

Elmer Elementary School



Pittsgrove Township Schools
District CODE of Conduct

ELMER ELEMENTARY SCHOOL
Administrative Guidelines for Student Code of Conduct

INFRACTION	Teacher/Staff Actions	Administrative Action (Referral Form)					
		1 st	2 nd	3 rd	4 th	5 th	
Bathroom Misconduct (CUS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD(2) Guidance Parent Contact	LD/RD(3) Guidance Parent Conference	Disciplinary action at the discretion of Administrator	
Bus Misconduct (including, but not limited to refusal to stay in seat or wear seat belt, yelling & screaming, excessive physical contact, bullying, etc.) (BB)	Bus driver referral form	AW	RD Parent Contact	RD(2) Parent Contact	1-day bus suspension, Parent Conference	3-day bus suspension, Parent Conference	
Cafeteria Misconduct (CAV)	Referral Form	AW	LD Parent Contact	LD(2) Parent Contact	LD(3) Parent conference	Disciplinary action at the discretion of Administrator	
Cheating, Forgery, Altering school documents (AHV)	Teacher conference with student, teacher calls parent, teacher detention	AW	LD/RD Guidance Parent Contact	LD/RD (2) Parent Conference	OSS Parent Conference	Disciplinary action at the discretion of Administrator	
Class Disruption (CB)	Teacher conference with student, teacher calls parent, teacher detention	LD/RD	LD/RD Guidance Parent Contact	LD/RD (2) Guidance Parent Contact	Disciplinary action at the discretion of Administrator		
Excessive Tardiness (LS)	Teacher conference with student, teacher calls parent (4 th tardy)	AW Letter to Parent	AW Letter to Parent Guidance	LD/RD Letter to Parent Guidance Truancy	Disciplinary action at the discretion of Administrator		
Hallway Misconduct (CUS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD(2) Guidance Parent Contact	RD(3) Guidance Parent conference	Disciplinary action at the discretion of Administrator	
Inappropriate Display of Affection (CUS)	Teacher conference with student, teacher calls parent,	AW Parent Contact Guidance	LD/RD Guidance Parent Contact	LD/RD Guidance Parent conference	LD/RD Guidance Parent conference	Disciplinary action at the discretion of Administrator	

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	teacher detention						
Harassment, Bullying, Intimidation, Threatening Comment (BUL, TC)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Parent conference I&RS	Disciplinary action at the discretion of Administrator	
Dress Code (DCV)	Teacher conference with student	AW Parent Contact	RD Parent Contact	RD Parent Contact	Disciplinary action at the discretion of Administrator Parent conference		
Leaving class without permission (CC)	Teacher conference with student, teacher calls parent, teacher detention	AW Parent Contact	AW Guidance Parent Contact	RD Guidance Parent Contact	Disciplinary action at the discretion of Administrator Parent conference		
Misbehavior with Substitute Teacher (CB)	Teacher conference with student, teacher calls parent, teacher detention	AW Parent Contact	RD Guidance Parent Contact	RD Guidance Parent Contact	OSS Parent conference	Disciplinary action at the discretion of Administrator	
Possession of Electronic Device (CPV)	Teacher conference with student, teacher calls parent, teacher detention	AW Confiscate device – Parent Conference	LD Confiscate device – Parent Conference	LD/RD Confiscate device – Parent Conference	RD Confiscate device – Parent Conference	Disciplinary action at the discretion of Administrator	
Use of profanity and/or obscene gestures, obscene material (CUS, UP)	Teacher conference with student, teacher calls parent, teacher detention	RD Parent Contact	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator	
Pushing/Shoving (INVC)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator	
Verbal altercation (ALT)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator	
Failure to attend teacher detention (CPD)	Teacher conference with student, teacher calls parent,	AW	RD Parent Contact	RD Parent Contact	RD(2) Parent Contact	Disciplinary action at the discretion of Administrator	

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	teacher detention					
Leaving school w/o permission (CCL)	Referral Form	RD Guidance Parent Contact	RD(2) Guidance Parent Conference	OSS Parent conference	Disciplinary action at the discretion of Administrator	
Violation of Acceptable Use Policy (TEC)	Referral Form	AW Guidance Parent Contact	RD Guidance Restrictions Parent Contact	RD(2) Guidance Restrict. Parent Conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Provoking of verbal or physical altercation (ALT)	Referral Form	RD Guidance Parent Contact	RD (2) Guidance Parent Contact I&RS	OSS Parent conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Disobedience, Defiance, and Disrespect towards authority (INS, DTS)	Referral Form	RD(1) Guidance Parent Contact	RD(2) Guidance Parent conference I&RS	RD(3) Guidance Parent conference	OSS (1) Guidance Parent conference	OSS Parent conference
Disrespect towards student (DS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Parent Contact	RD Parent Contact	RD (2) Parent Contact	Disciplinary action at the discretion of Administrator
Theft (TFT)	Referral Form	RD(2) Guidance Parent Contact Restitution	OSS(2) Guidance Parent Conference Restitution	OSS(3) Guidance Parent Conference Restitution	OSS(4) Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Vandalism/ Destruction of Property (VAN)	Referral Form	RD(2) Guidance Parent Contact Restitution	OSS(2) Guidance Parent Conference Restitution	OSS(3) Guidance Parent Conference Restitution	OSS(4) Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Possession or Distribution of controlled substances (PII, DB)	Referral Form	Guidance SAC Parent Conf. I&RS Disciplinary action at the discretion of	OSS (4) Guidance SAC Parent Conference I&RS SRO	OSS (10) Guidance SAC Parent Conference SRO Superint.	Disciplinary action at the discretion of Administrator SRO; Superintendent	

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Possession or Distribution of controlled substances (PII, DB)	Referral Form	Guidance SAC Parent Conf. I&RS Disciplinary action at the discretion of Administrator	OSS (4) Guidance SAC Parent Conference I&RS SRO Superint.	OSS (10) Guidance SAC Parent Conference SRO Superint.	Disciplinary action at the discretion of Administrator SRO; Superintendent
Assault on staff (ASM)	Referral Form	OSS (2) Parent Conference Guidance SRO Superint.	OSS (4) Parent Conference Guidance SRO Superint.	OSS - could result in long-term suspension/expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO Superint.	
Assault of student (AAS)	Referral Form	OSS(1) Parent Conference SRO Superint.	OSS(2) Parent Conference SRO Superint.	OSS(4) Parent Conference SRO Superint.	OSS - could result in long-term suspension/ expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO; Superintendent
Bomb Threat/Pulled Fire Alarm/ Disruption of School (PFA, DB)	Referral Form	OSS(4) Parent Conference SRO Superint.	OSS Pending Superintend Hearing; Parent Conference		
Fighting (whether or not the	Referral Form	OSS(2) Guidance	OSS(4) Guidance	Disciplinary action at the discretion of Administrator. SRO; Superintendent	

Norma School, Elmer Elementary School, and Olivet Elementary School are committed to providing safe and orderly classrooms for all students. When classrooms are orderly, teachers are able to teach, and students are able to learn. An important part of your child's education is learning to make correct decisions and to accept responsibility for their behavior.

Most students are very serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. They have a good attitude toward school. To protect your rights and the rights of others, student guidelines have been established.

When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed. Administration has the right to contact the New Jersey State Police if they deem it necessary.

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NOTE: EMERGENCY REFERRALS MAY WARRANT ADDITIONAL CONSEQUENCES PENDING THE SERIOUSNESS OF THE OFFENSE. PLEASE REFERENCE BOARD POLICIES.

POWERSCHOOL CODES:		
AAS	(Assault on Student)	DCV (Dress code violation)
ALT	(Altercation)	DS (Disrespect towards student)
ASM	(Assault on Staff)	DTS (Disrespect towards staff)
BB	(Bus Behavior)	FGT (Fighting)
BUL	(Bullying, Harassment, Intimidation)	INVC (Inapp. Nonviolent Contact)
CAV	(Cafeteria Violation)	LS (Late to school)
CB	(Class Behavior)	PFA (Pulled Fire Alarm)
CC	(Cut Class)	PII (Possession of Inappropriate Item)
CCL	(Cut Class Left School Property)	TC (Threatening Comment)
CPD	(Cut Staff Detention)	TEC (Technology/Computer Violation)
CPV	(Cell phone/Electronic Devices)	TFT (Theft)
CUS	(Conduct Unbecoming)	UP (Obscene Language/Act)
CV	(Computer Violation)	VAN (Vandalism)
DB	(Dangerous Behavior)	WO (Weapons Offense)

ADMINISTRATIVE ACTION CODES:	
AW	(Administrative Warning)
LD	(Lunch Detention)
RD	(Recess Detention) (Directed Play Restriction)
OSS	(Out-of-school Suspension)
SAC	(Substance Abuse Coordinator)
SRO	(School Resource Officer)
I&RS	(Intervention & Referral Services)
Superint.	(Superintendent-matter referred to)

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