

WILLINGBORO PUBLIC SCHOOLS

**Twin Hills Elementary
School**

**STUDENT CODE OF CONDUCT
2025-2026**



Ms. Rosalind Friday, Principal
Ms. Tatiana Pereyra, Lead Educator

District Mission Statement

The mission of the Willingboro School District is to successfully educate all students through high expectations, a commitment to excellence, and equal access to a comprehensive educational program, emphasizing the belief that all students will learn and become responsible, literate, thinking, and contributing members of society.

District Vision Statement

In our vision for the future, our keyword is ALL. No longer can any school district shoulder the entire responsibility for the education and social well-being of our children. Rather, we must ALL work together and share in that responsibility. Our strength will be a collective strength; with students, families, communities, the Board of Education, teachers, support staff, administrators, and local businesses all working together to improve learning and teaching in the Willingboro Public School District. Critical decisions that impact all of us will be shared decisions.

In our vision, we see families actively involved in our children's learning; sharing their own knowledge and expertise, helping teachers, tutoring students, and when appropriate, learning alongside students. We see family members who feel comfortable visiting classrooms and talking with school personnel but are also willing to help us teach our students outside classroom walls. We see each school community as an extended family in which we ALL

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look out for each other's children and ALL help each other learn and grow.

In our vision, we see teachers as adult learners who have the administrative support, the professional obligation, to become education leaders. Our teachers will have more time: time to share and collaborate with each other, time for thoughtful reflection and careful planning, time to work more closely with students on an individual basis, and time to become more involved in the community. Our teachers will be actively involved in making decisions that directly affect them: decisions about staff development, curriculum development, scheduling, and allocation of resources.

In our vision, we see students as both ambassadors of their culture and as citizens. In our schools, students learn about social climate while they learn the contents and skills they will need to be self-sufficient and responsible world citizens. Our schools celebrate the differing "gifts" bestowed upon our students. We acknowledge and accommodate different interests, different learning styles, different learning rates, different kinds of intelligence, and different ways of knowing. Above all, however, we expect the very best from all of our students because we know that they are capable; and so do they.

In our vision, we see school facilities which are technologically state of the art. We see computer terminals at every desk and we see technology used as an important instructional tool to achieve excellence. In our schools, we stress that ALL members of the school family should be

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technologically literate. Our schools will see sufficient resources to provide inviting facilities, adequate equipment, and a student / teacher ratio that affords each student the opportunity to achieve his/her maximum potential. Our schools will encourage and foster an atmosphere which values excellence, discipline and mutual respect.

School Mission Statement

Twin Hills Elementary School will serve all students ensuring each child grows intellectually, socially, and emotionally in a safe and nurturing learning environment of high expectations. Our students will be college/career ready with positive character, capable of competing in and contributing to local and global communities.

**The terms "Parent" and "Parental" throughout this publication refer to legal guardians, also.*

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SCHOOL MOTTO:

"STUDENTS TODAY; LEADERS TOMORROW!"

AFFIRMATION:

ATTEND! ATTEMPT! ATTAIN!

COME! TRY! ACHIEVE!

IF I THINK I CAN, I WILL!

STUDENT CREED:

I AM SOMEBODY.

I BELIEVE IN MYSELF.

I AM RESPONSIBLE FOR MY WORDS AND ACTIONS.

I THINK BEFORE I SPEAK OR ACT.

BUILDING GOOD CHARACTER IS MY NUMBER ONE PRIORITY.

I RESPECT THE RIGHTS OF OTHERS.

I RESOLVE CONFLICTS PEACEFULLY.

I AM HONEST AND TRUSTWORTHY.

I STRIVE TO LEARN ALL THAT I CAN.

I AM A TWIN HILLS SUPERSTAR!!

I DO MY BEST TO BE ALL THAT I CAN BE.

I AM UNIQUE!

THERE IS NO ONE ELSE LIKE ME!

WRITTEN BY BARBARA C. DONEGHY

• APRIL 2013

FACULTY CREED:

WE BELIEVE EACH STUDENT IS UNIQUE AND SPECIAL, THAT EACH STUDENT CAN AND SHOULD REACH HIS OR HER LEVEL OF POTENTIAL, AND THAT A PARTNERSHIP BETWEEN HOME, SCHOOL, AND THE COMMUNITY IS IMPORTANT FOR STUDENTS' SUCCESS.

TWIN HILL SUPERSTARS "SHINE BRIGHT!"

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SCHOOL-WIDE RULES:

TWIN HILLS SUPERSTARS ARE:

- **SAFE**
- **TRUSTWORTHY**
- **ACCEPTING**
- **RESPECTFUL**
-

ALWAYS REMEMBER TO:

- **BE SAFE WITH YOUR THOUGHTS, WORDS, AND ACTIONS**
- **BE TRUSTWORTHY WITH YOUR PEERS AND ADULTS**
- **BE ACCEPTING OF OTHERS' DIFFERENCES AND FLEXIBLE IN NEW SITUATIONS**
- **BE RESPECTFUL WITH YOUR CHOICES, YOUR SCHOOL MATERIALS, OTHERS' BELONGINGS, AND TECHNOLOGY**

STAR STUDENTS PROGRAM- POSITIVE BEHAVIOR SUPPORT

The STAR Program is designed to encourage students to practice positive and responsible behaviors. The theme of Twin Hills' STAR Program embodies a core set of values that we seek to instill in all of our students. These core values are embedded in the school's code of conduct and posted throughout the school. Students receive a STAR card/ticket in recognition of demonstrating behavior that is safe, trustworthy,

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accepting, and respectful. STAR cards/tickets are drawn weekly.

Willingboro Public Schools Student Code of Conduct 2024-2025 *All information regarding these policies can be accessed through the District Website's Main Page Elementary

CODE OF CONDUCT SCHOOL/ CLASSROOM CONDUCT EXPECTATIONS

MISSION STATEMENT:

The WILLINGBORO Board of Education believes that all students should be able to access education. All students should have the opportunity to learn. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in the classrooms of WILLINGBORO schools. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students are to follow the School Conduct Expectations and the Student Conduct Guidelines.
2. Students are to complete all classwork and homework assignments and bring all required materials to school or class every day, including any district-issued technology.
3. Students will be prepared for class and ready to learn.

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4. Students will not create an unsafe learning environment/classroom.

Specifically, but not limited to:

- ★ Students will not throw paper and/or other objects.
- ★ Students will keep hands, feet and all objects to themselves - refrain from touching, hitting, kicking, poking, biting or any other physical contact.
- ★ Students will not tease or harass anyone.
- ★ Students will not bring any banned objects or inappropriate materials to class or any objects that are not conducive to the learning environment. (e.g. weapons, replica of a weapon, drugs, and alcohol).

5. Students will respect all staff members, other students, and school property. This includes the following:

- ★ Use of respectful language in school - inappropriate language and profanity is not allowed.
- ★ Keep hands, feet and objects to oneself - refrain from touching, hitting, kicking, poking, biting or any other physical contact.
- ★ Use only the correct name for another student or adult - name-calling or teasing is not acceptable
- ★ Maintain the condition of all school materials which includes textbooks, chromebooks, and

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furniture (e.g. books and desks, but not limited to these items).

- ★ Follow all protocols for the proper care and usage of district-issued technology.

6. Students are to respect the instructional time and will behave in a manner that is conducive to a learning environment.

7. Students are to follow the directions of all teachers and staff members without argument.

8. Students are not to engage in disruptive behavior.

9. Students are only to leave class with an authorized pass to a specific designated area (e.g. nurse's office, main office, bathroom, etc.).

10. While in the bathroom, students will quickly and quietly use the bathroom appropriately (i.e. wash and dry hands, and clean up after themselves by disposing of all paper products in designated areas).

11. Students may not have food or beverages in class without permission.

12. Students are to adhere to the District Uniform Code.

13. Students are to follow all additional classroom rules established by the classroom teacher.

14. Students are not to chew gum and candy while in class or during school hours.

15. Students may not engage in solicitation of any kind, with the exception of board-approved activities.

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CAFETERIA EXPECTATIONS

1. Students are expected to follow the directions of supervising adults.
2. Students are expected to use calm, conversational voices.
3. Students are expected **to ask permission before leaving their seats** for any reason.
4. Students are expected to clear the table and seat before leaving.
5. Students are expected to stand quietly in line with their hands and feet to themselves.
6. Students should leave quietly when dismissed by the supervising adult.
7. No food or drinks are allowed outside at lunchtime.

RECESS

All students go outdoors to play during recess. If it is necessary for your child to remain in the building for health reasons, a note to that effect is required. In case of inclement weather, the school will use its discretion as to whether or not the children will go outside for recess.

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PLAYGROUND EXPECTATIONS

1. Students are expected to respect school and personal property.
2. Students are expected to use school equipment appropriately.
3. Students are expected to use appropriate and respectful language and actions.
4. Students are expected to take turns and share.
5. Students are expected to get help if needed.

★ **NOT PERMITTED:** Profanity, teasing, name-calling, arguing, play fighting, playing with found or unpermitted objects. Additionally, throwing rocks, snowballs, sand, or dirt are not permitted.

CAFETERIA/LUNCH TIME/RECESS CONDUCT EXPECTATIONS

The Willingboro Board of Education believes that all students should behave appropriately at all times and during all activities in Willingboro Schools. The Cafeteria/Lunch and Recess times are not an exception. Therefore, the Willingboro Board of Education expects students to conduct themselves as follows:

1. Students must adhere to the School Conduct Expectations and the Student Conduct Guidelines.

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2. Students must get permission from a staff member in order to leave the cafeteria.
3. Students are to follow the directions of all staff members without argument.
4. Students are not to engage in disruptive behavior.
5. Students will remain seated unless permitted to get out of their seats.
6. Students will dispose of their food in the trash can and do their best to maintain a clean environment. No throwing of food or any other objects.
7. Students are never permitted to share, exchange or give food to other students.
8. Students are to form a quiet and orderly line for food and maintain their place in line.
9. Students may not bring glass bottles to school or to lunch.
10. Students may not take any food from the cafeteria unless permitted staff.
11. Students will keep their hands, feet, and all objects to themselves - refrain from touching, hitting, kicking, poking, biting, or any other physical contact.
12. Students will not tease or harass anyone.
13. Students will not bring any banned objects or inappropriate materials to lunch.
14. Students will use respectful language in school - inappropriate language and profanity is not allowed.
15. Students will not yell or scream in the cafeteria. Yelling and screaming create a safety hazard. Students

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must be able to hear and follow directions in the event of an emergency.

16. Students will walk at all times in the cafeteria - no running, jumping, or horse playing.

17. Students will interact with other students appropriately during recess. No horse (Fake fighting) playing.

18. Students will move quickly and quietly when the recess aides give a signal to line up for recess. The same should happen when it is time to come back into the building.

19. Students will enter the building quietly after recess.

CELL PHONES

Students are permitted to bring cell phones into the school building. Prior to entering the building, students must shut off their phones and put in their backpacks. Students may activate the phone upon leaving the school grounds. If a student is involved in an after-school activity, the phone may be turned on after the student leaves school property at the conclusion of the activity. The phone must be shut off during the approved school-based activity. Use of Office Phone- Students may use the office phone only in an emergency and with the guidance of a staff member. Parents/Guardians may leave a message with the school for their son or daughter in an emergency. Otherwise, parents may not call a student at the school during the school day. Students should have keys,

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lunches, homework, and school-required documents before they leave home in the morning.

Cell Phones: First Offense: Verbal warning and parental notification.

Cell Phones: Second Offense: Parent notification and assigned detention. Students are permitted to bring cell phones into the school building. Prior to entering the building, students must shut off the phone.

Cell Phones: Third Offense: Subject to confiscation and parental use of their phones, and put in backpacks. Students may activate the notification. phone upon leaving the school grounds. If a student is involved in an after-school activity, the phone may be turned on.

Cell Phones: Subsequent Offense: To be determined by the on after the student leaves school property at the conclusion building administrator. of the activity. The phone must be shut off during the approved school-based activity.

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STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

PreK - Grade 4

Progressive Consequences:

For students in PreK - Grade 4, the parent/guardian will receive a notice for the date of the detention for major infractions. Minor infractions or first offenses do not warrant a phone call. This behavior may be handled through teacher-assigned detention, interaction with parents (a note home, phone call, and/or parent conference), administrative intervention, suspension, loss of privileges, and Superintendent and Board of Education Hearings. The teacher assigns a detention when she/he determine that it is appropriate, given the frequency or severity of the violation or non-compliance with the classroom conduct expectations. A teacher-assigned detention is scheduled by the teacher and is served with a general detention. If the detentions are not possible, this consequence should be taken out, and general detentions should be part of the progressive consequences, along with suspension of specific classroom privileges.

SCHOOL/CLASS DISRUPTION (ALL GRADES) including, but not limited to: excessive talking, lateness, inappropriate comments, and violation of classroom conduct expectations:

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First Offense- Verbal warning and phone call home.

Second Offense- Infraction and/or detention to be determined by the teacher and/or administrator.

Subsequent Offenses- To be determined by the administrator.

● After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities or field trips.

CAFETERIA/LUNCH/RECESS DISRUPTION

First Offense- Verbal warning by lunch aide on duty.

Second Offense- Lunch aide will complete the digital discipline form, notify the school counselor for all students, and will adhere to all conduct outlined by the building administrator. Parents/guardians will be notified. Cafeteria/Lunchtime/Recess Conduct Expectations.

Third Offense- Parent notification letter of infraction, issued by the school administrator, with a copy to the Student File. General detention may be assigned by the school administrator.

Fourth Offense- Five (5) day suspension of cafeteria privileges. A parent/guardian must meet with school administration.

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Subsequent Offense- To be determined by the school administrator.

● After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities and field trips.

FIGHTING/PHYSICAL AND VERBAL HARASSMENT

First Offense: Detention and/or suspension 1-3 days (student will return with a parent and guardian for a conference with the administrator).

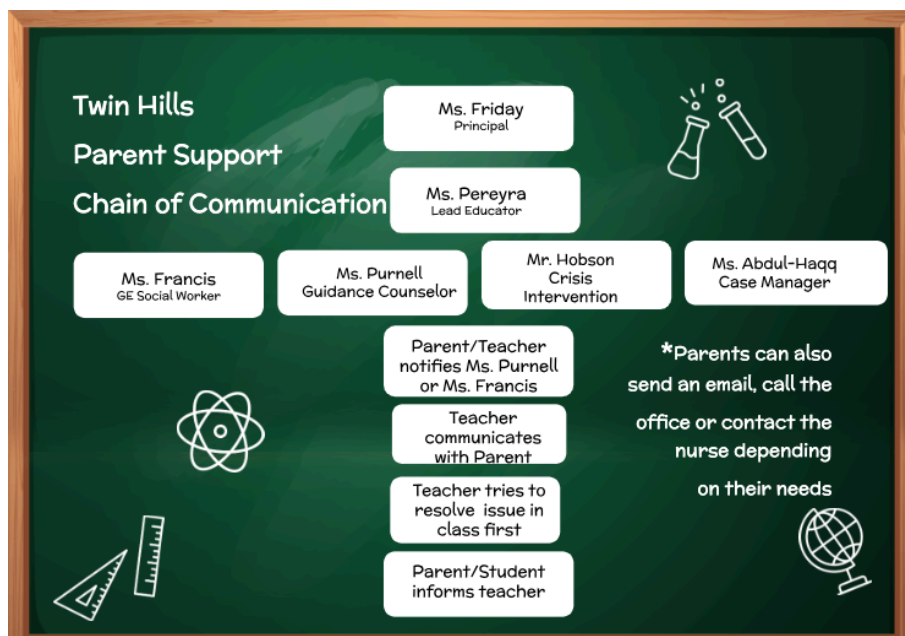
Second Offense: Suspension 1-5 days. The student will return to school with a parent or guardian and have a conference with the building principal, counselor, and climate/culture specialist to develop an action plan.

Subsequent Offense: To be determined by the building administrator and board of education on a case-by-case basis.

● After 2 infractions, 15 days prior to an event, the student will not participate in extracurricular activities and field trips.

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TWIN HILLS PARENT CHAIN OF COMMUNICATION



DISCIPLINE POLICY

The Discipline Policy has been developed to encourage students to acquire positive and acceptable behavior skills.

The following suggestions are important to remember:

1. Awareness by the entire school community (students, staff, and parents) about the school's goals, objectives, rule,s and procedures will be fostered. Parents are asked to become active

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- partners in assisting students with developing strong and positive self-management behaviors.
2. All school employees are responsible for monitoring the behavior and safety of all students.
 3. Classroom teachers have the primary responsibility for instructing students concerning expectations of behavior management. Students must accept guidance from all adults working in a supervisory capacity (teachers, assistants, secretaries, custodians, lunch and transportation personnel, and parent volunteers).
 4. All staff members should actively engage in ways of recognizing and reinforcing positive behaviors that are exhibited by individual students throughout the school.
 5. Classroom teachers will establish a process for recognizing, rewarding, and reinforcing appropriate management behaviors. Students will realize that they have control over their behavior and that choices will carry either positive or negative consequences.
 6. Twin Hills Elementary School prohibits harassment based on gender, ethnicity, religion, or disability. School personnel will be proactive in preventing harassment and will act quickly if an incident occurs. Any concerns should be immediately reported to the school's HIB Coordinator and/or school administrator.

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The following tasks are deemed essential:

- ★ Encourage tolerance for individual differences.
- ★ Involve students in the decision-making process.
- ★ Define limits and rules with an understanding of logical consequences;
- ★ Ensure consistency of application of consequences, allowing for flexibility.
- ★ Encourage students to develop responsible alternative behaviors.
- ★ Provide positive reinforcement for acceptable behavior.
- ★ Provide opportunities for students to develop positive self-images

HARASSMENT, INTIMIDATION, & BULLYING (HIB)

The NJ Anti-Bullying Rights Act (ABR) defines harassment, intimidation, and bullying (HIB) as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic.

Knowing a problem exists is the first step to addressing it! All members of our school's community, including employees, pupils, parents or legal guardians, volunteers, and visitors, are obligated to immediately report allegations of harassment, intimidation, or

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bullying.

- ★ Allegations are directed to the HIB Coordinator to begin the process of investigating the concern.
- ★ Incident reporting forms are available in the main office. We ask that incidents be reported in writing to clarify the details and to maintain an accurate record of concerns being communicated.
- ★ Reporting information is also available in the district's webpage.

More information regarding the New Jersey Anti-Bullying Rights Act can be found at the following website:

<http://www.state.nj.us/education/students/safety/behavior/hib/>

Twin Hills' HIB Coordinator, Tiffany Purnell, can be reached at

609-835-8980 x7011

DRESS CODE

The official school uniform is navy blue or tan khaki slacks or tan khaki shorts for boys or girls. Girls may also wear navy/tan skirts or skorts. Students may wear solid light blue or navy shirts, polos, collared shirts, or blouses. Students may wear dark blue

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cardigan sweaters, dark blue vests, and dark blue blazers.

Physical Education uniforms are solid navy blue, black or light blue sweatpants, solid navy, light blue, or white shirts, or school-issued shirts, and sneakers.

★ **Please help us ensure the safety of your child-(Crocs in sport mode will not be permitted for PE or Field Day-Sneakers must be worn.**

(SNEAKER SKATES ARE NOT PERMITTED AT SCHOOL)

FIELD TRIPS

Field trips are an extension of the curriculum and support concepts at each grade level. **It is the district's policy that each student has a separate permission form signed by the parent for each field trip. A signed permission form for the trip in question must be in the hands of the teacher before the student may embark on the trip.** The District's permission form has been developed and approved by legal counsel. Any alteration to its content or wording invalidates the form and may make it necessary to exclude the student from the trip. A telephone call is not acceptable. Please make sure the teacher is aware of any medical needs prior to the trip. Students are to follow the dress code even on trips and should wear comfortable closed-toe shoes, such as sneakers.

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Parents who volunteer to chaperone must be aware that field trips are learning experiences and that they must make every effort to follow directions and procedures as set forth by the teacher.

PERSONAL PROPERTY/LOST AND FOUND

Please be advised: TWIN HILLS ELEMENTARY SCHOOL is not responsible for personal property brought to Twin Hills School that is lost, stolen, or damaged. Please do not send your child to school with valuable items that you expect to be compensated for due to them being lost, damaged, or stolen. We will do our best to help you recover these items but we will not hold other students or families accountable for items outside of our school/district policies. Please be advised that our district policies do not address theft, loss, or damage of personal property. Non-related personal property that is not a school supply should not be brought to school for any reason. Please CLEARLY LABEL with a permanent marker all your child's belongings. **We are not responsible for lost, damaged, or stolen personal items.**

Please mark the clothing and any other articles that your child brings to school. **We especially recommend that his/her name be printed on all articles of clothing, lunch bags/boxes, and school supplies. We ask that students not bring cell phones, CD players, radios, skateboards, roller blades, toys, or collectors' items etc., to school.** These items are easily lost, stolen, or traded, which causes undue disruption. **Items brought to school will be confiscated if visible or used during school hours.** The school's Lost and Found Box is located in the multipurpose room.

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Twin Hills Elementary School

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