

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

VECC Elementary Code of Conduct

Student behavior is a vital part of the educational process. Students should attend school every day, learn responsibility, and make good decisions. Encouraging proper student behavior is a team effort between teachers, parents, and administration. Many times a behavior problem can be solved with direct contact between the teacher, and the parent, a student-teacher conference, a student-team meeting, a referral to the guidance counselor or a teacher's detention. Related Arts Teachers are also responsible for creating rules and consequences for their classes and follow the same procedure as the Classroom / Homeroom Teacher. The code of student conduct is established to achieve the following purposes:

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

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

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE READY TO LEARN</b>
<b>IN PERSON SCHOOL / VIRTUAL CLASSES</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to yourself</li> <li>• Use a quiet voice and kind words</li> <li>• Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Take responsibility for your schoolwork and your actions</li> <li>• Make good choices</li> <li>• Treat our school with kindness and care</li> <li>• Take care of your technology</li> <li>• Contact teachers if you need help or technology issues</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Be prepared and always do your best</li> <li>•</li> </ul>

During the creation of the rules, the teacher should guide the class into creating these rules and discuss them in a positive manner. After the class has devised the classroom rules, teachers should test the students on the rules and have parents sign the test.

When handling student behavior, teachers need to keep the following in mind:

- A. Be firm, but fair and consistent. Teachers need to be sure to react to the behavior and not the student.
- B. Contacting the parent/guardian in most cases will alleviate the problem.
- C. Every teacher is responsible for the conduct of all students regardless of level.

STUDENT BEHAVIOR GUIDELINES (continued)

D. Certain types of discipline techniques are not permitted. Some examples include:

1. Standing a student in the hall
2. Ridiculing, embarrassing, and/or derogatory comments directed toward the student.
3. Writing repetitive assignments.
4. Corporal punishment of students is not permitted by New Jersey Law. Teachers may use reasonable force when necessary:
  - a. To quell a disturbance threatening physical injury to others.
  - b. To obtain possession of a weapon or dangerous objects.
  - c. For the protection of persons or property.

Discipline Guidelines have been developed to assist the professional staff and administration with various behavior situations. Teachers should review the Red Flag and Yellow Flag infractions and consequences with their classes during the first week of school. These guidelines are to be used as a tool to solve the problems that may

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE READY TO LEARN</b>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• Talk quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow proper table manners</li> <li>• Clean up after yourself</li> <li>• Have your I.D. badge</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Raise your hand</li> </ul>
<b>OUTSIDE</b>	<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• No rough play</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in assigned areas</li> <li>• Take care of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly and quietly</li> <li>• Follow directions</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• Talk quietly</li> <li>• Listen to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your assigned seat</li> <li>• Wear your seatbelt</li> <li>• No eating</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Keep your belongings together</li> </ul>

occur on any given school day. Teachers should remember that the students are children learning to function in society and try to be fair with each student as an individual.

Rewards for Good Behavior & Gold Card

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

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

## STUDENT BEHAVIOR GUIDELINES (continued)

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

### School Pledge

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

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

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

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

I will allow teachers to teach and students to learn.

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

### Electronics Free School Zone Policy

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

### Internet use

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

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

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

### Up-Stander Rule

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

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

### HIB Information for Parents and Adults

- HIB forms are available on the website
- Utilize HIB Parent Handbook
- Contact the school counselor as soon as possible.
- Fill out HIB forms.

### Students have the right to:

1. Advance notice of behaviors that will result in suspensions or expulsions;
2. Education that supports student development into productive citizens;
3. Attendance in safe and secure school environment;

## STUDENT BEHAVIOR GUIDELINES (continued)

4. That the code is applied equitably
5. Due process and appeal procedures in accordance with law and board policy;
6. Parent notifications consistent with board policy and law for law enforcement interviews (5145.11 Questioning and Apprehension), short-term and long-term suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses);
7. Records and privacy protections (5125 Student Records).

### Yellow Flag Infractions

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

#### Violation

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

#### Second Violation

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

#### Third Violation

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

#### Additional Violations

##### Possible Actions:

- a. Develop Behavior Modification Plan
- b. Consult with the guidance counselor
- c. Intervention & Referral Services Team/ Discipline Review Committee
- d. Parent visitation
- e. Parent/ Teacher/ Administrator/ Student meeting

### Yellow Flag Infractions and Consequences

#### Infractions

#### Consequences

- |  |                          |
|--|--------------------------|
| A. Inappropriate behavior any place in or around VES (Defiance, uncooperative, disrespectful, noisy) | AW, C, PTC to LR 1-3     |
| B. Inappropriate behavior directed towards another student   | AW, C, PTC to HS, LR 1-3 |
| C. Arguing with other students   | AW, C, PTC to LR 1-3     |
| D. Inappropriate physical contact  | AW, C, PTC to HS, LR 1-3 |
| E. Inappropriate language or gesture   | AW, C, PTC to LR 1-3     |
| F. Minor confrontation with other students   | AW, C, PTC to LR 1-3     |

## STUDENT BEHAVIOR GUIDELINES (continued)

- G. Violation of Electronic Free School Zone Policy AW, PTC to LR 1-3, TO, LP
- H. Inappropriate use of school provided technology **or inappropriate behavior online**  
1 week technology suspension/  
**placed on mute in class TEAM**
- I. **Refusal to wear face covering** AW, C, PTC to placement on remote learning

### Red Flag Infractions and Consequence

Teachers are required to review the Red Flag Infractions and Consequences with their classes during the first week of school and periodically throughout the school year.

Red Flag Infractions are actions that should involve the Principal for corrective action. Teachers are required to complete a behavior referral, contact the student's parent regarding the incident, and send the behavior referral to the office as soon as possible. Teachers are to place a star (\*) in the upper right hand corner for priority referrals. Inappropriate behavior includes but is not limited to the following actions.

<u>Infraction</u>	<u>Consequence***</u>
A. Fighting- major physical contact with student or adult	AW, LR, C, PTC, to S5
B. Extreme disruptive behavior directed at staff or other students	TO, C to S 5, PC *Parents informed of right to file complaint with police.
C. Threats	AW, LR, C, PTC, to S5
D. Willful defacing or destruction of school property	LR, C to S 3, PC *Restitution required
E. Stealing	LR, C to S 1-3, PTC
F. Possession of drugs, dangerous objects, or inappropriate materials	S 1-5, PC
G. Refusal to turn over electronic device, per Electronic Free School Zone Policy	AW, LR, PTC to S 1-3
H. Repeat technology misuse. Inappropriate internet search	2 weeks – 1 month technology suspension
I. Violation of Harassment, Intimidation, and Bullying Policy	LR, PTC, HS to S1-3, C
J. Racial Slurs, gender identity and expression references	PTC, S 1-5, C
K. Repeat technology misuse. Inappropriate internet search	2 weeks – 1 month technology suspension

\*\*\* Suspension for students in grades K-2 as a consequence only as allowed by NJ Administrative Code N.J.S.18A. 37-2

### Violation of Bus Rules

## STUDENT BEHAVIOR GUIDELINES (continued)

First Offense:	Administrative warning, review of seating chart and reassignment of student seat as needed.
Second Offense:	Parent/guardian contact and Recess/ Lunch Detention for 1-3 days
Third Offense:	Parent/ guardian contact and Recess/ Lunch Detention 3-5 days
Fourth Offense:	Bus Suspension 1-5 days, parent/guardian contact

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

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

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

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

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

## Administrative Rights

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

## Grades K-4 CODES:

AW = Administrative Warning	C = Counseling
TO = Time Out / In School Suspension	S = Suspension
PTC = Parent Telephone Contact	HS = Heightened Supervision
PC = Parent Conference	LR = Lunch/Recess Detention
LP= Loss of privilege	