

R 3270 LESSON PLANS AND PLAN BOOKS

A. Lesson Plans

1. Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans and post them in the district designated software weekly.
2. Lesson plans must conform to the guidelines established by the Superintendent or designee. Plans shall be reviewed and monitored by school district administrative staff as determined by the Superintendent.
3. The content of the lesson plan will be determined by the Superintendent or designee. The content of the lesson plan may include, but not be limited to:
 - a. Name of the unit or area of learning;
 - b. Goals and objectives;
 - c. Instructional planning that includes the applicable New Jersey Student Learning Standards (NJSLs);
 - d. Interdisciplinary connections;
 - e. Integration of technology;
 - f. Assessments, including, but not limited to formative, summative, benchmark, and alternative assessments;
 - g. List of core instructional and supplemental materials; and
 - h. Any other content as prescribed by the Superintendent, Principal, and/or immediate supervisor.
4. Lesson plans must be prepared a week in advance and shall be posted before the beginning of the school day Monday morning or the first day of the school week.
5. Lesson plans will follow the format established by the Principal or designee.



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Lesson Plans and Plan Books

6. Lesson plans must be prepared with clarity and in sufficient detail to permit a substitute to conduct the lesson efficiently and effectively.
- B. Lesson Plan Software
1. Lesson plans shall be posted in the district designated software.
 2. The software will permit administrators to monitor classroom instruction.
 3. Content of the lesson plan book shall be designated by the Superintendent and will be determined by the school district.
- C. Substitute Lesson Plans
1. Each teaching staff member shall submit a substitute folder to the Principal or designee that shall contain the following:
 - a. Lesson plans;
 - b. Emergency procedures; and
 - c. Any other content as prescribed by the Principal.
 2. Lesson plans must be prepared with clarity and in sufficient detail to permit a substitute to conduct the lesson efficiently and effectively.
 3. To help a substitute and to provide meaningful work for the students in the event a teaching staff member is absent, subject related activities shall be provided.
 4. Every attempt shall be made to follow the lesson plans so that the student's education will not be interrupted during the teaching staff member's absence.

First Reading: 19 July 2022



R 5513 CARE OF SCHOOL PROPERTY

- A. Teaching Staff Member Responsibilities
1. Teaching staff members will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional devices, resources, materials, and textbooks.
 2. Teaching staff members will keep an accurate inventory of textbooks instructional devices, and other resources and materials in their classrooms.
- B. General Rules Governing the Use of School Property
1. Students shall not deface the school building, furnishings, or equipment in any manner.
 2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
 3. Students will care for school textbooks, instructional devices, and other resources and materials in accordance with D. below.
- C. Distribution and Collection of Textbooks, Instructional Devices, and Other Resources and Materials
1. Textbooks, devices, and other resources and materials will be identified as the property of the Board of Education.
 2. A label shall be affixed to each textbook, device, and other resources and materials, and will include:
 - a. The name of the Board of Education and
 - b. The name of the school.
 3. The following information will also be entered on the label or documented in another manner each time the book, textbook, device, and other resources and materials are issued to a student:



- a. The name of the student to whom the book, device, and other resources and materials are issued,
 - b. The date on which the book, device, and other resources and materials are issued to the student,
 - c. The condition of the book, device, and other resources and materials when they are issued, and
 - d. The condition of the book, device, and other resources and materials when they are returned.
4. Each classroom teacher will keep a permanent record of the textbooks, devices, and other resources and materials used in their classroom. The record will include all the information listed in C.2. and C.3. above.
 5. A lost textbook, device, and other resources and materials must be promptly reported to the teaching staff member who issued the book. A replacement textbook will be issued to the student as soon as possible.
 6. Textbooks, devices, and other non-disposable resources and materials will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
 7. Students must remove covers, loose papers, and markings before returning any textbook.
 8. Fines may be assessed for lost and damaged textbooks, device, and other resources and materials in accordance with a schedule as approved by the Superintendent or designee.
- D. Care of Textbooks, Instructional Devices, and Other Resources and Materials by Students
1. Students shall take care not to lose, misplace, or expose a textbook, device, and other resources and materials to conditions or circumstances likely to destroy, damage, or degrade it.
 2. All textbooks, devices, and other applicable resources and materials that will be taken home by students must be protected with an appropriate cover to be supplied by the student.



3. Students should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook;
 - b. Use a textbook to file bulky papers and notes;
 - c. Write in textbooks; or
 - d. Soil textbooks beyond normal use.

- E. Fines and Penalties
 1. The teaching staff member will inspect each textbook, device, and other resources and materials returned and may assess a fine for lost or damaged books, devices, and other resources and materials. The teacher will prepare a report to be submitted to the Principal or designee that includes:
 - a. The name and number of the textbook, device, and other resources and materials damaged or lost;
 - b. The name of the student that lost or damaged a textbook, device, and other resources and materials;
 - c. The loss or extent of damage to the textbook, device, and other resources and materials; and
 - d. The amount of the fine assessed, if any.
 2. In setting fines the teaching staff member may take into account verified extenuating circumstances.
 3. Teaching staff members will not collect fines. Textbook fines shall be submitted to the Principal or designee.
 4. A student who finds their lost textbook, device, and other resources and materials after being assessed and paying a fine, will be reimbursed any fine paid but may be assessed a fine for any damage done to the book, device, and other resources and materials.
 5. The Board of Education may withhold a diploma, transcript, or report card until the fine has been paid.

First Reading: 19 July 2022



R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, 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 problem student 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 student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from



school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or 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.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of



certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- 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 takes 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.

2. 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.
3. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

4. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

- a. Restitution and Restoration
 - (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
 - (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.
- b. Counseling



- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
 - (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
 - (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.
- c. Parent Conferences
 - (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
- d. Alternate Educational Program
 - (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.
5. Students with Disabilities Including Preschool Children with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.
6. Students in Preschool

Administrators and teachers of preschool children will utilize the Pyramid Model for Supporting Social Emotional Competence in Infants and Young



Children to remediate undesirable and inappropriate behaviors. Preschool children without disabilities who demonstrate persistent behavioral challenges will be referred to the Preschool Intervention and Referral Team.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior 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;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.



2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
 - a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.



5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.



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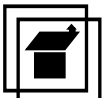
9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

- 1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. For preschool students, refer to Letter E-6. For students in Grades K-12, behavioral expectations and school responses include, but are not limited to:

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



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Late to School				
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 In School Suspension	N/A – Refer to Late to Class

Late to School (cont'd)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
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				
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	10 lates = 1 Saturday Detention



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

A student 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.

Insubordination

Failure Report	to	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
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Teacher Detention				
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				
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 (Middle and High School only)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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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 Detention 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				
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 Parent Meeting	3-4 days of Administrative Detention Parent Contact	1 day of Saturday Detention Parent Contact	1 day of Saturday Detention Parent Contact
3rd Incident	3 days of Administrative Detention Referral to I&RS Team	1 day of In School Suspension Referral to I&RS Team Parent Meeting	1 day of In School Suspension Referral to I&RS Team Parent Meeting	1 day of In School Suspension Referral to I&RS Team Parent



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				Meeting
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 2 days of Administrative Detention	Parent Meeting 1 day of In School Suspension or 1 day of Out of School Suspension	1 day of In School Suspension or 1 day of Out of School Suspension	1-2 days of Out of School Suspension
2nd Incident	Parent Meeting 1 day of In School Suspension	1-2 days of In Out of 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	2-3 days of Out of School Suspension	3-5 days of Out of School Suspension	5 days of Out of School Suspension
Disruptive/ Inappropriate Behavior				
1st Incident	1 day of Teacher Detention	1-2 days 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				



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Detention or In School Suspension				
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 Suspension	4-5 days of Out of School Suspension	5 days of Out of School Suspension
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.				

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 of Administrative Detention Restitution	1 day of Saturday Detention Restitution
2nd Incident	2-3 days of Administrative Detention Restitution	2-4 days of Administrative Detention Restitution Parent Meeting	1 day of Saturday Detention Restitution Parent Meeting	1 day of In School Suspension Restitution Police Report Parent



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				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 Police Report	1 day of In School Suspension Restitution Police Report	1-2 days of Out of School Suspension Restitution Police Report
3rd Incident	1 day 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

Inappropriate Behavior

Profanity/ Obscene Gestures/ Vulgarity/ Inappropriate Comment	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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1st Incident	1st Incident	Parent Meeting	1 days of Administrative Detention Parent Meeting	1-3 days of Administrative Detention
2nd Incident	2nd Incident	1 day of Administrative Detention	2-3 days of Administrative Detention	1 Day Saturday Detention
3rd Incident	3rd Incident	1-3 days of Administrative Detention	3-4 days of Administrative Detention	1 day of In 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	Parent Meeting 1 day of In School Suspension	1 day of In School Suspension or Out of School Suspension	1-2 days of Out of School Suspension
2nd Incident	1 day of Administrative Detention	1 day of Out of School Suspension	1-2 days of Out of School Suspension	2-3 days of Out of School Suspension
3rd Incident	1-3 days of Administrative Detention	2 days of Out of School Suspension	2-3 days of Out of School Suspension	3-5 days of Out of School Suspension
Disorderly Conduct/Creating a Safety Hazard/Inciting				
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 Suspension
3rd Incident	1 day of In School Suspension	1 day of In School Suspension or Out of School	1-2 days of In School or Out of School Suspension	3-5 days of Out of School Suspension



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		Suspension		
Bus Conduct Violation				
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 of bus suspension	2 days of Administrative Detention Parent notification, possible seat change, and/or 1 day of 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				
1st Incident	Parent Meeting Police Report	1 day of In School Suspension Parent Meeting Police Report	1-3 days of Out of School Suspension Parent Meeting Police Report	5 days of Out of School Suspension Parent Meeting Referral to Guidance and I&RS Police Report
2nd Incident	1-3 days of Administrative Detention Parent Meeting Referral to Guidance and I&RS	1 day of Out of School Suspension Parent Meeting Referral to Guidance and I&RS	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



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	Police Report	Police Report		
3rd Incident	1 day of In School Suspension Administrative Referral to CST for evaluation Parent Meeting Police Report	2 days of Out of School Suspension Administrative Referral to CST for evaluation Parent Meeting Police Report	5 days of Out of School Suspension 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 student's attendance in the Sayreville Public Schools.

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 In School Suspension	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 Out of School Suspension	2-3 days of Out of School Suspension
3rd Incident	1 day of In School Suspension	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



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				Report
Fight				
1st Incident	1 day of In School Suspension	1 day of In School Suspension or 1 day of Out of School Suspension	3-5 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	1-2 days of Out of School Suspension Referral to I&RS Team	5-8 days of Out of School Suspension Referral to I&RS Team Up to 1 school year of Social Probation	10 days of Out of School Suspension Referral to I&RS 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	10 days of Out of School Suspension pending BOE hearing to determine placement 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	1-2 days of Out of School Suspension	5 days of Out of School Suspension	5-8 days of Out of School Suspension



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	Referral to I&RS Team Police Report	Police Report	Police Report	Up to 30 days of Social Probation Police Report
2nd Incident	2-3 days of Out of School Suspension Referral to CST Police Report	3-5 days of Out of School Suspension Referral to I&RS Team Police Report	10 days of Out of School Suspension Referral to I&RS Team Police Report	10 days of Out of School 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

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



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1st Incident	1-4 days of Administrative Detention Parent Meeting	2-4 days of Administrative Detention or 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 In School Suspension or 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 Police Report	5 days of Out of School Suspension Referral to CST 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



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				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 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 student'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
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

A HIB Investigation must be conducted for all incidents of Harassment/Intimidation. (Refer to Policy 5512 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	Parent	1 day of In	1 day of Out



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	Meeting 1-2 days of Administrative Detention Police Report and report to prosecutor's office	Meeting 1-4 days of Administrative Detention Police Report and report to prosecutor's office	School Suspension Police Report and report to prosecutor's office	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
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 day of In School Suspension	1 day of Out of School Suspension	5-8 days of Out of School



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	1-4 days of Administrative Detention Police Report and report to prosecutor's office	Police Report and report to prosecutor's office	Police Report and report to prosecutor's office	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
1st Incident	Parent Meeting	1 day In School	1-2 days of Out of School	2-3 days of Out of



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		Suspension Parent Meeting	Suspension	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



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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 Referral to CST Police Report	4-5 days of Out of School Suspension Referral to CST 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.				

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 thirteen 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

Sexual Assault (cont'd)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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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 student's attendance in the Sayreville Public Schools.				

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 thirteen years old but less than sixteen 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 thirteen years old, and he/she is at least four years older than the victim.

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		1-3 days of Out of School Suspension	3-5 days of Out of School Suspension	5 days of Out of School Suspension



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		Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy) Police report filed	Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy) Police report filed	Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy) Police report filed
2nd Incident		5 Days Out of School Suspension.	8 Days Out of School Suspension. Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy) Police report filed	10 days of Out of School Suspension Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy) Police report filed
		Out of School Suspension pending Central Administrative hearing to determine placement	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 5530). 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 of a Controlled or Dangerous Substance or Alcohol – All Grades	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident		5-10 days of Out of School	5-10 days of Out of School	5-10 days of Out of School



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		Suspension pending Central Administrative hearing Police Report	Suspension Police Report	Suspension Police Report
2nd Incident		Out of School Suspension pending Central Administrative hearing Police Complaint	Out of School Suspension pending Board of Education hearing to determine placement Police Complaint	Out of School Suspension pending Board of Education hearing to determine placement Police Complaint

Note: Requires automatic drug screen (Refer to Board Policy 5530). 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 hearing 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 5530). 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 student's attendance in the Sayreville Public Schools.

Smoking/ Possession of Igniter, electronic cigarettes, smokeless	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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tobacco or cigarettes				
1st Incident	Parent Meeting	1 day of In School Suspension Parent Meeting	1 day of Saturday Detention Parent Meeting	1 day of Saturday Detention Parent Contact
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	1 day of Out of School Suspension Police Report (summons to appear in municipal court) Referral to SAC	1-2 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 5530). 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".				

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	1 week suspension of technology privileges Parent	1 week suspension of technology privileges 3 days of	2 week suspension of technology privileges 1 day of



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	Parent Meeting	Meeting	Administrative Detention	Saturday Detention
2nd Incident	2 weeks suspension of technology privileges	2 weeks suspension of technology privileges 1-3 days of Administrative Detention	2 weeks suspension of technology privileges 1 day of Saturday Detention	3 weeks suspension of 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				
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 days 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

Severe Violation of Technology Acceptable Use Agreement (cont'd)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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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.				

Academic Integrity - All Grades

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 student to a different class within the school, and a violation at one school follows a student to a different school within the district. Additionally, violations of the Academic Integrity Policy are cumulative for all the years a student is enrolled in the Sayreville Public Schools.

First Offense

1. The student 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 student and contact the parent 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 student and the counselor, and document the incident/follow-up action in the student information software system.
4. Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent



offenses. Additionally, a student 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 student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extra-curricular activity for a period of one year from date of the violation.
 6. A first offense for students enrolled at Sayreville War Memorial High School shall prohibit admission into the National Honor Society during the student's Junior year. However, the students' 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, teacher, counselor, and student, and the incident/follow-up action will be documented in the student information system.
2. If both the first and second offenses occurred in the same class, the student shall be dropped from the class with a grade of "F."
3. The student will be suspended from school.
4. If both offenses occurred while the student was enrolled at Sayreville War Memorial High School, the student shall not be considered for admission into the National Honor Society.

Third/Continuing Offenses

Consequences listed in the first offense and one or more of the following:



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

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	1 day of Saturday Detention Phone confiscated and only	1 day of In Suspension Phone confiscated and parent conference



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		returned to parent	to	returned to parent	to	required to obtain return of phone
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Weapons Use and/or Possession

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



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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
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Weapons Use and/or Possession with intent to use (cont'd)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
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 student'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 Policies 5611, 5612, 8467				
For the above category of offenses, incidents shall be cumulative throughout the student'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 day of In School	1-5 days of Out of School Suspension	5-10 days of Out of School Suspension Referral to	5-10 days of Out of School Suspension



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	Suspension Police Report	Referral to I&RS Team Police Report	I&RS Team Police Report	Referral to I&RS Team Police Report
2nd Incident	Out of School Suspension pending central administrative hearing Police Report	Out of School Suspension pending Board hearing to determine placement Police Report	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 throughout the student'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.

The above consequences for Inappropriate Behaviors serve only as a guideline. 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 the school's Student Handbook regarding the requirements for participation.

All suspensions, removals and expulsions will follow the guidelines outlined in Regulation 5600.

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 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. A student may not check out a library book if they do not have their photo identification card.
 - h. A student must use their photo identification card to check in to the restroom, library, Main office, Vice Principal's office, nurse's office and guidance office.



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- 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 a 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	Administrative Conference
2nd Incident			1 day of Administrative Detention Parent Contact	1 day of Administrative Detention Parent Contact
3rd Incident			2 days of Administrative Detention Parent Conference	2 days of Administrative Detention Parent Conference
4th Incident			1 day of Saturday Detention	1 day of Saturday Detention
5th Incident			1 day of In School Suspension	1 day of In School Suspension
6th Incident			1 day of Out of School Suspension	1 day 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



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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

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

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board’s policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student’s family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other



privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board'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, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:



1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. 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 school district and any information the school 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:36-19(a), and N.J.A.C. 6A:32-7.5.



- a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. 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 suspensions 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 the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
 4. The Board shall not use a student's past offenses on record to discriminate against the student.
 5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.



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3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 16 November 2021

