

SAYREVILLE SCHOOL DISTRICT CODE OF STUDENT CONDUCT

The Sayreville Board of Education has established a Code of Student Conduct based on parent, student and community input which 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 Electronic Violence and Vandalism Report 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:

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.

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:

1. ***Caring*** for all members of a diverse school community which includes but is not limited to 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.
2. ***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.
3. ***Respect*** for all members of the school community, its facilities and property.
4. ***Responsibility*** in adhering to school rules and regulations which are designed to provide a safe and appropriate environment for learning.
5. ***Fairness*** in their treatment of staff, classmates, competitors, and the public.
6. ***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 Core Curriculum Content 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.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

A. ATTENDANCE

Truancy/Leaving School Without Authorization

1st incident

- Grades K-3: 3 days Administrative Detention
- Grades 4-5: 5 days Administrative Detention
- Grades 6-8: 5 days Administrative Detention
- Grades 9-12: Saturday Detention assigned cut for each period not attended

2nd incident

- Grades K-3: 5 days Administrative Detention
- Grades 4-5: 1 day In School Suspension
- Grades 6-8: 1 day Out of School Suspension
- Grades 9-12: Saturday Detention- assigned cut for each period and consequence at cumulative cut /late by period

3rd incident

- Grades K-3: 1 day Out of School suspension and police report
- Grades 4-5: 2 days Out of School Suspension and police report
- Grades 6-8: 2 days Out of School Suspension, police report
- Grades 9-12: In School Suspension- assigned cut for each period and consequence at cumulative cut /late by period not attended

Late to Class

1st incident

- Grades K-3: 1 day of Teacher Detention
- Grades 4-5: 1 day of Teacher Detention
- Grades 6-8: 4 lates = 1 day Teacher Detention
- Grades 9-12: 5 lates = 2 days of Administrative Detention (5 lates = 1cut)

2nd incident

- Grades K-3: 1 day of Administrative Detention and a parent contact
- Grades 4-5: 1 day of Administrative Detention
- Grades 6-8: 5 lates = 1 day Administrative Detention
- Grades 9-12: 10 lates = 1 Saturday Detention (10 lates = 2cuts)

3rd incident:

- Grades K-3: 2 days of Administrative Detention and a parent contact
- Grades 4-5: 2 days of Administrative Detention and a parent contact
- Grades 6-8: 6+ lates = 3-5 days Administrative Detention and a parent contact
- Grades 9-12: 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

1st incident

Grades K-3: 1 day Administrative Detention
Grades 4-5: 1 day Administrative Detention
Grades 6-8: 2 days Administrative Detention
Grades 9-12: 2 days Administrative Detention

2nd incident

Grades K-3: 2 days Administrative Detention
Grades 4-5: 3 days Administrative Detention
Grades 6-8: 5 days Administrative Detention
Grades 9-12: 1 Saturday Detention

3rd incident

Grades K-3: 1 day Out of School Suspension
Grades 4-5: 1 day Out of School Suspension
Grades 6-8: 1 day Out of School Suspension
Grades 9-12: Full Year Course = 1 day In School Suspension;
Semester Course = Cum Cut Drop

B. INSUBORDINATION

Failure to Report to Teacher Detention

1st incident

Grades K-3: 2 days of Teacher Detention
Grades 4-5: 2 days Administrative Detention
Grades 6-8: 2 days Administrative Detention
Grades 9-12: 2 Days Administrative Detention

2nd incident

Grades K-3: 1 day of Administrative Detention and a parent contact
Grades 4-5: 2 days of Administrative Detention and a parent contact
Grades 6-8: 2 days of Administrative Detention and a parent contact
Grades 9-12: 1 Saturday Detention

3rd incident

Grades K-3: 3 days of Administrative Detention and a parent contact
Grades 4-5: 1 day of Out of School Suspension
Grades 6-8: 1 day of Out of School Suspension

Grades 9-12: 1 day of In School Suspension

Failure to Report to Administrative Detention

1st incident

Grades K-3: 2 days of Administrative Detention

Grades 4-5: 2 days of Administrative Detention

Grades 6-8: 2 days Administrative Detention

Grades 9-12: 2 days of Administrative Detention

2nd incident

Grades K-3: 2 days of Administrative Detention and a parent contact

Grades 4-5: 2 days of Administrative Detention and a parent contact

Grades 6-8: 2 days Administrative Detention, parent contact

Grades 9-12: 1 Saturday Detention

3rd incident

Grades K-3: 1 day of Out of School Suspension

Grades 4-5: 1 day of Out of School Suspension

Grades 6-8: 1 day Out of School Suspension

Grades 9-12: 1 day Out of school Suspension

Failure to Report to a Saturday Detention (High School only)

1st Incident: reassign Saturday Detention; 1 day In School Suspension

2nd Incident: reassign Saturday Detention; 1 day Out of School Suspension

3rd Incident: reassign Saturday; 2 days Out of School Suspension and a parent conference with the Principal

Defiance of Authority/Willful Disobedience

1st incident

Grades K-3: 1 day of Administrative Detention and a parent contact

Grades 4-5: 1 day In School Suspension

Grades 6-8: 1 day Out of School Suspension

Grades 9-12: 1 Saturday Detention

2nd incident

Grades K-3: 1 day Out of School Suspension

Grades 4-5: 1 day Out of School Suspension

Grades 6-8: 1 day Out of School Suspension

Grades 9-12: 1 day In-School Suspension

3rd incident

Grades K-3: 2 days Out of School Suspension

Grades 4-5: 2 days Out of School Suspension
Grades 6-8: 3 days Out of School Suspension
Grades 9-12: 3 days Out of School Suspension

Failure to Follow Teacher's or Substitute's Direction/School Rules/Insolence to Staff

Member

1st incident:

Grades K-3: 1 day of Administrative Detention and a parent contact
Grades 4-5: 1-2 days Administrative Detention
Grades 6-8: 2-3 days Administrative Detention
Grades 9-12: 2-3 days Administrative Detention

2nd incident:

Grades K-3: 3 days of Administrative Detention and a parent contact
Grades 4-5: 1 day Out of School Suspension
Grades 6-8: 1 day Out of School Suspension
Grades 9-12: 1 Saturday Detention

3rd incident:

Grades K-3: 1 day Out of School Suspension
Grades 4-5: 2 days Out of School Suspension
Grades 6-8: 2 days Out of School Suspension
Grades 9-12: 2 days In-School Suspension

Disruptive Behavior

1st incident:

Grades K-3: 1 day Teacher Detention
Grades 4-5: 2 days Administrative Detention
Grades 6-8: 2 days Administrative Detention
Grades 9-12: 2 days Administrative Detention

2nd incident:

Grades K-3: 1 day of Administrative Detention and a parent contact
Grades 4-5: 3 days Administrative Detention
Grades 6-8: 3 days Administrative Detention
Grades 9-12: 1 Saturday Detention

3rd incident

Grades K-3: 3 days of Administrative Detention and a parent contact
Grades 4-5: 3 days Administrative Detention
Grades 6-8: 3-5 days Administrative Detention
Grades 9-12: 1 day In-School Suspension

C. VANDALISM AND THEFT

Minor Vandalism/Graffiti

1st incident:

- Grades K-3: 2 days Administrative Detention and restitution
- Grades 4-5: 3 days Administrative Detention and restitution
- Grades 6-8: 3 days Administrative Detention and restitution
- Grades 9-12: 1 Saturday Detention and restitution

2nd incident:

- Grades K-3: 1 day Out of School Suspension and restitution
- Grades 4-5: 1 day Out of School Suspension and restitution
- Grades 6-8: 1 day Out of School Suspension with restitution
- Grades 9-12: 1 -2 day(s) In-School Suspension and restitution and a police report

3rd incident

- Grades K-3: 2 days Out of School Suspension and restitution
- Grades 4-5: 2-3 days Out of School Suspension and restitution
- Grades 6-8: 2-3 days Out of School Suspension and restitution
- Grades 9-12: 2 -3 day(s) In-School Suspension and restitution and a police report

Malicious Mischief

1st incident

- Grades K-3: 1 day Out of School Suspension
- Grades 4-5: 1 day Out of School Suspension
- Grades 6-8: 1 day Out of School Suspension
- Grades 9-12: 1 Saturday Detention

2nd incident:

- Grades K-3: 1 day Out of School Suspension
- Grades 4-5: 2 days Out of School Suspension
- Grades 6-8: 2 days Out of School Suspension
- Grades 9-12: 2 days In-School Suspension

3rd incident

- Grades K-3: 2 days Out of School Suspension and a police report
- Grades 4-5: 2-3 days Out of School Suspension and a police report
- Grades 6-8: 2-3 days Out of School Suspension and a police report
- Grades 9-12: 2-3 days Out of School Suspension and a police report

Theft

1st incident

- Grades K-3: 1 day Out of School Suspension with restitution
- Grades 4-5: 1 day Out of School Suspension with restitution
- Grades 6-8: 1 day Out of School Suspension with restitution
- Grades 9-12: 1 day In-School Suspension with restitution

2nd incident

- Grades K-3: 1-2 day(s) Out of School Suspension with restitution and a police report
- Grades 4-5: 1-2 day(s) Out of School Suspension with restitution and a police report
- Grades 6-8: 1-2 day(s) Out of School Suspension with restitution and a police report
- Grades 9-12: 1-2 day(s) Out of School Suspension with restitution and a police report

3rd incident:

- Grades K-3: 2-3 days Out of School Suspension with restitution and a police report
- Grades 4-5: 2-3 days Out of School Suspension with restitution and a police report
- Grades 6-8: 3-5 days Out of School Suspension with restitution and a police report
- Grades 9-12: 3-5 days Out of School Suspension with restitution and a police report

Firework Offense – All Grades

- 1st incident: 5-10 days Out of School Suspension, referral to I&RS Team and police report
- 2nd incident: Out of School Suspension pending Board hearing to determine placement

D. INAPPROPRIATE BEHAVIOR

Profanity/Obscene Gestures/Vulgarity

1st incident

- Grades K-3: 1 day of Administrative Detention and a parent contact
- Grades 4-5: 1 day Administrative Detention and a parent contact
- Grades 6-8: 1 day Out of School Suspension
- Grades 9-12: 1 Saturday Detention

2nd incident

- Grades K-3: 1 day Out of School Suspension
- Grades 4-5: 1 day In-School Suspension
- Grades 6-8: 1 day Out of School Suspension
- Grades 9-12: 1 day In-School Suspension

3rd incident

- Grades K-3: 1 day Out of School Suspension

Grades 4-5: 1-3 days Out of School Suspension
Grades 6-8: 1-3 days Out of School Suspension
Grades 9-12: 1-3 days Out of School Suspension

Scuffle/Physical Misconduct

1st incident

Grades K-3: 3 days Administrative Detention
Grades 4-5: 1-3 days In School Suspension
Grades 6-8: 1-3 days Out of School Suspension
Grades 9-12: 2 Days Out of School Suspension

2nd Incident

Grades K-3: 5 days Administrative Detention
Grades 4-5: 2-3 days Out of School Suspension
Grades 6-8: 3 days Out of School Suspension
Grades 9-12: 3 days Out of School Suspension

3rd Incident

Grades K-3: 10 days Administrative Detention and I&RS Team referral
Grades 4-5: 2-3 days Out of School Suspension, I&RS Team referral and police report
Grades 6-8: 3-5 days Out of School Suspension, I&RS Team referral and police report
Grades 9-12: 3-5 days Out of School Suspension, I&RS Team referral and police report

Fight

1st incident

Grades K-3: 1 day Out of School Suspension
Grades 4-5: 1-3 days Out of School Suspension
Grades 6-8: 3 days Out of School Suspension
Grades 9-12: 3 days Out of School Suspension, up to 15 days Social Probation and police report

2nd incident

Grades K-3: 2 days Out of School Suspension
Grades 4-5: 2-4 days Out of School Suspension
Grades 6-8: 3-5 days Out of School Suspension
Grades 9-12: 3-5 days Out of School Suspension, up to 1 school year Social Probation and police report

3rd incident

Grades K-3:	3 days Out of School Suspension, I&RS Team referral and police report
Grades 4-5:	3-5 days Out of School Suspension, I&RS referral and police report
Grades 6-8:	5 days Out of School Suspension, I&RS referral and police report
Grades 9-12:	Out of School Suspension pending BOE hearing to determine placement and police report

Assault

1st incident

Grades K-3:	2 days Out of School Suspension
Grades 4-5:	3 days Out of School Suspension and a police report
Grades 6-8:	5 days Out of School Suspension and a police report
Grades 9-12:	Minimum 5 days Out of School Suspension, up to 15 days social probation and a police report

2nd incident

Grades K-3:	3 days Out of School Suspension, I&RS referral and a police report
Grades 4-5:	5 days Out of School Suspension, I&RS referral and a police report
Grades 6-8:	5-10 days Out of School Suspension, I&RS referral and a police report
Grades 9-12:	7-10 days Out of School Suspension, I&RS referral, up to 1 school year social probation and a police report

3rd incident

Grades K-3:	5 days Out of School Suspension, I&RS referral and police report
Grades 4-5:	5-8 days Out of School Suspension, I&RS referral and police report
Grades 6-8:	8-10 days Out of School Suspension, I&RS referral and police report
Grades 9-12:	Out of School Suspension pending Board hearing to determine placement and police report

Harassment/Intimidation/Bullying/Bias

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.

1st incident

Grades K-3: 1 day Administrative Detention to 1 day Out of School Suspension (dependent on the severity of the offense)
Grades 4-5: 1-2 days Out of School Suspension
Grades 6-8: 1-2 days Out of School Suspension
Grades 9-12: 1 Saturday Detention

2nd incident

Grades K-3: 1 day Out of School Suspension and referral to I & RS Committee (dependent on the severity of the offense)
Grades 4-5: 2-3 days Out of School Suspension and referral to I&RS Committee
Grades 6-8: 2-3 days Out of School Suspension and referral to I & RS Committee
Grades 9-12: 2-3 days In-School Suspension, referral to SAC, possible police report

3rd incident

Grades K-3: 1-2 day(s) Out of School Suspension (dependent on severity of the offense)
Grades 4-5: 2-3 days Out of School Suspension
Grades 6-8: 2-3 days Out of School Suspension, readmit with Principal, police report
Grades 9-12: 2-3 days Out of School Suspension, readmit with Principal, police report

E. Substance Abuse – All Grades

Use of Substance/Under the Influence of Drugs/Alcohol

NOTE: Failure to test within 24 hours in an automatic “positive.” An altered or dilute sample will also be considered a drug and or alcohol “positive.”

1st incident of a Prohibited Substance/Drug/Alcohol positive test in Sayreville School

District: 5 days Out of School Suspension, completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy). Police report filed.

2nd incident of a Prohibited Substance/Drug/Alcohol positive test in Sayreville School

District: Out of School Suspension (OSS) pending Board of Education hearing to determine placement.

Possession of a Controlled or Dangerous Substance or Alcohol – All Grades

1st incident: 5-10 days Out of School Suspension pending Board of Education hearing to determine placement and a police complaint filed

2nd incident: Out of School Suspension pending Board of Education hearing to determine placement and a police complaint filed

Possession with Intent to Distribute – All Grades

1st incident: Out of School Suspension pending Board of Education hearing to determine placement and a police complaint filed

Smoking/Possession of Igniter or Cigarettes

1st incident

Grades K-8: 1 day Out of School Suspension

Grades 9-12: Saturday detention

2nd incident

Grades K-8: 2 days Out of School Suspension

Grades 9-12: Saturday detention; file police complaint (summons to appear in municipal court)

3rd incident

Grades K-8: 3 days Out of School Suspension

Grades 9-12: Saturday detention; file police complaint (summons to appear in municipal court); referral to SAC

F. Violation of the Technology Acceptable Use Agreement

1st incident

Grades K-3: 1 week suspension of technology privileges

Grades 4-8: 1 week suspension of technology privileges and 3 days Administrative Detention

Grades 9-12: 2 week suspension of technology privileges and 1 Saturday Suspension

2nd incident

Grades K-3: 2 weeks suspension of technology privileges

Grades 4-8: 2 weeks suspension of technology privileges and 3 days Administrative Detention

Grades 9-12: 3 weeks suspension of technology privileges and 1 Saturday Detention

3rd incident

Grades K-3: 3 weeks suspension of technology privileges

Grades 4-8	3 weeks suspension of technology privileges and 1 day Out of School Suspension
Grades 9-12:	4 weeks suspension of technology privileges and 1 day In School Suspension

G. Academic Integrity – All Grades

Academic integrity is required of all students. If a student is caught cheating, zero credit for the test/quiz/assignment will be given with no opportunity to make it up.

H. Possession of and/or Unauthorized Use of Cell Phone

Grades K-8:

- 1st incident – 2-3 days Administrative Detention, phone confiscated and only returned to parent.
- 2nd incident – 3-5 days Administrative Detention, phone confiscated and only returned to parent.
- 3rd incident – 10 days Administrative Detention, phone confiscated and only returned to parent.

Grades 9-12: Phone confiscated and parent conference required to obtain return 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.

Grades K-12:

Level 1: There shall be an immediate suspension pending a mandatory expulsion hearing of the Board of Education to determine placement for any pupil: A) Who has displayed or used as a weapon any item with the intent of threatening or causing bodily injury on any school property, school bus or at any Board approved/school sponsored activity in or out of district; or B) Who commits an assault upon a teacher, administrator, Board member, other employee or another pupil, with a weapon, as defined in Policy 5131.7 on any school property, on a school bus or at any Board approved/school sponsored activity in or out of district.

Level 2: A minimum of ten (10) days out-of-school suspension and a hearing before a committee of the Board of Education will be required for any pupil found to be in possession of any weapon described in Policy 5131.7 on any school property, on a school bus or at any Board approved/school sponsored activity in or out of district.

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

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.

Long Term Suspensions, Short Term Suspensions, Mandated Removals from General Education, and Expulsions

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

Student Rights

1. 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.
2. Students are entitled to an education that supports students' development into productive citizens.
3. Students are entitled to learn in a safe school environment.
4. Students are entitled to attend school irrespective of students' marriage, pregnancy or parenthood.
5. 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.
6. 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
7. 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-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

1. 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.
2. Information on the Code of Student Conduct shall be incorporated into the orientation program for new employees.
3. Staff should explain and discuss with students acceptable and unacceptable school behaviors.
4. Staff should model the behaviors expected of their students.
5. Staff should be consistent in enforcing the Code of Student Conduct.
6. 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 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

1. For up to four (4) unexcused absences, the school shall:
 - A) Make a reasonable attempt to notify the student's parents of each absence prior to the start of the next 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) 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 1C 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:
 - i. Refer or consult with the building's Intervention and Referral Services (I&RS) team, pursuant to N.J.A.C. 6A:16-8;
 - ii. Conduct testing assessments or evaluations of the student's academic, behavioral and health needs;
 - iii. Consider an alternate educational placement;
 - iii. Make a referral to a community-based social and health provider agency or other community resource.
 - iv. 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
 - v. 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:
- 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.

- A) 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.
1. For each student attending a receiving school with five (5) or more cumulative unexcused absences, the absences shall be reported to the sending district.
 2. 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.

Intimidation, Harassment 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 on school property, at school-sponsored functions, on a school bus, or through electronic medium. 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. 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 property, at any school-sponsored function or on a school bus 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.

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 Affirmative Action Officer. 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 Affirmative Action Officer.

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 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 Affirmative Action Officer 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 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 No Child Left Behind 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 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:14-2.9, Student records and confidentiality.

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

Print Student's Name: _____

Student's School: _____ Grade: _____

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____