

Woodbury Heights School District

Code of Student Conduct

2009 - 2010

Rising to New “Heights”

Rising to New “Heights” is Woodbury Heights’ character education program that focuses on positive attributes and attitudes through respect, responsibility and caring. All classrooms and areas of instruction will implement the following expectations for students:

WOODBURY HEIGHTS STUDENTS SHOW RESPECT BY:

- Raising their hands to speak, making eye contact, putting their hands down when someone is speaking, and being good listeners.
- Walking quietly in single file while keeping their hands/feet to themselves.
- Using kind and mannerly words, such as “thank you,” “excuse me,” and “good morning”.
- Keeping our school neat and clean.

WOODBURY HEIGHTS STUDENTS SHOW THEY ARE RESPONSIBLE WHEN:

- They complete and turn in work on time.
- They come to school on time and prepared to learn.
- They always try their best and accept their own consequences.
- They take pride in their work.

WOODBURY HEIGHTS STUDENTS SHOW THEY CARE WHEN:

- They choose to help others.
- They offer kind, positive and encouraging words to one another.
- They look without touching the work and property of others.
- They share with one another.
- They treat others how they would like to be treated.

Respect, Responsibility and Caring should be demonstrated on the way to and from school, in the hallways, in the classrooms, in the cafeteria and on the playground.

There will be monthly themes which will be emphasized through a quote of the week and weekly classroom lessons. The quote will be read daily on the morning announcements. The classroom teacher will have students write about it, talk about it, draw, etc. It should not simply be heard and then dropped. Teachers will use notes to go home to parents – Your child rose to a new “Height” today.

Woodbury Heights Elementary School Code of Student Conduct

Woodbury Heights Mission Statement

Through the collaborative efforts of our staff, parents and the community, the Woodbury Heights Elementary School is committed to:

- Promoting the educational growth of our students through a challenging curriculum and high expectations,
- Providing a safe and caring learning environment,
- Encouraging responsibility in our students, and
- Developing students' respect for themselves and others.

The skills and attitudes developed through this collaborative effort will enable our students to become productive citizens in society.

PHILOSOPHY

The Woodbury Heights Elementary School community recognizes the need for providing a safe, respectful and cooperative environment and approaches student behavioral issues with a positive, proactive philosophy. The school community environment must support and identify the essential behaviors for all of its stakeholders. This can be achieved when:

- Teachers, parents, administrators and other adult members of the Woodbury Heights community model respectful and responsible behavior toward one another;
- Individuals acknowledge differences, demonstrate a respect for diversity and recognize the worth of each individual;
- Individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- The dignity of every individual is protected and maintained.

STAFF, PARENTS AND OTHER ADULT COMMUNITY MEMBER'S RESPONSIBILITIES

The Woodbury Heights School Community believes that in order for students to demonstrate appropriate behavior while at school and school related activities, its adult members have a responsibility to:

- Clearly define behavioral expectations and boundaries.
- Be firm, fair and consistent in their practices.
- Provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community.
- Act as an effective role model for students to emulate.
- Act respectfully toward students, as well as toward each other.
- Consistently use appropriate and courteous language when communicating with students.
- Keep appropriate, direct and timely communication between home and school. Positive and effective communication serves as the foundation for the home-school partnership.
- Work in partnership to provide each student an appropriate educational program.

STUDENT RIGHTS AND RESPONSIBILITIES

Students shall have:

- The right to attend school and an opportunity to receive a good education. Reasons for absences should be reported to the office as soon as possible. Students are required to provide the school with a written note from parents or guardians explaining absences.

- The right to be told of all the school rules and expectations and the consequences of breaking those rules, and the right to defend one's actions when accused of a wrongdoing. It is the responsibility of the students to know and follow all school rules and accept the consequences of their behavior.
- The right to have all steps of discipline followed fairly. It is the responsibility of the students to work with all school members in cases involving discipline.
- The right to receive an education using appropriate materials. It is the responsibility of the students to participate in the classroom and complete class work and homework to the best of their abilities.
- The right to use the school grounds and materials during school hours. It is the responsibility of the students to use the school grounds and materials correctly and show respect.
- The right to hear, say and see different ideas. It is the responsibility of the students to respect the thoughts of others that might be different from their own.
- The right to be respected by other students and school staff. It is the responsibility of the students to show respect to other students and school staff.
- The right to show their own style of dress and grooming as long as it follows the school dress code. It is the responsibility of the students to know and obey school rules of dress.
- The rights of privacy. It is the responsibility of the students to keep themselves and their belongings free of items that might cause harm or be illegal.
- The right to be free from bullying, name calling or harassment. It is the responsibility of the students to avoid and discourage such behavior and to report it to school staff.

STUDENT PRIVILEGES

It is important for students to understand that the following are considered privileges, not rights, and may be revoked by the Chief School Administrator or designee:

- Participation in assembly programs, dances, parties and other school-related functions;
- Participation in all field trips;
- Access to the school Internet;
- Participation in extra-curricular activities;
- Participation in lunchtime recess;
- Participation in promotion exercise.

STUDENT DRESS

Home and school needs to cooperate in the matter of student dress. The school administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events.

- Modest dress is required.
- No bare midriffs will be permitted at any time.
- Sleeveless tops must have straps that are at least 2 inches in width.
- Tank tops will be acceptable when worn under another shirt or blouse only.
- Clothing with double meaning or crude phrases are unacceptable.
- Short are acceptable – mid-thigh or below, cannot be shorter than fingertip length.
- Open-toed shoes, large heeled shoes and backless shoes are discouraged for safety reasons, particularly on the stairs. Flip-flops are not allowed.
- “Heelies” or show skates are not permitted at school, on school grounds or school functions.

- Any clothing that shows or displays undergarments is not acceptable.
- All pants and shorts must be pulled up with no waistbands turned over.
- Hats are not to be worn in the building.

RULES OF ACCEPTABLE CONDUCT DURING ASSEMBLIES

- Enter in a quiet, orderly manner.
- No talking or physical contact during the performance.
- Treat the performers in a respectful manner and offer appropriate applause.
- Exit in a quiet, orderly manner.
- Remain in one's seat for the duration of the program, unless there is an emergency; if one must enter/exit, do so only between selections, not during a performance.

USE OF CELL PHONES AND MEDIA DEVICES

The use of (including receiving communication) or display of cell phones or media devices at school during the instructional day is prohibited. During the school day cell phones must be turned off and stored out of sight. Students displaying or using these items will have them confiscated and will be issued a consequence.

COMMUNICATION

The following suggestions will assist in facilitating communication between home and school:

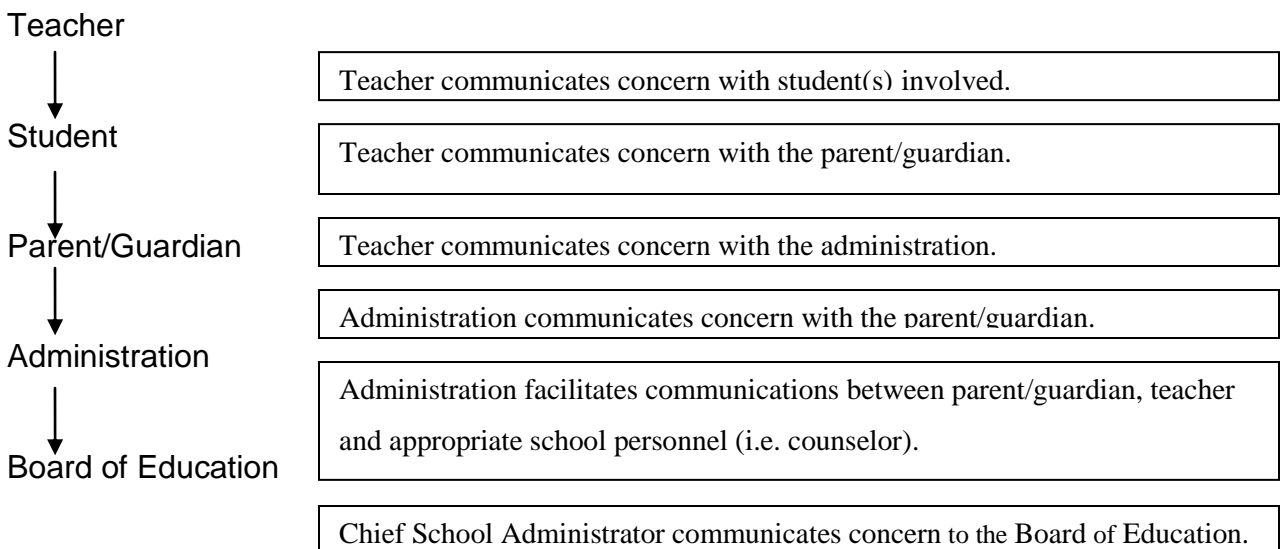
- All need to be sympathetic and empathetic.
- Try to see the situation from the other person's view.

- Be positive and enthusiastic.
- Talk about the child as an individual.
- Don't compare one child with another.
- Avoid getting too personal.
- Respond to all as individuals, realizing each has a unique personality and set of concerns.
- Try not to interrogate. People are more open if you don't put them on the defensive.
- Discuss, but never argue. And don't criticize.
- Suggest ways to solve the problem.

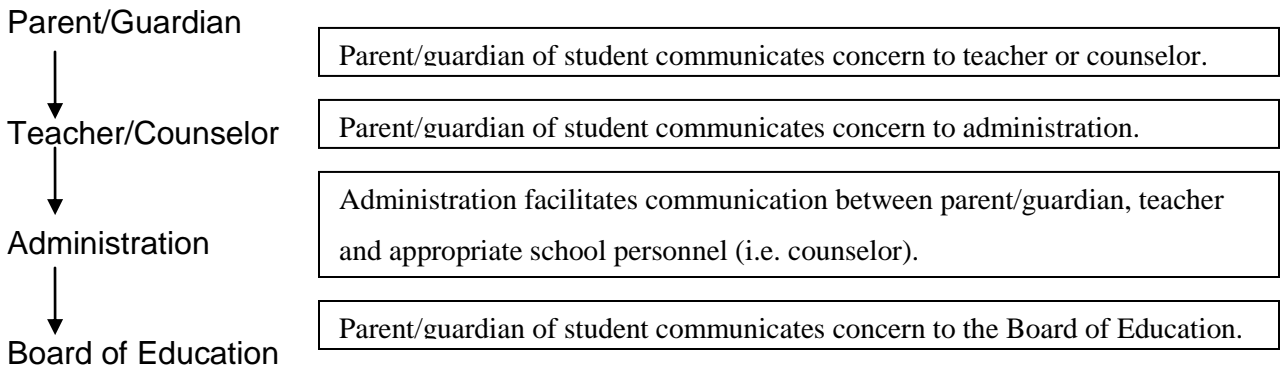
CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher or Chief School Administrator. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication should be used. If the concern is not resolved, proceed to the next step in the chain of communication.

Concern of Teacher



Concern of Parent/Guardian of Student



STUDENT BEHAVIORS THAT SHALL RESULT IN DISCIPLINARY ACTION

- Misconduct in class and other areas of the building or school grounds.
- Disobedience, disrespect or insubordination to any teacher or staff member having authority over a student.
- Disruption of the school or classroom environment.
- Use of profanity or abrasive language.
- Forgery or misrepresentation of parent/guardian's signature.
- Intimidation, bullying or harassment of any kind.
- Fighting or threatening to cause physical harm.
- Physical assault upon another student, teacher, any school employee or board member, with or without weapon(s).
- Jeopardizing the health and safety of others.
- Willfully causing, or attempting to cause damage to, or defacing of, school property.
- Tampering with, or damaging property of, other students or staff members.
- Taking, or attempting to take, personal property or money from another student or staff member.

- Excessive unexcused absence from, or tardiness to, school.
- Truancy and/or inciting other students to truancy.
- Leaving the school or school property without permission.
- Triggering or sounding a false alarm.
- Inappropriate bus behavior.
- Academic dishonesty.
- Use, possession, or sale of any tobacco product, or controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol.
- Use or possession of weapons, explosives or other dangerous or inappropriate objects.
- Any other inappropriate actions which are harmful to the physical, mental or emotional well-being of the student, others students or staff members.

STUDENT CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR AND METHODS OF DISCIPLINE

Students who chose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action. In assigning discipline for problem behavior, the nature of the behaviors, the developmental ages of the students, and the students' individual histories of problem behaviors shall be taken into consideration. A credible death threat to oneself or others will result in removal from school pending results of a threat assessment evaluation.

For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14. The code of student conduct shall be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

Teacher Detention:

A teacher detention is a period outside of a student's class time during which a student will be detained from his/her regular activity due to inappropriate behavior or failure to complete his/her assigned work. This detention is assigned and arranged by the teacher and may be conducted during a student's lunch/recess period and/or after school in the classroom. The student's parent/guardian will be notified by phone or written note. Students may be kept in at recess or detained by a teacher at the end of the school day for a maximum of ten minutes without parent notification. After receiving two (2) recess detentions during a marking period, a student receiving a third teacher detention will serve the time after school until 4:05. Continued inappropriate behavior will require a parent conference.

Administrative Detention:

An administrative detention is assigned by the school administration, and is typically conducted at lunch/recess time or after school until 4:05 pm. These detentions are served in a central location. The student's parent/guardian will be notified by telephone or letter.

Suspension:

Disciplinary action for serious infractions could be in the form of in-school or out-of-school suspension. A suspension is the temporary denial of the student's right to attend school. The Chief School Administrator may suspend any pupil from school for a short duration for good cause. In the cause of suspension, parents/guardians will be notified by telephone and/or letter. A post-suspension conference with the administration must take place before the student re-enters his/her regular school schedule.

Expulsion:

The power to expel a student from the school system is vested solely in the Board of Education. If the actions or behavior of a student are such to warrant expulsion consideration, the Chief School Administrator shall place the case before the Board of Education.

STUDENT BEHAVIOR STANDARDS NOT ON SCHOOL PREMISES

Please note that student behavior standards extend beyond school grounds, as per N.J.A.C. 6A:16-7.6. This applies especially to incidents involving harassment, bullying, intimidation, fighting, substance abuse and dangerous instruments/weapons.

CORPORAL PUNISHMENT

No employee shall inflict or cause to be inflicted corporal punishment upon a student, but any such person may, within the scope of his/her employment, use and apply such force as is reasonable and necessary to :

- Quell a disturbance threatening physical injury to another.
- Obtain possession of a weapon or other dangerous objects upon the person or within the control of the pupil.
- Maintain self-defenses.
- Protect persons or property.

School employees should not direct students to act for them.

BEHAVIORAL SUPPORTS

Within our school system there are two part-time guidance counselors available to work with students who are experiencing behavioral, social or emotional concerns. Teachers and/or parents may refer a child to one of the guidance counselors. In-school counseling is not intended to be therapeutic and long-term. More serious difficulties may necessitate recommendation for more intense counseling. If needed the following resources are available in or near Gloucester County.

HEALTH AND SOCIAL SERVICES PROVIDERS

Center for Family Services, Inc.
250 S. Delsea Drive
Glassboro, NJ 08028
856-881-5403

SODAT of New Jersey, Inc.
122 North Broad Street
Woodbury, NJ 08097
856-845-6363

Center for Family Services, Inc.
601 S. Black Horse Pike
Williamstown, NJ 08094
856-728-0404

Teen Center@Deptford Mall
(First Floor of the Mall)
300 North Almonesson Road
Deptford, NJ 08096
856-845-0552

Maryville, Inc.
156 Broadway
Westville, NJ 08093
856-456-0660

Underwood Memorial Children's
Behavioral Health Services
104 W. Red Bank Avenue
Woodbury, NJ 08096
856-251-9059

Rowan University Center
for Addiction Studies
201 Mullica Hill Road
Glassboro, NJ 08028
856-863-2175

Danielle Counseling Center
42 S. Delsea Drive
Glassboro, NJ 08028
856-863-0006

WOODBURY HEIGHTS SCHOOL-PARENT COMPACT

The Woodbury Heights Elementary School and the parents of the students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2009 - 2010.

School Responsibilities

The Woodbury Heights Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by aligning the district curriculum with the state standards, hiring highly qualified teachers and providing an environment that is conducive to learning and educational growth for students.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in November, 2009 and April, 2010.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports in the form of classroom report cards issued in November, 2009, February, 2010, April, 2010 and June, 2010 (February and June only for Kindergarten) and Basic Skills report cards issued in December 2009, March, 2010 and May, 2010 (March and May only for Kindergarten).
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents through telephone conversation, e-mail and conferences as parents require.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities during scheduled October visitation or when otherwise arranged with the teacher.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.