

**West Brook Middle School**  
**Code of Conduct-Infractions & Consequences Chart**  
Students at West Brook Middle School will be responsible for maintaining a school environment that is caring, trusting, and respectful.

**All consequences are at the discretion of school administration.**

**West Brook Middle School**  
**4 Level Tiered Protocol/Code of Conduct**

**Tier One: Non-Violent, Uncooperative, Non-Compliant Behaviors**

- Teacher implements classroom-based student support interventions: e.g. re-state classroom expectations; verbal warning of next step; loss of privilege
- Teacher/staff member holds an individual conference with the student
- Conference with student maintained by the teacher
- Teacher contacts parent/guardian via telephone and/or email. Record of contact maintained by the teacher (via Google Doc/Form)

**LEVEL I MISBEHAVIORS - To be handled at the classroom level:**

- Disruptive behavior (not preemptively addressed by classroom management)
- Not following classroom/school norms & expectations
- Missing assignments/unprepared for class
- Low-level disrespect/disobedience
- Repeated tardiness to class
- Profanity (not directed at staff), including inappropriate negative insults
- Inappropriate language/gestures
- Hall pass misuse
- Leaving class early, being in your assigned location/room.
- Inappropriate Chromebook/Cell phone use (see Tech agreement)
- Peer concerns/conflicts
- Minor insubordination
- Public Displays of Affection (hugging/touching)
- Repeated Issues/Non-responsive to interventions

***Examples of Classroom Level Interventions and Consequences***

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| • Warning (written or verbal)                                      | • Letter of apology                      |
| • Behavior contract  | • Loss of privileges                     |
| • Teacher conference with the student                              | • Seat change                            |
| • Mentoring  | • Written reflection about the incident  |
| • Guidance referral for individual and/or small group intervention |  |
| • Parent contact (phone, letter, conference)                       | • Confiscation of device                 |
| • Before or after school detention (Teacher)                       | • Reinforcement of appropriate behaviors |
| • Peer Mediation   | • Suggest short break (under 5 min)      |

**Tier Two: Non-Violent, Disruptive, Disorderly Behaviors (or >5 Tier 1 Incidents)**

- Restorative Practices/Assignments
- Teacher reviews classroom-based student support interventions and implements additional supports and/or loss of privileges
- If additional support is needed, referral to counselor/nurse/case manager/social worker or Intervention & Referral Services (I&RS) team
- Teacher/staff member holds a conference with parent/guardian to collaborate on how best to support student's success. Record of the conference with parent/guardian maintained by the teacher (via Google Doc/Form)
- Possible in-school disciplinary consequences, e.g. detention, denial of participation in extracurricular activities, and/or school functions

**LEVEL II MISBEHAVIORS – Student **may** be sent to an administrator:**

- Habitual Defiance/Disruption
- Skipping/cutting class, leaving the cafeteria during assigned lunch.
- Hurtful Teasing/Conflict
- Cheating/Plagiarism
- Stealing
- Lying to an Adult
- Defacing Property, including vandalism
- Aggressive Physical Behavior
- Extreme Disrespect
- Explicit Profanity
- Consistent Misuse of Chromebook/Cell Phone
- Abuse of Internet Etiquette
- Public Displays of Affection
- Verbal Fighting
- HIB

***Examples of Classroom Level Interventions and Consequences***

- Warning (written or verbal)
- Behavior contract
- Teacher conference with the student
- Mentoring (Peer or Adult)
- Guidance referral for individual and/or small group intervention
- Parent contact (phone, letter, conference, email)
- Before or after school detention (Teacher or Central)
- Reinforcement of appropriate behaviors
- Complete Presentation/Report on topic
- Replacement of damaged items.
- Letter of apology
- Loss of privileges
- Seat change
- Written reflection about the incident
- Confiscation of device & sent to the office
- Conference with Counselor (Notification)
- Complete Student problem-solving worksheet
- Community Service/Restorative Practice

### **Tier Three: Injurious, Harmful, and/or Habitual Behaviors**

- Teacher/staff member refers the incident to the principal or designee; request assistance from office or SRO
- Possible referral to counselor/nurse/case manager/social worker/Intervention & Referral Services (I&RS) team
- Parent/guardian contacted by the principal or designee
- Parent/guardian conference with the principal or designee. Record of contact and/or conference with parent/guardian maintained by the principal or designee
- Possible in-school disciplinary consequences
- Referral to mediation if appropriate and/or a restorative conference with affected parties

### **LEVEL III MISBEHAVIORS Student is sent to an administrator:**

- Threats of Violence
- Vandalism
- Physical Violence
- Drug/ or Weapon Possession (including any object that could function as a weapon)
- Harassment/Bullying
- Cheating/Plagiarism
- Fighting
- Outright Insubordination (refusal to comply with adult directions)
- HIB

### ***Examples Interventions and Consequences***

- Letter of apology
- Behavior contract.
- Teacher conference with the student
- Parent contact (phone, letter, conference)
- Before or after school detention (Central or Administrative)
  - Reinforcement of appropriate behaviors
- Complete Presentation/Report on topic
- Complete Student problem-solving worksheet
- Guidance referral for individual and/or small group intervention
- Community Service/Restorative Practice
- Possible suspension or expulsion (at the discretion of administration)
- Loss of privileges
- Written reflection about the incident
- Confiscation of device
- Mentoring
- Replacement of damaged school items

#### **Tier Four: Infractions that are highly serious or cause imminent danger to self or others**

- Immediate referral to principal or designee
- Parent/guardian contacted by principal or designee
- Parent/guardian conference with principal or designee
- Mandatory referral to counselor/nurse/case manager/social worker/Intervention & Referral Services (I&RS) team
- In-school disciplinary consequences
- Contact police/fire department, if appropriate
- Referral to mediation if appropriate and/or a restorative conference with affected parties
- Consider restitution
- Possible suspension or expulsion (at the discretion of administration)

#### **LEVEL IV MISBEHAVIORS Student is sent to an administrator:**

- Weapon possession
- Harmful Threats
- Vandalism
- Smoking/Vaping
- Drugs/Alcohol
- Truancy
- Theft
- Fighting

#### ***Examples of Interventions and Consequences***

- At the discretion of school and district administration

#### **STUDENT SUSPENSION/DISCIPLINE**

Students should be familiar with West Brook's Code of Conduct and realize that certain infractions will lead to a school suspension. In all cases of suspension/discipline, a parent will be notified. Any student suspended is not allowed to be on school property or attend any school-sponsored activity sponsored by the Paramus Public Schools for the length of the suspension. A parent may formally appeal a suspension/discipline first to the Principal. If not resolved at this level, the parent may appeal the decision to the Superintendent of Schools. District policies related to conduct and discipline may be accessed here: <http://www.boarddocs.com/nj/paramus/Board.nsf/goto?open&id=AKEGOY445684>. Students may be disciplined or suspended for behavior occurring off school grounds, including, but not limited to, behavior on a school bus or at a school-sponsored activity. This will occur when necessary for a student's or other's safety, security, and well-being or when the conduct materially and substantially interferes with the operation of the school.

#### **Drugs, Alcohol, Weapons, Sexual Harassment**

These issues will not be tolerated. There is "zero" tolerance for drugs, alcohol, and weapons. In these cases, the police will be involved, and the school will work with the police department. Further, the school will administer stringent discipline to curb any future transgressions.