



The Long Hill Township School District

Student Code of Conduct & Parent Compact Gillette and Millington Schools Grades PreK-5



**The Long Hill Township School District
Student Code of Conduct & Parent Compact
Gillette and Millington Schools
PreK-5**

The Long Hill Township School District strives to create a nurturing, caring and safe environment for all of our students. Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow academically and socially. In addition to academic development, Gillette and Millington Schools are responsible for fostering behaviors that are necessary for students to develop into good citizens to sustain society. The Code of Conduct is aligned with Board of Education policies 5131, 5131.1, 5132, 5114, and 5145.6, and sets the foundation for developmentally appropriate guidelines and consequences for all students.

PARENTS AS PARTNERS

Parents are our students' first and most important teacher. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist solving issues that may negatively impact the learning environment of their child. Understanding discipline as a "teachable moment" is essential to a positive approach to solving issues when they arise at the elementary level. The District recognizes differentiated consequences or outcomes based on the developmental appropriateness of our students. A one-size fits all approach to consequences at the elementary level limits the effectiveness of the concept of a teachable moment. Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question. Lastly, we encourage parents to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact your building Principal so that she may look into the matter further and assist you accordingly. On page five of this document, you will find more information on the grievance procedure for parents.

DRESS CODE GUIDELINES

Each school requires that students follow a dress code which adheres to Board Policy 5132. Students should come to school looking neat, and well-dressed. Students will wear clothing that does not pose a distraction to the learning environment. Clothing that promotes violence, profanity, or is offensive is not permitted. Shorts and skirts must be an appropriate length. Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed. If students violate these guidelines, parents will be telephoned and asked to bring a change of clothes for their children. Subsequent offenses will require a parent teacher conference and/or sending the child home to change their clothing.

CELL PHONE/SMART WATCHES GUIDELINES

According to Board Policy 3151.1, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school busses unless it is part of an instructional activity and supervised by the classroom teacher or building Principal. Also, cell phone cameras



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on school busses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to pick up the device from the main office. Subsequent offenses will require a parent teacher conference, an after school detention, or in-school suspension.

DISCIPLINE GUIDELINES

The goal of this code of conduct is to help students recognize negative behaviors, why certain behaviors are unacceptable, and harm it may cause to others. We aim to assist students in taking responsibility for their actions, to help them learn social strategies and skills to use in the future. Additionally, our staff will encourage positive behaviors through praise, recognition and will from time to time communicate this to parents.

Procedure/ Rules:

1. Be kind, safe and show respect to other people and for property inside and outside the school buildings at all times. Kindness, Safety and Respect will be discussed and reviewed within the classrooms and within the school all year long. Please continue these conversations at home.
2. All teachers are responsible for creating a safe learning environment for our students. Teachers will develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher.
3. Classroom rules and consequences or outcomes should be age appropriate, fair and consistent. No child should be humiliated because of inappropriate behavior. Students should be warned if a rule is broken so that the student is alerted to the problem. If the behavior persists, teachers may request a parent conference.
4. Teachers are encouraged to implement their own classroom rules and seek advice from colleagues and administrators if needed.
5. If a student displays severe disruptive behavior, the teacher may contact the main office and send the student to meet with the Principal. The parents will be notified.
6. In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, or on the bus, the supervising adult will report the behavior to the main office. Furthermore, bus drivers will complete an incident report which will be shared with the building principal. Depending on the infraction committed, students may lose bus privileges for a determined amount of time or have their seats changed on the bus.



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Student Code of Conduct & Parent Compact
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DISCIPLINE LEVELS:

At the elementary level, our schools recognize three levels of discipline. The following list is a guideline in identifying appropriate behaviors.

LEVEL ONE

- Teasing, inappropriate behavior towards another child
- Throwing food or playing inappropriately with food
- Conflict-teasing, name calling, or other inappropriate behavior directed toward a specific child
- Spreading gossip/rumors, spreading lies
- Excluding someone from playing or sitting at the lunch table
- Profanity

LEVEL TWO

- Disrespectful behavior (verbal and/or physical) toward a child/adult (For example punching, kicking, pinching, screaming, profanity)
- Verbal and/or written threats of harm
- Theft
- Physical assault of a student or adult
- Defacing school property (desk, wall, classroom, bathroom, student's belongings)
- Cheating/Plagiarism
- Inappropriate use of technology (cell phones, e-mail, text messaging, etc.)

LEVEL THREE

- Bringing a weapon to school (i.e. gun, knife)
- Bringing a banned substance to school (drugs, alcohol, prescription medication, etc.)
- Threatening to cause severe harm to self, others, or school property



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OUTCOMES:

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the discipline issue. The following details must be considered prior to determining the appropriate disciplinary measures:

1. The student's age and maturity
2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable.

The following list includes possible actions taken in the case of inappropriate student behavior. Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out.
3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
5. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
6. If the situation falls under Harassment, Intimidation, and Bullying (Policy 5131.1), we will follow state mandated HIB procedures and parents will be notified.

To grieve a disciplinary outcome, the procedures are as follows:

- **Step 1:** Within 2 school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.
- **Step 2:** Within 10 school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.
- **Step 3:** Within 10 school days the building principal is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.
- **Step 4:** Within 10 school days, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.
- **Step 5:** Within 10 school days, the Superintendent of Schools is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter.
- **Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.



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Potential outcomes for infractions according to the frequency of the offenses and the discipline levels:

# OF OFFENSES	LEVEL 1	LEVEL 2	LEVEL 3
1	<ul style="list-style-type: none"> ● Teacher, Administrator or Recess/Lunch Aide conferences with students and provides a verbal warning. ● Reflection of actions 	<ul style="list-style-type: none"> ● Lunch and/or Recess Detention – 1 day ● After school detention 	<ul style="list-style-type: none"> ● Crisis team mobilized ● Parent Conference ● Out of school suspension ● Superintendent contacted
2	<ul style="list-style-type: none"> ● Lunch and/or Recess Detention ● Appropriate Remediation, (i.e. Reflection Activity, Peer Mediation) 	<ul style="list-style-type: none"> ● Lunch and/or Recess Detention ● After school detention ● Parent Conference ● Appropriate Remediation, (i.e., Reflection Activity, Peer Mediation) ● School counselor meets with student ● Loss of bus privileges 	<ul style="list-style-type: none"> ● Crisis team mobilized ● Parent Conference ● Out of school suspension ● Superintendent contacted
3 or more	<ul style="list-style-type: none"> ● After school detention ● Parent conference and a potential behavior improvement plan ● In School Suspension ● School counselor meets with student ● Loss of bus privileges 	<ul style="list-style-type: none"> ● After school detention ● Parent conference - potential behavior improvement plan ● In School Suspension ● School counselor meets with student ● Loss of bus privileges ● Possible referral to Child Study Team 	<ul style="list-style-type: none"> ● Crisis team mobilized ● Parent Conference ● Out of school suspension ● Superintendent contacted



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KINDNESS

Pass it on!

Give a flower **Eat lunch with someone new**
Listen with your heart Visit a sick friend
Clean a neighbor's walk **Offer a hug**
Give an unexpected gift Make a new friend
Pick up litter **Say "hello"** Call a lonely student
Open a Door *Help carry a load* Plant a tree
Pass a kindness on **Share a snack**
Cheer up a friend Thank a Teacher Lend a hand
Read to a young child **Do a kind act daily**
Leave a thank you note Offer your seat
Cycle courteously BE TOLERANT *Let another go first*
Bake cookies for firefighters Give a compliment
Help a student make friends **Assist an adult**
Give a balloon away Lend a classmate a pencil
Celebrate something every day Encourage a friend
Respect others **Walk a dog** **Do a favor**
Forgive mistakes **Smile at someone new** 

www.actsofkindness.org

the random acts
of kindness foundation



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Parents and students please review, sign, and return this sheet to your child's teachers

Due to the pandemic, we will not be collecting this form. You do not need to print and sign.

In order to promote the best learning environment for my child, I will:

1. Support the school's expectations for behavior and reinforce them at home.
2. Do my part to form a trusting and positive partnership with my child's teachers.
3. Always acknowledge and be supportive of the school expectations listed in this Code of Conduct, even if it is my child who has not met the expectations.

In return, Gillette/Millington Elementary Schools will:

1. Do our part to form a trusting and positive partnership with you by communicating regularly about your child's progress.
2. Provide a caring and supportive environment for your child's learning and encourage your child to achieve.
3. Strive to be aware of your child's unique strengths and needs.
4. Maintain a safe and secure building.

We have read, discussed, and understand and support this Code of Conduct, school pledge, expectations of behavior, as well as the outcomes of not meeting expectations. "I promise to be kind, safe and show respect to other people and for property inside and outside the building at all times. I will not intentionally damage property or hurt another student with my words, my body or my actions."

Parent Signature

Student acknowledgment

Classroom teacher