

# Verona Elementary School Code of Conduct

## Background and Introduction

Academic excellence is the main focus of the Verona elementary schools. Growth and development of the student as a whole requires the need to address the social and emotional development of students as well. Therefore, in addition to challenging students to grow academically, the Verona elementary schools focus on the **A**, **B** and three **C**'s:

- **Appreciation** - Students need to feel that they matter to the school.
- **Belonging** - Students need to belong to something meaningful.
- **Competencies** - Students need to be provided with the skills to succeed in a social world.
- **Confidence** - Students need to be provided opportunities to grow, to succeed, to fail, and to learn.
- **Contribution** - Students need to sense that what they do can positively influence and affect others.

To promote these beliefs, members of the Verona educational community, established a Code of Conduct that provides a framework for expected behaviors of each of the members of the Verona elementary school participant communities: parents/caregivers, educators and students. This framework is critical to providing a learning environment based on honesty, respect, trust, and cooperation.

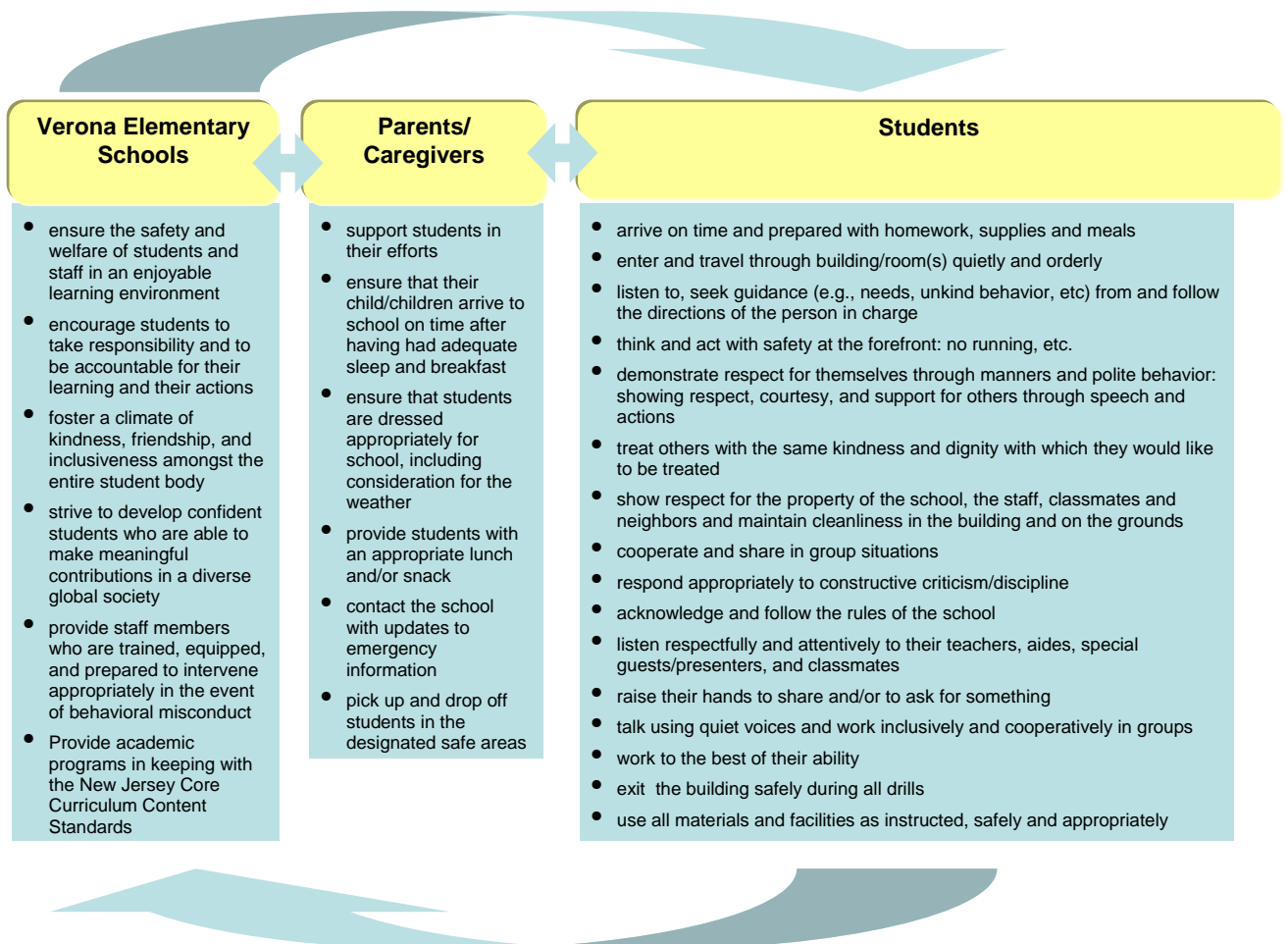
At the start of each school year, this Code of Conduct will be reinforced throughout the Participant community: Principals with the parents/caregivers and students; Teachers with the students; and Parents/caregivers with their child/children. Cooperation between parents, school staff, and the children results in an intelligent student body that is a source of pride to the entire Verona community.

## Affirmative Action Policy

It is the policy of the Verona Public Schools to provide an equal opportunity for all students to participate in the educational program. Students will not be denied this opportunity because of their race, color, beliefs, religion, sex, ancestry, national origin or social or economic status. If at any time a person thinks he/she has not been treated fairly, he/she should discuss this with the building principal or the district's Affirmative Action Officer by calling the Board of Education office.

# Participant Community Responsibilities

Each participating member of the Verona elementary school community must be accountable for his/her role as an integral part of the overall education experience.



All Code of Conduct Standards apply in the school building, in the classroom, in the cafeteria, on the playground, and in assemblies.

Each disciplinary incident will be addressed individually and dealt with in an age and developmentally appropriate manner. The staff of the Verona Elementary Schools remains committed to providing a safe educational environment for all students and to the philosophy of positive discipline. Please contact your child's teacher or principal with any questions or concerns you may have.

## **Consequences and Interventions**

### **Action Taken for Minor Infractions:**

Minor infractions include breaking any of the previously outlined rules or behavior guidelines. These include, but are not limited to, being unkind to classmates; being disrespectful to an adult; being continually unprepared for class; or being continually disruptive in class, the cafeteria, or the playground. Such infractions may result in any of the following:

- \* time out
- \* loss of recess
- \* lunch detention
- \* after school detention (to be assigned the following day after parent notification)
- \* completion of the student behavior reflection form
- \* parent and/or principal notification
- \* parent/teacher/student/principal conference

All inappropriate behavior and disciplinary actions will be documented by the teacher and shared with the parents and/or principal. Positive behavioral alternatives will be discussed with the student(s).

### **Action Taken for Major Infractions:**

Major infractions will be dealt with immediately. These behaviors include but are not limited to: fighting; endangering other students or staff; deliberate destruction or defacing of property; inappropriate language orally or in writing; threats of any nature; theft; possession of any dangerous substance; possession of inappropriate material; and harassment or bullying of any kind. Such infractions may result in any of the following:

- \* immediate notification of parent(s)/guardian(s)
- \* immediate notification of principal
- \* in school or out of school suspension
- \* parent/teacher/student/principal conference prior to return
- \* expulsion from school

Any person(s) reporting infractions will be protected from reprisal and/or retaliation.

When attending detention, students will be required to complete the behavior reflection form that applies the social decision making process. Students will be required to identify their inappropriate behavior and choose steps for the purpose of improving future behavior.

# Form A: K - 1 Student Behavior Reflection Form

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Who else was involved? \_\_\_\_\_

Draw or write your answers.

What happened?

Why did it happen?

How did you feel?

What did you do?

If this happens again, what will you do differently?

Teacher Comments (if applicable):

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# Form B: 2 - 4 Student Behavior Reflection Form

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Place and time incident occurred** \_\_\_\_\_

**Who else was involved?** \_\_\_\_\_

In your own words, describe what happened.

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Describe how you attempted to solve this problem.

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Describe your feelings about what happened.

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How could you have handled this problem in a more appropriate manner?

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Teacher Comments (if applicable):

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# Form C: Parent Infraction Notification Form

\_\_\_\_\_ is in violation of the Verona Elementary School Code of Conduct as reported by \_\_\_\_\_ on this date \_\_\_\_\_ .

The general rule that was violated was \_\_\_\_\_ .

This is his/her \_\_\_\_\_ offense.

A copy of the Student Behavior Reflection Form is attached.

As a result of this infraction, the following actions have been taken:

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\_\_\_\_\_  
(Teacher/staff member signature reporting the infraction)

After reading this form, I have reviewed the Code of Conduct with my child.

Parent(s) Signature

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Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parents Comments (if any):

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# Parent/Guardian Suggestions

## Information

Setting aside a quiet focused time to speak with your child/children to review the behavior standards, rules, and disciplinary consequences will help them to understand appropriate behavior as well as their limits in the school setting. Students will recognize your support of our expectations.

Parental acceptance and support for the Code of Conduct significantly contributes to a positive school climate that fosters self-discipline, peer acceptance, and social and academic cooperation.

## Reinforcement

Children behave and learn best when they are aware that their parent(s)/guardian(s) communicate regularly with the members of the school and are supportive of the teachers and school administration. In the school environment, the teachers are responsible for establishing class rules. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

## School Contact and Communication

Staff may be reached by e-mail, phone, or written communication. All staff has a district e-mail address using their first initial and last name (all lower case) followed by @veronaschools.org. Staff will make every effort to respond within a twenty four hour period.

Students will only be allowed to call home for items necessary to their health or well-being, such as leaving glasses or lunch at home. Students will not be allowed to call home for homework or items such as musical instruments or library books.

## Dress Code

The student dress code stresses neatness and cleanliness rather than any standard of conformity. Students and parents should use good judgment in dressing for school. Inappropriate dress is defined as any clothing that presents a hazard to the health or safety of the pupil himself/herself or to others in the school, and/or disrupts school or the educational process. Clothing which is questionable or seemingly inappropriate will be referred to the principal who will confer with parents, if necessary. The wearing of hats or hoods in school is not permitted.

# Glossary

**Harassment, intimidation or bullying** This refers to any written, verbal or physical act or gesture that takes place on school property or at a school sponsored function and that:

A. 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 and expression, or a mental, physical or sensory handicap; or

B. by any other distinguishing characteristic; and that

C. a reasonable person should know, under the circumstances, will have the effect of harming a student either physically or emotionally, or damaging the student's property, or placing a student in a reasonable fear of harm to his/her person or damage to his/her property; or

D. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school

In keeping with the developmental understanding of the elementary school child, the Verona Board of Education also recognizes that harassment, intimidation, and bullying at the elementary level may include:

E. forms of teasing, pestering, name calling, inappropriate and/or offensive language

F. verbal or physical threats

G. rough play

H. social exclusion; and

I. active/passive bystander support for harassment, intimidation, and bullying by others

J. unwanted or unsolicited touching

**Minor Infractions** A minor infraction is the breaking of a school rule that may result in a warning, recess detention, and/or after school detention.

**Major Infractions** A major infraction is the breaking of a school rule deemed as a serious offense. This type of infraction will result in the immediate notification of the parents and the principal along with possible after school detention or in school or out of school suspension. A student who commits a major infraction and is suspended will return to school only after a parent/teacher/student/principal conference.

**Parent Notification Infraction Form** This form will be completed by the teacher/staff member reporting the infraction. The form will be sent home to notify the parent(s)/guardian(s) of the infraction and will be completed and returned to school the next day.



## **Glossary** (continued)

**Student Behavior Reflection Form** This form will be completed by offending students as a means of identifying the inappropriate behavior and choosing steps for the purpose of improving future behavior.

**Time Out** This is the immediate removal of the student by the teacher from the environment where the inappropriate behavior occurred.

**Lunch Detention** Students will receive lunch detention following advance notification of the parents. Students will eat lunch supervised in a separate area from the lunch room and will miss lunch recess.

**Teacher Detention** The classroom teacher may assign detention for misconduct within the classroom. This detention may be recess detention that day or after school detention the following day. For after school detention, the teacher will contact the parents by phone and assign the detention for the next day. Students failing to report to a teacher's detention will result in principal detention as well as completion of the original teacher detention.

**After School Detention** Students will receive after school detention following advance notification of the parents. Detention will be held from 2:45 - 3:30. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention.

**Principal Detention** This detention will be held from 2:45 - 3:30 in the principal's office or other designated area. Parent(s)/guardian(s) must make arrangements to pick up the child at the completion of detention.

**Suspension Policy (N.J.S.A. 18A:37- 2)** The policy adopted by the Verona Board of Education for the suspension or expulsion of students.