

## R 3160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.
  - a. A health history shall include, but is not limited to, the candidate’s:
    - (1) Past serious illnesses and injuries;
    - (2) Current health problems;
    - (3) Allergies; and



(4) A record of immunizations.

b. A health screening shall include, but is not limited to:

(1) Height;

(2) Weight;

(3) Pulse and respiratory rate;

(4) Hearing screening;

(5) Blood pressure;

(6) Vision screening;

## C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

## D. Health Records

1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

## E. Teaching Staff Member Physical Examinations and Medical Updates



1. Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
- F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment
1. Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination by a school district approved physician or institution at the Board's expense.
    - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
    - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
  2. The physician or institution completing the examination will be provided the fitness requirements for each position.
  3. Comprehensive fitness for duty examinations may be required for all candidates for employment who receive a conditional offer of employment.
- G. Review of Examinations and Assessments
1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.
- H. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment
1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:



# REGULATION

## SAYREVILLE BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Physical Examination

- a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
- b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), tests, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 27 August 2024



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### C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

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1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

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1. Support staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
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    - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.
  2. The physician or institution completing the examination will be provided the fitness requirements for each position.
  3. Comprehensive fitness for duty examinations may be required for all candidates for employment who receive a conditional offer of employment.
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1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or Medical Review Officer, to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate he/she has made application. That determination will be made a part of the candidate's application.
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## SAYREVILLE BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Physical Examination

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- c. If it is determined upon completing the examination(s), tests, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:27 August 2024





## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register N.J.A.C. 6A:32-8.1

- a. The district shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



- (1) “Days in membership” means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – N.J.A.C. 6A:32-8.3
    - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
    - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
  3. Student Attendance – N.J.A.C. 6A:32-8.4
    - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
    - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
    - c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or



instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
  1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
    - a. The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
  2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  3. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  4. Take Our Children to Work Day;
  5. College visit(s), up to three days per school year for students in grades eleven and twelve; and
  6. Closure of a busing school district that prevents a student from having transportation to the receiving school; and.
  7. Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.



- A. “Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
  - B. The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.
4. Average Daily Attendance – (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.



5. Absentee and Chronic Absenteeism Rates – (N.J.A.C. 6A:32-8.6)
  - a. A student’s absentee rate shall be determined by subtracting the student’s total number of days present from the student’s days in membership and dividing the result by the student’s days in membership.
    - (1) State-excused absences shall not be included in a student’s days in membership for purposes of calculating a student’s absentee rate.
  - b. If a student’s absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
  - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
  1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.
  2. N.J.A.C. 6A:16-7.6(a)3 requires the Board policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
    - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any



reason that is not an “excused absence” as defined in B.2.b. below.

- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
  - 1. The student’s illness supported by a written letter from the parent upon student’s return to school and supported by notification to the school by the student’s parent;
  - 2. The student’s required attendance in court;
  - 3. The student’s suspension from school;
  - 4. Family illness or death supported by a written letter from the parent upon the student’s return to school and supported by notification to the school by the student’s parent;
  - 5. College visit(s), up to three days per school year for students in grades eleven and twelve;
  - 6. Examination for a driver’s license;
  - 7. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - 8. Take Our Children to Work Day;
  - 9. Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
  - 10. Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;
  - 11. Closure of a busing school district that prevents a student from having transportation to the receiving school;
  - 12. An absence considered excused by the Commissioner and/or a NJDOE rule;
  - 13. An absence for a reason not listed above, but deemed excused by the Principal or Superintendent upon a written request by the student’s parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
- 3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.

## C. Notice to School of a Student’s Absence



1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
  2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
  3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
  4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.
- D. Readmission to School After an Absence
1. A student returning from an absence of any length of time will be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
  2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
  3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
    - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.
- E. Instruction
1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of five school days duration.



2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
  3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
  4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
  5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.
- F. Denial of Course Credit
1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
  2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from 10% or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total. A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than two times.
  3. An elementary student may be retained at grade level, in accordance with Policy 5410 – Promotion and Retention, when the student has been absent !0% or more school days, whatever the reason for the absence, except that





absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

4. To earn credit for coursework, students must be present for a minimum of 90% of the days the course is in session:
  - a. Example based on 180 days of school:
    - Full Year Course – 162 days
    - Semester Course – 81 days
    - Quarter Course – 41 days
    - Three-Quarter Course – 121 days
  
- G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)
  1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee 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. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
    - c. Identify, in consultation with the student's parents, needed action 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 a potential missing or abused child situation is detected; and
    - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;



2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
    - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and



- (7) Engage the student's family.
    - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. 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; and
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.



5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 USC. §1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
  6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
    - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
      - (1) The sending school district shall proceed in accordance with the Board's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.
- H. Discipline
1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
  2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- I. Recording Attendance
1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

## J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.
3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. A written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the written appeal.
  - c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. In response to a request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the appeal. The student's parent, the student, and teacher(s) may attend the meeting.



- e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.
- f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent and the Commissioner in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the NJDOE. The school district will comply with all attendance requirements and any improvement plans as required by the NJDOE

Adopted: 27 August 2024



## R 8467 FIREARMS AND WEAPONS

### A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

### B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
  - b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
  - c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.
- C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4
1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
    - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
    - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
  2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).





- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
  - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
  - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
- a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
  - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
  - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted: 27 August 2024



# REGULATION

## SAYREVILLE BOARD OF EDUCATION

STUDENT

R 5600

Student Discipline/Code of Conduct

M

### R 5500 Student Discipline/Code of Conduct

#### 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

1. 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.
2. All preschool students' attendance is closely monitored by preschool staff and administration in accordance with N.J.A.C 6A:13A-4.4(g).

#### 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



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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 consequenced 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



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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.

#### 7. Summer Programming

Students are expected to attend all classes and complete all homework assignments in order to receive academic credit for the course. Only two absences are allowed in summer school. More than two absences will result in dismissal or denial of credit.

Students are required to arrive on time for all classes. A student who is 1-10 minutes late will count as one late. Two late arrivals equal one absence. However, a student who is over 10 minutes late will count as one absence.

Student regulations require serious study habits, proper conduct, appropriate dress and good citizenship. Students will adhere to Sayreville Board of Education rules and regulations pertaining to student discipline policies. Sayreville Board of Education reserves the right to dismiss any student, at any time, for academic or disciplinary reasons. Final grades will not be issued in the event of a dismissal for academic, attendance, or discipline infractions.

#### 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



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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.

## 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 during the normal school year and summer programming. 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 Without Authorization	School	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



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				consequences at cumulative cut/late by period)
2nd Incident	Mandatory Parent Meeting  Police report	5 days of Administrative Detention	1 day of Saturday Detention	In School Suspension assigned cut for each period and consequence at cumulative cut/late by period not attended.  Social probation.  Hallway restriction.
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	2-3 days of In School Suspension assigned cut for each period and consequence at cumulative cut/late by period not attended.  Social probation.  Hallway restriction.
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 Class				
1st Incident			5 lates = 2 days of	5 lates = 2 days of Administrative



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			Administrative Detention	Detention (5 lates = 1cut)
2nd Incident			10 lates = 3 days of Administrative Detention	10 lates= 1 Saturday Detention (10 lates = 2 cuts)
3rd Incident			15+ lates = 1 day of Saturday Detention or 1 day of In School Suspension	15 lates = In-School Suspension 15 lates = 3 cuts (full year course) 15 lates = Cum Cut Drop (semester course) 20 lates = 4 cuts, Cum cut drop (full year course)  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.

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 to Report to Teacher Detention	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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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 Social probation. Hallway restriction.
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 Saturday Detention	1 day of Saturday Detention Social probation. Hallway restriction.
6th – 9th Incident				1 day of In School Suspension Social probation. Hallway restriction.
10th Incident and beyond				1 day of Out of School Suspension Social probation. Hallway restriction.

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 Saturday Detention	Reassign Saturday Detention 1 day of In School Suspension
2nd Incident			Reassign Saturday Detention 1 day of In School Suspension Parent Meeting	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 Social probation. Hallway restriction.
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 Parent Meeting	1 day of In School Suspension Referral to I&RS Team Parent Meeting Social probation. Hallway



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				restriction.
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 <del>In</del> 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  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
Removal from Saturday Detention or In School Suspension				
1st Incident		1 day of Out of	1 day of Out of	2 days of Out of



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		School Suspension Parent Meeting	School Suspension	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 Social probation. Hallway restriction.
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 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 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 Social probation. Hallway





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				restriction.
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 Social probation. Hallway restriction.

## Inappropriate Behavior

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



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				Hallway restriction.
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 Social probation. Hallway restriction.
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 Suspension	1-2 days of In School or Out of School Suspension	3-5 days of Out of School Suspension Social probation. Hallway restriction.
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 bus suspension	2 days of Administrative Detention Parent notification, possible seat change, and/or 1 day bus suspension
2nd Incident	1-2 days of bus suspension	1-2 days of bus suspension	1 day of Saturday Detention	1 day of Saturday Detention



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			2 days bus suspension	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  Social probation.  Hallway restriction.
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  Police Report	1 day of Out of School Suspension  Parent Meeting  Referral to Guidance and I&RS  Police Report	3-5 days of Out of School Suspension  Referral to Guidance and I&RS  Police Report	5-10 days of Out of School Suspension  Referral to CST  Police Report  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
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



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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.

Physical Misconduct Without Intent	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 <del>In</del> 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 Report  Social probation.  Hallway restriction.

Physical Misconduct With Intent	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 Out of School Suspension	1 - 2 days of Out of School Suspension
2nd Incident	3-4 days of Administrative Detention and I&RS Team referral	1 day of In School Suspension	1-2 days of Out of School Suspension	2-4 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	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 I&RS Team  Police Report  Social probation.  Hallway



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

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 Social Probation Police Report Social probation
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  Social Probation  Hallway restriction	10 days of Out of School Suspension  Referral to I&RS  Police Report  Social probation  Hallway restriction
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  Social probation.  Hallway restriction.

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

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



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	of School Suspension  Referral to CST  Police Report	of School Suspension  Referral to I&RS Team  Police Report	School Suspension  Referral to I&RS Team  Police Report	of School Suspension  Referral to I&RS Team  Up to 1 school year of Social Probation  Police Report  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
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
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



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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 Social probation Hallway restriction
For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.				

Terroristic Threat	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	1 day of In School Suspension Police Report	1 day of Out of School Suspension Police Report	2-3 days of Out of School Suspension Referral to I&RS Team Police Report	5 days of Out of School Suspension Parent Meeting Referral to Guidance and I&RS Police Report
2nd Incident	1 day of Out of School Suspension Referral to I&RS Team Police Report	2-3 days of Out of School Suspension Referral to I&RS Team Police Report	3-5 days of Out of School Suspension Referral to CST Police Report	5-10 of days Out of School Suspension Referral to CST Police Report Social probation Hallway restriction
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 Social probation Hallway restrictio

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



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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  Social probation.  Hallway restriction.

Harassment/ Intimidation Directed at a Staff Member	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	Parent Meeting 1 days of In School Suspension  Parent Meeting	1 day Out of School Suspension  Social probation and or hallway restriction as determined by school administration  Parent Meeting	1-2 days of Out of School Suspension  Social probation and or hallway restriction as determined by school administration  Parent Meeting
2nd Incident	1-2 days of Administrative Detention  Parent Meeting	1 day of Out of School Suspension  Parent Meeting	2-3 days of Out of School Suspension  Social probation and or hallway restriction as determined by school administration  Parent Meeting	3-5 days of Out of School Suspension  Social probation and or hallway restriction as determined by school administration  Parent Meeting
3rd Incident	3-4 days of Administrative Detention  Parent Meeting	2 days of Out of School Suspension  Parent Meeting	3-5 days of Out of School Suspension  Social probation	10 days of Out of School Suspension





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			and or hallway restriction as determined by school administration  Parent Meeting	Social probation and or hallway restriction as determined by school administration  Board of Education Hearing
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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 With Intent	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting  1-2 days of Administrative Detention  Police Report and report to prosecutor's office	Parent Meeting  1-4 days of Administrative Detention  Police Report and report to prosecutor's office	1 day of In School Suspension  Police Report and report to prosecutor's office	1 day of Out of School Suspension  Police report and report to prosecutor's office
2nd Incident	2-4 days of Administrative Detention  Referral to I&RS Team  Police Report and report to prosecutor's office	1 day of In School Suspension  Referral to I&RS Team  Police Report and report to prosecutor's office	1 day of Out of School Suspension  Referral to I&RS Team  Police Report and report to prosecutor's office	2-3 days of Out of School Suspension  Referral to I&RS Team  Police report and report to prosecutor's office
3rd Incident	1 day of In School Suspension  Referral to CST  Police report and report to prosecutor's office	1 day of Out of School Suspension  Referral to CST  Police Report and report to prosecutor's office	2-3 days Out of School Suspension  Referral to CST  Police Report and report to prosecutor's office	3-5 days of Out of School Suspension  Referral to CST  Up to one year of Social Probation  Police Report and report to prosecutor's



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				office Social probation.  Hallway restriction.
<p>For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.</p> <p>All Bias Incidents with intent must be reported to and approved by the Superintendent and/or Assistant Superintendent(s) on the same day the incident is reported.</p> <p>Principal or designee must conduct an HIB Preliminary Determination</p>				

Bias Incident Without Intent	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Administrative Conference  Parent Meeting	Administrative Conference  Parent Meeting	1 Day of Saturday Detention  Parent Meeting	1-2 Day of Saturday Detention
2nd Incident	1-2 day of Administrative Detention  Parent Meeting	1-2 days of Administrative Detention  Parent Meeting	1 day of In School Suspension  Referral to Guidance  Parent Meeting	1-2 day of In School Suspension  Referral to Guidance  Parent Meeting
3rd Incident	2-4 days of Administrative Detention  Referral to Guidance and/or CST  Parent Meeting	1 day of In School Suspension  Referral to Guidance and/or CST  Parent Meeting	1 day of Out of School Suspension  Parent Meeting	1-2 Days of Out of School Suspension  Parent Meeting
<p>All Bias Incidents must be reported to the Superintendent and/or Assistant Superintendent(s) on the same day the incident is reported.</p> <p>Principal or designee must conduct an HIB Preliminary Determination</p>				

Bias Intimidation (confirmed by police required)	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting  1-4 days of Administrative Detention	1 day of In School Suspension  Police Report and report to	1 day of Out of School Suspension  Police Report	5-8 days of Out of School Suspension  Up to 30 days



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	Police Report and report to prosecutor's office	prosecutor's office	and report to prosecutor's office	of Social Probation  Police Report and report to prosecutor's office  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
<p>For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.</p> <p>All Bias Intimidation Incidents must be reported to and approved by the Superintendent and/or Assistant Superintendent(s) on the same day the incident is reported.</p> <p>Principal or designee must conduct an HIB Preliminary Determination</p>				



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Sexual Harassment	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Parent Meeting	1 day In School Suspension  Parent Meeting	1-2 days of Out of School Suspension	2-3 days of Out of School Suspension  Referral to I&RS Team  Police Report
2nd Incident	Referral to Guidance and I&RS Team	1-2 days Out of School Suspension  I&RS Referral	2-3 days of Out of School Suspension  Referral to I&RS Team	5-10 days of Out of School Suspension  Referral to CST  Police Report  Social probation.  Hallway restriction.
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  Social probation.  Hallway restriction.
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  1-3 days of administrative lunch detention  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	5-8 days of Out of School Suspension  Referral to Guidance and I&RS Team  Parent Meeting  Police



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			Report	Report Social probation. Hallway restriction.
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  Social probation. Hallway restriction.
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  Social probation. Hallway restriction.
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	Out of School Suspension	Out of School Suspension pending Board	Out of School Suspension



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	pending Board hearing  Police Report	pending Board hearing  Police Report	hearing  Police Report	pending Board hearing  Police Report  Social probation  Hallway restriction
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  Social probation  Hallway restriction
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  Social probation  Hallway restriction
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.



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## 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  Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy)  Police report filed	3-5 days of Out of School Suspension  Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy)  Police report filed	5 days of Out of School Suspension  Completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board policy)  Police report
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  Social probation  Hallway restriction
		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  Social probation  Hallway restriction
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	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12



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Alcohol – All Grades				
1st Incident		5-10 days of Out of School Suspension pending Central Administrative hearing  Police Report	5-10 days of Out of School Suspension  Police Report	5-10 days of Out of School Suspension  Police Report  Social probation  Hallway restriction
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  Social probation  Hallway restriction
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  Social probation  Hallway restriction
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  Social probation  Hallway restriction
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  Parent Meeting	1 week suspension of technology privileges  Parent Meeting	1 week suspension of technology privileges  3 days of Administrative Detention	2 week suspension of technology privileges  1 day of Saturday Detention
2nd Incident	2 weeks suspension of 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	3 weeks suspension of	3 weeks suspension of	4 weeks suspension of



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	technology privileges	technology privileges 1 day of In School Suspension	technology privileges 1 day of In School Suspension	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
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



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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:



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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 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:

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:

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



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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  Phone confiscated parent conference required to obtain return of
3rd Incident	Parent Meeting  Phone confiscated and only returned to parent	2-4 days of Administrative Detention  Phone confiscated and only returned to parent	1 day of Saturday Detention  Phone confiscated and only returned to parent	1 day of In Suspension  Phone confiscated parent conference required to obtain return of

### 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  Social probation  Hallway restriction
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	Out of School Suspension pending Board hearing  Police Report	Out of School Suspension pending Board hearing  Police Report



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		Police Report		Social probation Hallway restriction
For the above category of offenses, incidents shall be cumulative through the specific grade categories delineated.				
Weapons Use and/or Possession with intent to use	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
1st Incident	Out of School Suspension pending Board hearing Police Report	Out of School Suspension pending Board hearing Police Report	Out of School Suspension pending Board hearing Police Report	Out of School Suspension pending Board hearing Police Report Social probation Hallway restriction
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 Social probation Hallway restriction
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 Suspension Police Report	1-5 days of Out of School Suspension Referral to I&RS Team Police Report	5-10 days of Out of School Suspension Referral to I&RS Team Police Report	5-10 days of Out of School Suspension Referral to I&RS Team Police Report



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				Social probation Hallway restriction
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  Social probation  Hallway restriction
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



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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.
- 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	Grades K-3	Grades 4-5	Grades 6-8	Grades 9-12
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Card (Middle and High School Only)				
1 <sup>st</sup> Incident			Warning	Warning
2 <sup>nd</sup> Incident			Administrative Conference	Administrative Conference
3 <sup>rd</sup> Incident			Administrative Conference Parent Contact	1 day of Administrative Detention Parent Contact
4 <sup>th</sup> Incident			1 day of Administrative Detention Parent Conference	2 days of Administrative Detention Parent Conference
5 <sup>th</sup> Incident			2 days of Administrative Detention	1 day of Saturday Detention
6 <sup>th</sup> Incident			1 day of Saturday Detention	1 day of In School Suspension
Students who continue to fail to wear/display Photo Identification Card beyond a 6 <sup>th</sup> incident in a school year will be considered failing to follow administrative direction and subject to corresponding student code of conduct consequences.				

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



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				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



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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.
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: 27 August 2024



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