

WALLINGTON PUBLIC SCHOOL DISTRICT

ELEMENTARY SCHOOL

CODE OF CONDUCT

Approved: June 8, 2009

INDEX

	Page(s)
Introduction & Policy Reference.....	3
Guidelines for Computer Usage	4
Sanctions for Violations	4 & 5
Sexual Harassment	6 & 7
Student Grievance Procedure	8 & 9
Procedures and Regulations Governing Student Behavior.....	10 & 11
Emergency Plans, Leaving School Grounds, Use of Cell Phones.....	12
Attendance & Dismissal of Students.....	12 - 15

The Wallington Public School district understands and is responsive to its responsibility to provide a safe and healthy environment for learning. Students are expected to conduct themselves appropriately in the elementary and secondary school programs. This Code of Conduct addresses several specific areas; however there are many district policies absent from this policy which clearly describe student expectations, and the consequences for violating them. Among these are:

- **Student On-Line Usage Policy**
- **Bullying & Harassment Policy**
- **Sexual Harassment Policy**
- **Alcohol at School Events Policy**
- **Bias Incident/Hate Crime Policy**
- **Cell Phone Policy**
- **Dress Code Policy**
- **Substance Abuse Prevention & Control Policy**
- **Search & Seizure Policy**
- **Student Safety Policy**
- **Suspension & Expulsion Policy**
- **Weapons/Firearm Policy**

GUIDELINES FOR COMPUTER USAGE

No student shall have access to the system without having a signed individual release form on file with the district, which shall be designated an "Authorized User". Students under the age of 18 must have approval of a parent/guardian. This provision applies to access or use by either the district or personally owned computer. There should be no expectation of privacy on the network. The district has, and will use, the ability to "shadow" a student's work on the network.

All work of the system must be in support of education and research and be consistent with the mission of the district. The district reserves the right to prioritize use and access to the system. Electronic harassment is strictly prohibited and will be addressed as per the district's Bullying and Harassment Policy. Use of e-mail, chat rooms, instant messaging and game playing is prohibited.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Consistent with the district's harassment-free environment policies, hate mail, harassment, discriminatory remarks, unwelcome compliments or other anti-social behaviors or expressions are prohibited.

Use of the system to access, store or distribute obscene, pornographic or inappropriately suggestive material is prohibited. System accounts are to be used only by the authorized owner of the account for authorized purpose. Users may not share their account number with another person or leave an open file or session unattended or unsupervised. Accounts owners are responsible for all of the activity on their account. There is no reasonable expectation of personal property in the use of account files. Such files are district property and are subject to regular review and monitoring to ensure the responsible use of electronic files consistent with the terms of this policy.

SANCTIONS FOR VIOLATIONS

Disciplinary action, if any, for the students shall be consistent with the district's standard policies and procedures with full regard to due process considerations. Violations of the policy can constitute cause for revocation of access privileges, suspension to Wallington District electronic equipment, other school disciplinary action and/or appropriate legal or criminal action, including restitution, if appropriate. The District may impose disciplinary procedures for out-of-school conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats against students or school employees.

These violations include, but are not limited to:

- **Leaving School Grounds without permission**
- **Tardiness**
- **Disrespect to a teacher**

- Harassment of another student
- Fighting
- Vulgar or obscene language
- Theft
- Cheating
- Truancy
- Destruction of Property
- Possession of a “weapon”
- Vandalism

The consequences for one of the aforementioned violations will always include a parent notification, and if deemed necessary, a conference. Among the staff members involved will be the principal, vice-principal, Child Study Team supervisor, elementary school guidance counselor, district Student Assistance Counselor, and if necessary the police. These type of and severity of the consequences will be based upon the nature of the offense, and the behavioral history of the student. These include:

- a. Removal from the lunch program.
- b. Daily detention with the teacher.
- c. Daily detention with the principal.
- d. Change in classroom/teacher.
- e. Delayed dismissal.
- f. In-School Suspension.
- g. Out-of-School Suspension.
- h. Home Instruction.
- i. Police notification.
- j. Possible psychological evaluation.
- k. Child Study Team evaluation.

SEXUAL HARASSMENT POLICY

I. THE POLICY

A. It is the policy of the Wallington Public Schools to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any member of the Wallington Public Schools staff to harass another staff member **or student** through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. DEFINITION

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to **a student**, when made by any member of the school staff to another staff member, **when made by a student to a staff member**, or when made by any **student to another student** when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person, with sexual or demeaning implications
- unwelcomed touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

III. PROCEDURES

A. Any person who alleges sexual harassment by any staff member **or student** in the school district may use the procedure detailed in the Grievance Procedure. Filing of a grievance will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

A substantiated charge against **a student** in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline procedure.

V. NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the Wallington Public Schools on an annual basis and incorporated in the Policy Handbook.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

A grievance shall mean a dispute or unresolved difference arising from the daily interaction and conduct of the student/teacher/school employee relationship(s), in school sponsored athletic and/or co-curricular activities, and the academic classroom.

1. Any student, or parent of, who feels he/she may have a grievance must first discuss it with the person involved within five (5) school days. If the deadline is not met, then it cannot be grieved.
2. If the matter is not resolved to the student/parent's satisfaction, then it may be presented, in writing, to the Faculty Student Council Board. This action must take place no later than five (5) days after the initial meeting with the staff person involved.
3. The Board shall consist of the Student Council President and Vice President, a representative of the WEA, and a faculty member. The Vice-Principal will act as chairperson for all matters. The parties involved in the dispute will be present and may have witnesses present. The Affirmative Action Officer will also be present.
4. The Board/School administration will have three (3) school days in which to respond in writing to the complaint.
5. If the matter is still not resolved to the satisfaction of the student/parent, he/she has three (3) school days to submit the grievance, in writing, directly to the Principal. The Principal has three (3) days to respond, in writing to the student and parent/guardian.
6. If the Principal's decision is unacceptable, then the matter may be submitted in writing, to the Superintendent no later than five (5) school days after the principal's decision has been rendered.
7. The Superintendent has five (5) school days to respond, in writing, to the student and parent/guardian.
8. If the Superintendent's decision is not accepted, the matter can be appealed to the Board of Education within(7) seven school days. The student and/or parent must notify, in writing, the Superintendent of Schools. A meeting with the Board will be scheduled by the Superintendent.

9. If the Board's decision is not accepted, the matter may be pursued through the New Jersey Commissioner of Education's office.

Failure to meet any of the timelines will terminate the grievance procedure

PROCEDURES AND REGULATIONS

GOVERNING STUDENT BEHAVIOR

The Wallington Elementary Schools are committed to a program of academic excellence. This ideal requires a safe and orderly environment that allows teachers to teach and students to learn. Good behavior and academic achievement are intertwined. The proper operation of our schools requires all of us to make every effort to establish good policies and to follow them.

Students must realize that rights are not absolute. Accompanying every right is a corresponding duty and obligation. It is expected that students will behave in a manner that reflects favorably on themselves, their school, and their community. Adherence to school rules and regulations is a necessary part of this process.

It is to be hoped, therefore, that you will read and remember the following procedures with the thought in mind that they are designed to give you training in forming better habits and attitudes and to establish high standards for our school.

OFF SCHOOL GROUNDS BEHAVIOR

According to state law, the schools have the legal right to take disciplinary action against a student who has committed anti-social behavior, harassment, vandalism, etc. off of school premises, including on the way to and from school.

HARASSMENT, INTIMIDATION OR BULLYING

The board of education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any pupil. This includes electronic harassment and hazing in any form.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal, electronic or physical act that is reasonably perceived as being motivated either by any actual perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, what will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demanding any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference, with the orderly operation of the school.

The chief school administrator shall develop appropriate procedures addressing:

- A. A mechanism for reporting acts of harassment, intimidation or bullying, including the means of anonymous reporting;
- B. The prompt investigation of reports of such acts, identifying either the principal or the principal's designee as the person responsible for the investigation;
- C. The range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified; and
- D. Consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying.

Included in these consequences are:

- Parent conferences
- Recommendations for outside counseling
- Involvement of the school counselor, district social worker, psychologist, or Student Assistance Counselor
- Detention, remaining after school
- Removal from the lunch program
- In-school suspension
- Out-of-school suspension
- Any other action deemed necessary by the administration to ensure the health and safety of our student body.

EMERGENCY PLANS

The school has developed specific plans for either an emergency evacuation or lockdown situation. The plans are coordinated with local police authority and practiced annually. In an emergency situation, the administration will follow a prescribed set of plans and notify the school via a prearranged process. The district also uses an emergent telephone system to notify parents of emergency closings, special events, etc.

LEAVING THE SCHOOL GROUNDS

While school is in session students may not leave the school grounds once they have arrived unless being picked up by a parent of someone approved by the parents.

USE OF IPODs, MP3 PLAYERS, BEEPERS AND CELLPHONES

Students may not listen to personal items as listed inside the school buildings. Larger radio/tape players are not permitted on school grounds. New Jersey law prohibits the use of remote paging devices (beepers) in school or on school grounds without the express permission of the Board of Education or the principal. If such devices are used in violation of the statute, they will be confiscated.

Effective May 1, 2000 no student will be permitted to use a personal cell phone in the school building. If a cell phone is discovered in the building it will be reported immediately to the building principal or his designee. The phone will be confiscated and returned to the student at the end of the day. If a second offense occurs, the phone will be held in the principal's office until the parent comes in to pick it up.

ATTENDANCE/DISMISSAL

Dismissal:

Grades 4 – 6 students will be dismissed to walk home themselves from the building unless the parent requests otherwise.

Grades K - 3

- Students are dismissed from the building proper by their classroom teachers in grades K and 1. They are released to parents or guardians unless a written request received for some variation of that procedure.
- Students in grades 2 and 3 in the modular units are dismissed by the classroom teacher to a parent or guardian unless a written request

received for some variation of that procedure.

- A. Where children will be retained awaiting appropriate escort and/or designated transportation.

If a child is not picked up as expected after school he/she will be brought back into the building by the classroom teacher. The teacher will make the appropriate call to the parent to assess the reason for the delay. The teacher will remain until his/her dismissal time. At that time the supervision will become the responsibility of the office staff.

- B. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

If it is determined that a parent/guardian is not able to pick up the child a call will be made to the emergency contact. If no arrangement can be made by 3:30 pm when the central office secretary leaves, the supervision will be assumed by the Superintendent of Schools or Vice Principal at Jefferson or Principal at Gavlak. If the matter is not resolved by 4:00 pm the police will be notified to transport the child to the local police department until a parent/guardian can be reached.

- C. Location and presence of municipal crossing guards

The crossing guards are employed and assigned by the local governing body.

Supervision of Non-bused Students at Dismissal

The board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The board requires signed permission for a student **in grades 3 – 6** to be dismissed to walk home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification **at least 24 hours in advance** to the Superintendent of Schools, **school principal or vice-principal**.

Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

The **school principal or vice-principal or other designee of the Superintendent of Schools** are responsible for the collection of all dismissal arrangements requested by the parents/guardians. The chief school administrator or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.

Notification of Dismissal Protocols

The chief school administrator or his designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
- B. The school dismissal policy
- C. Dismissal protocol for all students, **including those** in after-school programs or activities
- D. Supervision arrangements for students at dismissal
- E. Emergency plan for supervision of students left at school
- F. After school program opportunities
- G. Procedures for enrolling students in after school programs

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

The chief school administrator will develop procedures:

- A. To provide parents of all school closure and early dismissal dates, and the school dismissal policy and procedures.
- B. For parents/guardians **to provide written requests for a student's release** from the school's care at dismissal,
- C. For the collection and retention of all documents pertaining to **student dismissal.**

Potentially Missing Children

Attendance practices and the dismissal precautions addressed in this policy are part of the district's effort toward early identification of potentially missing children.

The chief school administrator will develop procedures that ensure cooperation with law enforcement for **illegal** substances, weapons and safety. This may include cooperation with law enforcement in the activation of an “Amber Alert” which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

ATTENDANCE

1. Parents are to call if a student is absent. The administration reserves the right to reject reasons which are not acceptable.

Gavlak School – 973-591-1826

Jefferson School – 973-472-3053

2. **Although credit acquisition is not a concern at the elementary school sufficient attendance is required if a student is to make adequate academic progress. Any student who exceeds 20 unexcused absences for the school year will be considered excessively absent and may be recommended for retention.**
3. **Excused absences include:**
 - a. **Medical**
 - b. **Religious Observance (days approved by the NJ Dept. of Ed.)**
 - c. **Death**
 - d. **Court attendance**
 - e. **Emergencies**
 - f. **Any items as deemed permissible by the building principal**
4. **Parents will be notified in writing after 10 and 15 unexcused absences, and a conference will be scheduled.**
5. **Truancy – The school will report to appropriate authorities infractions of the law regarding the attendance of pupils under the age of 16. This may result in the suspension of the student.**
6. **Appeals of decisions regarding actions taken due to excessive absences or any other items pursuant to these regulations shall be made in accordance with the student grievance policy.**