)

- **First Offense:** Suspension up to (10) days. Police notification.
- **Subsequent Offenses:** Long term suspension; recommendation for change in instructional placement; police notification.

12. Cutting Detention

- **First Offense:** Original Detention reassigned plus an additional Detention is added.
- **Subsequent Offenses:** Original Detention reassigned plus an additional Detention is added.

If a student accumulates three (3) Detentions, the student is assigned to the in house Alternative Instructional Site (AIS) for a period of time deemed appropriate by the building principal or his/her designee with loss of privileges. Failure to report to AIS may result in Out of School suspension.

Parent conferences will be held prior to reinstatement of students from suspension. One parent or legal guardian must come to the school and meet with the Principal and/or Assistant Principal before the student will be readmitted to school. A phone conference does not replace a face to face conference at the school.

Chronic unmodified misconduct may result in the activation of a progressive disciplinary intervention plan including, development of a Behavior Contract, a referral for I & R S services and/or referral for an alternative instructional placement.

Cutting Teacher Assigned Detention

- **First Offense:** Teacher assigned detention is reassigned plus an additional teacher detention is added.

- **Subsequent Offenses: Student is** assigned administrative detention. If student does not attend administrative detention, he/she will be assigned to the in house Alternative Instructional Site for a period of days deemed appropriate by the building principal or his/her designee.

If a student accumulates three (3) teacher assigned detentions the Kindergarten – Grade 4 Progressive Consequences Progressive Consequences are implemented which include parent/teacher/administrative conferences, administrative detention, alternative instruction and out of school suspension.

Willful Disobedience

- **First Offense:** Parent conference, detention, and/or suspension. Suspension for 1 – 3 days dependent on the nature of the offense.
- **Second Offense:** Suspension up to 5 days, alternative instruction.
- **Subsequent Offenses:** Up to 10 days out of school suspension and mandatory parent conference with the Principal and/or Assistant Principal.

Open Defiance of Authority

- **First Offense:** Up to 10 days out of school suspension dependent on the nature of the offence and mandatory parent conference with the Principal and/or Assistant Principal.
- **Subsequent Offenses:** Recommendation for long term suspension and/or recommendation for immediate change in instructional setting.

Destruction of Property

- **First Offense:** Suspension up to ten (10) days, restitution, and possible police notification.
- **Subsequent Offenses:** Recommendation for long term suspension and/or recommendation for immediate change in instructional setting

Uniform Code Violation

- **First Offense:** Attempts will be made to resolve the problem through change of clothing, explanation with warning, detention, and parental notification.
- **Second Offense:** In house Alternative Instruction Site. Parental notification and conference with the Principal and/or Assistant Principal; Loss of privileges for a period of time to be determined by the principal or his/her designee
- **Subsequent Offenses:** Will result in loss of participation in all extracurricular activities and a referral for placement in the Willingboro Alternative Education School.

Electronic devices, including Cell Phones and Headphones, during the Instructional Day

- **First Offense:** Administrative Warning and parental notification.

- **Second Offense:** Subject to confiscation and parental notification.
- **Third Offense:** Placement in In House Alternative Instruction Site, confiscation and parental notification. Failure to surrender the phone will be deemed as “Open Defiance of Authority” and result in the appropriate consequences as outlined in the Code of Conduct
- **Subsequent Offenses:** Recommendation for instructional placement at the Willingboro Alternative School

Endangering the Welfare of Others, Hazardous Behavior, throwing Objects of Any Kind

- **First Offense:** Detention; placement in house Alternative Instructional Site; loss of privileges; Out of School Suspension up to 10 days and parental notification.
- **Second Offense:** placement in house Alternative Instructional Site; loss of privileges; Out of School Suspension up to 10 days and parental notification.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

False Fire Alarm (s)

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Fighting and/ or Including Assault

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Firecrackers, Smoke bombs, Stink Bombs (Possession or use of same)

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Gang Activity and/or Involvement

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Harassment/Bullying/Intimidation

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.

•**Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Inappropriate Behavior – Student Behavior Which is Not Appropriate for the School Setting

Parent conference, student conference, alternative instruction suspension, and/or discipline outlined in the code of conduct infractions.

Lateness to School - Morning Lateness

Students arriving at school after the admission bell are disruptive. Students are expected to arrive at school on time and ready to learn. Elementary students in grades Pre-K through 5 are outlined below:

Pre-K – Grade 2

- **Third Offense:** If a student is late three (3) times, a letter will be sent to the parent.
- **Fourth Offense: Letter to the parent, a copy to the Attendance/Truancy Officers and a copy in student file.**
- **Fifth Offense:** Parent Conference, in addition, 5 unexcused late arrivals will be considered 1 unexcused absence.
- **Subsequent Offenses: Negligence and/or truancy charges will be referred to the Truancy Officer and the Director of Safety, Security and Student Attendance.**

Grades 3 - 4

- **Third Offense:** If a student is late three (3) times, a letter will be sent to the parent.
- **Fourth Offense:** If a student is late four (4) times, a letter from the Principal with a copy to the District Attendance/Truancy Officer and parent/guardian.
- **Fifth Offense:** Letter to the parent and student file, with a copy to the District Attendance/Truancy Officer; and a 30 minute after school attendance detention is assigned to the student.
- **Subsequent Offenses:** Additional after school attendance detentions. Letter to the parent and student file, with a copy to the District Attendance/Truancy Officer. Negligence and/or truancy charges will be considered.

Grades 5 - 12

- **Third Offense:** If a student is late three (3) times, a letter will be sent to the parent and copy to students file. Student will be assigned an administrative detention.
- **Fourth Offense:** If a student is late four (4) times, a letter from the Principal with a copy to the District Attendance/Truancy Officer, Guidance Counselor and parent/guardian.

- **Fifth Offense:** Letter to the parent from the Principal and student file, with a copy to the District Attendance/Truancy Officer, Guidance Counselor; and a 35 minute after school attendance detention is assigned to the student.
- **Sixth Offense:** Additional after school tardy detentions. Parent conference with Principal and/or Assistant Principal, District Attendance/Truancy Officer, and Guidance Counselor. Negligence and/or truancy charges will be considered.
- **Subsequent Offenses: Referral to Attendance/Truancy Officer. Negligence and/or truancy charges will be considered. Referral to Willingboro Alternative School**

Leaving School Property Without Permission

- **First Offense:** 1 day placement in In House Alternative Instructions Site;, parental notification and mandatory conference with the Principal and/or Assistant Principal; loss of privileges.
- **Second Offense:** 2 day placement in In House Alternative Instructions Site;, parental notification and mandatory conference with the Principal and/or Assistant Principal; loss of privileges.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Obscene/Profane Language or Gestures (Verbal or Written)

- **First Offense:** Placement in In House Alternative Instructional Site up to 3 days depending on the nature of the incident, administrative detention/alternative instruction suspension. Parental notification and conference with the Principal and/or Assistant Principal.
- **Second Offense:** Out of School Suspension up to 10 days. Parental notification and conference with the Principal and/or Assistant Principal.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Obscene/Profane Language or Gestures Directed At Staff Members(Verbal or Written)

- **First Offense: Out of School** Suspension up to 10 days depending on the nature of the incident, single or multiple days in Alternative Instruction Suspension. Parental notification and conference with the Principal and/or Assistant Principal.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Pornography – Viewing, Possession of and/or Distribution

- **First Offense:** Student/parent conference and Principal and/or Assistant Principal. Suspension up to 10 days. Police intervention. (Depending on nature of the incident).
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Possession of Tobacco Products

- **First Offense:** 1 day placement in In House Alternative Instruction Site and \$25.00 fine. Parental notification and conference with the Principal and/or Assistant Principal and Student Assistance Coordinator; Loss of privilege.
- **Second Offense:** 3 day placement in In House Alternative Instruction Site and \$50.00 fine. Parental notification and conference with the Principal and/or Assistant Principal and Student Assistance Coordinator; Loss of privilege.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Possession or Use of a Gun or Other Weapon or Use of Any Implement as a Weapon

- **All Offenses:** Recommendation for long term suspension; Placement in alternative instructional setting; Police notification.

Racial or Ethnic Slurs

- **First Offense:** Student/parent conference. Up to 3 days in In School Alternative Instructional Site; Loss of privilege.
- **Second Offense:** Up to 10 days Out of School Suspension; Loss of privileges.
- **Subsequent Offense:** Recommendation for long term suspension; Placement in Willingboro Alternative School.

Sale or Distribution of Drugs/Alcohol (Including over the counter medication) or Possession with Intent to Distribute

- **All Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Sexual Harassment/Bullying

- **First Offense:** Student/parent conference. Out of School Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Smoking/Using Tobacco Products

- **First Offense:** 1 day placement in In House Alternative Instruction Site and \$25.00 fine. Parental notification and conference with the Principal and/or Assistant Principal and Student Assistance Coordinator; Loss of privilege.
- **Second Offense:** 3 day placement in In House Alternative Instruction Site and \$50.00 fine. Parental notification and conference with the Principal and/or Assistant Principal and Student Assistance Coordinator; Loss of privilege.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Suspected Alcohol/Drug Offense: Student will undergo drug screening process specifically, evaluation by school nurse, interview with the Principal/Assistant Principal, Guidance Counselor and Student Assistance Coordinator; and immediate examination by physician selected by parent or guardian or if not immediately available, by the a District approved medical facility. This must be completed within 24 hours. If the

School Doctor is not immediately available, the student shall be examined in the hospital emergency room, accompanied by a member of the staff designated by the Principal, and a parent or guardian, if available. A written report of that examination shall be furnished within 24 hours by the examining physician to the Assistant Superintendent - Chief of Schools. If it is determined that the pupil was under the influence of alcohol or other illegal substance, the student shall be referred for a long term suspension and placement in an alternative instructional site. Any discipline that is ordered in relation to the immediate examination shall be consistent with the policy on the use and/or possession of alcohol or other illegal substances and these guidelines.

Terroristic Threats Against Individuals and the School (Verbal or written)

- **First Offense:** Student/parent conference with the Principal and/or Assistant Principal. Suspension up to 10 days. Police intervention.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Theft

- **First Offense:** Student/parent conference with the Principal and/or Assistant Principal. Suspension up to 10 days. Police intervention. Restitution.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Threat on a School District Employee

- Student/parent conference with the Parent and/or Assistant Principal. Suspension up to 10 days;
- Police intervention; Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification.

Trespassing on School District Property

- **First Offense:** Up to 10 days out of school suspension. Police intervention. Parental notification and conference with the Principal and/or Assistant Principal.
- **Second Offense:** Recommendation for long term suspension; Placement in Willingboro Alternative School; Police notification

Truancy - 10 unexcused absences will be considered truant and referred to the Truancy Officer.

Truant student will be placed on an Attendance Improvement plan designed to identify and resolve factors that give rise to truancy.

Violation of School Conduct Expectations or General Conduct Requirements

- **First Offense:** Student conference with Principal/Assistant Principal, Guidance Counselor and Staff member. Parental notification and conference. Possible Detention or suspension depending on the nature of the offense.

- **Second Offense:** Suspension up to 10 days. Parental notification and conference with Principal and/or Assistant Principal. Possible police intervention depending on the nature of the violation.
- **Subsequent Offenses:** Recommendation for long term suspension; Placement in Willingboro Alternative School.

WILLINGBORO Public Schools Student Code of Conduct Infractions / Consequences

Grades 5 through 12

Consequences for student misconduct have the purpose of empowering students to understand, correct and take control of their own behavior.

CODE	CONSEQUENCE
AW	Administrative Warning
TD	Teacher Detention
AD	Administrative Detention
AIS	Alternative Instruction Suspension
OSS	Out-of-School Suspension
PS	Pass Restriction

Note: All disciplinary infractions will result in a phone call made to the parent/guardian.

INFRACTION	CONSEQUENCE 1 ST OFFENSE	CONSEQUENCE 2 ND OFFENSE	CONSEQUENCE 3 RD OFFENSE	CONSEQUENCE BEYOND 3 RD OFFENSE
ASSAULT				
Fighting	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 pre-meditated fight is characterized as assault)			

Assault	Depending on the severity of the assault, the following consequences may apply: Detention, Alternative Instruction, Short-Term OSS (Simple Assault) or OSS, Long-Term Suspension, Alternative Placement (Aggravated Assault) ; police notification.			
Sexual Assault	Depending on the severity of the incident, the consequences could be multiple days OSS or Long Term Suspension, Alternative Education School Placement (pending BOE discipline hearing) and Police notification.			
Physical Contact with staff member or administrator	Automatic OSS, parent conference, referral to police, possible BOE hearing.			
CONTROLLED SUBSTANCE POSSESSION, DISTRIBUTION, USE (including drugs and alcohol)	Disciplinary consequences will be issued depending upon level of infraction.			
HARASSMENT / INTIMIDATION / BULLYING (HIB)	Depending on the severity of the violation, the following consequences may apply: Warning, parent conferences, detention, Alternative Instruction, OSS or Long Term Suspension/Alternative Education School Placement (pending a hearing).			
MISCONDUCT				
Academic Dishonesty				
Forgery of administrator, teacher, or	AD	Alternative Instruction	Single or multiple days	Consequences according to
parent's signature			OSS	administrative discretion
Alteration of grade reporting, medical excuses, or other school documents	Consequences according to administrative discretion			
Plagiarisms	AD (Possible failure of class or assignment)	Alternative Instruction (Possible failure of class or assignment)	Single or multiple days OSS (Possible failure of class)	Consequences according to administrative discretion (Possible failure of class or

			or assignment)	assignment).
Disrespectful Behavior	Disciplinary consequences will be issued depending upon level of infraction			
Eating/Drinking in unauthorized areas	AW	AD	AD	Consequences according to administrative discretion
Endangering welfare of others	OSS with police involvement and possible referral to Superintendent office	Disciplinary consequences will be issued depending upon level of infraction.		
Gambling/Playing cards	AD	Multiple AD	Alternative Instruction Repeated infractions may result in OSS	Consequences according to administrative discretion.
Inappropriate language/profanity	AD	Alternative Instruction	Multiple days Alternative Instruction	Consequences according to administrative discretion.
Inappropriate language/profanity toward staff member	Single or Multiple days Alternative Instruction	Consequences according to administrative discretion		
Insubordination	AD	Alternative Instruction	Single or Multiple days Alternative Instruction	Consequences according to administrative discretion.
Pass Abuse	AD	AD and Pass Restriction	Single Day Alternative Education	Repeated Infractions may result in Pass Restriction and multiple day Alternative Instruction.

Reckless driving on school grounds/abuse of parking privileges	Suspension of parking privileges and AD	Suspension of parking privileges; Alternative Education; police involvement	Loss of parking privileges and police involvement; multiple day Alternative Instruction.	
Removal from Alternative Education	Possible single or multiple days OSS in accordance with administrative discretion			
Student in unauthorized area	AD	Multiple AD	Alternative Instruction	Multiple Days Alternative Instruction
Throwing food	Depending on the severity of the violation, the following consequences may apply: Single or multiple days Alternative Instruction; single or multiple days OSS or long term suspension; Alternative School Placement pending a disciplinary hearing expulsion.			
TECHNOLOGY MISUSE/ABUSE				
Computer misuse as defined in Policy 2361 – Acceptable Use of Computer Networks/Computers and Resources.	Depending on the severity of the violation, the following consequences may apply: Loss of privileges to use internet, loss of computer privileges in the WILLINGBORO School District, referral to Acceptable Use Policy.			
Use/Misuse of Electronic Devices (cell phone, iPad, headphones, iPods, etc.)	AW	AD; device subject to confiscation	Alternative Instruction; confiscation and parental notification	Multiple days Alternative Instruction
SCHOOL UNIFORMS NON-COMPLIANCE	See STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS #16 UNIFORM CODE VIOLATION			
SMOKING				
Cigarette use	Single day Alternative Instruction and \$25.00 fine	Multiple day Alternative Instruction and \$50.00 fine	e	Mandatory Smoking Cessation program completion

Electronic cigarette use (vaping)	Single day Alternative Education and \$25.00 fine	Multiple day Alternative Instruction and \$50.00 fine		Mandatory Smoking Cessation program completion
VANDALISM OF SCHOOL PROPERTY	Depending on the severity of the vandalism or damage, the following consequences could apply: Amounts less than \$200.00 - detention; single or multiple days Alternative Instruction; single or multiple days OSS. Amounts more than \$200.00 - multiple days OSS or Long term suspension.			
WEAPONS POSSESSION/USE	Out of School Long-Term Suspension. Alternative School Placement.			

BEHAVIOR DEFINED AS CRIMINAL ACTIVITY REQUIRING POLICE ACTION

- Aggravated Assault**
 - Arson**
 - Child Abuse**
 - Controlled Substances/Drug Offenses**
 - Gang related activity/graffiti**
 - Incidents of planned or threatened violence**
 - Sexual Offenses including assault and sexting**
 - Weapon Offenses**
- When a criminal offense is committed on or against school grounds**

Summary of District Policy Regarding Behavior

It is the goal of the Willingboro School District to provide a positive educational setting for every student. This requires an understanding of and adherence to acceptable standards of respectful behavior which will allow learning to take place in the classroom. Every student is entitled to an education, and the right to be free of a climate that disrupts the education of others.

The Student Code of Conduct establishes a policy for addressing conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. Every student must follow all of the rules of the Student Code of Conduct before, during, and after school. The Code applies to students in school buildings, on school grounds, at school-related activities, and on the way to or from school. Students must

follow these rules on the school provided transportation systems that transport them to and from school or school related events. The Code also applies to students off school grounds when the conduct may reasonably be expected to undermine or disrupt the proper disciplinary authority of the school or endanger the safety of a member of the school community.

The home shares the responsibility in the education of our youth; parents and guardians should know, understand, and enforce the Student Code of Conduct.

This Student Code of Conduct provides definitions of behavior offenses. Some definitions include examples. These examples are not intended to be an exhaustive list; the behaviors covered by the definitions include, but are not limited to, the examples given.

The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents who have questions or concerns should contact the school principal.

Our intention is to provide corrective instruction to students who do not meet behavioral expectations. (BOE Policy 5500 Expectations for Pupil Conduct (M))

DISTRICT UNIFORM DRESS CODE

The Board of Education believes that appropriate school dress can significantly influence student behavior thereby enhancing school pride, promoting a positive learning environment and generally assisting in improving school climate and culture. Students may not wear any article of clothing that is not part of the Board approved school uniform (I.e. hoodies, sweatshirts, sweatpants, jeans) or preapproved by the Building Principal as part of an authorized school activity (I.e. Senior Picture Day, Spirit Week). Failure to comply with the District Uniform Dress Code will be deemed as “Open Defiance of Authority”.

Principals may declare spirit or club days and allow student to wear school spirit shirts, or dress-up days (i.e., when school pictures are scheduled) or allow students to wear other dress code attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders or band.. Nothing in this Code of Conduct shall restrict or ban a student’s wearing of religious garb. Parents with concerns regarding religious dress are encouraged to discuss them with the principal of his or her child’s school. (BOE Policy 5511 Dress and Grooming) questions about the dress code should be referred first to the building principal, then to the District office staff.

The requirements are as follows:

Elementary Schools (Grades Pre-K – 4)

Columbia (light) blue tops with collar

Khaki or dark blue bottoms

Physical Education Days Only: Navy blue sweatpants and sweatshirts

Middle School (Grades 5-8)

Columbia (light) blue tops with a collar

Khaki or dark blue bottoms

High School (Grades 9-12)

Gray tops with a collar and the approved WHS Logo

White button down shirt with the approved WHS Logo

Dark blue bottoms (slacks, skirts or skorts)

Business Wednesdays: Chimera-Red and Blue striped tie with a White Insignia Button-down shirt

Attendance Expectations

The Board of Education believes that for a student to achieve their full academic potential, good attendance and punctuality are essential. The Board of Education, therefore, requires students enrolled in the WILLINGBORO Public Schools attend school regularly in accordance with the laws of the State and Board Policy 5200 Attendance and Policy 5240 Tardiness.

All parents are expected to:

- Emphasize the importance of being on time for school, class, and supervised activities.
- Send their child to school every day prepared to participate and learn.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for their child before or after school hours as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.

- Schedule family vacations to coincide with student recesses.
- Call the school when their child is absent and state the reason for absence.
- Provide a written note for every absence when their child returns to school, including a physician's note when required.
- Provide a written note for every late arrival and a written request for every early departure.
- Provide correct current addresses, emergency contacts, home, cell, and work telephone numbers, email addresses to the school at the beginning of each school year and update information whenever there are changes.
- Celebrate good attendance and success.

Suspension Procedures

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. Students who are suspended from school are prohibited from participating in any school activities or athletics (Examples: dances, athletic teams, sports events, club activities, etc.) Each suspension requires parental contact with a Assistant Principal before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions. For the purposes of this Student Code of Student Conduct, suspension will be classified in three categories: *Alternative Instruction*, *Short-term* and *Long-term*.

Alternative Instruction is *In School Suspension* during the school day where students are removed from their general schedule and complete their school work in a classroom separate from their peers. In addition, Alternative Instruction can be Homebound Instruction or other provisions that are an "alternative" to the regular school day. Alternative Instruction can be single or multiple days depending upon the disciplinary infraction.

Short-Term Suspension is an exclusion from school and/or any school activity or function for a period of **1 to 10 school days**. Students who are suspended shall meet with the principal or designee prior to the suspension. A parent conference is required prior to the child's return to school.

Long-Term Suspension is an exclusion from school and/or any school activity or function for a period of **more than 10 consecutive school days**. Students who are given a long-term suspension shall be assigned to Homebound Instruction pending a Long Term Suspension Hearing with the Assistant Superintendent.

The following procedures will be followed for students) who accumulate three (3) out-of-school suspensions:

1. If a student is suspended three times or has 10 discipline referrals, or is charged with a criminal offense by the school district, he/she will be required to meet with the building Principal, grade-level Assistant Principal, Guidance Counselor and parent(s)/guardian(s). Any student who is suspended from school will lose privileges to participate in extracurricular school activities for a period of up to 30 days dependent on the nature of the offence.

At that time, the student will be excluded from participation in all extracurricular activities, including but not limited to:

- Athletic team, and/or extra-curricular performance production
- Proms
- Honor Societies
- Clubs
- Overnight and/or non-academic trips
- Office, library, guidance or nurses' aide
- Parking privileges
- Graduation ceremony
- Other Senior activities

2. Students are entitled to an appeal with the building Principal 30 days with no further discipline referral after the imposition of this exclusion. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and Principal will review the current discipline record, grades, and attendance. A decision to either continue or rescind the suspension or to establish the conditions for future participation may be made at that time.
3. Due process rights are guaranteed to all students upon the imposition of a suspension or expulsion.

Expulsion Procedures

The Board of Education recognizes that expulsion from the school district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Instructional Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

Suspicionless Search Sweeps

In collaboration with the Willingboro Police, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable suspicion that illegal drugs may be present in a school.

Our purpose would be to maintain order and discipline within the school as well as to ensure a healthy learning environment to all students. This sweep would also be conducted with an emphasis on identifying students who abuse substances and may be in need of any school based interventions and counseling. Detection shall be used only to determine the presence of drugs in locker areas, student desks and other areas in the school where such substances could be concealed.

Lockers

The Willingboro Board of Education and the school administrators hope to ensure the safest possible environment for all students. Therefore, the principal and/or other administrators will inspect student lockers and their contents periodically during the school year. This item serves as notification of the administration's intent to inspect lockers under 18A:36-17.2. If as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities.

Students are reminded that these lockers are their personal responsibility and must be kept clean and orderly - never defaced in any way. Nonetheless, all lockers are the property of the Willingboro School District and the student should have no expectation of privacy as to use or the contents within the locker.

Administrative Procedure Special Education Discipline for Students with Disabilities

1. All children with disabilities are subject to the same discipline procedures as the general student population, unless otherwise exempted or modified within the child's Individualized Education Program (IEP), with the exception of preschool children, who are not to be suspended under any circumstances.
2. There is no applicability of an IEP modification or exemption in situations that involve the possession or use of a weapon, the possession or use of an illegal drug, or the inflicting serious bodily injury to others.
3. Children with disabilities may be suspended/removed from their educational placement for up to 10 days within a school year under the same rules that apply to all children, according to the district's code of conduct.
4. Whenever a school official suspends/removes a child with a disability under the discipline policy, he/she must notify the case manager and the parent in writing of the removal, provide a reason, and specify the number of days.
5. When a child with a disability has been removed for 10 days within a school year, the following shall apply:
 - a. If the 10 days are non-consecutive, the school official in collaboration with the case manager will determine whether or not the pattern of removals constitute a change in placement, taking into consideration the length of each removal, the total amount of time for the removals, and the proximity of the removals to one another. If the determination is a NO, thus there has not been a change in placement, the child may be further disciplined under the same rules that apply to all children, according to the district's code of conduct. However, educational services must be provided to ensure IEP implementation.

- b. If that determination is a YES and therefore there has been a change in placement, the child may not be further suspended/removed, and the district must follow specific steps as outlined below starting with a meeting of the IEP team; or;
 - c. If the 10 days are consecutive; in fact there is an “automatic” change in placement, thus the child may not be further suspended/removed, and the district must follow specific steps as outlined below, starting with a meeting of the IEP team.
 - d. At this juncture, upon the 10th day of removal, whether consecutive or nonconsecutive, the administrator at the school level must immediately notify the parents in writing of his/her decision, and include a copy of the procedural safeguards statement.
6. For all discipline situations involving children with disabilities, in which there has been a change of placement due to the 10-day removal as outlined above, with the exception of situations as defined in #2, above, a meeting must be convened quickly to include the parent, the student as appropriate, and all other relevant members of the IEP team to review the student’s file including the IEP, any observations by teachers, and consider information provided by the parents, in order to make a determination known as “manifestation determination” (MD) as defined below.
- a. Manifestation determination is a review of the relationship between the child’s disability and the conduct/behavior subject to disciplinary action.
 - b. The IEP team must answer two key questions:
 - i. Whether the conduct was caused by, or had a direct and substantial relationship to the child’s disability;
 - ii. Whether the conduct was a direct result of the district’s failure to implement the child’s IEP.
 - c. If the manifestation determination meeting results in a conclusion that the Child’s conduct does not constitute a manifestation of his/her disability nor resulted from the district’s failure to implement the IEP, the child may be further disciplined under the same rules that apply to all children, according to the district’s code of conduct. However, educational services must be provided to ensure IEP implementation.
 - d. If the manifestation determination meeting results in a conclusion that the Child’s conduct does constitute a manifestation of his/her disability or that it resulted from the district’s failure to implement the IEP, the district may not further suspend/remove the child, and must take further steps as follows:
 - i. Review the child’s current Behavior Intervention Plan (BIP), if there is one, and modify it as necessary; if there is no plan in place, conduct a Functional Behavior Assessment (FBA);

- ii. Consider a change in the child's program to address the persistent behavior issues and modify the IEP accordingly;
 - iii. Unless the parent and the IEP team agree to change the child's placement, return the child to the placement which was in effect prior to the manifestation determination meeting.
7. For situations that involve a student's possession or use of a weapon, the possession or use of an illegal drug, or the inflicting of serious bodily injury to others, a school official may remove the student for 45 calendar days to an Interim Alternative Education School Setting (IAES). This authority is held by the district regardless of whether or not the manifestation determination resulted in a conclusion that the student's conduct was caused by, or had a direct and substantial relationship to the child's disability.
- a. The IEP team will make the choice of placement for the 45-day removal, and will ensure that the placement chosen will enable the student to progress appropriately in a general curriculum, and provide sufficient services to enable the student to advance appropriately toward achieving his/her IEP goals.
8. All decisions made via the processes outlined above, including the decision resulting from a manifestation determination meeting, and the decision to remove a student to a 45-day interim Alternative Education School setting may be appealed by parents, as outlined in the procedural safeguards statement provided to the parents when a child has been suspended/removed for a total of 10 days in a school year.
9. The district Board of Education may file an appeal in response to a parent's formal objection to its disciplinary action, when it has determined that keeping a student in the current placement rather than removing him/her to an interim alternative instruction setting is substantially likely to cause injury to himself/herself or others.