5500 CONDUCT/DISCIPLINE
CODE OF CONDUCT

The Westfield Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students and all school community members.

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students and all school community members are required to adhere to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Westfield Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Code of Conduct

The chief school administrator shall oversee the development of and the board shall approve a Code of Conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Code of Conduct shall be based on parent/guardian, student and community involvement, and locally determined core ethical values. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board’s approved Code of Conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security and well-being or for reasons relating to the safety, security and
well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The district Code of Conduct shall contain:

A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;

B. A description of behaviors that will result in suspension or expulsion;

C. A description of the students’ rights 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;
   4. attendance in school irrespective of marriage, pregnancy, or parenthood;
   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 (Policy 5772 Questioning and Apprehension), short-term and long-term suspension (Policies 5610 Suspension and 5620 Expulsion), due process and appeal procedures, and attendance (Policy 5200 Attendance); and
   7. records and privacy protections (Policy 8330 Pupil Records).

D. A description of behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including intervention and referral services, remediation, and intervention and supports services for students with disabilities;

E. A description of graded responses to violations of the Code of Conduct that includes remediation, is consistent with law concerning corporal punishment, and is consistent with laws and board policies concerning violence/vandalism (Policy 8461) and, weapons and dangerous instruments (Policy 8467);

F. A description of board attendance policy (5113) and the harassment, intimidation and bullying policy (5512); and

G. A list of community-based health and social service providers, and local legal resources.
The level of intervention set forth in the district Code of Conduct shall reflect a range of consequences to be determined on a case-by-case basis. The consequences may be more severe in instances where there exist aggravating circumstances, including but not limited to the use of digital communication or a student's recidivism.

**Student Behavioral Infractions**

Students who display chronic behavioral problems may be referred to the Intervention and Referral Services team or the child study team by the chief school administrator for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

**Substance Abuse**

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5530 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

**Weapons Offenses**

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.
The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

**Harassment, Intimidation or Bullying**

The board expects all students and school community members to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a student’s ability to learn and a school’s ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board prohibits acts of harassment, intimidation or bullying against any student in accordance with board policy 5512 Harassment, Intimidation and Bullying, and law.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, and that:

A. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students;

B. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property;

C. Has the effect of insulting or demeaning any student or group of students; or

D. Creates a hostile educational environment by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.
“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

A. The student’s behavior is not primarily caused by his/her educational disability; and

B. The program that is being provided meets the student’s needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the board approved Code of Conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the Code of Conduct. This process shall include:

A. Parent, student and community involvement which represents, where possible, the composition of the schools and community; and

B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The chief school administrator shall annually:

A. Disseminate the Code of Conduct to all staff, students and parents;

B. Report on the implementation of the Code of Conduct to the board of a education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv; and
C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

**Implementation**

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district’s Code of Conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.
R 5500 CONDUCT/DISCIPLINE
CODE OF CONDUCT

The Westfield Code of Conduct establishes standards and procedures for positive pupil development and behavioral expectations on school property, which includes a school bus, at school-sponsored functions, and as appropriate, for conduct away from school grounds including but not limited to electronic communication that interferes with the orderly operations of the school or the rights of other pupils and school community members.

WESTFIELD SCHOOL DISTRICT MISSION STATEMENT
The Westfield Public School district, in cooperation with family and community, prepares all students to reach their highest potential and to become productive, well-balanced and responsible citizens in a global society through educational programs that respect individual differences and diversity.

The Westfield Board of Education believes that safe school environments are necessary for students to learn and achieve and for staff to support student learning. The Board expects all Westfield School district community members’ conduct to contribute to a safe and productive learning environment that is of benefit to the entire community. The following beliefs, as taken from our district strategic plan, guide our expectations of Westfield School district community conduct:

We believe excellence in education includes:

- A curriculum that has the breadth and depth to challenge all learners.
- An acceptance and demonstration of core values of mutual respect, responsibility, caring and integrity.
- An emphasis on understanding and appreciating cultural differences and similarities.

We believe our students learn best when:

- They are in an environment where they feel physically, emotionally and intellectually secure.
- They are appropriately motivated to achieve their greatest potential as individuals.
- They are provided access to a wide variety of opportunities, supported by a partnership of family, school, peers and community.
Core Ethical Values

We believe a school district excels when all members exhibit strong character including:

**Integrity/Honesty**: demonstrated through truthfulness, thoughtfulness and tolerance in work, language, and actions. This value is exhibited when members are accountable for their actions and take responsibility for their decisions.

**Work Ethic**: reflected by optimum personal effort and pride, diligence, perseverance and the ability to meet challenges in all areas with confidence.

**Sportsmanship**: shown through respect for the rules of fair play, graciousness in victory or defeat, support and respect for team members, and by representing Westfield in a dignified, respectable manner.

Working from these beliefs, all members of the Westfield School district community have certain rights that promote and support a safe and productive school environment.

School Community Members’ Rights

All members of the school community have a right to:

A. Be treated with respect

B. Be accepted

C. Be provided with a positive and safe school environment free of illegal and harmful substances

D. Listen and be heard

E. Take full advantage of learning opportunities

F. Participate in a variety of school activities

G. Be provided with a clean and orderly environment free from disruptions and chaos

H. Have access to a challenging and supportive school environment

I. Expect courtesy, fairness, and respect from others

J. Express opinions, ideas, thoughts and concerns

K. Be informed of laws, school rules and regulations in a timely manner and be provided with fair, consistent and appropriate discipline

L. Be provided with due process in disciplinary matters, including the right of grievance, a fair hearing, and the right of appeal.
With these rights come a set of responsibilities.

**School Community Members’ Responsibilities**

All members of the school community are expected to:

A. **Respect** the rights of others and their property

B. Be **responsible** and **accountable** for his/her own actions

C. Work cooperatively with one another

D. Behave in a manner that provides for a **safe**, respectful and productive educational environment

E. Respect school resources and facilities for the betterment of all

F. Learn, support, and adhere to the Westfield Public School district’s Code of Conduct and follow district Policy 5512, Harassment, Intimidation and Bullying

G. Exercise his/her rights of due process and to pursue grievances according to the orderly process established by the Board of Education

**Students’ Responsibilities**

In addition to those that apply to all school community members, the following responsibilities apply specifically to students:

**Safe and Orderly Educational Environment**

A. Engage in behaviors which support a positive educational environment

B. Express needs and concerns appropriately

C. Come to school on time and prepared

D. Understand and follow school behavior expectations and report instances of bullying and dangerous/unsafe situations to school administrators

E. Represent the Westfield School district honorably at all times

**Free Speech/Expression**

A. Respect the rights of others when they express their views

B. Respect the religious, political, ethnic, racial, gender, social and personal beliefs of others

C. Follow the rules of responsible journalism under the guidance of a teacher

D. Follow established school procedures when participating in or conducting demonstrations or assemblies and not interfere with the normal operation of the school or classroom
Application of Code of Conduct

The Code of Conduct shall be applied fairly and without discrimination to all students. All students shall have the right to:

A. Advance notice of categories of behaviors that will result in suspension and expulsion (Policies 5610 Suspension and 5620 Expulsion)

B. Education that supports student development toward becoming a productive citizen

C. Attend school if married, pregnant or if a parent (Policy 5752 Marital Status and Pregnancy)

D. Due process and appeal procedures (Policy 5710 Pupil Grievance)

E. All notifications as required by law (N.J.A.C. 6A:16-6.2, 7.2, 7.3, 7.8)

F. Records and privacy protection established by law and board policy (8330 Pupil Records, 5772 Questioning and Apprehension, 5770 Pupil Right of Privacy [Search and Seizure])

Comprehensive Behavioral Supports

All students are encouraged to adhere to the district behavioral expectations. Students who fulfill and/or exceed the district behavioral expectations shall be encouraged to continue adherence with the Code of Conduct by staff. The staff may utilize recognition and other positive reinforcement as deemed appropriate to encourage continued adherence with the Code of Conduct. These may include:

A. Reinforcement for good conduct and academic success (Policy 5440 Honoring Pupil Achievement)

B. Supportive intervention and referral services (Policy 2417 Pupil Intervention and Referral Services). See Appendices A and B.

C. Remediation for problem behaviors (Policies 2417 Pupil Intervention and Referral Services, and 2411 Guidance Counseling)

D. Support for students with disabilities (2460 Special Education)

Parents’ Responsibilities

In addition to those that apply to all school community members, the following responsibilities apply specifically to parents:

A. Provide for the physical and emotional needs of their children so that they come to school ready to learn
B. Be effective partners with the school by advocating for their children when appropriate and guiding their children to be their own best advocates as they advance through the school system
C. Teach their children through example to conduct themselves with integrity, honor and respect for others
D. Help their children learn about the Westfield Public School’s behavioral expectations and the consequences of violating the Code of Conduct
E. Ensure that their children attend school daily
F. Encourage their children to do their best
G. Notify the school if their children will be absent
H. Be available for conferences
I. Ensure that adult supervision is provided should their child’s behavior cause him or her to be suspended out of school

**Teaching Staff Members’/Coaches’ Responsibilities**

**In addition to those that apply to all school community members, the following responsibilities apply specifically to teachers:**

**Teaching Staff Members’/Coaches’ Responsibilities**

A. Be knowledgeable in their content area and highly skilled in instructional methods which engage all learners
B. Provide a safe and respectful environment that values learning
C. Inform students and parents of classroom/team rules and behavioral expectations
D. Manage classroom/team behaviors in a way that respects students’ needs
E. Communicate with parents and students regularly as appropriate to the age and needs of students
F. Pursue professional development that enhances instruction
G. Encourage and model exemplary character, behavior and attendance
Administrators’ Responsibilities
A. Be knowledgeable in their content area and highly skilled in instructional methods which engage all learners
B. Communicate school rules to students, staff and parents
C. Communicate the discipline actions taken with parents and involved staff
D. Maintain discipline and attendance files
E. Report all suspected illegal activities to police and the Superintendent’s office
F. Pursue professional development that enhances instruction
G. Encourage and model exemplary character, behavior and attendance
H. Administer the Code of Conduct impartially and consistently

Chief School Administrator’s Responsibilities
A. Ensure an atmosphere that encourages students to grow in self-discipline
B. Ensure that all school Principals implement the Westfield School district’s Code of Conduct impartially and consistently across the district
C. Provide support and guidance to school staff
D. Exhibit and model exemplary character, behavior and attendance

Board of Education’s Responsibilities
In addition to those that apply to all school community members, the following responsibilities apply specifically to Board of Education Members:
A. Adopt a fair and consistent discipline policy
B. Ensure, through the Chief School Administrator, that the Code of Conduct is implemented by all school employees and is consistently applied across the district

Review of Code of Conduct
This Code of Conduct shall be reviewed annually by the Board of Education with input from the community.

*For teacher, staff, and administrative infractions and interventions see policies 3150 Discipline, 3152 Withholding an Increment, 3211 Code of Ethics, 3221 Evaluation for teachers; policies 1230 Duties, 1240 Evaluation, and 1540 Code of Ethics, 3223 Evaluation for administration, and 4150 Discipline, 4215 Code of Ethics, and 4220 Evaluation for support staff members.

*See the Student Infractions and Interventions Table below.

In Effect: January 24, 2012
# Westfield School District: Westfield High School, Edison and Roosevelt Intermediate Schools
## Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student's age and abilities. Number of offenses will also be taken into account.

<table>
<thead>
<tr>
<th>Level</th>
<th>Range of Minimum Interventions</th>
<th>Range of Maximum Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>• Student-Teacher conference</td>
<td>• Reprimand by teacher/AP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Parent Contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Detention up to two (2) days</td>
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<tr>
<td></td>
<td></td>
<td>• Loss of privilege</td>
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<tr>
<td><strong>2</strong></td>
<td>• Reprimand by teacher</td>
<td>• Parent Conference with AP</td>
</tr>
<tr>
<td></td>
<td>• Home Contact</td>
<td>• Reprimand by AP</td>
</tr>
<tr>
<td></td>
<td>• Detention up to two (2) days</td>
<td>• Central Detention up to two (2) days</td>
</tr>
<tr>
<td></td>
<td>• Loss of privilege</td>
<td>• Alternative to Suspension</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>• Parent Conference</td>
<td>• Saturday Detention (1) day</td>
</tr>
<tr>
<td></td>
<td>• Reprimand by AP</td>
<td>• Individual counseling</td>
</tr>
<tr>
<td></td>
<td>• Central Detention up to two (2) days</td>
<td>• Guidance Conf. – parent/student</td>
</tr>
<tr>
<td></td>
<td>• Alternative to Suspension</td>
<td>• Police Report filed</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>• Saturday Detention (1) day</td>
<td>• Restitution</td>
</tr>
<tr>
<td></td>
<td>• Individual counseling</td>
<td>• Possible intervention by school psychologist</td>
</tr>
<tr>
<td></td>
<td>• Guidance Conf. – parent/student</td>
<td>• Withdrawal of Course Credit</td>
</tr>
<tr>
<td></td>
<td>• Police Report filed</td>
<td>• Out of School Suspension (OSS) Up to three (3) days</td>
</tr>
<tr>
<td></td>
<td>• Alternative to Suspension</td>
<td>• Parent/Student/AP Conference</td>
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<tr>
<td></td>
<td></td>
<td>• Police Complaint filed (when applicable)</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>• Restitution</td>
<td>• OSS up to ten (10) days</td>
</tr>
<tr>
<td></td>
<td>• Possible Intervention by school Psychologist</td>
<td>• Parent/Student/AP Conf.</td>
</tr>
<tr>
<td></td>
<td>• Withdrawal of Course Credit</td>
<td>• OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion)</td>
</tr>
<tr>
<td></td>
<td>• OSS up to three (3) days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Parent/Student/AP Conference</td>
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<tr>
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<td>• Police Complaint filed (when applicable)</td>
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<td></td>
<td>• Alternative to Suspension</td>
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</tbody>
</table>

**Code of Conduct Infractions**

<table>
<thead>
<tr>
<th>Type of Infraction</th>
<th>Level of Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate use of a digital device</td>
<td>R</td>
</tr>
<tr>
<td>Parking Violation</td>
<td>R</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>R</td>
</tr>
<tr>
<td>Disruptive dress/appearance</td>
<td>R</td>
</tr>
<tr>
<td>Eating and drinking in hallways and stairwells: littering</td>
<td>R</td>
</tr>
<tr>
<td>Tardy</td>
<td>R</td>
</tr>
<tr>
<td>Skipping Classes</td>
<td>H</td>
</tr>
<tr>
<td>Truancy</td>
<td>H</td>
</tr>
<tr>
<td>Forgery/Cheating/False reporting/Plagiarism</td>
<td>H/S</td>
</tr>
<tr>
<td>Gambling</td>
<td>H/S</td>
</tr>
<tr>
<td>Profane/offensive language</td>
<td>R</td>
</tr>
<tr>
<td>Vandalism/Defacing School Property</td>
<td>R</td>
</tr>
<tr>
<td>Leaving school grounds without permission</td>
<td>H/S</td>
</tr>
<tr>
<td>Defiance of school authority</td>
<td>R</td>
</tr>
<tr>
<td>Verbal/Written/Electronic Harassment or threat of harm</td>
<td>R/S</td>
</tr>
<tr>
<td>Bullying</td>
<td>R/S</td>
</tr>
<tr>
<td>Trespassing</td>
<td>R</td>
</tr>
<tr>
<td>Theft/Extortion</td>
<td>H</td>
</tr>
<tr>
<td>Obscene/pornographic material</td>
<td>R/S</td>
</tr>
<tr>
<td>Inappropriate contact/Sexual misconduct</td>
<td>R/S</td>
</tr>
<tr>
<td>Terroristic threats</td>
<td>S</td>
</tr>
<tr>
<td>Fighting</td>
<td>S</td>
</tr>
<tr>
<td>Physical assault of another student</td>
<td>S</td>
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<tr>
<td>Physical assault of Staff</td>
<td>S</td>
</tr>
<tr>
<td>Drugs/Alcohol/Tobacco/E-cigarettes - Use or possession</td>
<td>S</td>
</tr>
<tr>
<td>Drug/Alcohol Sale</td>
<td>S</td>
</tr>
<tr>
<td>Falsely activating fire alarm</td>
<td>H/S</td>
</tr>
<tr>
<td>Gang Activity</td>
<td>S</td>
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<tr>
<td>Weapon Possession</td>
<td>S</td>
</tr>
<tr>
<td>Arson</td>
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</tr>
</tbody>
</table>

Type of infraction refers to our core value and character trait expectations, detailed in the regulations, of Respect and Honesty as well as the belief that all school community members have a right to a Safe learning environment.

Respect: R  Honest: H  Safety: S

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.

*Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.*
Westfield School District: Elementary School  
Code of Conduct Student Infractions and Interventions

With the prior approval of the Superintendent, the Principal/Designee may use discretion to impose interventions within levels or different consequences based upon the context, student’s age and abilities. Number of offenses will also be taken into account.

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<td></td>
<td></td>
<td>• Possible intervention by school psychologist</td>
</tr>
<tr>
<td>4</td>
<td>• Recess Detention/Detention up to one (1) week</td>
<td>• Out of School Suspension (OSS) up to three (3) days</td>
</tr>
<tr>
<td></td>
<td>• Individual counseling</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td></td>
<td>• Guidance Conf. – Parent/Student</td>
<td>• Police Complaint filed</td>
</tr>
<tr>
<td></td>
<td>• Police Report filed</td>
<td>• Alternative to Suspension</td>
</tr>
<tr>
<td>5</td>
<td>• Restitution</td>
<td>• OSS up to ten (10) days</td>
</tr>
<tr>
<td></td>
<td>• Intervention by School Psychologist</td>
<td>• Parent Conference</td>
</tr>
<tr>
<td></td>
<td>• OSS up to three (3) days</td>
<td>• OSS pending Bd. of Ed. Hearing (may result in continued suspension or expulsion beyond 10 days)</td>
</tr>
<tr>
<td></td>
<td>• Parent Conference</td>
<td>• Police Complaint filed</td>
</tr>
<tr>
<td></td>
<td>• Police Complaint filed</td>
<td>• Alternative to Suspension</td>
</tr>
</tbody>
</table>

**Code of Conduct Infractions**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Type of Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Language</td>
<td>R</td>
</tr>
<tr>
<td>Talking/running in hallway</td>
<td>R/S</td>
</tr>
<tr>
<td>Shouting in classroom/lunchroom</td>
<td>R</td>
</tr>
<tr>
<td>Disruptive Behavior (bathroom, hallway, classroom)</td>
<td>R</td>
</tr>
<tr>
<td>Defacing School Property</td>
<td>R</td>
</tr>
<tr>
<td>Verbal/Written Harassment</td>
<td>R</td>
</tr>
<tr>
<td>Excluding someone from play</td>
<td>R</td>
</tr>
<tr>
<td>Inappropriate use of a digital device</td>
<td>R/S</td>
</tr>
<tr>
<td>Disrespectful Behavior (e.g., name calling, making faces, talking back, ignoring directives)</td>
<td>R/S</td>
</tr>
<tr>
<td>Bullying</td>
<td>R/S</td>
</tr>
<tr>
<td>Assault: Hitting/Kicking/Tripping, Pushing etc.</td>
<td>S</td>
</tr>
<tr>
<td>Verbal/Written/Electronic threats of harm</td>
<td>S</td>
</tr>
<tr>
<td>Theft</td>
<td>H</td>
</tr>
<tr>
<td>Cheating/Lying</td>
<td>H</td>
</tr>
</tbody>
</table>

Type of infraction refers to our core value and character trait expectations, detailed in the regulations, of Respect and Honesty, respectively, as well as the belief that all school community members have a right to a safe learning environment.

Respect: R  Honesty: H  Safety: S

At the discretion of the Principal/Designee, infractions not listed above will be assessed a level of intervention consistent with those listed.
APPENDIX A
GUIDE FOR HEALTH AND SOCIAL SERVICES

Westfield Health Department
425 East Broad St.
Westfield, New Jersey
789-4070
www.westfieldnj.gov/health

Adolescent/Young Adult Center For Health
Overlook 908-522-5757
Morristown 973-971-5199

Neighborhood Health Corporation
Family Care Representative Available
1700-58 Myrtle Avenue
Plainfield, NJ 07063
908-753-6401

TRINITAS HOSPITAL
Behavioral Health Department (Child/Adolescent)
888-841-5564
Emergency Services

Imagine, A Center For Coping With Loss
1 East Broad Street
Westfield, NJ 07090 908-264-3100
http://imagininenj.org

Resolve Community Counseling Center
1830 Front Street
Scotch Plains, NJ 07076

Counseling Center For Human
Development
201 Lincoln Ave East
Cranford, New Jersey
908-276-0590

Westfield Family Counseling Center
233 Prospect Street
Westfield, New Jersey
908-233-2042

Good Grief, Inc
38 Elm Street
Morristown, NJ. 908-522-1999
www.good-grief.org

Families and Community Together, Inc. (FACT)
1170 Route 22 West
Mountainside, NJ 07092
908-789-8600

Prevention Links
(Strengthening Families And Communities)
35 Walnut Avenue
Clark, New Jersey 732-381-4100
info@preventionlinks.org

Homefirst
Interfaith Housing and Family Services
1009 Park Avenue
Plainfield, NJ 07060-2514
908-756-1125

This list is subject to change. Copies can be found in the Office of the Superintendent.
APPENDIX B

GUIDE FOR LEGAL SERVICES

CENTRAL JERSEY LEGAL SERVICES, INC.
Union County Division
60 Prince Street
Elizabeth, NJ 07208
908-354-4340
www.lsnj.org/cjls

COMMUNITY HEALTH LAW PROJECT
Union and Hudson Counties
65 Jefferson Avenue, Suite 402
Elizabeth, NJ 07201
908-355-8282

UNION COUNTY BAR ASSOCIATION
Lawyer Referral Service
Union County Courthouse – Rotunda Building
2 Broad Street, First Floor
Elizabeth, NJ 07207
908-353-4715

This list is subject to change. Copies can be found in the Office of the Superintendent.

In Effect: January 24, 2012
Reviewed June 23, 2013
Revised: August 26, 2014