

Woodlynne School District

**131 Elm Avenue
Woodlynne, NJ 08107**

Elementary School Grades K-5



Code of Student Conduct

Dear Students, Parents and Guardians:

Welcome to the Woodlynne School District. It is our vision to collectively work with the school community to actively engage 100% of our students in the classroom and co-curricular activities, 100% of the time. The Woodlynne School District is committed to providing an excellent education under equitable conditions that will lead to the success of each and every student in the district. Practicing specific core ethical values; students, parents, guardians, and school community members can affect the attitude, behavior, and character of our students. In order for students to learn and engage in the learning process it is imperative we have an environment which allows two basic rights; "Teachers have a right to teach and students have a right to learn". It is important that our students feel comfortable and able to learn, and educators feel respected and able to do their job. Students who know their teachers care, not only about their academic success, but also about their well being, will develop a sense of self-worth and self-esteem. It is the direction of this school community to assure the school's social, physical, and academic environment is practiced every day. Our school climate will shape the future of each student who attends Woodlynne. We look forward to a promising and prosperous school year.

Safe-Connected-Engaged

Jack L. McCulley, Ed.D
Interim Superintendent

Jackie Walters
Principal

Systematic Beliefs

The Woodlynne Board of Education promotes the engagement of students academically, socially and physically which will result in the positive attitude, respectful behavior and a ethical character of each student. The emphasis on positive attitudes, behaviors and character will assist in creating a culture of respect of students, staff, parents, guardians and school community members. The Woodlynne Board of Education supports the positive engagement of students within the school environment resulting in actions that respect the rights and well being of each other inside and outside the school walls. Students, through positive engagement, will conduct themselves in a manner that encourages positive attitudes, behaviors and character. The Woodlynne Board of Education supports these values collectively creating a true partnership of school and community that encourages all students to be the **best they can be**.

Summary

The message being delivered to the students of Woodlynne is a message to actively be engage all students within the school community. Positive engagement with positive attitudes will result in positive behaviors. The Board of Education Policies and Regulations provide direct legal oversight, the school community will promote core ethical and performance values as the foundation of good character. The Code of Conduct booklet will provide an overview of all laws governing the conduct of students and responsibilities of parents/guardians at Woodlynne. Information pertaining to the Policies and Regulations are presented as an overview, while the full policies and regulations can be found on the Woodlynne website at www.woodlynne.k12.nj.us. Parents/guardians may also request hard copies of complete Policies and Regulations from the Principal at 856-962-8822. It is expected that parents/guardians along with their student read and discuss each part of the Student Code of Conduct Handbook in order to gain an understanding of the expectations set forth by N.J.S.A Title 18:A.

All Policies, Regulations and compliances of the law, as well as, the expectations and penalties set forth in the Student Code of Conduct will be enforced if a student's behavior is unacceptable. While all disciplinary actions taken are a result of student's misconduct it is hoped that all students will be actively engaged in the day to day activities that will greatly reduce any negative infractions.

Remember:

- **Do the Right Thing**
- **Treat People Right**
- **Do your Personal Best**

Conduct and Discipline

1. The Superintendent of Schools shall develop general guidelines in conjunction with N.J.S.A. Title 18:A and N.J.A.C. 6 & 6A for student conduct on school property or while attending school events, trips or contests, and shall direct development of detailed policy and regulations suited to the age level of the students and the physical facilities of the individual schools.
2. The Superintendent of Schools or designee 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.
3. All students shall adhere to the rules and regulations established by the Board of Education Policies and Regulations as referenced in N.J.S.A. Title 18:A. Non-compliance will result in disciplinary action.
4. Disciplinary action shall be applied consistently and uniformly with necessary due process in accordance with the policy and regulations of N.J.S.A. Title 18:A. Staff shall comply with the policy and regulations of the New Jersey Administrative Code N.J.A.C. 6 & 6A when dealing with discipline and/or suspension of classified pupils.
5. Certain infractions shall be reported to the local law enforcement agency in accordance with the District's Memorandum of Agreement which is on file in the Superintendent's office. Student/Staff confidentiality shall be protected in accordance with federal and state law.
(Woodlynne)

To be a successful school, it is important that all children are invested in the success of the school. Students are expected to be actively engaged in the development of positive attitude in school. Thus eliminating negative actions which lead to negative outcomes. The teacher's role is to teach and the student's role is to learn. The process of learning has been developed to engage and constantly make students aware of consequences so that their decisions reflect careful choices more often than wrong decisions.

We expect all students to understand behavioral standards of our school. They can accomplish this by doing the following:

Responsibilities

Students are expected to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for personal behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as members of a group.
- Meet the unique requirements of each class.
- Monitor personal progress toward objectives.
- Communicate with parents and school personnel about school related matters.
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their own actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the Woodlynne School District.

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the Woodlynne School District.

The school **staff** is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for the district and school community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Statutes 18:A and the New Jersey Administrative Code as well as district policies and procedures.

Teachers, instructional assistants, and the principal will make every effort to communicate with parents regarding their child's behavior. Telephone contact will be made and/or a discipline report will be sent home to help keep parents apprised of incidents which have occurred and action which was taken. Students may be assigned after school or lunch detention for misbehavior. After school detentions are held from 2:30 p.m. to 3:00 p.m. and are supervised by a staff member.

Student Conduct Guidelines

In order to help ensure a respectful, responsible learning environment, it is expected that all student shall:

- Be on time and attend every class every day. (Woodlynne Attendance Policy)
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility. Bullying, Intimidation and Harassment (HIB) in all forms is unacceptable.
- Exhibit ethical character as it applies to tests, assignments and other work for which the student is responsible.
- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Communicate with peers and those in authority with respect and consideration.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Woodlynne Board of Education Policies governing appropriate dress and the proper use of electronic devices.
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer medication except in certain limited life-threatening conditions.
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school on school property or school buses, and at all school sponsored activities.

Student Rights

Students have the right to:

- Advance notice of behaviors that will result in suspension or expulsion.
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Notification to their parents/guardians consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences.
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV (A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C 6A:14-2.9, N.J.A.C. 6A:32 Student Records; as well as other existing Federal and State Laws pertaining to student protections.

Comprehensive Behavioral, Health, and Academic Supports

The Woodlynne School District provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board of Education:

The School District offers the following positive reinforcement for good conduct and academic success:

- **Intervention & Referral Services** are provided in accordance with the provisions of N.J.A.C. 6A:16-8.1 *et seq.* The I&RS team provides an individualized monitor outside of regular counseling staff to follow up with students in need of intervention services. Interventions can include behavioral assessments, 504 accommodations, and behavior intervention plans, referral services or working with teachers to provide instructional modifications such as extended time.
- **School Nurses** provide a variety of health professional supports, including support with physical and mental health issues. Remediation of problem behaviors take into account the nature of the behaviors, the developmental age of the student and the student's histories of problem behaviors and performance.
- **Monthly Award Recognitions:** Students will also be rewarded for positive behavior. Periodic recognitions will be held to recognize students for demonstrating acts of courtesy and kindness to classmates and staff. Students will earn **"Caught Being Good"** tickets for good behavior. During the morning announcements, tickets will be randomly selected from the jars that will be located in the main office. The student whose name is selected will be awarded a special prize. Awards will also be presented for special accomplishments such as qualifying for the **"Honor Roll"**, **"Perfect Attendance"** or being named **"Student of the Month"**.

For students with disabilities, the behavior interventions and supports are determined and provided pursuant to the requirements of N.J.A.C. 6A:14. Students with disabilities are sometimes eligible to receive behavioral supports/services as determined by the IEP team or the Child Study Team. The Woodlynne School District provides these types of services to eligible children based on individual assessments performed by qualified professionals in the field of Behavior Consultation or Behavior Analysis. Individual behavior plans which are designed are based on a positive behavior approach, ensuring that children are learning to modify their behaviors based on positive feedback from adults. Behavior plans may be re-designed as often as necessary as the child grows, develops, and learns to modify his/her behavior over time.

The School District also has procedures in place for the discipline of students disabilities, designed to implement the relevant mandates outlined in the Federal IDEA and N.J.A.C. 6A:14. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

Woodlynn Elementary School Discipline Code

Incident	Possible Consequences
Assault/Battery toward students	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Suspension ● Police Notification
Assault/Battery toward staff	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Suspension ● Notification to Superintendent ● Police Notification
Dress Code Violation	<ul style="list-style-type: none"> ● Contact parent for a change of clothes ● Referral to Dean of Students and/or Principal
Electronic Devices: cell phones, ipods, etc.	<ul style="list-style-type: none"> ● Item taken until until end of day ● Contact parent ● Additional offenses, item will be returned only to the parent
Fighting	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact parent ● Suspension
Insubordination, unacceptable language gestures, disrespectful remarks, failure to follow directions	<ul style="list-style-type: none"> ● Teacher discipline ● Referral to Dean of Students and/or Principal ● Contact parent ● Lunch detention, in-school suspension
Lunch Room Misconduct	<ul style="list-style-type: none"> ● Time out in lunch room ● Removal from playground time ● Removal from lunch ● Referral to Dean of Students and/or Principal
Misconduct in class	<ul style="list-style-type: none"> ● Teacher discipline ● Referral to Dean of Students and/or Principal ● Contact parent ● Lunch detention, in-school suspension
Obligations (textbook, equipment, damage to school property)	<ul style="list-style-type: none"> ● Replacement cost for textbooks and other items not returned in satisfactory condition ● Damaged property or theft will be assessed at the amount of the loss

Suspensions may range from one (1) to ten (10) days either internal or external. Any incident resulting in Police involvement may also be referred to the Board of Education for further disciplinary action. Additionally, repeat offenders of the same infraction will result in progressive discipline to the Superintendent/Board of Education.

Incident	Possible Consequences
Possession of a Weapon or Facsimile Threat with a Weapon	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Item Confiscated ● Contact Parent ● Referral to Superintendent ● Police Notification ● Suspension
Smoking on School Grounds	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Referral to Superintendent ● Police Notification ● Suspension ● Board of Education Hearing
Possession of Tobacco Products on School Grounds	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Referral to Superintendent ● Suspension
Possession or under the influence of drugs or alcohol	<ul style="list-style-type: none"> ● Refer to Board of Education Policy on Drugs and Alcohol
Sexual Harassment/Sexual Assault	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Referral to appropriate authorities ● Refer to Board of Education Policy on Sexual Harassment
Stealing/Theft	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Police Notification ● Detentions/Suspension
Threatening a Student/Bullying/Harassment	<ul style="list-style-type: none"> ● Referral to Dean of Students and/or Principal ● Contact Parent ● Police Notification ● Suspension ● Referral to Peer Mediation and/or Counseling
Tardiness	<ul style="list-style-type: none"> ● Habitual tardiness may result in lunch detention to make up for missed time

Suspensions may range from one (1) to ten (10) days either internal or external. Any incident resulting in Police involvement may also be referred to the Board of Education for further disciplinary action. Additionally, repeat offenders of the same infraction will result in progressive discipline to the Superintendent/Board of Education.

Woodlynn School District
Reflection Summary
Notice to Parent/Guardian

The purpose of this report is to inform you of the disciplinary incident described below. We ask that you appreciate the action taken by the school and to counsel your child regarding the incident.

DESCRIPTION OF OFFENSE:

Student: _____ Date: _____

Teacher: _____ Grade: _____

Actively being engaged in school should be a positive experience for our students and staff. **It is recognized the need for students** to socialize during appropriate times; however, inappropriate behavior interrupts the learning process. Today inappropriate and/or unacceptable behavior was displayed in one of the following areas:

- | | | |
|-------------------------|----------------|----------------|
| ___ Citizenship | ___ Giving | ___ Courage |
| ___ Responsibility | ___ Respect | ___ Honesty |
| ___ Sharing/Cooperation | ___ Friendship | ___ Compassion |

Did you follow directions and stay on task? ___ Yes ___ No

Did you respect the rights of others? ___ Yes ___ No

Did you allow other students to learn? ___ Yes ___ No

Did you take care of the property of others? ___ Yes ___ No

1. What I did was:

2. The reason I am in trouble is because:

3. Who could this disturb or hurt?

4. I've had trouble with this behavior before: Yes No

5. How will I avoid having this problem in the future? (What will I do differently next time?)

6. Is it appropriate to apologize for the behavior I demonstrated? Yes No

7. If yes, I need to apologize to:

8. Good things will happen to me if I control my behavior. Some of them are:

Completion of this sheet means that I am ready to follow class rules.

Student Signature

Teacher Signature

Parent Signature

Please discuss with your child the importance of improving his/her behavior.

Woodlynn School District

Dress Code



This policy is set forth in keeping with the accepted dress requirements in our society, plus current health and safety standards. Students are required to follow the student dress code so that our overall school environment is one of unity and pride. Students must be dressed in uniform attire from the time they arrive until the time school is dismissed (including all hallways/stairwells and classrooms). Students that are not properly attired will be sent to the office and the parent will be called to bring in appropriate clothing. Students that refuse to comply with the dress code will be subject to the current discipline policy, including an alternate education setting.

For All Students

Footwear for all students should be closed toe and have a back to ensure student safety. Athletic shoes are preferred. Socks/stockings/tights must be solid (no patterns) in color.

All clothing must be free of all writing and logos. The **ONLY** acceptable hooded sweatshirt to be worn in school is the **Official Woodlynn Sweatshirt**. **Navy Blue** and **ONLY Navy Blue** crew neck sweatshirts are permitted. In addition to being **only Navy Blue**, sweaters **cannot** contain a hood or logo. No student may wear hats, jackets, hoodies, or coats in the classroom, hallway or cafeteria unless given permission by the main office. (Students who wear school logo hooded sweatshirts ARE NOT ALLOWED to have the hood on their head inside the building. Loss of privilege of wearing school logo hooded sweatshirt may occur).

BOYS

BOTTOMS - NO JOGGERS

Navy Blue Khaki Pants/Shorts
Tan Khaki Pants/Shorts
A BELT must be worn

TOPS - All shirts must have a collar and buttons

Navy Blue Long or Short Sleeved Shirt
Light Blue Long or Short Sleeved Shirt
Yellow Long or Short Sleeved Shirt
Navy Blue Sweater or Crew (NO HOOD) Neck
Sweatshirt

GIRLS

BOTTOMS - NO JOGGERS

Navy Blue Khaki Pants/Shorts/Jumper/Skort-
The length of the shorts, skirt or skort must
Be no more than 4 inches above the kneecap.

Tan Khaki Pants/Shorts/Jumper/Skort-The
length of the shorts, skirt or skort must
Be no more than 4 inches above the kneecap.

TOPS - All shirts must have a collar and buttons

Navy Blue Long or Short Sleeved Shirt
Light Blue Long or Short Sleeved Shirt
Yellow Long or Short Sleeved Shirt
Navy Blue Sweater or Crew (NO HOOD) Neck Sweatshirt

Gym Class Dress Code

Pre-K to 8th Grade



- Students may order the gym tee-shirts from the school (please watch for order forms sent home).
- Students who do not order the gym tee-shirt must wear their school uniform on gym days.
- Student will be allowed to wear blue or gray shorts/sweatpants with the school gym tee-shirt on gym days **ONLY!**
- This is an **ALL or NOTHING POLICY!!** Students must wear **EITHER** the school uniform or gym uniform on gym days.

NO MIXING AND MATCHING OF SCHOOL OR GYM UNIFORM

Appropriate Clothing for Gym

Sneakers with Laces or Velcro
Yellow/Navy/Lt. Blue Polo Shirts
Navy/Dresses with Shorts
Navy or Khaki Shorts/Pants
No Logo's on ANY CLOTHES

Inappropriate Clothing for Gym

Dress Shoes/Heels/Boots
Flip-Flops/Sandals
Tight Fitting Skirts/Dresses
Tight Fitting Shorts/Pants
Dresses/Skirts **WITHOUT** Shorts

Gym Uniform

Woodlynne Tee-shirt
Solid Gray or Solid Navy Blue Shorts / Sweatpants
NO JEWELRY
No Logo's on any clothes

6th, 7th and 8th grade students may bring water bottles to the field for gym.

REGULATION

Woodlynne School District

Section: Students

5511. DRESS CODE

Date Created: May, 2008

Date Edited: May, 2010

5511. DRESS CODE

This policy is set forth in keeping with the accepted dress requirements in our society, plus current health and safety standards. Pupils are required to follow the dress code so that our overall school environment is one of unity and pride. Pupils must be dressed in uniform attire from the time they arrive until the time school is dismissed. Pupils that are not properly attired will be sent to the office and the parent will be called to bring in appropriate clothing. Pupils that refuse to comply with our dress code will be subject to the current discipline policy. Noncompliance for all grade levels will result in the loss of all school activities, which includes, but is not limited to trips, assemblies, extra curricular activities, and graduation ceremonies. *Occasionally there may be a school activity or trip where pupils are not required to wear uniforms; this decision will be made by administration only.

Boys

Bottoms

Navy blue or tan khaki pants or shorts of the appropriate size and length for the pupil. If the pants have belt loops, a belt must be worn. Pants and belt must be worn securely at the waist.

Tops

Navy blue, light blue, or yellow long or short sleeve shirt. Tops must be a button, collared polo/golf shirt and cannot contain any writing or logos. Navy blue sweaters are optional.

Girls

Bottoms

Navy blue or tan khaki pants, shorts, skirts, or jumpers of the appropriate size for the pupil. The length of the shorts, skirts, and jumpers must be no more than four inches above the kneecap.

Tops

Navy blue, light blue, or yellow long or short sleeve shirt. Tops must be a button, collared polo/golf shirt and cannot contain any writing or logos. Navy blue sweaters are optional.

Foot Apparel

Solid matching colored socks or stockings must be worn at all times (no patterns). Socks should be no less than ankle length. Dress or athletic shoes shall be permitted at the pupil's option. All footwear must have a back and be closed toed to ensure pupil safety. Shoes must be tied, velcroed, etc. at all times.

General

No student may wear hats, jackets, hoodies, or coats in class unless given permission by the main office.

Dress Code Violations

- First Offense: Attempts will be made to resolve the problem through change of clothing, explanation with warning, and or parental phone call.
- Second Offense: Attempts will be made to resolve the problem through change of clothing, explanation with warning, and parent phone call. Pupil will be placed in Alternative Education Detention (AED) until parent can resolve the issue.