

Thomas Jefferson School No. 1

Handbook and Code of Student Conduct
2026-2027

Passaic Board of Education

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Vision

Passaic Public Schools will become
one of the best school systems in New Jersey.

Mission

The Passaic Public Schools will provide an excellent education that prepares our students for college and to earn high paying jobs.

Focus

The Passaic Public Schools will provide all students the opportunity to graduate high school with a career certification and/or a minimum of 15 college credits.

A Message from the Principal

Dear Students,

The Handbook and Code of Student Conduct is to help you learn about our school procedures and provide information to you and your parents about our school. It is important to review this handbook with your family, and ask your teachers questions that you have about anything written in the pages that follow. Most importantly, continue to be a great citizen and student. I look forward to seeing your continued contributions to our school.

Sincerely,

Leslie Sarousi

Mrs. Leslie Sarousi, Principal

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School Administration

Principal
Leslie Sarousi- lsarousi@passaicschools.org

Assistant Principal
Heela Sarwary – hsarwary@passaicschools.org

School Counselors
Eiad Masri – emasri@passaicschools.org
Yesenia Pucheta – ypucheta@passaicschools.org

School Nurse
Ileana Hernandez- ihernandez@passaicschools.org

Director of Athletics
Kimberly Kenny - kkenny@passaicschools.org

Pre-K – 8 Elementary and School No. 20 Regular Day Bell Schedule

Period	Start Time	End Time
Arrival	8:05 am	8:15 am
1	8:15 am	8:57 am
2	8:59 am	9:41 am
3	9:43 am	10:25 am
4	10:27 am	11:09 am
5	11:11 am	11:53 am
6	11:55 am	12:37 pm
7	12:39 pm	1:21 pm
8	1:23 pm	2:05 pm
9	2:07 pm	2:49 pm
Pre-K Dismissal	2:30 pm	2:35 pm
K-8 Dismissal	2:49 pm	2:55 pm

Pre-K – 8 Elementary and School No. 20 Delayed Opening Schedule

Period	Start Time	End Time
Arrival	9:35 am	9:40 am
1	9:40 am	10:15 am
2	10:15 am	10:50 am
3	10:50 am	11:25 am
4	11:25 am	12:00 pm
5	12:00 pm	12:35 pm
6	12:35 pm	1:10 pm
7	1:10 pm	1:45 pm
8	1:45 pm	2:15 pm
9	2:15 pm	2:45 pm
Pre-K Dismissal	2:30 pm	2:35 pm
K-8 Dismissal	2:45 pm	2:55 pm

Pre-K – 8 Elementary and School No. 20 One Session Schedule

Period	Start Time	End Time
Arrival	8:05 am	8:15 am
1	8:15 am	8:43 am
2	8:45 am	9:13 am
3	9:15 am	9:43 am
4	9:45 am	10:13 am
5	10:15 am	10:43 am
6	10:45 am	11:13 am
7	11:15 am	11:43 am
8	11:45 am	12:13 pm
9	12:15 pm	12:43 pm
Pre-K Dismissal	12:30 pm	12:35 pm
K-8 Dismissal	12:45 pm	12:55 pm

Emergency Closings and Delayed Openings

All current phone numbers stored in our student information system, PowerSchool, will be contacted with an automated call to inform our community about school closings or delayed openings. Please remember to keep the phone numbers listed in PowerSchool current. We will also post information on our website and Facebook.

http://www.passaicschools.org

Breakfast and Lunch Program

Breakfast and lunch are served to all students. Students should report to school on time so that they can enjoy their breakfast and begin instruction.

Cafeteria Regulations

Students are not permitted to leave the school during lunch. Passaic students in grades Pre-K through 8 do not have an open lunch. Disciplinary action, subject to the Code of Student Conduct, will be taken when inappropriate behavior occurs in the cafeteria.

Students are expected to:

1. Display proper decorum; throwing of food is prohibited.
2. Eat lunch in their assigned cafeteria section.
3. Report on time to the assigned cafeteria
4. Remain in the assigned cafeteria section for the entire lunch period.
5. Be seated at a table.
6. Be orderly, polite and reasonable in speech and action.
7. Be responsible for his/her table's cleanliness. If asked by a staff member to clean up, students are expected to cooperate, even if the debris is not theirs.

Grading and Reporting

The purpose of grading is to assist students in the process of learning. As a part of each grading system identified below, students must be: informed of the expectations and requirements necessary for success; informed of their progress during the course of study; allowed to see grades resulting from their performance in a timely manner; and encouraged to evaluate their own achievements.

Make-up Work

Students shall be permitted to make up work missed during an absence in accordance with the Attendance, Absences, and Excuses policy. Students may receive full credit for classwork made up after excused absences or absences due to a suspension from school.

1. A student shall be given, at minimum, two days for every day(s) he/she was absent to make up missed assignments including tests.
2. Teachers are not required to provide assignments prior to an excused absence, unless requested by the parent/guardian in writing.
3. Students should not be required, on the day of return to school to take a summative assessment that was announced during the student's absence.

Late Work

Students must be given opportunities to submit late work not related to an absence. Penalties for late work will be assigned as indicated below:

Number of Days Late	**Percentage off of Final Assignment Grade**
1 day late	10% off final assignment grade
2 days late	20% off final assignment grade
3 days late	30% off final assignment grade
4 days late	40% off final assignment grade
5 or more days late	50% off final assignment grade

Retesting

1. Students shall be permitted to retake any major test that he/she has failed within five (5) school days the failing grade was received.
2. The final assessment grade shall be an average of the test grade and original grade received on the retake.

Grades

1. Grades will be given for all courses the students are enrolled in during the course of the semester (two marking periods) or full year (four marking periods).
2. Quarterly grades will be calculated using the framework as follows:
   A. Standards-Based Learning Assessments: 70%

      Standards-based learning assessments are essential assessments of learning that align with the New Jersey state standards as specified through the Passaic Public Schools content curricula. Expectations include:
      i. Teachers will utilize multiple varied assessment opportunities, including, but not limited to assessments included in the district curricula, that measure student proficiency of academic standards, including, but not limited to:
         a. Mid-unit and unit benchmarks/exams/tests;

b. Lab reports;
c. Products, portfolios, projects, presentations, and performances;

ii. A minimum of four (4) assessments per marking period; and

iii. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be clearly communicated to students, using tools such as rubrics or criteria charts.

B. Classwork, Academic Habits, and Formative Assessments: 30%

In alignment with the curriculum, there are a wide variety of daily student activities that can be assessed based on student learning and classroom participation and engagement. Such grades shall be recorded on a daily and weekly basis. Types include, but are not limited to:

i. Class work and participation - independent, small group, or whole class;
ii. Homework, journals, quizzes, demonstration of learning (DOL); and
iii. Student self-assessments.

3. Final grades in full-year academic course (English Language Arts, Mathematics, Science, Social Studies, World Language, and English as a Second Language) grades will be calculated with a final exam counting as 10% of the final grade; each marking period will be divided up into equal percentages of 22.5% of the final grade.
4. Final grades in non-academic courses may be calculated with a final exam as described above. Final grades in non-academic courses that do not have a final exam will be calculated with each marking period counting as 25% of the final grade.
5. Final grades in semester courses will be calculated with a final exam counting as 10% of the final grade; each marking period will be divided up into equal percentages of 45% of the final grade.
6. Advanced placement (AP) courses shall be graded using the numerical format identified below. Students who take the AP Exam will not be required to take a final exam and the final grade shall be calculated with each marking period counting as 25% of the final grade. Students enrolled in an AP class that do not take the AP exam will be required to take a final exam and the final grade shall be calculated with a final exam counting as 10% of the final grade; each marking period will be divided up into equal percentages of 22.5% of the final grade. In addition, students who do not take the AP exam will have the course designation changed from Advanced Placement to Honors, with the grade point average (GPA) allocated as identified below.
7. For each course, report cards shall include an assessment of skills such as problem solving, communication, collaboration, student citizenship, and self-direction.

8. Promotion and retention will be determined in accordance with the Graduation Requirements policy.

Grade Chart

Letter Grade	Grade Average	Standard GPA Points	Honors GPA Points	Advanced Placement GPA Points
A+	97-100	4.33	4.67	5.00
A	93-96	4.00	4.33	4.67
A-	90-92	3.67	4.00	4.33
B+	87-89	3.33	3.67	4.00
B	83-86	3.00	3.33	3.67
B-	80-82	2.67	3.00	3.33
C+	77-79	2.33	2.67	3.00
C	73-76	2.00	2.33	2.67
C-	70-72	1.67	2.00	2.33
D+	67-69	1.33	1.67	2.00
D	63-66	1.00	1.33	1.67
F	62 – Below	0.00	0.00	0.00

Performance Indicator	Interpretation
E	Excellent Progress/Exceeding Standards
S	Satisfactory Progress/Meeting Standards
I	Improvement Needed/Approaching Standards
NA	Not Assessed

Grade Information

1. For Multi-Lingual Learning (MLL) students, the teacher is to identify the level of mastery the student has attained, as described in the Multi-Lingual Learners/Bilingual Programs policy.
2. All teachers will record grades in a numerical form, unless using a performance indicator as described above.
3. In order to effectively facilitate the conversion of grades from a 0-100 point scale to a 0-4.33 scale, a grade of 55 is the lowest grade that will be recorded as a marking period grade. For the purposes of the conversion, the electronic grading system will automatically convert a marking period grade below a 55, to a 55.
4. While 55 is the lowest marking period grade recorded on the report card, teachers may record grades lower than a 55 in their electronic grade books.

5. The final exam grade will reflect the actual score earned by the student.
6. The final course grade will be the actual number calculated by the electronic grade book, as described above, in Section above titled Grades.
7. The report card will show grades in both letter and numerical form, as aligned to grade chart above. Transcripts will consist of letter grades only.
8. The grade point average will be calculated based on the letter grade as identified in the chart above.
9. The cumulative grade point average will be calculated at the conclusion of the 9th, 10th, and 11th grades. In 12th grade it will be calculated at the conclusion of the second marking period/first semester and at the conclusion of the school year.
10. Students may request a manual calculation of their grade point average at anytime after the first marking period in 9th grade. In order to receive this calculation, students must contact their guidance counselor and follow the appropriate process. This will constitute an unofficial grade point average.

The Grading and Reporting Policy (File Code 6147.1) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website:

www.passaicschools.org

Marking Period Dates

Marking Period 1- 9/3/26 - 11/20/26
Marking Period 2- 11/21/26 - 2/5/27
Marking Period 3- 2/6/27 - 4/23/27
Marking period 4- 4/24/27 - 6/30/27

Physical Education Excuses

A medical excuse from participation in Physical Education class must be brought to the school Health Office, where a nurse will approve the note and inform the teacher. Students will be required to attend a class with an appropriate assignment. Students who have a medical excuse for physical education may not participate in athletics.

PowerSchool Portal

Parents/Guardians will be provided with access to their child's grades, attendance, and progress information by accessing the web-based parent portal. Information will be sent to parents so that they have access codes to this information. Any parent who has difficulty accessing their child's records should contact the principal. Students will also have access to their academic and attendance records.

Promotion and Retention

The Passaic Board of Education recognizes that personal, social, emotional, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The standards for student promotion and retention are critical to the success of Passaic students.

<u>Promotion</u>

Criteria for promotion includes, but is not limited to:

1. Evidence of satisfactory student performance, including grades; work samples; district assessments and tests, and individual class assignments and tests/assessments will be used to determine student grades in a subject, in accordance with the Grading and Reporting policy. Such coursework may include the following:
    i. Writing portfolios demonstrating progress over the academic year;
    ii. Benchmark assessments demonstrating satisfactory understanding of grade level standards;
    iii. Completion of classroom assignments and projects; and
    iv. Teacher observations and notes relevant to student progress, such as running records and anecdotal notes.
2. An average of 63, letter grade "D", or indication of "Satisfactory Progress/ Meeting Standards" shall be considered a passing grade.
3. Parents and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.

<u>Intervention Programming</u>

1. Intervention opportunities must be offered to students averaging below a 70, or letter grade C-.

2. Intervention opportunities may be offered during the school day, before or after school, on Saturdays, and/or during the summer.
3. Students who do not attend the appropriate before or after school, Saturday, or summer intervention programs may not be eligible for promotion.
4. Participation in intervention programs does not guarantee promotion; and
5. The retention review committee may include participation in intervention programs as criteria for promotion.

The Promotion and Retention Policy (File Code 6146.2) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website: www.passaicschools.org

Student Attendance

The Passaic Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

1. A student shall be considered absent from class for tardiness in excess of one half of the total class period;
2. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

Parents/guardians are responsible for notifying the principal or his/her designee no later than 8:45 a.m. on the day when a child will be absent and for informing the principal or his/her designee of the reason for the absence. A written statement from the parent(s)/guardian(s) of students under 18 years of age will be required on the day the student returns to school. The written statement must be dated and signed by the parent/guardian, with the reason(s) for the absence(s). Students 18 years old or older may write their own note explaining the reason for absence from school. The absence of a student without proper notification or written excuse shall be sufficient reason for a home inquiry by an attendance officer.

A student must be in attendance for 164 of the 182-day school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A pattern of absences is persistent if there is an accumulation of five to nine unexcused absences in the course of the school year.

Eighteen (18) absences, excused or unexcused, will require a review by the attendance review committee to determine satisfactory completion of course requirements. Excused or unexcused, a student may be denied individual course credit when the number of absences exceed 18 in a specific course.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of the attendance review committee, appointed by him/her, and comprised of the principal and/or his/her designee, the school guidance counselor, the school attendance officer, and one or more grade level teacher(s).

In recommending the granting of a waiver of this attendance requirement, the attendance review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian. The absence of documented parent/guardian notes, doctor’s notes, and other records that verify that an absence was

excused according to board policy shall be considered unexcused. Unexcused absences shall count toward truancy and may be subject to loss of grade or course credit toward promotion or graduation and disciplinary actions according to the code of student conduct. Notes from parents/guardians shall be considered but the district may require additional documentation such as doctor's notes or other official records to verify the note.

The school/district reserves the right to verify the stated reasons for all absences.

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time.

Definitions

"Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

"Late arrival" means the arrival of a student after the beginning of the student's school day for an excused purpose.

"Early dismissal" means the release of a student from school prior to the end of the school day for an excused purpose, and includes the release of student for a period of time during the school day.

"Tardiness" means the student arrives to his/her assigned homeroom/class period after the bell rings without approval.

"Truancy" is a student's absence from all or part of the school day without the knowledge of the student's parent.

An absence shall be considered an "excused absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of student conduct for attendance, for the following reasons:

1. The student's illness;
2. Requirements of a student's individual health care plan;
3. A death or critical illness in the student's immediate family, or others with permission of principal;
4. Quarantine;
5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
6. Religious holiday;
7. The student's suspension from school;
8. Requirements of the student's Individualized Education Program (IEP);
9. Alternate short or long term accommodations for students with disabilities;
10. The student's required attendance in court;
11. Interviews with an admissions officer of an educational institution;
12. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
13. Such good cause as may be acceptable to the principal.

An “unexcused absence” is a student’s absence for all or part of a school day for any reason other than those listed as excused above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of student conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session; and
5. Being present in school but absent from class without approval. Such an absence from class is identified as a “class cut”.

Class Cuts

Students that are present in school but absent from class without approval will have the absence marked as a class cut. Consequences for accumulated occurrences of class cuts may include:

1. Loss of eligibility to participate in co-curricular activities, including athletics, clubs, field trips, and/or graduation activities;
2. Loss of credit for the course (18 cuts);
3. Mandatory conference with the parent/guardian;

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Requirements of a student’s individual health care plan;
3. Requirements of the student’s Individualized Education Program (IEP);
4. Alternate short or long term accommodations for students with disabilities;
5. Medical disability;
6. Motor vehicle driver's test;
7. Interview for college entrance or employment;
8. Family emergency;
9. Court appearance;
10. Such good cause as may be acceptable to the administration.

The Attendance Policy (File Code 5113) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website:

www.passaicschools.org

Academic Eligibility for Athletics

Students will be allowed to participate in middle school athletic programs for their age or grade if they are currently earning passing grades in 75% of their scheduled courses. Students who are consistently late and/or have unexcused absences may be removed from an athletic team.

Working Papers

State law requires that persons 14 to 18 years of age obtain employment certificates, known as working papers, in order to accept employment. Students interested in obtaining working papers must begin the process at,
https://nj.gov/labor/youngworkers/assets/Pyour handboooDFs/Working%20Papers%20Handout%20DRAFT%202.pdf
After establishing an account, students must follow all directions to submit their application.

Administration of Medication

The parent or guardian must provide a written request for administration of any medication to a student in school. These written requests must be provided to the school from a medical doctor. They must detail the diagnosis or type of illness involved, the name of the drug, the dosage, and the time of administration. The medication should be brought to the school in its original container, appropriately labeled by the pharmacy or physician. The school will provide safe storage of medications. Only the school nurse or the parent/guardian may administer medication in the school.

Counseling Services

In an effort to meet the needs of our students, a variety of counseling services have been established in the Passaic Public Schools with the goal of assisting students in developing their own personal, educational, and career/vocational life choices.

School counselors provide parents and students with assistance in areas such as academic planning, college and career exploration, personal and social counseling, and financial aid and scholarship information. A Student Assistance Counselor (SAC) is available to students and their families for crisis intervention and assistance with substance abuse.

Other resources available to assist students with specific facets of their academic and personal growth are social workers, Child Study Team members, and the Intervention and Referral Services Committee. These resources work in coordination with other

counseling services to address specific student concerns and help ensure that all students have a successful high school experience.

Health Services

A staff of professionally certificated nurses provides basic first aid and emergency medical care for health issues that occur during the school day. Parents/Guardians are required to notify Health Services of any health-related condition that may impact a student at school.

Immunization Verification

New Jersey State Law requires proof of immunizations prior to enrollment in school. For questions regarding immunization, please contact:

> Nurse Ileana Hernandez, School 1 Nurse, 973.470.5501, x1642
> ihernandez@passaicschools.org

Affirmative Action

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination. In accordance with Title VI, Title IX, the ADA and Section 504, students who experience harassment, less than equal educational opportunities or discrimination, shall use the Passaic Public School's process to address such discrimination.

Inquiries / Complaints

Any person having inquiries and/or complaints concerning the Passaic Public Schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact the Affirmative Action Officer:

> Luis Colon, Director of Student Advocacy, 973.470.5500,
> lcolon@passaicschools.org

Mr. Colon has been designated to coordinate school efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504. The above-named coordinator will also supply information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Notice of Nondiscrimination

The Passaic Board of Education directs that all students shall be afforded equal educational opportunities in accordance with the law. Applicants for admission and employment; students, parents, employees, sources of referral of applicants for admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements with the Passaic Public Schools are hereby notified that the Passaic Public Schools does not discriminate on the basis of race, color, creed, ancestry, marital status, sexual orientation, gender, socio-economic status, national origin, religion, age or disability, in admission or access to, or treatment, or employment in, its programs and activities.

In addition to the above, Title VI, 42 U.S.C. §2000d, specifically requires that all vocational opportunities be offered without regard to race, color, national origin, sex or disability.

Section 504 Accommodations

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) applies to the Passaic Public Schools, its programs, services and activities. Federal law requires that the Passaic Public Schools evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under federal law and reside within the district. Parents/guardians of these individuals are entitled to procedural safeguards, including individual notice and an impartial hearing. Under federal law, "an individual with a disability" is defined as a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities; or
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

For further information, please contact the principal. You may also contact the Section 504 Coordinator:

Renna Edwards, Supervisor of Counseling, 973.470.5500 x5549, redwards@passaicschools.org

The Passaic Public Schools will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in, the program.

Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* and its enabling regulations, the Passaic Public Schools may not discriminate on the basis of gender or sexual orientation in the educational programs or activities which it operates. Title IX also prohibits sexual harassment. The Passaic Public Schools will not tolerate sexual harassment in any form. The Passaic Public Schools shall assure that all students are free from sexual harassment.

Sexual harassment is unwelcomed, unwanted sexual advances, sexual suggestions, requests or demands for sexual favors, and/or other inappropriate verbal or physical conduct made by a staff member, student or outside vendor to a student when that conduct is based on gender, sexual orientation or affectation, has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment. It includes gestures, jokes, remarks, stories, graffiti, rumors, touching, grabbing, exposing, unwanted kissing or other sexual conduct.

Any student who has experienced sexual harassment should inform the offender that the behavior is unwanted and unwelcomed, and immediately inform a teacher, counselor, or administrator. The staff member to whom the student reports the harassment should immediately inform the Affirmative Action Officer:

Luis Colon, Director of Student Advocacy, 973.470.5500 x6054,
lcolon@passaicschools.org

Attendance at Non-curricular School Sponsored Events

Students must be in attendance the day of any school sponsored social event. Any student who is suspended on the day of a social event may not be present at the social event. Students who have demonstrated consistent disregard for the Code of Student Conduct may be disqualified from participating in a social event. If this is the case, the Principal will notify the student and parent within 10 calendar days of the event, both in writing and verbally.

Cell Phones and Electronic Devices

Electronic devices used for communication and/or recording of images and/or audio, are not to be turned on while students are in the school, except as permitted by a teacher for an academic exercise. Students using electronic devices or making them visible without permission, including wearing ear buds, are subject to having the device confiscated along with further disciplinary action. Please see the updated policy below:

Cell Phones

Research shows that student use of cell phones in school negatively impacts student performance and mental health. Cell phone use at school can impede instruction, and has been shown to exacerbate depression, anxiety, and other mental health disorders in children.

The Board recognizes that cell phones have become the normal means for parents/guardians to coordinate after-school activities, schedules, and transportation issues. Recognizing this reality but also needing to ensure that the educational process is not disrupted, and the integrity of academic work is not compromised, as required by P.L.2025, c. 195, the Board will adopt procedures which prohibit non-academic use of a cell phone and/or any internet enabled device or social media during classroom instruction and on school grounds during the school day, and on a school bus, or during schoolsanctioned events when the student is under the direct supervision of a teaching staff member or employee of the board of education.

Storage of Cell Phones During the School Day and at School Sponsored Activities
Grades Pre-K through 5

Students may be in possession of cell phones while attending school. Phones should be off and stored out of sight. No earbuds, “Air-Pods,” or other Bluetooth or wired listening devices may be visible during the school day, on a district bus, and at school sponsored activities.

Grades 6 through 12
A. Every student in grades 6 through 12 will be provided with a District branded case where their cell phone is to be stored before entering the school, or boarding the school bus, or arriving at a school sponsored event. The cell phone must remain in the case until the student exits the school, leaves the bus, or exits the school sponsored event.
B. Other devices such as, but not limited to, watches, ear-buds, glasses, and wearables that do not fit in the district case must be turned off and stored out of sight, in the student’s locker or bookbag.
C. Students are responsible for the first district branded case provided to them, and will return it at the conclusion of the school year. If the case is lost, a student must purchase a new one from the district for $15.00. Failure to return the case at the end of the school year without the payment of $15.00 will result in report cards, student assignment for the following year, and academic transcripts being held.

Summer Programming - Grades Pre-K through 12
A. Cell phones and all internet enabled devices must be turned off and stored out of sight, and cannot be utilized by students during summer programming.
B. Students will not be required to use the district branded case for storage during summer programming.
C. All expectations and consequences as noted in the Student Code of Conduct are applicable during summer programming.

Temporary Permission for Cell Phone Use by Students

A. A teacher may grant temporary permission for students to use cell phones during class when a task cannot be completed with a student Chromebook or school computer and is academic in nature.
B. A teacher or administrator may grant temporary permission for a student to use a cell phone during prohibited times so that a parent/guardian can be contacted.
C. Students may use cell phones when a medical need is documented in a 504 or health plan.

Unauthorized Use of Recording Technology on Cell Phones
Students are prohibited to use personal devices to record or photograph teachers, other staff members and students unless specifically authorized by the principal. Students found to be engaging in unauthorized recording or photographing shall be subject to discipline according to the code of student conduct including but not limited to restriction on the use of their device, the privilege to have a school issued device or to bring their own device to school revoked, confiscation of the electronic device, detention and suspension.

Availability of Access
Student cell phones and all internet enabled devices will not be permitted access to the district network/wifi.

Replacement for Lost or Stolen Student Cell Phones
The Passaic Public Schools will not be responsible for lost or stolen student cell phones and other internet enabled devices.

First Reading: December 16, 2024
Second Reading: January 27, 2025
Adopted: January 27, 2025
Amended: June, 23, 2026

Legal References: N.J.S.A. 2A:38A-1 et seq. Computer System
N.J.S.A. 2C:20-25 Computer Related Theft
N.J.S.A. 18A:7A-10 NJQSAC
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine
N.J.A.C. 6A:30-1.1et seq. Evaluation of the Performance of School Districts
17 U.S.C. 101 - United States Copyright Law
47 U.S.C. 254(h) - Children's Internet Protection Act
New Jersey P.L.2025, c. 195

Possible
Cross References: *1200 Participation by the community
*2224 Nondiscrimination/affirmative action
*3100 Budget planning and preparation

*3320 Purchasing procedures
*3514 Equipment
*3570 District records and reports
*4119.26/4219.26 Electronic communication by staff members
*5114 Suspension and expulsion
*5124 Reporting to parents/guardians
*5131 Conduct/discipline
*5131.1 Harassment, intimidation and bullying
*6000/6010 Concepts and roles, goals and objectives for instruction
*6142.10 Internetsafety and technology
*6161.1 Guidelinesfor the evaluation and selection of instructional materials
*Indicates policy is included in the Critical Policy Reference Manua

Dress Code

All students will be required to wear pants or shorts of the appropriate size and color. All students will be required to wear pants, skirts, shorts, skorts, or jumpers of the appropriate size and color. The jumpers, skirts, shorts, and skorts must be worn no higher than the maximum of two inches above the knee. Black or navy blue leggings may be worn with jumpers, skirts, shorts, and skorts only.
Pre-Kindergarten through grade 8 students must wear a light blue button front collar, golf (polo) sport shirt; or a white short or long sleeve dress shirt of the appropriate size.

Pre-Kindergarten through 8 students may also have the option of wearing a navy blue long sleeve turtleneck, and/or sweater vest, sweatshirt, hoodie, or cardigan of the appropriate size. The long sleeve turtleneck, and/or sweater vest, sweatshirt, hoodie, or cardigan may also be the same color as the approved uniform shirt. All shirts, sweaters, and vests will be required to be free of logos, insignias, slits, holes, tears, and cuts. The hood will not be worn up over the student's head while in school.

Shoes or sneakers must be worn.

The School Uniforms Policy (File Code 5132) may be viewed in its entirety at the board Administrative offices or on our website: www.passaicschools.org

Elevators

Elevators are provided solely for the use by staff and/or members of the student body who have obtained permission from the Health Office or administration due to physical needs. Students using the elevator without permission are subject to disciplinary action. Students requiring the use of the elevator must report to the Health Office. A Nurse will determine if an elevator pass is to be issued.

Fire Drills

Regularly scheduled fire drills are essential for school safety. The following regulations will ensure safety protection for the entire school community.

When the fire alarm sounds, all students should do the following:

1. Cease all activity and talking.
2. Follow all instructions from the classroom teacher.
3. Leave the classroom in a quiet and orderly manner, proceeding to the designated exit.
4. Clear the building and await the "all clear" signal or other directions.
5. Maintain **silence** in order to hear directions.
6. Return to the classroom immediately after the drill or follow other directions as given by school and/or law enforcement personnel.
7. Attendance must be taken after any fire drill.
8. Any student that fails to return to class will be subject to disciplinary consequences.

Flag Salute

According to New Jersey law, *N.J.S.A. 18-A:36-3*, each school board shall require its students in each school in the district on every school day to salute the United States flag and repeat the Pledge of Allegiance to the flag .... except those students who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the U.S. Government extends diplomatic immunity, shall not be required to render such salute and pledge, but shall be required to show full respect to the flag while the pledge is being given merely by standing or sitting in silence.

Failure to demonstrate appropriate respect to the flag or Pledge of Allegiance, as mandated by state law, will result in disciplinary consequences.

Hall Passes

Students may not leave class without the permission of the teacher in charge. Hall passes must be signed by the teacher and include date, time, and destination. The official

printed pass must be used at all times. Students may not be in the halls without an official hall pass. Any staff member may request to see the official hall pass when encountering a student in the halls.

Harassment, Intimidation, and Bullying

The Passaic Board of Education prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

Students and families are encouraged to report all acts of harassment, intimidation, and bullying to a school staff member, who will inform the school administration and anti-bullying specialist.

The Harassment, Intimidation, and Bullying Policy (File Code 5131.1) may be viewed in its entirety at the board Administrative offices or on our website: www.passaicschools.org

Restroom Use

In order to ensure the safety and security of our school community, students must have a pass from a staff member to enter the bathrooms. Smoking, vandalism, loitering, and eating, drinking, and unlawful activities are strictly prohibited in restrooms and will result in disciplinary action.

School Evacuations, Lockdowns, and Other Emergency Drills

In addition to fire drills, schools practice other emergency drills to ensure that students and staff are prepared for a variety of situations. In any type of emergency drill, students should do the following:

1. Cease all activity and talking.
2. Follow all instructions from the staff member nearest to you.

3. Whether staying in the building or evacuating, move quietly and orderly.
4. Maintain silence so that directions may be heard.
5. After the drill is concluded, students should wait for directions on what to do next.
6. Procedures for each type of drill will be reviewed with the students.

School Visitors

All visitors must enter through the main entrance, sign in with security personnel, and proceed to the main office. Visitors must wear a red lanyard while in the school. No visitor may report to a classroom or other area of the school other than the main office. Visitors are asked to be mindful of the entire school community, and not enter the building if they are experiencing symptoms that could impact the health of the school community.

Signs and Posters

All communications that are displayed for the school community must be approved by the Principal. Any items posted without permission will be taken down, with the person(s) responsible for placement subject disciplinary consequences.

Student Grievance Procedures

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that students should be encouraged to respect lawful procedures for the resolution of disputes. Details of those procedures are available on the district website. Students who wish to use the Student Grievance Procedures should be assured of access to the appropriate personnel within a reasonable period of time. Complaints involving harassment, intimidation, and bullying shall be addressed according to board policy 5131.1 Harassment, Intimidation, and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist.

Student Identification Cards

All students in grades 4 through 8 are required to wear their photo Identification Card (ID) in a school provided lanyard while on school grounds. Student IDs are the property of the Passaic Public Schools. The ID card may not be altered or destroyed. IDs may be

required to identify students to staff members, obtain late passes or readmit slips, borrow materials from the school library, use computers, use office telephones, enter bathrooms, purchase or obtain lunch, enter school sponsored events, and obtain late passes. Students are not permitted, under any circumstances, to borrow, lend or exchange student IDs. Violation of this policy will result in disciplinary action. Students must have their ID in possession when attending school related activities. Failure to present his/her card upon staff request will result in disciplinary action. Students are expected to surrender their ID upon withdrawing from school.

Student Lockers

Student lockers, whether hall lockers or physical education lockers, are the property of the Passaic Public Schools and subject to inspection at any time. Students are not permitted to put their own locks on lockers. Only school issued locks may be used. Any lock not provided by the school will be cut off.

Student Searches and Video Surveillance

All Passaic High School community members shall be subject to video surveillance. The video shall be available to school staff and law enforcement. Requests by community members to see video will be handled on an individual basis, and is not guaranteed.

Reasonable student searches will be conducted by school officials and law enforcement, within the scope and requirements of NJ Statute. School officials maintain the right to search student lockers at any time, as the lockers are the property of the Passaic Public Schools.

Code of Student Conduct

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board of Education expects students to conduct themselves with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment, in keeping with their
level of maturity.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in

self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property on the part of students, staff and community member, and:

A. Foster the health, safety and social and emotional well-being of students;

B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;

C. Promote achievement of high academic standards;

D. Prevent the occurrence of problem behaviors; establish parameters for the intervention and remediation of student problem behaviors at all stages of identification;

E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and

F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The Code of Student Conduct shall include:

A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance; Page 2 of 11

B. A description of the behaviors that will result in suspensions or expulsion;

C. A description of students' right to:

1. Advance notice of behaviors that will result in suspensions and expulsions;

2. Education that supports students' development into productive citizens;

3. Attendance in safe and secure school environments;

4. Attendance at school irrespective of students' marriage, pregnancy or parenthood;

5. Due process and appeal procedures;

6. Parent notifications consistent with board policy and law for law enforcement
interviews (5145.11 Questioning and Apprehension), short-term and long-term

suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses); and

7. Records and privacy protections (5125 Student Records)

D. A description of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board, including:

1. Positive reinforcement for good conduct and academic success;

2. Supportive interventions and referral services;

3. Remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the students and the students' histories of problem
behaviors and performance; and

4. For students with disabilities, the behavior interventions and supports as determined and provided as required by special education administrative code

E. A description of school responses to violations of the behavioral expectations established by the Board that, at a minimum are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors that:

1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

2. Are consistent with other responses as established in the various codes and required by law for serious offenses including firearms, weapons, and assault offenses.

3. Provide for the equitable application of the Code of Student Conduct without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil union, mental, physical, or sensory disability, or any other distinguishing characteristic;

4. Are consistent with the provision of state statute and administrative code regarding corporal punishment of students;

5. A policy and procedures regarding the attendance of students;

6. A policy and procedures regarding harassment, intimidation, and bullying in accordance to state statute and administrative code; and

7. A current list of community–based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to service the community.

F. Expectations and consequences consistent board policies and procedures 5113 Attendance, Absences and excuses and 5131.1 Harassment, Intimidation and Bullying; and

G. A current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Student Behavioral Infractions

The Superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety,security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The Board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

The Superintendent shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Students who display chronic behavioral or academic problems may be referred to the child study team by the Superintendent or his/her designee for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations

prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

The superintendent or his or her designee shall take appropriate measures to ensure that minority and male students shall not be disproportionately represented in detentions, suspensions, and expulsions.

The standards and procedures to implement this policy shall provide appropriate recognition for students who consistently maintain high standards of self-discipline and good citizenship and ensure the Code of Student Conduct is based on locally determined and accepted core values and is board approved.

The regulations shall:

A. Require students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;

B. Establish the degree of order necessary to the educational program in which students are engaged

This policy shall be reviewed annually and updated. This process shall include:

A. Parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1;

B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Superintendent shall annually:

A. Disseminate the Code of Student Conduct to all staff, students and parents;

B. Report on the implementation of the Code of Student Conduct to the board of education at a public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv.

C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System

Students who display chronic behavioral or academic problems may be referred to the Intervention and Referral Services (I&RS) team by the Superintendent or his/her designee for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be

provided with appropriate programs and services as prescribed by the I&RS and/or child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expelled in accordance with N.J.A.C. 6A:16-7.5, following due process.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance withN.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Substance Abuse
In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with the Drug, Alcohol and Tobacco board policy and the Substance Abuse Policy board policy.

Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses
For the purposes of this policy, a weapon is defined as anything readily capable of lethal use or of inflicting serious bodily injury, and includes, but is not limited to those items identified in N.JS.2C:39-1.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative education program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

The purpose of restricting personal internet-enabled devices is to support student well-being and engagement, reduce distraction and improve focus. Further, this policy helps to promote a positive climate and connection to school.

Starting July 1, 2026, the Board will adopt procedures which prohibit non-academic use of a cell phone and/or any internet enabled device or social media during classroom instruction and on school grounds during the school day, and on a school bus, or during school-sanctioned events when the student is under the direct supervision of a teaching staff member or employee of the board of Education.

“Internet-Enabled Device” means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches), including social media applications. An internet-enabled device does not include an internet-enabled device provided by a public school when used for educational purposes during authorized times.

Exceptions to the Bell-to-Bell Policy
There are specific circumstances when a student may require use of an internet-enabled device.

Students are permitted to use an internet-enabled device on school grounds during the school day in the following circumstances:

1. To fulfill accommodations provided in a student's individualized education program (IEP);

2. To support the implementation of a 504 Plan;

3. To implement a student health plan established to monitor or address a student's health condition (upon
submission by a parent or guardian of documentation from a healthcare professional indicating that the use of an
internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;

5. For a student caregiver who is routinely responsible for the care or well-being of a family member;

6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists, for
instance, where there is no other reasonable alternative for a student who needs to use an internet-enabled device
for instructional purposes, with proper authorization

7. When required by law; and

8. In the event of an emergency

The superintendent will ensure that families are informed of their right to request an internet-enabled devicerelated accommodation which must include approval by the school principal and/or superintendent or their designee. School teams must base such accommodation determinations on documented medical, developmental, or other health needs and review them on a regular basis. School nurses, case managers, and IEP/504 coordinators should be involved in planning for and implementing student use of internet-enabled devices. Staff responsible for implementation should have ready access to documentation of the accommodation and should ensure their enforcement strategies minimize disruption.

The superintendent or their designee will develop clear procedures as needed and disseminate them to ensure staff implement internet-enabled device accommodations confidentially. The superintendent will ensure that staff training be provided as needed to recognize and honor valid internet-enabled device accommodations without drawing unnecessary attention to the student. Staff will treat students with device accommodations with sensitivity and dignity.

Disciplinary Response

The superintendent will incorporate violations of this internet-enabled device policy into the code of student conduct. Disciplinary responses for using internet-enabled devices should further support student engagement. Families and caregivers will be engaged early and constructively, using policy violations as opportunities to strengthen communication and alignment between home and school expectations.

The board of education, through its superintendent, should regularly review discipline data and implementation practices to determine whether responses are achieving their intended outcomes, including: improved student engagement, reduced disruptions, and promoting a positive school climate.

Communication and Dissemination of this Policy
The superintendent will establish a clear communication protocol that ensures students, families, and staff are aware of this policy and understand how it applies to them. Key elements of this protocol will include:

1. The purpose and rationale of the policy.

2. Explaining what is prohibited and permitted by this policy, including any necessary accommodations.

3. Including information about how they will enforce the policy, including consequences for violations, and how
staff will address concerns or disputes

Harassment, Intimidation or Bullying

The Board of Education expects all students to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate its students in a safe environment.

The Board prohibits acts of harassment, intimidation or bullying against any student in accordance with the Harassment, Intimidation and Bullying board policy, and law.

"Harassment, intimidation or bullying" is defined 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 any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that.

A. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with the IEP. However, before disciplining a classified student, it must be determined that.

A. The student's behavior is not primarily caused by his/her educational disability; and

B. The program that is being provided meets the student's needs

Staff shall comply with State and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Implementation

1. The Superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

2. The board shall review and update the code of student conduct annually. The code of student conduct shall be disseminated annually to all school staff, students and parents/guardians.

3. The Superintendent shall report as required by law to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Student Safety Data System.

4. Employees shall receive annual training on the code of student conduct, including training on the prevention, intervention, and remediation of student conduct that violates the code of student conduct. Information on the code of student conduct shall be incorporated into the orientation for new employees.

This and all related policies shall be reviewed on a regular basis.
First Reading: July 25, 2016
Second Reading: August 29, 2016
Adopted: August 29, 2016
First Reading: August 28, 2019
Second Reading: September 23, 2019
Adopted: September 23, 2019
Amended: September 19, 2022
Amended: June 23, 2026

Key Words
Conduct, Discipline, Student Conduct, Student Conduct, Weapons, Vandalism, Harassment, Intimidation, Bully, Bullying,

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1 Definition of assault
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:39-5 Unlawful possession of weapons
N.J.S.A. 18A:6-1 Corporal punishment of pupils
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:36-19a Student records
N.J.S.A. 18A:37-1 et seq. Discipline of Pupils

See particularly:
N.J.S.A. 18A:37-13.2, -14
N.J.S.A. 18A:37-15 et seq. Harassment, intimidation, and bullying
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-2.4,
-4.1, -5.1, -5.4, 5.6, 5.7, -6.1,
-6.2, -7.1, -7.5, -7.7, -7.8
New Jersey P.L.2025, c. 195

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997
Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)
Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)
Honig v. Doe, 484 U.S. 305 (1988)
See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.
L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05
(Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible
Cross References: *1220 Ad hoc advisory committees
*1410 Local units

3517 Security
*3541.33 Transportation safety
*4131/ Staff development; inservice education/visitation conferences
4131.1
4148 Employee protection
*4231/ Staff development; inservice education/visitation conferences
4231.1
4248 Employee protection
5000 Concepts and roles in pupil personnel
5010 Personal goals and objectives for pupils
*5020 Role of parents/guardians
*5113 Absences and excuses
*5114 Suspension and expulsion
*5124 Reporting to parents/guardians
*5127 Commencement activities
*5131.5 Vandalism/violence
*5131.6 Drugs, alcohol, tobacco (substance abuse)
*5131.7 Weapons and dangerousinstruments
5132 Dress and grooming
5145 Rights
5145.2 Freedom of speech/expression
*5145.4 Equal educational opportunity
*5145.6 Pupil grievance procedure
*5145.1 Questioning and apprehension
*5145.1 Search and seizure
*6145 Extracurricular activities
*6164.4 Child study team
*6171.4 Special education
*6172 Alternative educational programs
Guidance for Schools on Student Use of Internet-Enabled Devices, NJ Department of Education, revised January 2026 (last accessed March 30, 2026)
*Indicates policy is included in the Critical Policy Reference Manual

CODE OF STUDENT CONDUCT RUBRIC

The infractions below are summarized from Code of Student Conduct Policy and Regulations. Unless otherwise mandated by district policy and/or applicable state law and regulations, school administrators will use their discretion when applying remedial and disciplinary measures, considering all factors involving the student and the inappropriate act of behavior.

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
1. Insubordination and/or disrespectful behavior	X	X	X	X		X	X	X		X		
2. Disruptive behavior	X	X	X	X		X	X	X		X		
3. Use, threaten use, or incite use of physical force		X	X		X	X	X	X		X	X	X
4. Assault											X	X
5. Attempt to steal, stealing, and/or damaging property					X	X	X	X		X	X	X
6. Sexual harassment							X	X		X	X	X
7. Violate student organization code of conduct	X	X	X	X			X	X				

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
8. Possess or use weapons											X	X
9. Use of inappropriate language, including racial and ethnic remarks	X	X	X	X	X	X	X	X		X	X	X
10. Knowingly writing or saying false statements about a staff member or student, including all electronic and social media	X	X	X	X	X	X	X	X		X	X	

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
11. Endanger the safety of others		X	X	X	X	X	X	X		X	X	X
12. Use or possession of unsafe or illegal articles	X	X	X	X	X	X	X	X		X	X	X
13. Use of a threat and/or violence in order to obtain the property of others						X	X	X		X	X	X
14. On or in district property without authorization; trespassing				X		X	X	X		X	X	
15. Eliciting others and/or taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority										X	X	X
16. Vandalism and/or graffiti					X	X	X	X		X	X	X
17. Littering	X	X	X	X	X		X	X		X		

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
18. Consistent tardiness to school or class	X	X	X	X			X	X	X	X		
19. Unexcused absence; cutting class; leaving school without permission; truant from school; eliciting others to be truant from school	X	X					X	X	X	X		
20. Cheat or commit academic dishonesty		X	X	X			X	X	X			

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
21. Persistently refuse to complete homework and other assignments	X	X	X	X			X	X	X			
22. Illegal gambling	X	X	X	X	X	X	X	X		X	X	X
23. Using tobacco in any form, including electronic devices, and possession of lighters, matches, or other tobacco related items							X	X		X	X	X
24. Forgery of a signature or use of a fake document		X	X	X			X	X		X	X	
25. Set fire to or cause a fire on school premises								X			X	X
26. Possess and/or use fireworks or an explosive device								X			X	X
27. Causing any false emergency alarm								X			X	X
28. Possess, use, or distribute a controlled substance								X			X	X

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
in violation of File Code No. 5131.6 Substance Abuse												
29. Engage in any activity as part of a gang or group that promotes inappropriate and/or illegal behaviors; join a secret society prohibited by law								X		X	X	X

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
30. As a member of any organization participate in activities that include initiation and/or hazing practices that include violation of any parts of the rules of conduct								X		X	X	X
31. Harass, intimidate or bully other students or staff as defined in File Code No. 5131.1 Harassment, Intimidation, and Bullying	X	X	X	X	X	X	X	X		X	X	X
32. Engage in activity prohibited by a staff member	X	X	X	X	X	X	X	X		X	X	
33. Conduct on School Buses:												
a. Disrespect toward a bus driver and bus personnel	X	X	X	X			X	X		X	X	

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
b. Entering and leaving the bus in a disorderly manner	X	X	X	X			X	X		X	X	
c. Riding a bus that was not assigned			X	X			X	X		X		
d. Not remaining seated while the bus is in motion	X		X	X			X	X		X		
e. Not wearing seatbelts	X		X	X			X	X		X		

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction **Remedial and Disciplinary Measures**											
	Warning	**Counseling**	**Parental Conference**	**Administrative Referral**	**Restitution and Restoration**	**Temporary removal from classroom**	**Detention**	**Deprivation of privileges**	**Loss of credit**	**In-school suspension**	**Out of School Suspension**	**Expulsion**
f. Reckless and boisterous behavior on bus or at bus stop	X		X	X			X	X		X	X	
g. Failure to maintain a reasonable tone of voice or making loud noises	X		X	X			X	X		X		
h. Placing any body part or object out a bus window	X		X	X			X	X		X	X	
i. Refrain from bringing animals onto the school bus	X		X	X	X		X	X		X		
j. Refrain from bringing bulky, unmanageable projects onto the school bus	X		X	X								
k. Refrain from eating and drinking on the bus	X	X	X	X	X		X	X				
l. Refrain from smoking on the bus							X	X		X	X	X

Remedial and Disciplinary Measures

The procedures below must be followed in accordance with the consequences a student receives for a violation of the Code of Student Conduct.

Category	Procedures
Warning	1. A school staff member in authority will warn the student for his or her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty. 2. The staff member will document the conduct that caused the warning. 3. When multiple warnings have been given, or a pattern of behavior has been established, the staff member will contact the parent/guardian.
Counseling	1. The student may be required to consult with school support staff including the school guidance counselors, school psychologist, and/or school social worker to process and develop a behavior improvement plan, and when appropriate, to assess the need for a change in educational placement; 2. The parent/guardian will be contacted to discuss the student behavior; 3. The school support staff will: a. Clearly communicate the charges; b. Develop a behavior improvement plan with the student; c. Monitor the student's behavior; d. Provide accurate information regarding the disciplinary consequences of continued misconduct; e. Provide ongoing communication with parents/guardians as necessary and appropriate; and f. Keep parents/guardians informed of the student's progress. 4. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to: a. The Intervention and Referral Services (I&RS) team; b. The child study team; c. A public or private social service agency; or d. A legal agency.
Parent Conferences	The student will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
Administrative Referral	1. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that caused the disciplinary referral, including previous warning(s) and/or contact with the parent/guardian; 2. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

Category	Procedures
Restitution and Restoration	1. The student may be required to make restitution, in kind or cost or labor, for any loss he or she has caused; or 2. Restore to its former condition, by his or her own labor, any property the student has damaged or defaced; 3. The parent/guardian will be contacted to discuss the student behavior; 4. A student who refuses to make restitution or restoration as directed may be disciplined according to the code of student conduct.
Temporary removal from classroom	1. If the student poses an immediate danger to him or herself, other students, or the teacher, the classroom teacher will direct the student to report to the office of the administrator in charge of student discipline; 2. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that has caused the student's removal from the room; 3. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated; 4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Detention	1. The student will be required to report before/after the school day or on a Saturday to a detention room for a period of supervised study; 2. Transportation will be the responsibility of the student's parent; 3. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day; 4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Deprivation of privileges	1. The student may be deprived of the privilege(s) of: a. Moving freely about the school building; b. Participation in extracurricular or intramural and interscholastic activities; c. Attendance at a school-related social or sports activity; d. Participation in a graduation ceremony; or e. Transportation by school bus. 2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.
Loss of credit	1. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work; 2. A student may lose credit for assignments and/or course grades for unexcused absences and tardiness, as determined by the teacher in consultation with the attendance committee as outlined in the Attendance, Absences, and Excuses board policy; and

	3. Students and parent/guardians shall be notified if a student is in danger of losing credit, such a decision is at the discretion of the school principal.

Category	Procedures
In-school suspension	1. The student will be removed from his or her regular classes and required to report to an in-school suspension program for supervised study as determined by the appropriate school administrator as detailed in the Suspension and Expulsion board policy; 2. Students assigned an in-school suspension will be entitled to due process. The student shall be: a. Informed of the charges; b. Given a chance to reply to the charges. 3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Suspension from school	1. The student will be denied the right to attend school for a period of time as detailed in the Suspension and Expulsion board policy; 2. Students assigned a suspension will be entitled to due process. The student shall be: a. Informed of the charges; b. Given a chance to reply to the charges; c. Provided the opportunity for an informal hearing before the suspension. 3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken. 4. Suspensions shall be reported to the superintendent or his/her designee. In addition to the due process rights above, students who are suspended for more than 10 days shall be afforded a formal hearing before the board.
Expulsion	1. The student will be required to withdraw permanently from school after the superintendent has exhausted all means to bring about a correction of the repeated misconduct; 2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken; 3. The expulsion of a student shall be approved by the board and will not be imposed without the due process as detailed in the Suspension and Expulsion board policy; and 4. Expelled students shall not be allowed on school grounds unless accompanied by a parent/guardian.

Notes:

Chronic Behavioral or Academic Problems

See board policies 5131 and 6164.1 regarding Intervention and Referral Services.

Substance Abuse

See board policies 5131 and 5131.6 for penalties and reporting to local law enforcement.

Weapons Offenses
See board policies 5131 and 5131.7 regarding student removal and reporting to local law enforcement.

Harassment, Intimidation, and Bullying
See board policies 5131 and 5131.1 for a comprehensive description of required actions, consequences, and remedial and disciplinary measures.

Conditions for Suspension, Expulsion of Certain Students
A. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in
grades kindergarten through two in a school district or charter school shall not be expelled from school, except as provided
pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).
B. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in
grades kindergarten through two in a school district or charter school shall not receive an out-of-school suspension, except
when the suspension is based on conduct that is of a violent or sexual nature that endangers others.
C. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in
preschool in a school district or charter school shall not be suspended, and shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).
First Reading: July 25, 2016
Second Reading: August 29, 2016
Adopted: August 29, 2016
First Reading: August 28, 2019
Second Reading: September 23, 2019
Adopted: September 23, 2019
Amended: September 19, 2022
Amended: August 28, 2023
Amended: June 23, 2026

STUDENT DISCIPLINE/CODE OF STUDENT CONDUCT

A school climate and culture that emphasizes cooperation, respect, tolerance and consideration supports student achievement. The following code of student conduct shall be followed by the students of the Passaic Public Schools.

Student Rights

The students of the Passaic Public School shall be afforded the rights to:

A. Advance notice of behaviors that will result in suspensions or expulsions, according to law
N.J.S.A. 18A:37-2 and board policy 5114 Suspension and Expulsion;

B. An education that supports students' development into productive citizens;

C. Attendance in safe and secure school environments;

D. Attendance at school irrespective of students' marriage, pregnancy or parenthood (see board policy 5135 Married and Pregnant Students);

E. Due process and appeal procedures according to law and board policy including

discrimination; suspension and expulsion; harassment, intimidation and bullying; removal for serious and dangerous offences;

F. Due process and appeal procedures for students with disabilities according to law and board policy including discrimination; suspension and expulsion; harassment, intimidation and bullying; removal for serious and dangerous offenses and due process and appeal through the administrative law judge regarding identification, evaluation, reevaluation, classification, educational placement, the provision of a free, appropriate public education, or disciplinary action;

G. Parent notification consistent with law N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8 and board policy, including suspected child abuse or neglect, law enforcement investigations, short and long-term suspension, and confidentiality related to student records; and

H. Records and privacy protections pursuant to Federal Family Educational Rights and Privacy Act and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii, including disciplinary records, alcohol and drug abuse patient records and information, disclosure of juvenile information.

Behavioral Expectations

The board expects all students in this district, commensurate with their age and ability, to:
A. Students shall come to school mentally and physically prepared for the process of learning:

1. Attend school well-nourished, rested, clean and appropriately dressed in compliance with
the School Uniforms board policy and the Student Dress Code board policy;
2. Attend school free of drugs, alcohol and steroids;
3. Attend school in good health; and
4. Attend school ready to listen, work and learn.

B. Students shall respect rights, property, and intellectual and creative products of others.

Students shall:

1. Be honest and courteous to others;
2. Be responsible with school property and the property of other students;
3. Be tolerant of the beliefs and opinion of other students;
4. Be respectful of school staff, school officials and school guests;
5. Seek peaceful solutions to conflict; and
6. Exhibit good sportsmanship.

C. Each student shall take responsibility for their own behavior and learning:

1. Cooperate and participate in class;
2. Do their own work honestly;
3. Complete classroom and homework assignments on or before the deadline;
4. Come to class prepared with the required textbooks, materials and supplies; and
5. Accept the consequences for their own actions.

D. Students shall use time and other resources responsibly:

1. Attend classes and school each day on time;
2. Utilize study time and school library/media resources for school work;
3. Utilize the school computer network and internet appropriately for school work and assignments; and
4. Protect from damage and maintain in good condition school issued books and equipment.

E. Students shall cooperate with staff and other students and share responsibilities when working with others:
1. Cooperate with other students on joint assignments and in general;
2. Participate actively in class;
3. Demonstrate respect and decorum toward teachers;
4. Exercise courtesy and tolerance when others are speaking; and
5. Respect differences of opinion.

F. Students shall meet the requirements of each course of study:
1. Follow directions on assignments, projects and homework;
2. Complete work on time;
3. Hand in work that is organized, neat and readable;
4. Obey the rules of the classroom; and
5. Observe all safety regulations for handling classroom equipment or materials.

G. Communicate with parents/guardians and appropriate school staff members:
1. Discuss your workload, grades and assignments with your parent/guardians;
2. Transmit school letters, forms, permission slips and other materials to your parents/guardians;
3. Ask for and schedule time for extra help when needed; and
4. Utilize school counseling services when you are experiencing difficulty.

Rules of Conduct

Students shall not:

A. Be insubordinate to teachers or other school staff members or disregard their instructions or
demonstrate lack of respect for their authority;

B. Create disorder or disruptions on school premises;

C. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;

D. Use a cell phone and/or any internet enabled device or social media during classroom instruction and on school grounds during the school day, and on a school bus, or during school-sanctioned events;

E. Steal, damage, or deface the property of other students, staff members, or the district;

F. Engage in the sexual harassment of students or staff members;

G. Violate codes of conduct adopted for organizations of students;

H. Possess or use weapons or any implement intended to harm others;

I. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;

J. Convey information about other students or staff members known to be false;

K. Act so recklessly as to endanger the safety of others;

L. Procure the property of others by threat or intimidation
M. Enter school premises or any specific portion of the premises without permission and without authority;
N. Vandalize school property, real or personal;
O. Create litter on school property;
P. Be absent for an unexcused reason;
Q. Be late or truant from school or class;
R. Cheat or otherwise engage in academic dishonesty;
S. Persistently refuse to complete homework and other assignments;
T. Engage in illegal gambling;
U. Smoke nicotine or non-nicotine substances or use tobacco in any form, including electronic vapors, on school premises;
V. Falsify an excuse or any school document;
W. Set fire to or cause a fire in any way on school premises;
X. Possess or explode a firecracker or other explosive device on school premises;
Y. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
Z. Possess, use, or distribute a controlled substance in violation of the Substance Abuse board policy;
AA. Join a secret society prohibited by law, including gangs as identified in the Gangsand Gang-Related Activities board policy;
BB. As a member of any organization participate in activities that include initiation and/or hazing practices that include violation of any parts of the rules of conduct;
CC. Harass, intimidate or bully other students or staff as defined in the Harassment, Intimidation, and Bullying board policy; or
DD. Engage in any other activity expressly prohibited by a school staff member in authority

Students may be disciplined as described below in “Disciplinary Measures” for misconduct away from school premises and at school-sponsored events when that conduct interferes administration of the instructional program or jeopardizes the maintenance of order in the school.

Conduct on School Buses

Students assigned to a school bus must obey all school rules of conduct and:
A. Show respect for the bus driver and personnel at all times;
B. Enter and leave the bus in an orderly manner;
C. Use a cell phone and/or any internet enabled device or social media;
D. Ride only the bus to which they have been assigned;
E. Be and remain seated while the bus is in motion;
F. Wear seatbelts;
G. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
H. Talk in a reasonable tone of voice and avoid loud noises;
I. Extend no portion of the body or other object out a bus window;
J. Keep aisles clear at all times;

K. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
L. Refrain from smoking, eating, and drinking on the bus; or
M. Possess, use, or distribute no substance in violation of the Drugs, Alcohol, and Tobacco
board policy

Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the student's violation of school rules.

A. Warning

1. A school staff member will warn the student for his or her unacceptable conduct and
warn the student that additional misconduct may warrant a more severe penalty.
2. The staff member will document the conduct that caused the warning.
3. When multiple warnings have been given, or a pattern of behavior has been established, the staff member will contact the parent/guardian

B. Administrative Referral

1. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that caused the disciplinary referral, including previous warning(s) and/or contact with the parent/guardian;
2. The administrator in charge of discipline will interview the student and determine which,
if any, additional disciplinary steps are indicated.

C. Temporary removal from classroom

1. If the student poses an immediate danger to him or herself, other students, or the teacher, the classroom teacher will direct the student to report to the office of the administrator in charge of student discipline;
2. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that has caused the student's removal from the room;
3. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated;
4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.

D. Detention

1. The student will be required to report before/after the school day or on a Saturday to a detention room for a period of supervised study;
2. Transportation will be the responsibility of the student’s parent;
3. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day;
4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.

E. Deprivation of privileges

1. The student may be deprived of the privilege(s) of:
    a. Moving freely about the school building;
    b. Participation in extracurricular or intramural and interscholastic activities;
    c. Attendance at a school-related social or sports activity;
    d. Participation in a graduation ceremony; or
    e. Transportation by school bus.
2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.

F. Loss of credit

1. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work;
2. A student may lose credit for assignments and/or course grades for unexcused absences and tardiness, as determined by the teacher in consultation with the attendance committee
as outlined in the Attendance, Absences, and Excuses board policy; and
3. Students and parent/guardians shall be notified of a student is in danger of losing credit,
such a decision is at the discretion of the school principal.

G. In-school suspension

1. The student will be removed from his or her regular classes and required to report to an
in-school suspension program for supervised study as determined by the appropriate school administrator as detailed in the Suspension and Expulsion board policy;
2. Students assigned an in-school-suspension will be entitled to due process. The student shall be:
a. Informed of the charges;
    b. Given a chance to reply to the charges.
    3. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.

H. Suspension from school

1. The student will be denied the right to attend school for a period of time as detailed in the Suspension and Expulsion board policy;
2. Students assigned a suspension will be entitled to due process. The student shall be:
    a. Informed of the charges;
    b. Given a chance to reply to the charges;
    c. Provided the opportunity for an informal hearing before the suspension.
3. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.

4. Suspensions shall be reported to the Superintendent or his/her designee. In addition to the
due process rights above, students who are suspended for more than 10 days shall be
afforded a formal hearing before the board.

I. Expulsion

1. The student will be required to withdraw permanently from school after the superintendent has exhausted all means to bring about a correction of the repeated misconduct;
2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken;
3. The expulsion of a student shall be approved by the board and will not be imposed without the due process as detailed in the Suspension and Expulsion board policy; and
4. Expelled students shall not be allowed on school grounds unless accompanied by a parent/guardian.

Remedial Measures

The following remedial measures may be taken to improve student conduct, resolve conflict and ensure that the student is properly placed in an appropriate educational environment.

A. Restitution and restoration

1. The student may be required to make restitution, in kind or cost or labor, for any loss he or she has caused; or
2. Restore to its former condition, by his or her own labor, any property the student has damaged or defaced;
3. The parent/guardian will be contacted to discuss the student behavior;
4. A student who refuses to make restitution or restoration as directed may be disciplined according to the code of student conduct.

B. Counseling

1. The student may be required to consult with school support staff including the school guidance counselors, school psychologist, and/or school social worker to process and develop a behavior improvement plan, and when appropriate, to assess the need for a change in educational placement;
2. The parent/guardian will be contacted to discuss the student behavior;
3. The school support staff will:
    a. Clearly communicate the charges;
    b. Develop a behavior improvement plan with the student;
    c. Monitor the student’s behavior;
    d. Provide accurate information regarding the disciplinary consequences of continued misconduct;

e. Provide ongoing communication with parents/guardians as necessary and appropriate; and
f. Keep parents/guardians informed of the student's progress.

4. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
a. The Intervention and Referral Services (I&RS) team;
b. The child study team;
c. A public or private social service agency; or
d. A legal agency.

C. Parent conferences

The student will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct

A. Students and parents will be given notice of the rules of conduct and disciplinary procedures as part of the student handbook and as posted on the district website. Building principals shall ensure that each student receives the student handbook containing the code of student conduct at the beginning of each school year. Transferring students shall receive the student handbook upon enrollment in this district;

B. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly;

C. Staff members who discipline students for conduct shall:
1. Verbally inform the student of the conduct for which he or she is being disciplined; and
2. Offer the student an opportunity to reply to the charge or to present extenuating circumstances;

D. Students with disabilities may be disciplined according to the Special Education board policy. The discipline shall conform to the code of student conduct when the behavior is not a manifestation of the disability;

E. In grades kindergarten through 8, where the discipline is greater than a warning, the student's parent will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the principal or designee;

F. For serious offences and the discipline greater than detention, every effort will be made to notify the parent prior to the informal hearing; and

G. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and the Suspension and Expulsion board policy.

H. Discipline relating to attendance infractions, including tardiness or class cutting must be in accordance with the Attendance, Absences, and Excuses board policy. Out of School Suspension or Expulsion are not applicable to such violations.

Educationally Disabled Students

A. Students with disabilities are subject to this regulation except that no educationally disabled student may be disciplined if the student's behavior is a manifestation of his or her educational disability or the program that is being provided does not meet the student's educational needs.

B. Before a student with a disability is disciplined, the disciplining staff member must consider the nature of the student's offending behavior in the light of his or her disabling condition and educational needs, except that:

1. The student may be temporarily removed or disciplined only as necessary to abate the peril of physical harm to the student or others or to quell a substantial disruption to the educational process and
2. The student may be disciplined in accordance with any disciplinary component in his or her individualized program.

C. The suspension of a student with a disability will be conducted according to law and board policy. The district shall provide continuous educational services

Conditions for Suspension, Expulsion of Certain Students

A. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).

B. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in grades kindergarten through two in a school district or charter school shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others.

C. Notwithstanding the provisions of N.J.S.18A:37-2 or any other provision of law to the contrary, a student who is enrolled in preschool in a school district or charter school shall not be suspended, and shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," P.L.1995, c.127 (C.18A:37-7 et seq.).

Records

Instances of student discipline will be recorded in the student's record according to the Student Records board policy.

First Reading: July 25, 2016

Second Reading: August 29, 2016
Adopted: August 29, 2016
First Reading: August 28, 2019
Second Reading: September 28, 2019
Adopted: September 28, 2019
Amended: June 23, 2026