
CODE OF STUDENT CONDUCT

Code of Student Conduct (N.J.A.C. 6A:16-7.)

The Sayreville Board of Education has developed and implements a Code of Student Conduct with established 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, and, as appropriate, for conduct away from school grounds, in accordance with N.J.A.C. 6A:16-7.6.

- A. The Code of Student Conduct was based on parent, student and community involvement which represented, where possible, the composition of the schools and community.
- B. The Code of Student Conduct is based on locally determined and accepted core ethical values adopted by the Sayreville Board of Education and which are part of the district's Character Education Program. They are: Caring, Trustworthiness, Respect, Responsibility, Fairness, and Citizenship.
- C. The Sayreville Board of Education has established an annual process for the review and update of the Code of Student Conduct that provides for:
 - 1. Parent, student and community involvement which represents, where possible, the composition of the schools and community; and
 - 2. Consideration of the findings of the annual reports of student conduct, including suspensions and expulsions, pursuant to 5 and 6 below, and the incidences reported under the Student Safety Data System, in accordance with N.J.A.C. 6A:16-5.3.
- D. The Code of Student Conduct shall be disseminated annually to all school staff, students and parents. Parents and students will annually sign-off that they have read and understand Regulation 5131. A copy of the Regulation 5131 will also be posted on the district website at www.sayrevillek12.net;
- E. The Superintendent shall report annually on the implementation of the Code of Student Conduct to the Board of Education at a public meeting. The annual summary shall contain, at a minimum:
 - 1. A numerical inventory of all violations of the student behavioral expectations;
 - 2. Associated school responses to the violations of the student behavioral expectations;
 - 3. An explanation and evidence of the effectiveness of the Code of Student Conduct. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the code of student conduct; and
 - b. The degree of implementation and effectiveness of the implementation of the

CODE OF STUDENT CONDUCT (continued)

- contents of the Code of Student conduct; and
4. Any proposed changes to the district's current policies, procedures, programs or initiatives, based on that report
- F. The Superintendent shall submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Code of Conduct, pursuant to this section, in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e).
- G. For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400, the Individuals with Disabilities Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.
- H. The Code of Student Conduct has been established to achieve the following purposes:
1. Foster the health, safety and social and emotional well-being of students;
 2. Support the establishment and maintenance of civil, safe, supportive and disciplined school environments conducive to learning;
 3. Promote achievement of high academic standards;
 4. Prevent the occurrence of problem behaviors;
 5. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
 6. Establish parameters for school responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.
- I. The Code of Student Conduct includes:
1. A description of responsibilities that includes expectations for academic achievement, behavior and attendance; pursuant to N.J.A.C. 6:3-9;
 2. A description of the behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2;
 3. A description of students' rights to:
 - a. Advance notice of behaviors that will result in suspension and expulsion that have been identified under authority of N.J.S.A. 18A:37-2;
 - b. Education that supports students' development into productive citizens;
 - c. Attendance in safe school environment;
 - d. Attendance at school irrespective of students' marriage, pregnancy or parenthood.
 - e. Due process and appeal procedures, pursuant to N.J.A.C. 6A:1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8.
 - f. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
 - g. Protections pursuant to 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records, 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling ; information from participants; disclosure, N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records, Maintenance and Retention, Security and Access; Regulations ; Non-

CODE OF STUDENT CONDUCT (continued)

- Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to student protections.
4. A description of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the school district, including:
 - a. Positive reinforcement for good conduct and academic success;
 - b. Supportive interventions and referral services; including those at N.J.A.C. 6A:16-8;
 - c. Remediation of problem behavior that take into account the nature of behaviors, the developmental ages of the students and the student's histories of problem behaviors and performance; and
 - d. For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14;
 5. A description of school responses to violations of the behavioral expectations established by the Board of Education 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 shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5 and 5.7 above;
 - c. Provide for the equitable application of the Code of Student Conduct without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5; and
 - d. Be consistent with the provisions of N.J.S.A. 18A:6-1, Corporal punishment of pupils.
 6. The policy and procedures regarding the attendance of students in accordance with N.J.S.A. 18A: 38-25 through 31 and N.J.A.C. 6:3-9 and 6A: 16-7.8;
 7. The policy and procedures regarding intimidation, harassment and bullying in accordance with N.J.S.A. 18A:37-13 et seq. and N.J.A.C. 6A:16-7.9 and
 8. 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.
 9. The Code of Student Conduct shall include the due process procedures and policies for students and their families and shall include the provisions set forth at N.J.A.C. 6A:16-7.2 through 7.6.

Recodified from N.J.A.C. 6A:16-5.1 and amended by R.2005 d.297, effective September 6, 2005.

See: 37 N.J.R. 1570(a) 37 N.J.R. 3295(b)

Deleted former (b) through (e); rewrote (a); added new (b) through (d).

Short-term Suspensions (N.J.A.C. 6A:16-7.2)

In each instance of short-term suspension, a district Board of Education shall provide for the following:

- A. As soon as practicable, oral or written notices of charges to the student and the student's parents.
 1. When charges are denied, an explanation of the evidence forming the basis of the

CODE OF STUDENT CONDUCT (continued)

charges also shall be provided;

- B. An informal hearing prior to the suspension in which the student is given the opportunity to present the student's side of the story regarding the student's actions leading to the short-term suspension and the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)5:
 - 1. The information hearing shall be conducted by a principal or vice principal;
 - 2. To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - 3. The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - 4. The informal hearing and the notice given may take place at the same time;
- C. Notification to the student's parents of the student's removal from the student's educational program prior to the end of the school day on which the school administrator makes the decision to suspend the student;
- D. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- E. Educational services, either in school or out of school, that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with the provision of N.J.A.C. 6A:16-9 or 6A:16-10.
 - 1. Services shall be provided within five (5) school days of suspension.
 - 2. Educational services provided to a student with a disability shall be provided with the student's Individualized Education Program in accordance with N.J.A.C. 6A:14.
- F. The suspending principal shall immediately report the suspension to the Superintendent, who is required to report it to the district Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
- G. The Board of Education may deny participation in extracurricular activities, school functions, sports or graduation exercises as disciplinary sanctions, where such measures are designed to maintain the order and integrity of the school environment.
- H. For a student with a disability, the provisions set forth in this section shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

Long-term Suspensions N.J.A.C.6A:16-7.3

In each instance of a long-term suspension, the Board of Education shall assure the rights of a student suspended for more than 10 school days by providing:

- A. Immediate notification to the student of the charges, prior to the student's removal from school.
- B. Immediate notification to the student's parents of the student's removal from school.
- C. Appropriate supervision of the student while waiting for the student's parents to remove the

CODE OF STUDENT CONDUCT (continued)

student from school during the school day.

- D. Written notification to the parents by the Superintendent or his or her designee within two (2) school days of the initiation of the suspension, stating:
 - 1. The specific charges;
 - 2. The facts on which the charges are based;
 - 3. The student's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.6; and
 - 4. That further engagement by the student in conduct warranting expulsion; pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the district Board of Education, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.5.
 - a. The Board of Education shall request written acknowledgement of the notification of the provision of 4iv. above from the parents and the student subsequent to the removal from the student's educational program, pursuant to this section;
- E. A list of witnesses and their statements or affidavits, if any;
- F. For a student with a disability, a manifestation determination pursuant to N.J.A.C. 6A:24-2.8 and Federal regulations incorporated by the reference therein;
- G. Information on the right of the student to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)8;
- H. Educational services, either in school or out of school, that are comparable to those provided in the public schools for students of similar grades and attainments pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.
 - a. The services shall be provided within five (5) school days of suspension.
 - b. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.
- I. A formal hearing before the Board of Education, which, at a minimum, shall:
 - 1. Be conducted by the Board of Education or delegated by the board to a Board committee or to a school administrator for the purpose of determining facts or making recommendations.
 - a. The Board of Education as a whole shall receive and consider the committee's recommendation resulting from such hearing before taking final action;
 - b. Include the opportunity for the student to:
 - (1) Confront and cross-examine witnesses, when there is a question of fact; and
 - (2) Present his or her own defense and produce oral testimony or written supporting affidavits.
 - c. Take place no later than 30 calendar days following the day the student is suspended from the general education program; and
 - d. Not be subject to the provisions of the "Open Public Meetings Act," pursuant to N.J.S.A. 10:4-6;
- J. A written statement to the student's parents of the district Board of Education's decision within five (5) school days after the close of the hearing that includes, at a minimum:
 - 1. The charges considered;
 - 2. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the district Board of Education at the hearing; and

CODE OF STUDENT CONDUCT (continued)

3. Factual findings relative to each charge and the district Board of Education's determination;
- K. Immediate return to the general education program if at any time it is found that the general education student is not guilty of the offense; and
- L. For a student with a disability found not guilty of the offense, the student's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14.
- M. Any appeal of the Board of Education's decision regarding the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- N. Suspension of general education students may not be continued beyond the Board of Education's second regular meeting following the suspension, unless the Board of Education so determines, pursuant to N.J.S.A. 18A:37-5.
- O. The Board of Education shall determine whether to continue the suspension, based on the following criteria.
 1. The nature and severity of the offense;
 2. The Board of Education's removal decision.
 3. The results of any relevant testing, assessments or evaluations of the student; and
 4. The recommendation of the Superintendent, principal or Director of Special Services or home or other out-of-school instruction program in which the student has been placed.
- P. The Board of Education shall direct the Superintendent to adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular board meeting pursuant to N.J.S.A. 18A:37-4 and 5.
- Q. When the Board of Education votes to continue the suspension of a general education student, the Board, in consultation with the Superintendent, shall review the case at each subsequent Board meeting for the purpose of determining:
 1. The status of the student's suspension;
 2. The appropriateness of the current educational program for the suspended student; and
 3. If the suspended student's current placement should continue or if the student should return to the general education program.
- R. When the Board votes to continue the suspension of a general education student, the Board, in consultation with the Superintendent, shall make the final determination on:
 1. When the student is prepared to return to the general education program;
 2. Whether the student shall remain in an alternative education program or receive home or other in-school or out-of-school instruction.
- S. The Board of Education shall make decisions regarding the appropriate educational program and support services for the suspended general education student, at a minimum, based on the following criteria:
 1. A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate;
 2. The results of any relevant testing, assessments or evaluations of the student;
 3. The student's academic, health and behavioral records;
 4. The recommendation of the Superintendent, principal or other relevant school or

CODE OF STUDENT CONDUCT (continued)

- community resource; or
5. Consultation with the Intervention and Referral Services (I&RS) team, in accordance with N.J.A.C. 6A:16-8, as appropriate
- T. The Board of Education shall provide a general education student suspended under this section with an appropriate educational program or appropriate educational services, based on the criteria set forth above, until the student graduates from high school or reaches the age of 20.
1. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 6A:14-2 and 4.3, whichever is applicable, or
 2. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students or similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- U. For a student with a disability who receives a long-term suspension, the Board of Education shall proceed in accordance with N.J.A.C. 6A:14-2.8 in determining, altering or changing the student's educational placement to an interim or alternate educational setting.
1. All procedural protections set forth in N.J.A.C. 6A:14 shall be afforded to each student with a disability who is subjected to a long-term suspension.
 2. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 3. The provisions of 13 through 20 above shall not apply to students with disabilities.

Mandated Student Removals from General Education N.J.A.C. 6A:16-7.4

- A. The Board of Education shall follow N.J.A.C. 6A:16-5.5 for student removals for firearms offenses.
- B. The Board of Education shall follow N.J.A.C. 6A:16-5.6 for student removals for assaults with weapons offenses.
- C. The Board of Education shall follow N.J.A.C. 6A:16-5.7 for student removals for assaults on Board members or employees.

Expulsions N.J.A.C. 6A:16-7.5

The Board of Education may expel, that is discontinue the educational services or discontinue payment of educational services for, a general education student from school, pursuant to N.J.S.A. 18A:37-2 only after the Board has provided the following:

- A. The procedural due process rights set forth at N.J.A.C. 6A:16-7.3 and 7.4 subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3 and
- B. An appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f).
 1. The educational program shall be consistent with the provisions of N.J.A.C. 6A:9.2 and 10.2 and 6A:14-3 and 4.3 whichever are applicable; or
 2. The educational services provided either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

CODE OF STUDENT CONDUCT (continued)

- C. Any appeal of the Board's decision regarding the cessation of the student's general education program, shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:1.3 through 1.17.
- D. The Board shall continue to provide an appropriate educational program or appropriate educational services, in accordance with N.J.A.C. 6A:16-7.5(a)2, until a final determination has been made on the appeal of the Board's action to expel a student.
- E. An expulsion of student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

Conduct Away from School Grounds N.J.A.C. 6A:16-7.6

School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function that is consistent with the Board of Education's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

- A. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
- B. This authority shall be exercised only 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.
- C. The consequence shall be handled in accordance with the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 7.3 or 7.5.

Staff Responsibilities and Rights N.J.A.C. 6A:16-7.7

The Board of Education shall provide for the equitable application of the Code of Student Conduct.

- A. The Board of Education shall delineate the roles and responsibilities of each staff member in the implementation of the Code of Student Conduct. It shall also provide to all school staff training annually on the Code of Student Conduct, which shall include training on the prevention, intervention, and remediation of student conduct in violation of the Board's Code of Student Conduct.
- B. Information on the Code of Student Conduct shall be incorporated into the orientation program for new employees.

Attendance N.J.A.C. 6A:16-7.8

The Board of Education has adopted and implements policies and procedures regarding the attendance of students, pursuant to N.J.S.A. 18A:38-25 through 31 and N.J.A.C. 6:3-9 at the public schools of the district or day schools in which students are provided with equivalent instruction, according to the requirements of N.J.S.A. 18A:38-25, that includes, at a minimum:

- A. The expectations and consequences regarding the timely arrival of students to school and

CODE OF STUDENT CONDUCT (continued)

classes;

- B. The expectations and consequences regarding attendance at school and classes;
- C. A definition of unexcused absence, for the purpose of this section, that, at a minimum, shall be based on the definition of a school day, pursuant to N.J.A.C. 6:3-9.3 and the following considerations:
 - 1. Family death;
 - 2. Board approved educational opportunities;
 - 3. Where appropriate, Individualized Education Programs pursuant to 20 U.S.C. §1400, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.1(3) 1x; and
- D. School staff responses for unexcused absences:
 - 1. For up to four (4) cumulative unexcused absences, the school district shall:
 - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the student's parents;
 - c. Develop an action plan in consultation with the student's parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if child abuse and neglect is suspected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
 - 2. For between five (5) and nine (9) cumulative unexcused absences, the school shall:
 - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the student's parents to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to 4i(3) above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services (I&RS) team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing assessments or evaluations of the student's academic, behavioral and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to a community-based social and health provider agency or other community resource.
 - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 and N.J.A.C. 6A:16-11, if child abuse and neglect is suspected; and
 - (7) Cooperate with law enforcement and other authorities and agencies, as appropriate.
 - 3. For cumulative unexcused absences of 10 or more days, the student is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall:

CODE OF STUDENT CONDUCT (continued)

- a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - b. Make a reasonable attempt to notify the student's parents of the mandatory referral;
 - c. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal Statutes, as required.
4. For students with disabilities, the attendance plan and punitive and remedial procedures set forth therein shall be applied, where applicable, in accordance with the students' Individualized Education Programs, pursuant to 20 U.S.C. §1400, the Individuals with Disabilities Act; the procedural protections set forth in N.J.A.C. 6A:14, accommodation plans under 29 U.S.C. §794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2(e)1x.
 5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with (a)4i above for each student with up to four (4) cumulative unexcused absences.
 - a. For each student attending a receiving school with five (5) or more cumulative unexcused absences, the absences shall be reported to the sending district.
 - b. The sending district shall proceed in accordance with the Board of Education policies and procedures pursuant to the provisions of (a)4ii through 4iv above, as appropriate.
 6. The Superintendent shall submit annually a report to the Commissioner of Education containing information on student attendance, including, but not limited to, the Board of Education's implementation of each of the requirements pursuant to this section.

Intimidation, harassment and bullying N.J.A.C. 6A:16-7.9

The Board of Education has adopted Policy 5131.1 prohibiting harassment, intimidation or bullying on school grounds, including on a school bus or at a school-sponsored function, pursuant to N.J.S.A. 18A:37-15.

- A. This policy was developed in consultation with parents and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators.
- B. The Board of Education shall have local control over the content of the policy, except that the policy shall contain, at a minimum, the following components:
 1. A statement prohibiting harassment, intimidation or bullying of a student.
 2. A definition of harassment, intimidation or bullying no less inclusive than set forth in the definition of N.J.S.A. 18:37-14 and N.J.A.C. 6A:16-1.3;
 3. A description of the type of behavior expected from each student;
 4. Appropriate remedial action for a student who commits an act of harassment, intimidation or bullying that takes into account the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance that that may include the following:
 - a. A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate; and
 - b. Supportive interventions and referral services, including those at N.J.A.C.6A:16-8;
 5. Consequences for a student who commits an act of harassment, intimidation or bullying that is:
 - a. Varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance;

CODE OF STUDENT CONDUCT (continued)

- and
- b. Consistent with the provisions of N.J.A.C. 6A:16-7 as appropriate;
6. Appropriate consequences and remedial action for any staff member who commits an act of harassment, intimidation or bullying;
 7. A procedure for reporting an act of harassment, intimidation or bullying, including a provision that permits a person to report anonymously an act of harassment, intimidation or bullying:
 - a. The Board of Education shall not take formal disciplinary action based solely on the anonymous report.
 8. A procedure has been established for prompt investigation of reports of violations and complaints which are outlined in Board Policy 5131.1 and 4111.1 Reports and complaints include, but are not limited to, oral reports, written reports or electronic reports;
 9. The range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified;
 10. A statement that prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation;
 11. Consequences and appropriate remedial action for a person found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation or bullying; and
 12. A statement of how the policy is to be publicized, including notice that the policy applies incidents that takes place on school grounds, 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,
- C. A school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment, intimidation or bullying.
- D. A school employee, student or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying shall report the incident to the appropriate school official designated by the Board's policies, pursuant to N.J.S.A. 18A:37-15 and (a) above.
- E. A school employee who promptly reports an incident of harassment, intimidation or bullying, as designated by Board policy, and who makes this report in compliance with the procedures set forth in Board policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16(4)c.
- F. The district Board of Education shall annually review the training needs of district staff for the effective implementation of the harassment, intimidation and bullying policies, procedures, programs and initiatives of the Board of Education and implement locally determined staff training needs and the findings of the annual review and update of the code of findings of the annual review and update of the Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7(a)3, as recommended by the Superintendent and determined appropriate by the Board.
1. Information regarding the Board's Policy 4111.1 and Policy 5131.1 against harassment, intimidation, or bullying is reviewed annually as part of the school district's employee training program;
 2. Each building principal will annually discuss the school district's harassment, intimidation or bullying policy with his/her students; and
 3. The District Anti-Bullying Coordinator will annually review the extent and characteristics

CODE OF STUDENT CONDUCT (continued)

of harassment, intimidation and bullying behavior in the school buildings of the school district and implement, at the direction of the Superintendent, locally determined programmatic or other responses, if determined appropriate by the Board of Education.

- a. These programs or other services shall be planned in consultation with parents, students and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators, as appropriate.
- b. These requirements are promulgated pursuant to N.J.S.A. 18A:37-13 through 18 and shall not be interpreted to prevent a victim from seeking redress under any other available law either civil or criminal.

Student Records and Confidentiality (6A:1-7.10)

Public School to Public School

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the district and any information the district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19a and N.J.A.C. 6:3-6.5(c)10iv.

- A. The record shall be provided within two (2) weeks of the date that the student enrolls in the receiving school district.
- B. Written consent of the parent or adult student shall not be required as a condition of the transfer of this information.
- C. Written notice of the transfer shall be provided to the parent or the adult student.

Public School to Private School

When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspension or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to a public school district, pursuant to 20 U.S.C. §6301. Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act.

- A. The Board of Education shall not use a student's past offenses on record to discriminate against that student.
- B. All records maintained in this subchapter shall conform with the requirements set forth at 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment, N.J.A.C. 6:3-6, Pupil Records, 45 CFR §160, Health Insurance Portability and Accountability Act, 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records; Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-

CODE OF STUDENT CONDUCT (continued)

2.9, Student records and confidentiality.

SAYREVILLE SCHOOL DISTRICT CODE OF STUDENT CONDUCT

The Sayreville Board of Education has established a Code of Student Conduct with parent, student and community input, that is representative of the composition of the borough's schools and community. It is based on the core ethical values adopted by the Board of Education as part of the district's Character Education Program. They are: caring, trustworthiness, respect, responsibility, fairness, and citizenship. All are designed to attain the district's mission of educating today's learners to become tomorrow's leaders. The Code of Student Conduct will undergo an annual review by the Board of Education and Superintendent of Schools. If necessary, it will be modified on the basis of research and data provided by the administrative team, faculty, parents, and students regarding its effectiveness as it relates to the district's mission statement.

The Code of Student Conduct will be disseminated annually to all school staff, students and parents. Parents and students will annually sign-off that they have read and understand the Code of Student Conduct and the provisions of the Board of Education's Regulation 5131. Both documents will be posted on the district's website at www.sayrevillek12.net for reference purposes. Copies will also be provided to parents who do not have internet access.

The principal of each school will annually review the provisions contained in the Code of Student Conduct with his/her students and staff. Additionally, the Superintendent shall report annually to the New Jersey Department of Education on the implementation of the Code of Student Conduct, including the suspensions and expulsions in accordance with the format prescribed by the Commissioner of Education and the Student Safety Data System, pursuant to N.J.A.C. 6A:16:-5.3(e) and delineated in Regulation 5131.

The Code of Student Conduct has been established to achieve the following purposes:

- A. Foster the health, safety and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- F. Establish parameters for school responses to violations of the Code of Student Conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.

STUDENT RESPONSIBILITIES

Students are expected to demonstrate the following responsible behaviors while in school, on a school bus and at school activities in and out of district:

- A. Caring for all members of a diverse school community which includes but is not limited to

CODE OF STUDENT CONDUCT (continued)

students, administrators/supervisors, teachers, advisors/coaches, support staff, volunteers, and PTO representatives. They must also demonstrate tolerance and acceptance of classmates who are the same and different in ability, aptitude, cultural ethnicity, and socio-economic background. This expectation applies to student interactions which occur in person as well as through electronic means.

- B. Trustworthiness in assuming responsibility for their educational successes and failures. When working alone or in groups, they must be trusted to be responsible for their work and the results of their efforts.
- C. Respect for all members of the school community, its facilities and property.
- D. Responsibility in adhering to school rules and regulations which are designed to provide a safe and appropriate environment for learning.
- E. Fairness in their treatment of staff, classmates, competitors, and the public.
- F. Citizenship by fulfilling their educational goals to become a productive member of the borough, state, nation, and world. This can be accomplished by attending school daily and mastering the NJ Student Learning Standards and proficiencies for their courses.

INAPPROPRIATE BEHAVIORS

Students must realize that any display of inappropriate behavior will have consequences that are graded according to severity and consider the developmental ages of the offenders. They include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions. They provide for equitable application without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5; and are consistent with the provisions of N.J.S.A. 18A:6-1 regarding the prohibition of corporal punishment.

CODE OF STUDENT CONDUCT (continued)

CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

A. ATTENDANCE

Truancy/Leaving School Without Authorization	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Mandatory Parent Meeting	2 days of Administrative Detention	5 days of Administrative Detention	Saturday Detention assigned cut for each period not attended (and consequences at cumulative cut/late by period)
2nd Incident	Mandatory Parent Meeting Police report	5 days of Administrative Detention	1 day of Saturday Detention	Saturday Detention- assigned cut for each period and consequence at cumulative cut /late by period
3rd Incident	Mandatory Parent Meeting with Central Administration Police Report	1 day of In School Suspension Police Report	1 day of In School Suspension Police Report	In School Suspension- assigned cut for each period and consequence at cumulative cut /late by period not attended

Late to School	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident (5 days)	Letter to Parent	Letter to Parent	Letter to Parent 1 day of Administrative Detention	N/A – Refer to Late to Class
2nd Incident (10 days)	Meeting with Parent	Meeting with Parent	Letter to Parent 3 days of Administrative Detention	N/A – Refer to Late to Class
3rd Incident (15 days +)	Meeting with Parent I&RS Referral	Meeting with Parent I&RS Referral	Meeting with Parent I&RS Referral 1 day of Saturday Detention or 1 day of	N/A – Refer to Late to Class

CODE OF STUDENT CONDUCT (continued)

			In School Suspension	
4th Incident (20 days)	Meeting with Parent I&RS Referral Referral to Authorities	Meeting with parent I&RS Referral Referral to Authorities	Meeting with Parent I&RS Referral Referral to Authorities 1 day of Saturday Detention or 1 day In School Suspension	N/A – Refer to Late to Class

Late to Class	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident			5 lates = 2 days of Administrative Detention	5 lates = 2 days of Administrative Detention (5 lates = 1 cut)
2nd Incident			10 lates = 3 days of Administrative Detention	10 lates= 1 Saturday Detention (10 lates = 2 cuts)
3rd Incident			15+ lates = 1 day of Saturday Detention or 1 day of In School Suspension	15 lates = In-School Suspension 15 lates = 3 cuts (full year course) 15 lates = Cum Cut Drop (semester course) 20 lates = 4 cuts, Cum cut drop (full year course)

Cutting Class (Unless cut is a result of student leaving school grounds)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident			2 days of Administrative Detention	2 days of Administrative Detention
2nd Incident			5 days of Administrative Detention	1 day of Saturday Detention
3rd Incident			1 day of Saturday Detention	Full Year Course = 1 day In School Suspension; Semester Course

CODE OF STUDENT CONDUCT (continued)

				– Cum Cut Drop
4th Incident			1 day of In School Suspension	Full Year Course = Cum Cut Drop

Note: A pupil may be dropped from a high school class with any combination of lates and cuts. For example, 10 lates and 2 cuts is the equivalent of 4 cuts and the Cum Cut Drop noted above shall apply.

B. INSUBORDINATION

Failure to Report to Teacher Detention	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Teacher Detention	2 days of Administrative Detention	2 days of Administrative Detention	2 days of Administrative Detention
2nd Incident	2 day of Administrative Detention	3 days of Administrative Detention	4 days of Administrative Detention	1 day of Saturday Detention
3rd Incident	3 days of Administrative Detention	1 day of In School Suspension	1 day of Saturday Detention	1 day of In School Suspension
4th Incident and beyond	1 day of In School Suspension	1 day of Out of School Suspension	1 day of In School Suspension or 1 day of Out of School Suspension	1 day of Out of School Suspension

Failure to Report to Administrative Detention	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Administrative Detention	2 days of Administrative Detention	2 days of Administrative Detention	2 days of Administrative Detention
2nd Incident	2 day of Administrative Detention	3 days of Administrative Detention	3 days of Administrative Detention	1 day of Saturday Detention
3rd Incident	3 days of Administrative Detention	5 days of Administrative Detention	1 day of Saturday Detention	1 day of Saturday Detention
4th – 5th Incident	1 day of In School Suspension	1 day In School Suspension	1 day of In School Suspension	1 day of Saturday Detention
6th – 9th Incident				1 day of In School Suspension
10th Incident and beyond				1 day of Out of School Suspension

Failure to Report to a Saturday Detention	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12

CODE OF STUDENT CONDUCT (continued)

(Middle and High School only)				
1st Incident			Reassign Saturday Detention 1 day of In School Suspension	Reassign Saturday Detention 1 day of In School Suspension
2nd Incident			Reassign Saturday Detention 2 days of In School Suspension	Reassign Saturday Detention 2 days of In School Suspension
3rd Incident			Reassign Saturday 1 day of Out of School Suspension Parent conference with the Principal	Reassign Saturday Detention 1 day of Out of School Suspension Parent conference with the Principal

Defiance of Authority/Willful Disobedience/Insolence to Staff Member	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Referral to Guidance Parent Contact	1-2 days of Administrative Detention	1-3 days of Administrative Detention	1-3 days of Administrative Detention
2nd Incident	1 day of Administrative Detention	3-4 days of Administrative Detention	1 day of Saturday Detention	1 day of Saturday Detention
3rd Incident	3 days of Administrative Detention Parent Meeting	1 day of In School Suspension	1 day of In School Suspension	1 day of In School Suspension

Failure to Follow Administrative Direction/Continued and willful disobedience	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	1 day of In School	1-2 days of In	1-2 days of Out of

CODE OF STUDENT CONDUCT (continued)

	2 days of Administrative Detention	Suspension	School Suspension	School Suspension
2nd Incident	Parent Meeting 1 day of In School Suspension	2 days of In School Suspension	1-2 days of Out of School Suspension	3-4 days of Out of School Suspension
3rd Incident	Parent Meeting 2 days of In School Suspension	1-3 days of Out of School Suspension	3-5 days of Out of School Suspension	5 days of Out of School Suspension

Disruptive/Inappropriate Behavior	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Teacher Detention	1-2 day of Administrative Detention	2 days of Administrative Detention	2 days of Administrative Detention
2nd Incident	1 day of Administrative Detention	2-3 days of Administrative Detention	3 days of Administrative Detention	1 day of Saturday Detention
3rd Incident	2-3 days of Administrative Detention	3-5 days of Administrative Detention	1 day of Saturday Detention	1 day of In School Suspension
4th Incident	3-5 days of Administrative Detention	1 day of In School Suspension	1 day of In School or Out of School Suspension	1-2 days of Out of School Suspension

Removal from Saturday Detention or In School Suspension	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident		1 day of Out of School Suspension Parent Meeting	1 day of Out of School Suspension	2 days of Out of School Suspension
2nd Incident		1-2 days of Out of School Suspension Parent Meeting	1-2 days of Out of School Suspension	3 days of Out of School Suspension
3rd Incident		1-2 days of Out of School Suspension Parent Meeting	2-3 days of Out of School Suspension	4 days of Out of School Suspension
4th Incident		1-2 days of Out of School	4-5 days of Out of School	5 days of Out of School

CODE OF STUDENT CONDUCT (continued)

		Suspension	Suspension	Suspension
		Parent Meeting		

In addition to the above stated disciplinary action, the student shall be required to make-up the Saturday detention from which he or she was removed.

C. VANDALISM AND THEFT

Malicious Mischief, Vandalism/Graffiti	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Administrative Detention Restitution	1-2 days of Administrative Detention Restitution	1-3 days Administrative Detention Restitution	1 day of Saturday Detention Restitution
2nd Incident	2-3 days of Administrative Detention Restitution	2-4 day of Administrative Detention Restitution Parent Meeting	1 day of Saturday Detention Restitution Parent Meeting	1 day of In School Suspension Restitution Police Report Parent Meeting
3rd Incident	1 day of In School Suspension Restitution	1 day of In School Suspension or Out of School Suspension Restitution	1-2 days of In School or Out of School Suspension Restitution	1-2 days Out of School Suspension Restitution Police Report

Theft	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Administrative Detention Restitution Police Report	1-2 days of Administrative Detention Restitution Police Report	1 day of Saturday Detention Restitution, Parent Meeting Police Report	1 day of In School Suspension Restitution Police Report
2nd Incident	2-3 days of Administrative Detention Restitution Police Report	2-4 days of Administrative Detention, Parent Meeting Restitution	1 day of In School Suspension Restitution Police Report	1-2 days of Out of School Suspension Restitution Police Report

CODE OF STUDENT CONDUCT (continued)

		Police Report		
3rd Incident	1 days In School Suspension and restitution Restitution Police Report	1 day In School Suspension or Out of School Suspension Restitution Police Report	1-3 days Out of School Suspension Restitution Police Report	3-5 days of Out of School Suspension Restitution Police Report

D. INAPPROPRIATE BEHAVIOR

Profanity/Obscene Gestures/Vulgarity/ Inappropriate Comment	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	1-2 days of Administrative Detention Parent Meeting	2-3 days of Administrative Detention	1 day of Saturday Detention
2nd Incident	1 day of Administrative Detention	3-4 days of Administrative Detention	1 day of Saturday Detention	1 day of In School Suspension
3rd Incident	1-3 days of Administrative Detention	1 day of In School Suspension or Out of School Suspension	1 day of In School or Out of School Suspension	1-3 days of Out of School Suspension

Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	2-4 day of Administrative Detention Parent Meeting	1 Day Saturday Detention	1 day of Out of School Suspension
2nd Incident	1 day of Administrative Detention	1 day In School Suspension	1 day In School or Out of School Suspension	2-3 days of Out of School Suspension
3rd Incident	1-3 days of Administrative Detention	1-2 days Out of School Suspension	1-3 days Out of School Suspension	3-5 days of Out of School Suspension

Disorderly Conduct/Creating a Safety Hazard	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12

CODE OF STUDENT CONDUCT (continued)

1st Incident	1-2 days of Administrative Detention (dependent on the severity of the offense)	1-2 days of Administrative Detention	1-3 days of Administrative Detention	1 day of Saturday Detention
2nd Incident	3-4 days of Administrative Detention	2-4 days of Administrative Detention	1 day of Saturday Detention	1-2 days of In-School School Suspension
3rd Incident	1 day of In School Suspension	1 day of In School Suspension or Out of School Suspension	1-2 days of In School or Out of School Suspension	3-5 days of Out of School Suspension

Bus Conduct Violation	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent notification, possible seat change, and/or 1 day of bus suspension	Parent notification, possible seat change, and/or 1 day of bus suspension	1-3 days of Administrative Detention Parent notification, possible seat change, and/or 1 day bus suspension	2 days of Administrative Detention Parent notification, possible seat change, and/or 1 day bus suspension
2nd Incident	1-2 days of bus suspension	1-2 days of bus suspension	1 day of Saturday Detention 2 days bus suspension	1 day of Saturday Detention 3 days bus suspension
3rd Incident	3 days of bus suspension	3 days of bus suspension	1 day of In School Suspension 3-5 days bus suspension	1 day of In-School Suspension 5 days bus suspension

False Public Alarm	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting Police Report	4-5 days of Administrative Detention Parent Meeting	1-3 days of Out of School Suspension Parent Meeting	5 days of Out of School Suspension Parent Meeting

CODE OF STUDENT CONDUCT (continued)

		Police Report	Police Report	Referral to Guidance and I&RS Police Report
2nd Incident	1-3 days of Administrative Detention Parent Meeting Referral to Guidance and I&RS Police Report	1 day of In School Suspension Parent Meeting Referral to Guidance and I&RS Police Report	3-5 days of Out of School Suspension Referral to Guidance and I&RS Police Report	5-10 days of Out of School Suspension Referral to CST Police Report
3rd Incident	1 day of In School Suspension Administrative Referral to CST for evaluation Parent Meeting Police Report	1-2 days of Out of School Suspension Administrative Referral to CST for evaluation Parent Meeting Police Report	5 Day of Out of School Board hearing to determine placement Administrative Referral to CST for evaluation Parent Meeting Police Report	Out of School Suspension Pending Board hearing to determine placement Administrative Referral to CST for evaluation Parent Meeting Police Report

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

NOTE: Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe, or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

Scuffle/Physical Misconduct	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1-2 days of Administrative Detention	2-4 days of Administrative Detention	1 day of Saturday Detention	1 day of Out of School Suspension
2nd Incident	3-4 days of Administrative Detention and I&RS Team referral	1 day of In School Suspension	1 day of In School Suspension	2-3 days of Out of School Suspension

CODE OF STUDENT CONDUCT (continued)

3rd Incident	1 day of In School	1 day of Out of School Suspension, I&RS Team referral	1-3 days of Out of School Suspension Referral to I&RS Team Police Report	3-5 days of Out of School Suspension Referral to I&RS Team Police Report
--------------------------------	--------------------	---	--	--

Fight	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of In School Suspension	1 day of In School Suspension	5 days of Out of School Suspension	5 days of Out of School Suspension Up to 30 days of Social Probation Police Report
2nd Incident	1 day of Out of School Suspension Referral to I&RS Team	1-3 days of Out of School Suspension	5-8 days of Out of School Suspension	10 days of Out of School Suspension Up to 1 school year of Social Probation Police Report
3rd Incident	1-3 days of Out of School Suspension	3-5 days of Out of School Suspension Referral to I&RS Team	10 days of Out of School Suspension Referral to I&RS Police Report	Out of School Suspension pending BOE hearing to determine placement Police Report

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Assault	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of Out of School Suspension Referral to I&RS Team, Police Report	1-2 days of Out of School Suspension Police Report	5 days of Out of School Suspension Police Report	5-8 days of Out of School Suspension Up to 30 days of Social Probation Police Report
2nd Incident	2-3 days of Out of School	3-5 days of Out of School	10 days of Out of School	10 days of Out of School

CODE OF STUDENT CONDUCT (continued)

	Suspension Referral to CST Police Report	Suspension Referral to I&RS Team Police Report	Suspension Referral to I&RS Team Police Report	Suspension Referral to I&RS Team Up to 1 school year of Social Probation Police Report
3rd Incident	3-5 days of Out of School Suspension Police Report	5-8 days of Out of School Suspension Referral to CST Police Report Central Administrative Hearing	Out of School Suspension pending Board hearing to determine placement Police Report	Out of School Suspension pending Board hearing to determine placement Police Report

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Threats, Bias, and Harassment

NOTE: If the offense is determined to be a bias incident, a police report and/or complaint will also be filed. If the offense is determined to be sexual harassment, a police report and/or complaint will also be filed. In all cases, the consequences will be administered in accordance with the severity of the incident.

Threat (Verbal, gestural, written or electronic)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1-4 days of Administrative Detention Parent Meeting	1 day of In School Suspension	1 day of Out of School Suspension	2 days of Out of School Suspension
2nd Incident	1 day of In School Suspension Referral to I&RS Team	1 day of Out of School Suspension Referral to I&RS Team	2-3 days of Out of School Suspension Referral to I&RS Team	3 days of Out of School Suspension Referral to I&RS Team
3rd Incident	1 day of Out of School Suspension Referral to CST Police Report	2-3 days of Out of School Suspension Referral to CST Police Report	4-5 days of Out of School Suspension Referral to CST	5 days of Out of School Suspension Referral to CST

CODE OF STUDENT CONDUCT (continued)

			Police Report	Police Report
--	--	--	---------------	---------------

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Terroristic Threat	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of In School Suspension Police Report	1 day of Out of School Suspension Police Report	2-3 days of Out of School Suspension Referral to I&RS Team Police Report	5 days of Out of School Suspension Parent Meeting Referral to Guidance and I&RS Police Report
2nd Incident	1 day of Out of School Suspension Referral to I&RS Team Police Report	2-3 days of Out of School Suspension Referral to I&RS Team Police Report	3-5 days of Out of School Suspension Referral to CST Police Report	5-10 of days Out of School Suspension Referral to CST Police Report
3rd Incident	2-3 days of Out of School Suspension Referral to CST Police Report	3-5 days of Out of School Suspension Referral to CST referral Police Report Central Administrative Hearing	Out of School Suspension pending BOE hearing to determine placement Police Report	Out of School Suspension Pending Board Hearing to determine placement Referral to CST Parent Meeting Police Report

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

Harassment/Intimidation	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	Parent Meeting 1-2 days of Administrative Detention	1-3 days of Administrative Detention	1 day of Saturday Detention

CODE OF STUDENT CONDUCT (continued)

2nd Incident	1-2 days of Administrative Detention	3-4 days of Administrative Detention	1 day of Saturday Detention	1 day of In School Suspension
3rd Incident	3-4 days of Administrative Detention	1 day of In School Suspension	1 day of In School or Out of School Suspension	1-3 days of Out of School Suspension

*An HIB Investigation must be conducted for all incidents of Harassment/Intimidation. (Refer to Policy 5131.1 for more specific details, if needed.) The discipline prescribed in this section shall apply to instances of harassment and intimidation which may or may not be aligned with the legal definition of Harassment, Intimidation, and Bullying under New Jersey law.

Bias Incident	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting 1-2 days of Administrative Detention Police Report and report to prosecutor's office	Parent Meeting 1-4 days of Administrative Detention Police Report and report to prosecutor's office	1 day of In School Suspension Police Report and report to prosecutor's office	1 day of Out of School Suspension Police report and report to prosecutor's office
2nd Incident	2-4 days of Administrative Detention Referral to I&RS Team Police Report and report to prosecutor's office	1 day of In School Suspension Referral to I&RS Team Police Report and report to prosecutor's office	1 day of Out of School Suspension Referral to I&RS Team Police Report and report to prosecutor's office	2-3 days of Out of School Suspension Referral to I&RS Team Police report and report to prosecutor's office
3rd Incident	1 day of In School Suspension Referral to CST Police report and report to prosecutor's office	1 day of Out of School Suspension Referral to CST Police Report and report to prosecutor's office	2-3 days Out of School Suspension Referral to CST Police Report and report to prosecutor's office	3-5 days of Out of School Suspension Referral to CST Up to one year of Social Probation Police Report and report to prosecutor's office

CODE OF STUDENT CONDUCT (continued)

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Bias Intimidation (confirmed by police required)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting 1-4 days of Administrative Detention Police Report and report to prosecutor's office	1 day of In School Suspension Police Report and report to prosecutor's office	1 day of Out of School Suspension Police Report and report to prosecutor's office	5-8 days of Out of School Suspension Up to 30 days of Social Probation Police Report and report to prosecutor's office
2nd Incident	1 day of In School Suspension Referral to I&RS Team Police Report and report to prosecutor's office	1 day of Out of School Suspension Referral to I&RS Team Police Report and report to prosecutor's office	2-3 days of Out of School Suspension Referral to I&RS Team Police Report and report to prosecutor's office	10 days of Out of School Suspension Referral to I&RS Team Up to one school year of Social Probation Police Report and report to prosecutor's office
3rd Incident	1 day of Out of School Suspension Referral to CST Police Report and report to prosecutor's office	2-3 days of Out of School Suspension Referral to CST Police report and report to prosecutor's office	3-5 days of Out of School Suspension, CST Referral and up to one year of Social Probation Police report and report to prosecutor's office	Out of School Suspension pending Board hearing to determine placement Police Report and report to prosecutor's office

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Sexual Harassment	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
--------------------------	-------------------	-------------------	-------------------	--------------------

CODE OF STUDENT CONDUCT (continued)

1st Incident	Parent Meeting	1 day In School suspension Parent Meeting	1-2 days of Out of School Suspension	2-3 days of Out of School Suspension Referral to I&RS Team Police Report
2nd Incident	Referral to Guidance and I&RS Team	1-2 days out of school suspension, I&RS Referral	2-3 days of Out of School Suspension Referral to I&RS Team	5-10 days of Out of School Suspension Referral to CST Police Report
3rd Incident	Referral to CST	2-3 days of Out of School Suspension Referral to CST	4-5 days of Out of School Suspension Referral to CST	Out of school suspension pending Board of Education hearing to determine placement Police Report

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Sexual Contact	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting Police Report	1 day of Out of School Suspension Parent Meeting Police Report	2-3 days of Out of School Suspension Parent Meeting Referral to Guidance and I&RS Team Police Report	5-8 days of Out of School Suspension Referral to Guidance and I&RS Team Parent Meeting Police Report
2nd Incident	1 day of In School Suspension Referral to Guidance and I&RS Team Police Report	2-3 days of Out of School Suspension Referral to Guidance and I&RS Team Police Report	5-10 days of Out of School Suspension Referral to CST Parent Meeting Police Report	10 days of Out of School Suspension Referral to CST Parent Meeting Police Report
3rd Incident	1-3 days of Out of School Suspension	4-5 days of Out of School Suspension	Out of School Suspension	Out of School Suspension

CODE OF STUDENT CONDUCT (continued)

	Referral to CST	Referral to CST	pending Board hearing.	pending Board hearing.
	Police Report	Police Report	Police Report	Police Report

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

NOTE: Intentional touching by the offender, either directly or through clothing, of the victim's or offender's intimate body parts, that degrades or humiliates the victim who the offender knows to be present. If sexual contact occurs with a victim less than 13 years old and an offender at least four years older than the victim, this should be considered sexual assault.

Sexual Assault	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report
2nd Incident	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report
3rd Incident	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

NOTE: Sexual assault occurs if one of the following takes place:

- An offender commits an act of sexual penetration with another person and
 - Uses physical force or coercion
 - The victim is at least 13 years old but less than 16 years old, and the offender is at least four years older than the victim
- An offender commits an act of sexual contact with a victim who is less than 13 years old, and he/she is at least four years older than the victim.

E. Substance Abuse – All Grades

Use of Substance/Under the Influence of Drugs/Alcohol	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident		5 days of Out of School	5 days of Out of School	5 days of Out of School

CODE OF STUDENT CONDUCT (continued)

		Suspension Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy). Police report filed.	Suspension Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy). Police report filed.	Suspension Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy). Police report filed.
2nd Incident		Out of School Suspension pending Central Administrative hearing.	Out of School Suspension pending Board of Education hearing to determine placement.	Out of School Suspension pending Board of Education hearing to determine placement.
Note: Requires automatic drug screen (Refer to Board Policy 5131.6). Failure to test within 5 hours is an automatic "positive." An altered or dilute sample will also be considered a drug and or alcohol "positive"				

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
Possession of a Controlled or Dangerous Substance or Alcohol – All Grades				
1st Incident		5-10 days of Out of School Suspension pending Central Administrative hearing Police Report	5-10 days of Out of School Suspension pending Board of Education hearing to determine placement Police Report	5-10 days of Out of School Suspension pending Board of Education hearing to determine placement Police Report
2nd Incident		Out of School Suspension pending Central Administrative	Out of School Suspension pending Board of Education hearing	Out of School Suspension pending Board of Education hearing

CODE OF STUDENT CONDUCT (continued)

		hearing Police Report	to determine placement Police Report	to determine placement Police Report
Note: Requires automatic drug screen (Refer to Board Policy 5131.6). Failure to test within 5 hours is an automatic "positive." An altered or dilute sample will also be considered a drug and or alcohol "positive"				

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Possession with Intent to Distribute – All Grades	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident		Out of School Suspension pending Central Administrative Police Report	Out of School Suspension pending Board of Education hearing to determine placement Police Report	Out of School Suspension pending Board of Education hearing to determine placement Police Report
Note: Requires automatic drug screen (Refer to Board Policy 5131.6). Failure to test within 5 hours is an automatic "positive." An altered or dilute sample will also be considered a drug and or alcohol "positive"				

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

Smoking/Possession of Igniter, electronic cigarettes, smokeless tobacco or cigarettes	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	1 day of In School Suspension	1 day of Saturday Detention	1 day of Saturday Detention

CODE OF STUDENT CONDUCT (continued)

		Parent Meeting	Parent Meeting	
2nd Incident	1 day of In School Suspension Referral to Guidance and I&RS	1 day of Out of School Suspension Referral to Guidance and I&RS	1 day of In School Suspension Police Report (summons to appear in municipal court) Referral to SAC	1 day of In School Suspension Police Report (summons to appear in municipal court) Referral to SAC
3rd Incident	2 days of In School Suspension Referral to CST	2-3 days of Out of School Suspension Referral to CST	2 days of Out of School Suspension Police Report (summons to appear in municipal court) Referral to SAC	2 days of Out of School Suspension Police Report (summons to appear in municipal court) Referral to SAC
Note: Requires automatic drug screen (Refer to Board Policy 5131.6). Failure to test within 5 hours is an automatic "positive." An altered or dilute sample will also be considered a drug and or alcohol "positive"				

F. Violation of the Technology Acceptable Use Agreement

Violation of the Technology Acceptable Use Agreement	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 week suspension of technology privileges Parent Meeting	1 week suspension of technology privileges Parent Meeting	1 week suspension of technology privileges 3 days of Administrative Detention	2 week suspension of technology privileges 1 day of Saturday Detention
2nd Incident	2 weeks suspension of	2 weeks suspension of technology	2 weeks suspension of technology	3 weeks suspension of

CODE OF STUDENT CONDUCT (continued)

	technology privileges	privileges 1-3 days of Administrative Detention	privileges 1 day of Saturday Detention	technology privileges 1 day of Saturday Detention
3rd Incident	3 weeks suspension of technology privileges	3 weeks suspension of technology privileges 1 day of In School Suspension	3 weeks suspension of technology privileges 1 day of In School Suspension	4 weeks suspension of technology privileges 1 day of In School Suspension

Severe Violation of Technology Acceptable Use Agreement	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	2 week suspension of technology privileges Parent Meeting	2-4 days of Administrative Detention 2 week suspension of technology privileges Parent Meeting	1-2 day of Out of School Suspension 2 week suspension of technology privileges Parent Meeting	3 days of Out of School Suspension 3 week suspension of technology privileges
2nd Incident	3 week suspension of technology privileges	1 day of In School Suspension 3 week suspension of technology privileges	3-5 days of Out of School Suspension 3 week suspension of technology privileges	5 days of Out of School Suspension 4 week suspension of technology privileges
3rd Incident	4 week suspension of technology privileges Central Administrative Hearing	1 day of Out of School Suspension 4 week suspension of technology privileges Central Administrative Hearing	4 week suspension of technology privileges Out of School Suspension pending Board of Education hearing to determine placement	5 week suspension of technology privileges Out of School Suspension pending Board of Education hearing to determine placement

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

G. Academic Integrity – All Grades

CODE OF STUDENT CONDUCT (continued)

The District considers violations of the Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a pupil to a different class within the school, and a violation at one school follows a pupil to a different school within the District. Additionally, violations of the Academic Integrity Policy are cumulative for all the years a pupil is enrolled in the Sayreville Public Schools.

First Offense

1. The pupil will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system.
2. The teacher will confer with the pupil and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
3. The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the pupil and the counselor, and document the incident/follow-up action in the pupil information software system.
4. Disciplinary actions may include, but are not limited to, a warning and a signed pupil/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a pupil will be suspended from school, even on a first offense, if a violation has occurred in the following areas:
 - a. Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
 - b. Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
5. The pupil may be barred from participation or having a leadership role in a club, scholarship group, pupil government, athletic team, or other extracurricular activity for a period of one year from date of the violation.
6. A first offense for pupils enrolled at Sayreville War Memorial High School shall prohibit admission into the National Honor Society during the pupil's Junior year. However, the pupils' may be considered for admission in their senior year if all other required criteria are met for admission.

Second Offense

Consequences listed in the First Offense and one or more of the following:

1. A conference will be held with an administrator, parent/guardian, teacher, counselor, and pupil, and the incident/follow-up action will be documented in the pupil information system.
2. If both the first and second offenses occurred in the same class, the pupil shall be dropped from the class with a grade of "F."
3. The pupil will be suspended from school.
4. If both offenses occurred while the pupil was enrolled at Sayreville War Memorial High School, the pupil shall not be considered for admission into the National Honor Society.

CODE OF STUDENT CONDUCT (continued)

Third/Continuing Offenses

Consequences listed in the First Offense and one or more of the following:

1. A conference will be held with an administrator, parent/guardian, teacher, counselor, and pupil, and the incident/follow-up action will be documented in the pupil information system.
2. If more than one offense occurred in the same class, the pupil shall be dropped from the class with a grade of "F."
3. The pupil will be suspended from school.
4. The pupil may be referred to the Board of Education's pupil discipline committee recommendations and/or additional consequences.

H. Possession of and/or Unauthorized Use of Cell Phone
Grades K-8:

Unauthorized Possession or Use of Cell Phone/Electronic Device	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Contact	Parent Meeting Phone confiscated and only returned to parent	1-2 days of Administrative Detention Phone confiscated and only returned to parent	2-3 days of Administrative Detention Phone confiscated and only returned to parent
2nd Incident	Parent Meeting Phone confiscated and only returned to parent	1 day of Administrative Detention Phone confiscated and only returned to parent	3-5 days of Administrative Detention Phone confiscated and only returned to parent	1 day of Saturday Detention Phone confiscated and parent conference required to obtain return of phone
3rd Incident	Parent Meeting Phone confiscated and only returned to parent	2-4 days of Administrative Detention Phone confiscated and only returned to parent	1 day of Saturday Detention Phone confiscated and only returned to parent	1 day of In School Suspension Phone confiscated and parent conference required to obtain return

CODE OF STUDENT CONDUCT (continued)

				of phone
--	--	--	--	----------

I. Weapons Use and/or Possession (Refer to Policy 5131.7 for more specific details, if needed.)

A “weapon” includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1f and N.J.S.A. 2C:39-1r. This definition includes items capable of causing harm of bodily injury for which there is no educational purpose and/or was observed to have been displayed or used as a weapon.

All weapons violations require a mandatory police report.

Weapons Possession without intent to use	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting 1 day of In School Suspension Police Report	1 day of Out of School Suspension Parent Meeting Police Report	1-2 days of Out of School Suspension Parent Meeting Police Report	2-3 days of Out of School Suspension Parent Meeting
2nd Incident	1 day of Out of School Suspension Police Report	2-3 days of Out of School Suspension, Police Report	5-10 days of Out of School Suspension, Police Report	10 days of Out of School Suspension, Police Report
3rd Incident	2-3 days of Out of School Suspension, Central Administrative Hearing Police Report	3-5 days of Out of School Suspension, Central Administrative Hearing Police Report	Out of School Suspension pending Board hearing. Police Report.	Out of School Suspension pending Board hearing. Police Report.

* For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.

Weapons Use and/or Possession with intent to use	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report	Out of School Suspension pending Board hearing. Police Report

CODE OF STUDENT CONDUCT (continued)

2nd Incident	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.
	Police Report	Police Report	Police Report	Police Report
3rd Incident	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.	Out of School Suspension pending Board hearing.
	Police Report	Police Report	Police Report	Police report

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

Firearms/ Explosives Use and/or Possession	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
	Zero Tolerance see Policy 5131.7	Zero Tolerance see Policy 5131.7	Zero Tolerance see Policy 5131.7	Zero Tolerance see Policy 5131.7

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

Possession/Use of Incendiary Devices creating a safety hazard	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	1-5 days of Out of School Suspension	5-10 days of Out of School Suspension	5-10 days of Out of School Suspension
	1 day of In School Suspension	Referral to I&RS Team	Referral to I&RS Team	Referral to I&RS Team
	Police Report	Police Report	Police Report	Police Report
2nd Incident	Out of School Suspension pending central administrative hearing	Out of School Suspension pending Board hearing to determine placement	Out of School Suspension pending Board hearing to determine placement	Out of School Suspension pending Board hearing to determine placement
	Police Report	Police Report	Police Report	Police Report

* For the above category of offenses, incidents shall be cumulative throughout the pupil's attendance in the Sayreville Public Schools.

Given extenuating circumstances, principals may recommend to the Superintendent a reduced penalty and/or a waiver of the Board hearing.

CODE OF STUDENT CONDUCT (continued)

The above Consequences for Inappropriate Behaviors serve only as a guideline. Please be aware that the Administration reserves the right to interpret and consequence students beyond the scope of the Consequences above in order to maintain the safety, order and discipline of the school.

NOTE: All Reward Activities and Special End-of-Year Activities, such as proms, dances, field days, etc. are privileged events and will be denied to students with specific numbers of disciplinary infractions. Check your school's Student Handbook regarding the requirements for participation.

All suspensions, removals and expulsions will follow the guidelines outlined in Regulation 5131.

J. Student Identification

1. Each student will be issued a photo identification card and lanyard.
2. Students must wear their photo identification card and lanyard at all times.
3. Student photo identification cards and lanyards may not be changed or altered in any way.
4. The first photo identification card and one (1) replacement are free. Since photo identification cards are required, the cost of additional replacement ID's is \$5.00. The cost of an additional lanyard is \$3.00. Photo identification cards may be obtained at the Main Office. Students unable to pay the fee at the time of issuance of a temporary/replacement photo identification card will have an obligation added their student account. Students owing money for an obligation on their account may be prevented from participating in school activities such as homecoming, prom, senior trip, parking lottery, and other similar events until all obligations are paid.
5. Students are to adhere to the following guidelines, procedures, and consequences:
 - a. Damaged or defaced photo identification cards will be confiscated and must be replaced at the student's expense.
 - b. Students are responsible for their photo identification cards. A student who has lost his/her photo identification card should apply for a replacement in the Main Office.
 - c. Photo identification cards shall not be duplicated.
 - d. Any student with unauthorized possession of a photo identification card not belonging to him or her will be subject to disciplinary action.
 - e. A student must surrender his or her photo identification card to any staff member upon the staff member's request.
 - f. Anyone without a photo identification card may be stopped and questioned as to their purpose.
 - g. You may not check out a library book if you do not have your photo identification card.
 - h. You must use your photo identification card to check in to the restroom, library, main office, vice principal's office, nurse's office and guidance office.

CODE OF STUDENT CONDUCT (continued)

- i. Lunches will be served first to those students with a photo identification card. Students who do not have their photo identification card shall be served lunch after all those students with their photo identification card have been served.
- j. Students withdrawing from school must return the photo identification card in order to complete the checkout process.

6. Failure to wear/display your student ID and lanyard will result in the following consequences:

Failure to wear/display Photo Identification Card (Middle and High School Only)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident			Administrative Conference	2 days of Administrative Detention
2nd Incident			1 day of Administrative Detention	1 day of Saturday Detention
3rd Incident			2-3 days of Administrative Detention	1 day of In School Suspension
4th Incident			1 day of Saturday Detention	1 day of Out of School Suspension
5th Incident			1 day of In School Suspension	2-3 days of Out of School Suspension
6th Incident			1 day of Out of School Suspension	3-4 days of Out of School Suspension

Failure to Sign in to School	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident			Administrative Conference	2 days of Administrative Detention
2nd Incident			1 day of Administrative Detention	1 day of Saturday Detention
3rd Incident			2-3 days of Administrative Detention	1 day of In School Suspension
4th Incident			1 day of Saturday Detention	1 day of Out of School Suspension
5th Incident			1 day of In School Suspension	2-3 days of Out of School Suspension
6th Incident			1 day of Out of School	3-4 days of Out of School

CODE OF STUDENT CONDUCT (continued)

			Suspension	Suspension
--	--	--	------------	------------

Parking on school grounds without a parking permit	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident				Administrative warning and sticker on car
2nd Incident				1 day of In School Suspension and sticker on car
3rd Incident				2 days of Out of School Suspension and sticker on car

K. Harassment, Intimidation and Bullying

Incidents of alleged Harassment, Intimidation and Bullying shall be consequence in accordance with the specific disciplinary infraction outlined in this regulation which may or may not have resulted in an affirmative finding of Harassment, Intimidation and Bullying.

Student Rights

- A. Students have the right to be informed of the behaviors that will result in suspension and expulsion. This will be provided by the copy of the Code of Conduct that they will read and sign annually. Student handbooks at the high school and middle school clearly explain and define these behaviors in terms appropriate for their respective grade levels.
- B. Students are entitled to an education that supports students' development into productive citizens.
- C. Students are entitled to learn in a safe school environment.
- D. Students are entitled to attend school irrespective of students' marriage, pregnancy or parenthood.
- E. Students are entitled to due process and appeals procedures, pursuant to N.J.A.C. 6A:1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8.
- F. Students are entitled to parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
- G. Protections pursuant to 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records, 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the Every Student Succeeds Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling ; information from participants; disclosure, N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19,

CODE OF STUDENT CONDUCT (continued)

Creation; Pupil Records, Maintenance and Retention, Security and Access; Regulations ; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to student protections.

Staff Responsibilities

- A. The Board of Education shall delineate the roles and responsibilities of each staff member in the implementation of the Code of Student Conduct. It shall also provide to all school staff training annually on the Code of Student Conduct, which shall include training on the prevention, intervention, and remediation of student conduct in violation of the Board's Code of Student Conduct.
- B. Information on the Code of Student Conduct shall be incorporated into the orientation program for new employees.
- C. Staff should explain and discuss with students acceptable and unacceptable school behaviors.
- D. Staff should model the behaviors expected of their students.
- E. Staff should be consistent in enforcing the Code of Student Conduct.
- F. Staff should reinforce and recognize positive student behaviors.

Student Attendance Requirements

Under the NJ Administrative Code (6:8-4.2), Board of Education shall establish pupil requirements for the minimum number of days in attendance in order to receive a passing grade in a subject. Sayreville Board of Education Policy 515, Promotion and Retention, directs that parents of pupils who have been in attendance fewer than 162 days during the school year be notified of possible retention. All absences, except for religious holidays defined by the State Board of Education shall count as days absent when calculating that total. Absences for purposes of this policy shall include any legitimate absences from school, truancy, cuts, or unexcused lateness to a class of more than half of the class period. All absences count equally in calculating the minimum attendance rate. High school students must pay particular attention to their period attendance to ensure they comply with the required number of days of attendance to receive course credit for quarter, semester and full year courses.

These regulations recognize that the learning experience which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable. Parents of students with chronic medical conditions with medical certification may apply annually for an attendance accommodation or 504 Plan which will be reviewed and considered on a case-by-case basis by the school nurse, administration and Director of Special Services.

It is recognized that there are definite unavoidable circumstances, which may prevent a student from attending school. However, all of the work missed should be completed at the initiative of the student within the same number of days absent, but not to exceed 10 school days. If midterm or final exams need to be taken after an illness documented by a doctor's note, no more than two exams will be taken in a single day. Vacations which prevent a student from meeting the 162 days of attendance will result in retention, unless the student receives the required hours of tutoring to meet the 162 day requirement. The tutoring, at the parents' personal expense, must

CODE OF STUDENT CONDUCT (continued)

be done by a NJ certified and highly qualified teacher who has been approved by the building principal.

A student who is absent is required to present to the homeroom teacher as written excuse upon returning to school. It must be dated, give the reason for the absence, and must be signed by the parent or guardian. Extended and/or frequent absences may require a doctor's note. Failure to provide the appropriate documentation for a day's absence will result in the child being declared truant for the day and count as 1 day of unexcused absence.

Student Attendance Appeals

Students who exceed the allowable absences are permitted to appeal their loss of grade, courses and/or credits. The appeal must first be made to the building principal for students in grades K-8. High School students must follow the appeals procedure outlined in their student handbook.

School Responses to Absences

- A. For up to four (4) unexcused absences, the school shall:
 - 1. Make a reasonable attempt to notify the student's parents of each absence prior to the start of the next school day.
 - 2. Conduct an investigation of the cause of each unexcused absence, including contact with the student's parents;
 - 3. Develop an action plan in consultation with the student's parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.
 - 4. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if child abuse and neglect is suspected; and
 - 5. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- B. For between five (5) and nine (9) unexcused absences, the school shall:
 - 1. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - 2. Conduct a follow-up investigation, including contact with the student's parents to determine the cause of each unexcused absence;
 - 3. Evaluate the appropriateness of the action plan developed pursuant to 1C above;
 - 4. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - a. Refer or consult with the building's Intervention and Referral Services (I&RS) team, pursuant to N.J.A.C. 6A:16-8;
 - b. Conduct testing assessments or evaluations of the student's academic, behavioral and health needs;
 - c. Consider an alternate educational placement;
 - d. Make a referral to a community-based social and health provider agency or other community resource.
 - e. Refer to the court program designated by the New Jersey Administrative Office of the Courts; and proceed in accordance with the provisions of N.J.S.A. 9:6 and N.J.A.C. 6A:16-11, if child abuse and neglect is suspected; and
 - f. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- C. For cumulative unexcused absences of 10 or more days, the student is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall:

CODE OF STUDENT CONDUCT (continued)

1. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 2. Make a reasonable attempt to notify the student's parents of the mandatory referral;
 3. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 4. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 5. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal Statutes, as required.
- D. For students with disabilities, the attendance plan and punitive and remedial procedures set forth therein shall be applied, where applicable, in accordance with the students' Individualized Education Programs, pursuant to 20 U.S.C. §1400, the Individuals with Disabilities Act; the procedural protections set forth in N.J.A.C. 6A:14, accommodation plans under 29 U.S.C. §794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2(e)1x.
1. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with the regulations above for each student with up to four (4) cumulative unexcused absences.
 - a. For each student attending a receiving school with five (5) or more cumulative unexcused absences, the absences shall be reported to the sending district.
 - b. The sending district shall proceed in accordance with the Board of Education policies and procedures pursuant to the provisions in 1-3 above, as appropriate.

Harassment, Intimidation, and Bullying

In accordance with N.J.S.A. 18A:37-14 and N.J.A.C. 6A:16-1.3, the Board of Education has adopted Policy 5131.1 prohibiting any student from engaging in any act or behavior of harassment, intimidation, or bullying towards other students or staff. Electronic medium shall include, but is not limited to, telephones, cellular phones, cellular-camera phones, text messaging devices, computers, the internet, e-mail, and digital cameras. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Harassment, intimidation or bullying means any gesture or written, verbal, electronic or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic that takes place on school grounds, 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. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- B. by any other distinguishing characteristic; and
- C. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- D. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

CODE OF STUDENT CONDUCT (continued)

Appropriate Behaviors

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Student Responsibilities listed in this Code and the six pillars of the Character Education Program.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for Board and community property on the part of students, staff and community members.

Procedures for Reporting Acts of Harassment, Intimidation and Bullying

The school principal and/or the principal's designee at each school is responsible for receiving complaints alleging student or staff violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, are required to report alleged violations of this policy to the principal, the principal's designee or the District Anti-Bullying Coordinator. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district's central office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal action for violations of the Code of Student conduct may not be based solely on the basis of an anonymous report.

The Board requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

Appropriate Remedial Actions

The Board requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students.

Appropriate consequences and remedial actions for student or staff are those that are graded according to the severity of the offenses, consider the developmental ages of the offenders and students' histories of inappropriate behaviors. Appropriate remedial actions are cited in Policy 5131.1 which include but is not limited to behavioral assessments or evaluation and supportive interventions and referral services including those at N.J.A.C. 6A:16-8 for students. Policy 4111.1 describes the consequences for staff that are involved in acts of harassment, intimidation or bullying and are usually handled by the District Anti-Bullying Coordinator.

The Board recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or

CODE OF STUDENT CONDUCT (continued)

bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with case law, Federal and State statutes, regulations and policies, and Board policies and procedures.

A current list of community based legal, health, and social service provider agencies which support the student and the student's family is grade specific and available from the building principal, vice principal, guidance office and/or Student Assistance Counselor (SAC).

Prohibition of Reprisal or Retaliation

Both Policy 5131.1 and Policy 4111.1 prohibit reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Annual Policy Review and Training

The building principal will annually review the training needs of staff and students for the effective implementation of Policy 5131.1 and Policy 4111.1 regarding harassment, intimidation and bullying policies, procedures, programs and initiatives of the Board of Education.

Each building principal will annually discuss the school district's harassment, intimidation or bullying policy with his/her students and staff. The Anti-Bullying District Coordinator will annually review the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district and implement, at the direction of the Superintendent, locally determined programmatic or other responses, if determined appropriate by the Board of Education.

These programs or other services shall be planned in consultation with parents, students and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators, as appropriate.

Student Disciplinary Records and Confidentiality

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the district and any information the district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19a and N.J.A.C. 6:3-6.5(c)10iv. The record shall be provided within two (2) weeks of the date that the student enrolls in the

CODE OF STUDENT CONDUCT (continued)

receiving school district. Written consent of the parent or adult student shall not be required as a condition of the transfer of this information. Written notice of the transfer shall be provided to the parent or the adult student.

When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools, that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspension or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to a public school district, pursuant to 20 U.S.C. §6301. Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the Every Student Succeeds Act.

The Board of Education shall not use a student's past offenses on record to discriminate against that student. All records maintained shall conform with the requirements set forth at 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment, N.J.A.C. 6:3-6, Pupil Records, 45 CFR §160, Health Insurance Portability and Accountability Act, 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the Every Student Succeeds Act; 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records; Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student records and confidentiality.

"I have read and reviewed with my child the SAYREVILLE SCHOOL DISTRICT CODE OF STUDENT CONDUCT. My child and I understand that there are positive rewards for following school rules and regulations and specific consequences, if they are violated."

Print Student's Name: _____

Student's School: _____ Grade: _____

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Adopted: 7/21/09
Rev. 8/18/09, 08/27/19

Community and Legal Resources for Parents

Family Support Organization of Middlesex County
1 Ethel Road, Suite 108A, Edison, New Jersey 08817 (732) 287-8701

First Step Counseling
15 Calvin Place, Metuchen, New Jersey 08840 (732) 549-0401

Strengthening Families Program through NCADD

SAYREVILLE
BOARD OF EDUCATION REGULATION

File Code: R5131

CODE OF STUDENT CONDUCT (continued)

East Brunswick, New Jersey (732) 249-7600

State of New Jersey, Department of Children and Families
Trenton, NJ (609) 588-2945

Division of Youth and Family Services
(877) 652-2873

Central Jersey Legal Services, Inc.
317 George Street, Suite 201
New Brunswick, NJ (732) 249-7600

CODE OF STUDENT CONDUCT (continued)

Possible

<u>Cross References:</u>	3541.33	Transportation safety
	5020	Role of parents/guardians
	5113	Absences and excuses
	5114	Suspension and expulsion
	5124	Reporting to parents/guardians
	5127	Commencement activities
	5131	Conduct/Discipline
	5131.1	Harassment, Intimidation or Bullying
	5131.5	Vandalism/violence
	5131.6	Drugs, alcohol, tobacco (substance abuse)
	5131.7	Weapons and dangerous instruments
	5145.4	Equal educational opportunity
	5145.11	Questioning and apprehension
	5145.12	Search and seizure
	6164.4	Child study team
	6171.4	Special education
	6172	Alternative educational programs

Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Pupil Behavior on School Bus, Pupil Transportation

Date Adopted: 08/23/2005

Date Revised: 08/18/2009, 12/01/2009, 09/06/2011, 09/02/2014, 04/17/2018, 08/27/2019