

## MULLICA TOWNSHIP SCHOOL DISCIPLINE GUIDE

The Mullica Township School Discipline Guide allows for the following: school administration reserves the right to assign alternate consequences, and is the final authority on infraction interpretation; and as needed infractions may carry the possibility of parent conference, police contact, and/or Board action where necessary. Student discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, administration will take into account, at least, the severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2.

DISCIPLINARY OFFENSE	CONSEQUENCES
<b>Type One Offenses</b>	<b>For Type One offenses, school officials shall refer to Level A of the Discipline Ladder.</b>
Classroom disruptions	If similar violations occur during the same school year, the intervention moves to the next level on the ladder (e.g., from Level A to Level B, and so on).
Excessive Tardiness	
Picking on, bothering, or distracting other students	The only exception to this is that persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for expulsion.
Use of profanity or vulgar language	
Dress Code Violation	
Disrupting a school activity	
Minor defiance of authority/disobedience (i.e. - not following directions)	
Verbal insults or put downs	
Use of cell phones or electronic devices at unauthorized times	
Minor damage or defacement of school property	
Unauthorized use of school equipment	
Gambling	
Physical/ verbal aggression with another student (e.g., pushing, shoving)	
Scholastic dishonesty	
Other minor school-based misconduct	
<b>Type Two Offenses</b>	<b>For Type Two offenses, school officials shall refer to Level D of the Discipline Ladder.</b>
False activation of a fire alarm	If similar violations occur during the same school year, the intervention moves to a higher level on the ladder (e.g., from Level D to Level E, and so on).
Minor harassment, intimidation, or bullying based on race, ethnicity, sexual orientation, gender identity, disability, or religion	Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.
Severe defiance of authority/disobedience (e.g., demonstrating gross disrespect for school personnel)	The only Type Two-offenses for which students may be referred to law enforcement are those that are marked with an asterisk.

Trespassing	
Theft (under \$500) *	
Other school-based misconduct that disrupts the school environment	
Tobacco offenses	
Recurring Type One offenses (after going through Levels A through C of the Discipline Ladder)	
<b>Type Three Offenses</b>	<b>For Type Three offenses, school officials shall refer to Level E of the Discipline Ladder.</b>
Severe harassment, intimidation, or bullying based on race, ethnicity, sexual orientation, gender identity, disability, or religion	Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.
Being under the influence of drugs or alcohol	The only Type Three offenses for which students may be referred to law enforcement are those that are marked with an asterisk.
Possession of drugs or alcohol*	For those offenses, incidents are to be resolved without the involvement of law enforcement whenever possible.
Destruction of school property, including graffiti (\$500 and over) *	
Theft (\$500 and over) *	
Other school-based misconduct that substantially disrupts the school environment	
Recurring Type Two offenses	
<b>Type Four Offenses</b>	<b>For Type Four offenses, school officials shall refer to Level F of the Discipline Ladder.</b>
Serious fighting (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1st or 2nd degree assault”)	As required by state law, the two offenses marked with an asterisk must be reported to law enforcement.
Terrorist threats (pending a threat assessment)	For all other offenses, if the misconduct has seriously endangered the welfare or safety of other students or school personnel, the student may be recommended for expulsion and can be referred to law enforcement.
Possession of an explosive that seriously endangers the welfare or safety of other students or school personnel	However, incidents are to be resolved without the involvement of law enforcement whenever possible.
Unlawful sexual conduct	If there is a referral to law enforcement or a recommendation of expulsion, the suspension period can be extended if necessary.
Willfully causing damage to the property of a school employee *	Persistent misconduct resulting in suspensions can lead to the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.
Assault, harassment, or false allegation of abuse against a school employee *	Note that recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.
Other student behaviors that most seriously disrupt the school environment or seriously endanger the welfare or safety of other students or school personnel	
Recurring Type Three offenses	

<b>Type Five Offenses</b>	<b>The Discipline Ladder does not apply to Type Five Offenses.</b>
Robbery	Students who commit these offenses are to be given a 3-10 day out-of-school suspension and, as required by state law, there will be a recommendation for Board of Education hearing and notification of law enforcement (with the exception of “habitual disruption”).
First or second degree assault	Suspensions can be extended if necessary.
Sale of drugs and/or alcohol	Note that "habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared “habitually disruptive,” for which the student will be recommended for Board of Education hearing.
Carrying, bringing, using, or possessing a knife or dangerous weapon without the authorization of the school or District	
Habitual disruption	

### **Discipline Ladder**

Six levels of intervention are defined in the discipline ladder. Disciplinary action should begin and be resolved at the lowest level possible, consistent with the nature of the violation. If similar violations continue, the intervention moves to a higher level on the ladder (e.g., from Level A to Level B).

The discipline ladder is used to provide students with support so as to avoid future disciplinary action. At all levels of the disciplinary referral ladder, interventions considered may include any of the types referenced below:

#### **Level A – Teacher/Student**

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff counsels with the student.
- One or more interventions are initiated as appropriate (Counselor, Class Dojo, behavior charts, etc).
- Any interventions will be documented (Genesis notes).
- If a student needs to cool-off, contact the school counselor, CST, teacher, and/or library staff for a student to cool-off for a specific time period. The purpose of the cool-off period is to remove the student from the situation and is to last no longer than 15 minutes. The student is to return to the class following the cool-off period.

#### **Level B – Teacher/Student/Parent**

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff notifies the student’s parent/guardian and documents the incident in the Genesis notes section.
- The teacher counsels with the student and, if possible, the parent/guardian.
- One or more interventions are initiated as appropriate.
- Any interventions will be documented.
- Lunch detention via Google form (Students must have work with them).
- Think Sheet is to be filled out during the lunch detention .

### **Level C – Teacher/Student/Parent**

- If intervention at Level B has not been successful, the teacher or designated staff will involve a case manager, nurse, school counselor, or any other member of the school's support staff.
- The teacher or designated staff notifies the student's parent/guardian and documents the incident in the Genesis notes section.
- The student is provided an opportunity to tell his/her version of the incident.
- The teacher and any member of the support staff who has been involved will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior. If possible, all of the student's teachers will be included in the conference.
- One or more interventions are initiated as appropriate.
- Any referrals or interventions will be documented.
- After-school detention ranging from 1 hour to 3 hour depending on severity and frequency.
- No after-school activity the day of a detention.

### **Level D – Administrative Level Referral**

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If necessary, in-school suspension up to three days may be utilized. School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory).
- Referrals and interventions will be documented.
- Volunteer Service as agreed upon by the parent and administration.
- Possible Detention(s) or In-School Suspension up to 3 days.
- Activity Suspension concurrent with days of ISS or Detentions.
- Ineligible for activities/events (during and/or after-school) for 10 school days.

### **Level E – Suspension**

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.

- If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension of 1-3 days, or a 1-day out-of-school suspension with an option of an additional 1-day in-school suspension.
- Elementary school students shall not receive out-of-school suspensions for Type One offenses.
- School officials (administration, teachers, CST, counselors) are to develop a behavior intervention plan for the student.
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.
- Volunteer Service as agreed upon by the parent and administration.
- Activity Suspension concurrent with days of ISS or OSS.
- Ineligible for activities/events (during and/or after-school) for 20 school days.

### **Level F – Additional Suspension**

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension or out-of-school suspension up to 4 days.
- School officials (administration, teachers, CST, counselors) are to develop a behavior intervention plan for the student.
- Persistent misconduct can result in the student being declared “habitually disruptive,” for which the student will be recommended for long-term suspension and/or further action.
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.
- Volunteer Service as agreed upon by the parent and administration.
- Activity Suspension concurrent with days of ISS or OSS.
- Ineligible for activities/events (during and/or after-school) for 40 school days.