



Code of Conduct

Goals

- Creation and preservation of a safe, orderly environment conducive to learning on all areas of school property and within all school activities and functions on-site and off.
- Understanding of the social contract inherent in all civilized society whereby the individual foregoes certain acts so as to enjoy and receive the benefits of belonging to society. Within the context of the school, any individual must conform to expectations to be a part of the school; that individual will receive the benefits of that school in part on the basis of that conformation with expectations, including the discipline code. Besides this conceptual framework, the specific provisions and workings of the discipline code shall be known to all by inclusion in appropriate handbooks, postings, class discussions, and parent meetings.
- The prompt, fair and consistent enforcement of all expectations.
- The creation of opportunities for students to be of service to others. To practice good citizenship and to work toward the improvement of discipline in themselves and others.
- The provision of programs to train students, parents, faculty and others in ways that will help them manage successfully their own behavior and the behavior of others in their school or family settings.
- The gathering of information and opinions in a systematic manner so as to develop meaningful data as to the effectiveness, fairness and acceptance of this discipline code. Surveys and records will be compiled so that consistency, fairness, and effectiveness can be evaluated both objectively and subjectively from the varying points of view of students, parents, teachers, administrators and others.

General Principles

- All persons in the school in any capacity (student, staff member, parent, visitor, etc.) have an affirmative duty to work toward the enhancement of safety and order.
- All persons in the schools in any capacity have an affirmative duty to act in a way that will create and protect learning opportunities for themselves and others.
- All persons in the schools in any capacity are individuals responsible for their acts. The acts or statements of others, including parents, will not excuse or mitigate unacceptable behavior in the schools. The expectations at school may need to be more stringent or otherwise at variance with the expectations in the homes of the students or elsewhere. As just one specific example, defending one self physically shall not be acceptable behavior if escape without injury is possible notwithstanding any alternative view a child may receive at home or elsewhere.
- Any person unable or unwilling to conform to these principles is not appropriately placed in the mainstream public school setting. The Little Ferry Public Schools cannot be designed, equipped or staffed to keep such a person from harming himself/herself or others.
- The Little Ferry Public Schools will cooperate fully with the police, DCP&P and other law enforcement or social service agencies. Any sanction resulting from criminal convictions or other agency action will not necessarily relieve a student from sanctions within the school system as well.

- Any person with knowledge or otherwise in a position to prevent, to report, to limit the impact or to mitigate a violation of this disciplinary code has an absolute duty to make an immediate and complete report to a teacher or other person in authority. Failure to do so is a violation of this discipline code.
- The discipline code may not anticipate all situations. A Principal may waive or modify any provision of this code if unusual circumstances make that change advisable for sound educational and safety reasons. Any deviation from this code, however, is conditional upon the immediate report to and approval by the Superintendent of Schools.
- The discipline code shall apply to all students in the Little Ferry Public Schools with the exception of those students with educational disabilities whose individualized education programs expressly include exemption from the discipline code.

Definitions and interpretations of the policy can be obtained through the Principal's office.

WASHINGTON/MEMORIAL ELEMENTARY DISCIPLINE CODE
Definitions of Terms

Absences (unauthorized or excessive) – absent without excuse note from parent for unapproved reasons.

Abusive Language/Actions – language/actions

directed at one or more other individuals as to humiliate, degrade or show hate/bias.

Aggressive Behavior/Aggressive Behavior to Self – behavior with significant danger of or intent to inflict physical injury on another person or self.

Disruptive Behavior – behavior that may interfere with the learning process or safety of the student or others or behavior that has been specifically forbidden by school or classroom rule. Behavior intended to or that reasonably could be predicted to interfere with the safety or educational value of a class or other group of students and/or adults in school or at a school activity on-site or off-site.

Breaking and Entering – entering school property, including outside areas by unauthorized use of keys or by circumvention of fences, doors, windows or other barriers whether damage is done to school property or not **Bullying/Cyber Bullying** - is the intentional tormenting of others through verbal [harassment](#), physical [assault](#), or other more subtle methods of [coercion](#) such as [manipulation](#).

Co-curricular Activities – any school sponsored activities such as assemblies, performances, sports teams, clubs, or service organizations that meet before, during or after school. Any school sponsored one day or multiple day trips, including overnight.

Cheating – taking as one's own the work of others.

Coercion/Intimidation/Threats – behavior that is intended to or can reasonably be construed to have the effect of forcing one or more others to do or not to do something against their will or better judgment under threat of violence, ostracism or other adversity.

Drugs- Possession, Knowledge or Use – using any controlled substance as defined under New Jersey statute, entering school property after use of CDS, carrying or possessing CDS on school property including locker, desks, clothing, personal property of any kind, etc. Knowledge of any of the above uses of CDS by any person on school property.

Explosives – Possession, Knowledge or Use- use or possession of any substance or item whose nature or purpose is to produce an explosion. This includes knowledge of the presence of such a substance or item.

False Alarm – participating in any way with raising a deliberately false fire, bomb, weather, or other alarm or warning of imminent danger.

Fighting – any dispute between two or more persons involving physical contact such as punching, kicking, etc. that results in physical injury.

Fires – Setting – behavior intended to or with significant risk of causing a fire on school property; possession of matches, lighters or similar materials.

Forging an Official Document – creating, using or assisting in any way with creation or use of a signature or document included to deceive a reader or recipient as to its authorship, content or authenticity.

Insubordination- the failure to obey a staff member whether by action, inaction, or delay.

Malicious Mischief/Vandalism – behavior intended or that might reasonably result in the damage to the property of another.

Obscene Language/Gestures – spoken words, curses, epithets or gestures beyond the limit of polite language whether directed at any individual or not.

Pantsing/Wedgie – the pulling of someone's pants either up or down.

Stealing/Robbery/Theft/Larceny - depriving another of his/her own property by force, trick, deception, stealth or any other unauthorized means.

Tardiness – Unexcused – arriving late for school for an inexcusable reason.

*Following sixty (60) days of on time arrivals from the last incident,
the student's record will revert to a first time tardy.

Threats – any written or verbal comments referring to the intent of physical harm.

Throwing Objects – any activity, other than one directed and supervised by an adult in charge, involving the throwing of any item through the air.

Vandalism - willful or malicious destruction or defacement of public or private property.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Aggressive Behavior	1 st offense	Referral to the Principal/OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Aggressive Behavior to Self	1 st offense	Referral to the Principal/OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Disruptive Behavior that interferes with the Educational Process and/or school operation	1 st offense	Teacher warning	Subsequent offense may include: OSS or Alternative Placement
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal /Parent Notification	
	4 th offense	Referral to the Principal /Parent Notification/Principal's Detention	
	5 th offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	
Obscene Language/Written/Gestures	1 st offense	Referral to the Principal /Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	
Inappropriate physical contact	1 st offense	Referral to the Principal /Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal /Parent	

		Notification/Principal's Detention/ Parent Conference	
Cell Phone Use	1 st offense	Referral to the Principal /Parent Notification	
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal /Parent Notification	
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	
Cheating	Any offense	Parent Notification by Teacher/ 0 on assignment	
Bullying / Cyber Bullying	1 st offense	Referral to the Principal /Parent Notification/Principal's Detention	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	
Theft Personal/ School Property	1 st offense	Referral to the Principal /Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal /Parent Notification/Principal's Detention/ Parent Conference	

	3 rd offense	Referral to the Principal/OSS/Parent Conference	
Destruction of Property/Stealing/Arson/False Alarm	1 st offense	Up to 5 Days OSS & Restitution for Damages	Police Contacted/Parent Notification
	2 nd & Subsequent offense	Up to 10 Days OSS & Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal /Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/OSS/Parent Conference	Possible restitution
Verbally Threatening a Staff Member / Insubordination to a Staff Member	1 st offense	Referral to the Principal/OSS/Parent Conference	Police may be notified at any level of offense.
	2 nd offense	Referral to the Principal/2 Days OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Fighting	Any offense	Referral to the Principal / OSS/Parent Conference	If definitive self-defense is proven , only the instigator may be punished. Police may be notified. Subsequent offense may include Alternative Placement
Possession of CDS	Any offense	Indefinite suspension pended assessment and referral to counselor	Police may be notified Subsequent offense may include: Alternative

			Placement
Distribution of CDS		May include: 10 Day OSS/Expulsion Police will be notified	Seller of drugs and/or controlled substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession/Alcohol	1 st offense	Suspension pending assessment	Police will be notified.
	2 nd offense	10 Days OSS	Subsequent offense may include alternative placement.
Dress Code Violation	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available.	
	1 st offense	Warning	
	2 nd offense	Principal's Detention	
Pantsing/Wedgies	1 st offense	Referral to the Principal/OSS/Parent Conference	
Leaving Assigned Location without permission	1 st offense	Referral to the Principal /Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/OSS/Parent Conference	
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal /OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Tardy for school	1 st offense	Warning	Subsequent offenses may include: Referral to Truancy Office
	2 nd offense	Warning Letter Sent to Parent	
	3 rd offense	Parent Conference	

			and Bergen County's Juvenile Family Crisis Intervention Unit
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