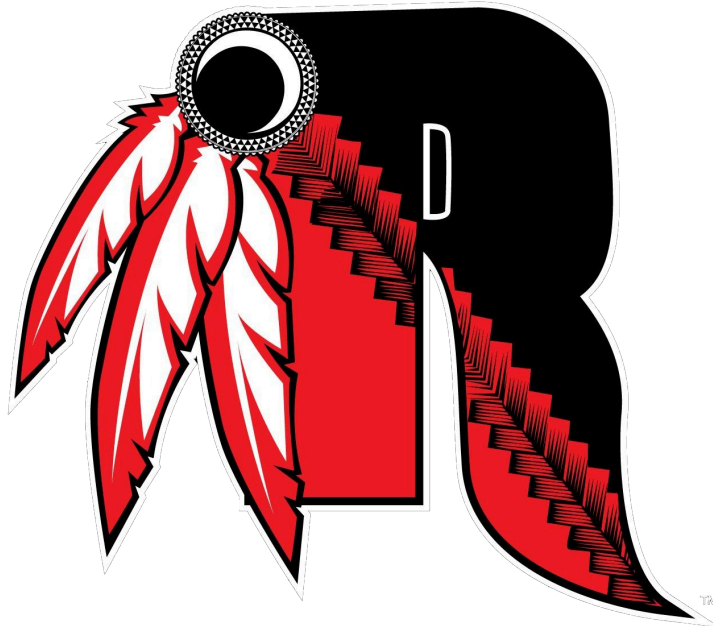




**RAHWAY PUBLIC SCHOOLS**

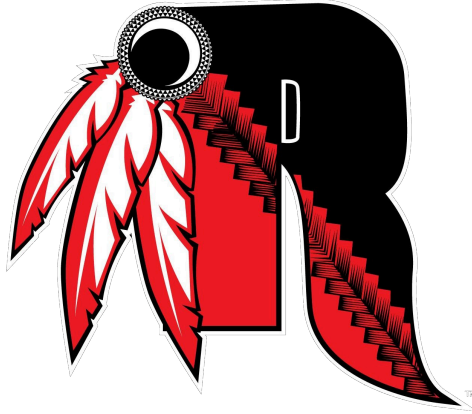
**STUDENT HANDBOOK  
2024-2025**



Rahway Public Schools  
Elementary Student Handbook

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## **Vision Statement**

**Rahway Public Schools: A community built on diversity,  
learning, and leadership**

**#RahwayRocks**

**#RahwayRenaissance**

## **Mission Statement**

With diversity, equity, and inclusion as our strengths, the Rahway Public School community shall implement culturally sustaining, student-centered programs to address the unique needs of all students. Students are empowered to take ownership of their learning and become successful global citizens who are inspired to achieve their highest potential.

## **SECTION I: District Vision, Mission, and Goals**

### **District Strategic Goals**

#### **Rigorous, Culturally Sustaining, Student-Centered Academic Programs**

During the 2024-2025 SY, all stakeholders will target student achievement as evidenced by an increase in proficiency of 5-10% in ELA and Math as measured by district and state assessments. The district will focus on the following:

- Implement a new ELA and Math curriculum in grades K-12, aligned to the newly adopted state standards.
- Implement a new Math program in grades K-8 aligned with the newly adopted state standards.
- Focus on unpacking standards, crafting 3-part lesson objectives, and alignment to district and state assessments.
- Launch of AP Institute and an increase in targeted tutoring programs.
- Provide support to staff and students through the gradual release model, coaching cycles, colleague observations, and instructional rounds.

#### **Safety and Wellness for Staff and Students**

During the 2024-2025 SY, the district will focus on the safety and wellness of staff and students through the implementation of the following:

- Implement climate and culture committees in each school.
- Monitor chronic absenteeism, remove barriers, and develop solutions to support students.
- Promote and celebrate cultural diversity, individuality, and social-emotional growth.
- Train staff in restorative practices and mental health strategies.
- Upgrade and install safety and security cameras, guest management systems, and safety protocols districtwide.
- A continued focus on referendum and capital project upgrades.

#### **Recruitment and Retention of Highly-Qualified, Diverse Staff**

During the 2024-2025 SY, the district will implement systems and structures related to hiring practices and focus on the following:

- Recruitment of highly qualified, diverse staff through CJ Pride, Job Fairs, Leadline, and Applitrack.
- Support new staff through our teacher academy and mentoring program.
- Provide mandated training for all certificated and non-certificated staff.
- Schedule coaching sessions and one-to-one targeted support for tenured and non-tenured staff.
- Provide and promote professional development for all staff within and outside the district.

## **A System of Dynamic Learning Opportunities for All Staff**

During the 2024-2025 SY, all staff will participate in professional development focused on the following:

- Math and ELA curriculum and programming.
- Sheltered Instruction for our ELLs.
- Using Data to plan and drive instruction to increase student engagement.
- Restorative practices and social-emotional learning.
- Differentiated and Innovative practices to support our special education and general education students.

The district will continue to support new and aspiring administrators through the Rahway Leadership Institute. Sessions will focus on the following areas: instructional leadership, culturally responsive pedagogy, the art of building relationships and coaching, climate and culture, organizational management, and innovative practices.

## **Community Relationships through Effective Communication**

During the 2024-2025 SY, the district will build community partnerships and increase innovative communication through the following:

- Launch of new student information system: Genesis.
- Implementation of the new district website and school logo branding.
- Increase communication via text messaging, social media, newsletters, and TapInto Rahway.
- Verizon Innovative Learning Partnership.
- Increase in parent forums, PTA/PTO, and community-led events

## **SECTION II: Calendar and Bell Schedules**

### **Rahway Public Schools District Calendar**

#### **[Rahway Public Schools Calendar 2024-2025](#)**

#### **School Hours - Regular (Full Day) Session**

- Elementary Grades Pre-K through 6 - 8:36 am to 2:53 pm
- Preschool Disabled Program - 9:00 am to 2:30 pm

#### **Shortened Day Session**

- Elementary Grades Pre-K-6th - 8:36 am to 12:53 pm
- Preschool Disabled Program 9:00 am to 12:30 pm

***Please note: Supervision is provided for students at 8:26 am.***

- Students will be permitted to enter the building at 8:26 am (rain or shine)
- Students participating in the breakfast program are allowed there at 8:00 a.m. Breakfast is served daily in the cafeteria from 8:00 a.m. to 8:21 a.m.
- The Morning Meeting begins at 8:36 a.m.
- Students arriving after the 8:40 a.m. bell will be marked tardy for the day. Report to the main office to check in.

### **SCHOOL CLOSING/DELAYED OPENINGS**

#### **Delayed Opening Hours**

Instruction begins at 10:36 a.m., and school is dismissed at 2:53 p.m. Lunch will be served on a delayed opening; breakfast will not be served. Transportation for morning pick-ups will be approximately 2 hours later than usual.

#### **School Closings**

Each household will receive automated phone calls and emails regarding emergency school closings. It is essential to keep your home phone number updated with the main office.

You may also obtain this information from [www.rahway.net](http://www.rahway.net), WNBC Channel 4, TV 35 Local Access Station, and 101.5 FM Radio.

### **DELAYED OPENING TRANSPORTATION SCHEDULE**

On delayed opening days, the morning pickup schedule will be two (2) hours later than the usual pickup time. All other bus schedules will remain unchanged.

**Rahway Public Schools**  
**Progress Reports, Marking Periods, and Report Cards**  
**Calendar**  
**2024-2025**

**FIRST MARKING PERIOD:** September 4 - November 1, 2024

Marking Period 1 closes: November 1, 2024

Report Cards available: November 18, 2024

**SECOND MARKING PERIOD:** November 4 - January 31, 2025

Marking Period 2 closes: January 31, 2025

Report Cards available: February 14, 2024

**THIRD MARKING PERIOD:** February 3 - April 11, 2025

Marking Period 3 closes: April 11, 2025

Report Cards available: May 2, 2025

**FOURTH MARKING PERIOD:** April 14 - June 18, 2025

Marking Period 4 closes: June 13, 2025

Report Cards available: June 25, 2025

**FINAL EXAMS:** June 12,13,16,17,18

Note: June 12, 13 Early Dismissal (HS Only); June 16, 17, 18 Early Dismissal (Entire District)

**GRADUATION DATE:** June 18, 2025

All student progress reports and report cards are mailed electronically. Teacher's comments are visible as soon as they are entered into the portal. It is important that parents inform the Guidance office of any change to an email address.

\*NOTE: At their discretion, building principals may require grades to be completed sooner for some grade levels or subject areas for MP4 and Final Exams.



## **SECTION III: Daily Arrival, Dismissal and Attendance**

### **Student Tardy Arrival**

- Outer Doors Close at 8:36 a.m. - School begins
- All children who arrive after 8:36 a.m. should enter through the Main entrance or an entrance otherwise designated by the building administration.
- Students will be greeted at the door, and entry will start when the hall is cleared ( this may delay their entry a few minutes)
- Students are marked tardy beginning at 8:40 a.m.
- At no time are parents allowed to enter the building.

### **Parent/Guardian Arrival**

- Meetings with school staff are by appointment only
- No one will be admitted into the building without an appointment
  - If you have an appointment, ID is needed to enter the building
- If you need to leave something for your child, please leave the item and a note in the appropriate bucket in the vestibule area and contact the main office:
  - Cleveland Elementary School - 732-396-1040
  - Franklin Elementary School - 732-396-1050
  - Madison Elementary School - 732-396-1070
  - Roosevelt Elementary School - 732-396-1060

### **Morning Arrival and End of Day Dismissal**

- *Dogs are not allowed on the school grounds.*
- *No smoking or vaping on the school grounds.*
- *Do not double park while dropping off or picking up students.*
- *Drop off students on the curbside of the vehicle.*

### **Attendance**

To receive the maximum benefit from classroom and instructional participation, children must report on time to school each day between 8:26 a.m. and 8:36 a.m. and remain at school until dismissal at 2:53 p.m. at their designated door. **Please make every effort to arrange appointments after school hours.** Our goal is to eliminate disruptions so students can focus on learning.

### **Absence Procedure**

- Please call the school office at to notify the school that your child(ren) will be absent and the reason. Please contact us by 10:00 am by phone or email. If your call is not picked up, please leave a message. All phone messages will be logged into our attendance records.
  - Cleveland Elementary School - 732-396-1040
  - Franklin Elementary School - 732-396-1050
  - Madison Elementary School - 732-396-1070
  - Roosevelt Elementary School - 732-396-1060

## **Procedure to Report an Absence**

Parent/Guardian must report the absence by 10:00 am by calling:

- Cleveland Elementary School - 732-396-1040
- Franklin Elementary School - 732-396-1050
- Madison Elementary School - 732-396-1070
- Roosevelt Elementary School - 732-396-1060

Upon return to school, the student shall report to the Attendance Office with the Attendance Form Completed. [W Student Absence Form - 8.13.24.docx](#)

If a student is absent for more than three days a medical note is required. parent/guardian.

When a student arrives late to school, is sent home, or leaves school early for any reason, absences from class or classes missed will be included in the total number of absences.

## **Required School Attendance**

The attendance of each enrolled student in a school register must be recorded as either present, absent, or excused for religious observance by a teacher or other authorized person each day that school is in session. If a central or computerized register is used, each classroom teacher must keep a separate record of attendance.

Each student's attendance shall be monitored so that a student is not absent for 10 consecutive days or more without an investigation of the reason. Schools will make a good faith effort to contact the parent/ guardian to learn the reason for each absence of every student.

Students in grades K-12 must complete four (4) hours of school to be considered present for the full day and eligible for extracurricular activities on a given day.

Students are required to make up all work missed due to their absence.

If a student is absent, the parent/guardian is responsible for notifying and informing the school as to the reason for the absence on the morning of the absence.

Family vacations taken during the school year are not excused absences and are strongly discouraged when school is in session

## **TRUANCY**

Truancy occurs when a student is absent from school without good cause or notification to the School. All days truant will be charged as absences. It is the parent's responsibility to call in his/her child's absence. To the school's office by 10:00 am. **Absence Due to Family**

## **Vacation**

Student school attendance is preferred to remain a family priority. It is acknowledged that family circumstances sometimes necessitate an extended absence when school is in session. Students are responsible for the material that they miss. When your child returns to school, any significant missed work will be assigned for completion within a reasonable time frame.

## **Student Dismissal**

Students will be dismissed from the assigned school door. To keep all of our students safe and accounted for, only persons listed on the student contact page can pick up your student. The student contact list must be kept up to date.

In the case of an emergency, and it becomes necessary that a person not on the contact list pick up a student, the Main Office must be notified in writing and by phone before the student departs. Please remind all caregivers to bring photo IDs with them for dismissal.

We are here to meet the needs of our community members and recognize that habitual late pick-ups from dismissal may indicate the need for aftercare. Consistent late pick-ups from dismissal will result in a warning letter and possibly a parent conference. Please be advised that school personnel are not readily available after 3:10 to monitor students.

## **Early Dismissal**

All requests to have students dismissed during regular school hours must be submitted either in writing (email) or through a phone call on the morning of the requested early dismissal; please include the name of the student(s), the requested dismissal time, and the name of the person picking up the student. When picking up the student(s): report to door 1( main entrance), and be prepared to show ID. Only adults listed on the student contact page can pick up your child.

**Students will only be dismissed after 2:30 p.m. if there is an emergency.**

**PLEASE NOTE: WE WILL ONLY RELEASE STUDENTS TO ADULTS LISTED ON THE STUDENT'S EMERGENCY CONTACT LIST.**

## **Withdrawal of a Student**

If you need to withdraw your child from school, please contact the main office for instructions on the following procedures. The student's Chromebook, books, and other school property must be returned before transferring. The office will need time to complete the necessary paperwork.

- Cleveland Elementary School - 732-396-1040
- Franklin Elementary School - 732-396-1050
- Madison Elementary School - 732-396-1070
- Roosevelt Elementary School - 732-396-1060

## Before & Aftercare Information - Rahway Public Schools

<u>Tiger Martial Arts Academy</u>	<u>732.381.1933</u>	<u>pm only</u>	<u>Provides van transport as needed</u>
<u>YMCA</u>	<u>732.388.0057</u>	<u>am/pm</u>	<u>No bus. It takes place inside all Elementary locations</u>
<u>Rahway Day Care</u>	<u>732.382.0544</u>	<u>am/pm</u>	<u>Bus to/from Roosevelt, Franklin, Grover Cleveland Only</u>
<u>Precious Pumpkins Learning Center</u>	<u>732.943.7615</u>	<u>am/pm</u>	<u>Bus to/from all Schools listed below, as well as St. Thomas</u>
<u>Agape Church DASH</u>	<u>732.680.9800</u>	<u>pm only</u>	<u>Bus transport from all schools and to home</u>
<u>Buckle My Shoe Learning Academy</u>	<u>732.540.1373</u>	<u>am/pm</u>	<u>Bus to/from all Schools listed below, as well as St. Thomas</u>

### **SECTION IV: Academics**

#### **Report Cards/Progress Reports/Conferences**

All grades are assessed continuously throughout the school year.

- Kindergarten report cards are issued twice yearly (mid- and end of the year).
- Pre-K students do not receive formal report cards.
- Grades 1-4 receive standards-based report cards.
- Grades 5 & 6 receive percentages based on concept mastery.

#### **Parent-Teacher Conferences**

**November 20th - November 22nd**

The first report card is issued at this conference.

The remaining three report cards can be viewed online through the Parent Portal.

#### **Progress Reports**

Progress reports are issued four (4) times a year, midway through each marking period, and can be viewed on the Parent Portal.

#### **Grading**

*Kindergarten through Fourth Grade: Standards-Based Report Card Rubric*

4=Exceeds Standards

3=Meets Standards

2=Developing Standards

1=Not Meeting Standards

### *Fifth and Sixth Grade*

90-100=A

80-89=B

70-79=C

63-69=D

50-62=F

### **Parent/Guardian Online Portal**

All parents are asked to set up and update an Online Parent Portal, which will give you access to your child/ren's report cards, attendance, etc... Online Forms and student information must be completed and updated annually. Please visit the district website at <https://www.rahway.net> for details on setting up this portal.

### **Annual Student Information Update**

After setting up your Parent Portal account, you can access the Annual Student Information Update Portal. Completing the Annual Student Information Update is a critical task you must complete each year. Parents will also not be able to view report cards. Please update your Parent Portal information annually.

### **Textbooks, Workbooks, Library Books, and Chromebooks**

Students are responsible for all books, workbooks, and the Chromebook issued to them. Any lost or damaged items must be paid for. Fines will be given at the end of the year.

Unpaid fines may result in losing end-of-year activities privileges, including Fun Day and Field Trips.

## **SECTION IV: Food and Medical Services**

### **School Nurse**

The school nurse can only administer Over-the-counter and prescription medications with medical orders from a doctor and parental consent. Please make an appointment directly with the school nurse to leave drugs on the grounds by contacting:

- Cleveland Elementary School - 732-396-1043
- Franklin Elementary School - 732-396-1053
- Madison Elementary School - 732-396-1054
- Roosevelt Elementary School - 732-396-1058

### **Breakfast Program**

The breakfast program begins on the first day of school and runs through the last day. Participation in the program is voluntary. Breakfast is served to all grades from 8:00 a.m. to 8:20 a.m. At 8:25a.m.,

### **Lunch Program**

The lunch program begins on the first full day of school and continues through the last full day. Lunch is served on early dismissal days.

\*Menus/prices of breakfast/lunch are available at:

<https://rahway.fdmealplanner.com/MENUS>.

You may apply for Free/Reduced Meals at <https://payschoolscentral.com>.

### **Snacks**

A healthy, dry snack can be brought in at the teacher's discretion.

### **Beverages**

Only water may be brought into the school to be consumed during the day.

### **Lunch from outside entities**

Delivery services may not bring lunch to students during the school day.

### **Birthday Celebrations and Snacks**

Birthday celebrations are considered a function of the home. Each school will offer and designate alternative options for birthday celebrations. ***Preferred celebration items are pencils, stickers, or other non-food items. At no time will balloons be allowed to enter the school.***

### **Class Parties**

In the occasion of an approved preplanned party for a celebration (non-birthday), if a parent wishes to send a simple treat, they **MUST** view and follow the district [Wellness/Nutrition Policy](#) on the district website. Any daily or celebration snacks **MUST** be PEANUT AND TREENUT free. It CANNOT be processed in a factory that "May contain nuts." The snack provided will not be distributed in the classroom if it does not meet the above requirements.

### **Lost and Found**

Articles found in and around the school are held inside the nurse's office in the "Lost and Found" bins. Students may check this area for missing articles of clothing. The secretary will hold the items found at the main office, such as keys and glasses. Lost personal items are the student's responsibility and cannot be replaced

by the school. After the school year ends, articles of clothing left in the “Lost and Found” bins will be donated to charity after each marking period. Periodically we will take pictures of items and send the pictures home via Class DoJo.

## **SECTION V: Safety**

### **Security Drills and Emergencies**

The following safety and security drills are practiced throughout the school year to prepare students and staff for emergencies:

- Fire Drills
- Lockdown Drills
- Shelter in Place
- Evacuations

No one will be admitted to the building during any drills.

In an actual emergency in which students need to be evacuated, students and staff will relocate to a predetermined location under the guidance of emergency personnel. A global connect call will keep parents/guardians informed during the evacuation.

### **Behavioral Norms**

Rahway Public Schools strive to provide a safe, healthy, and comfortable environment for all students and staff. All students are expected to act safely and courteously and be role models to their peers. Every teacher has the right to teach; every student has the right to learn. The behavior of one child should not inhibit the learning of another. Working together, we will uphold a positive school environment conducive to learning and achievement!

### **Hallway Rules**

- Stay to the right
- Walk quietly
- Single file
- No locker use between classes

### **Cafeteria Rules**

- Use good manners, be polite
- Clean up after yourself
- Use an inside voice -
- Follow directions
- Ask permission to leave your seat and/or the cafeteria - two hands up
- Respect the adults on duty
- Eat your lunch, before you socialize

## **Playground Rules**

- Leave personal belongings as home
- Follow safety rules
- Stay in the assigned area
- Take turns with the equipment, be polite
- Report injuries to an adult
- Respect the adults on duty

## **Bathroom Rules**

- Have a bathroom pass
- Use an inside voice
- Respect the privacy of others
- Use healthy hygiene habits, wash your hands first bathroom clean and safe

Unfortunately, incidents may occur that negatively impact the school environment or hinder a child's access to learning. In such occurrences, Administration's first response will be to determine the root cause of any issues and seek to repair relationships between parties. In the case of infractions, the following will be used as guidance.

***All students are expected to follow the school rules as well as their classroom rules.***

## **SECTION VI: Code of Conduct**

### **Introduction**

#### **Rahway Public Schools: A Commitment to Safety and Learning**

At Rahway Public Schools, we prioritize creating a safe, inclusive, and supportive learning environment for all students. Our Code of Conduct is designed to foster positive behavior and ensure our schools are safe, welcoming spaces conducive to learning.

#### **Key Expectations:**

- **Safety and Respect:** As a Rahway Public School Community, fostering an environment of mutual respect is vital to creating a safe and welcoming learning environment. All students, staff, and parents must adhere to our safety guidelines and treat others respectfully.
- **Positive Behavior:** We encourage students to exhibit positive behavior on school grounds, buses, and school-sponsored events.
- **Attendance:** Regular attendance is essential for academic success. Staff members will work with students and families to address attendance issues and potential obstacles and provide support when needed.



- **Fair and Consistent Discipline:** Our discipline policies are designed to be fair, consistent, and focused on identifying root causes and correcting negative behavior. Protocols and processes seek to mitigate the negative impact on student learning while supporting lasting positive change.
- **Interventions:** We prioritize interventions and support services to help students develop positive behaviors and succeed academically.
- **Exclusion:** In rare cases of serious misconduct that threatens the safety or well-being of others, exclusion may be necessary.

### **Community Involvement:**

**Shared Responsibility:** Creating a safe and supportive school environment is a shared responsibility of all stakeholders in the school community. We encourage collaboration between students, staff, parents, and the community to promote a positive school culture and strengthen our bond as a community.

- **Effective Practices:** Effective schools have established routines and practices that reinforce appropriate behavior and create a positive and safe learning atmosphere.

**Working together, we ensure that Rahway Public Schools provides all students with a safe, nurturing, and academically enriching environment.**

### **Section A - Code of Conduct - STUDENT RIGHTS AND CONFIDENTIALITY**

- **Education for All:** All children aged 5 to 21 are entitled to a free and comprehensive education that prepares them for a successful future.
- **Equal Access:** Regardless of marital status, pregnant students, students with pregnancy-related disabilities, and parents have the right to attend school without discrimination.
- **Confidentiality:** Confidential communications between students and school personnel will be protected, except when there is a clear and immediate threat to the student's or others' health, welfare, or safety. Information may be shared with appropriate authorities, including parents, in such cases.

### **Section B - Code of Conduct - ADMINISTRATOR RESPONSIBILITIES: SAFETY AND DISCIPLINE**

- The principal is crucial in ensuring a safe and conducive learning environment. Their responsibilities include:
- **Safety Plan:** Developing and implementing a comprehensive school safety plan.
- **Rules and Procedures:** Making school rules and procedures accessible to all students, staff, and parents.
- **Monitoring:** Regularly monitoring classrooms and school grounds to ensure safety and practical instruction.

- **Discipline:** Addressing severe cases of student misconduct and implementing appropriate disciplinary measures.
- **Due Process:** Ensuring students and parents have due process rights before suspensions or expulsions.
- **Support Services:** Providing resources to address academic and behavioral difficulties.
- **Reporting:** Submitting an annual report to the Office of Pupil Services detailing intervention strategies and corrective measures.
- **Communication:** Maintaining open and effective communication with parents.
- **Student Property and Searches:**
- **School Property:** School property, including lockers and desks, remains the district's property. Students may use this property with the understanding that their privileges may be revoked.
- **Searches:** School officials may search student property, including lockers and desks, with reasonable suspicion of prohibited items. District policies and applicable laws must be used to conduct searches.
- **Student Searches:** Student searches may be conducted under specific circumstances and by district policies.
- **Visitor Policy:**
- **Registration:** All visitors must register with the school office and state the purpose of their visit.
- **Approval:** The principal can approve, disapprove, or reschedule visits.
- **Identification:** All visitors must identify themselves when requested.
- **Prohibited Conduct:** Individuals who threaten the safety or well-being of students or staff will be barred from school property.

### **Section C - Code of Conduct: STAFF EXPECTATIONS: APPLYING CODE OF STUDENT CODE OF CONDUCT AND SUPPORTING STUDENT LEARNING**

All school staff members understand and consistently enforce the Code of Student Conduct and school rules. When implementing these rules, staff must respect the rights of students and parents. Progressive discipline should involve students, parents, and support staff.

- **Staff Responsibilities:**
- **Professional Conduct:** Dress professionally and appropriately.
- **Respect:** Treat all students with respect and as individuals.
- **Sensitivity:** Refrain from racially or culturally insensitive remarks and obscene or indecent language.
- **Communication:** Provide positive and constructive feedback to parents.
- **Timely Responses:** Respond to parent communication promptly and appropriately.

- **Positive Learning Environment:** Create and maintain conducive learning environments in classrooms and throughout the school.
- **Protocol/ Procedure/ Expectations Review:** Regularly review norms and expectations.
- **Reporting:** Notify parents and administrators of severe or persistent student misbehavior.
- **Positive Attitudes:** Encourage positive attitudes toward learning and respect for school personnel and other students.
- **Resource Awareness:** Familiarize themselves with available resources for students.
- **Extracurricular Involvement:** Promote participation in extracurricular activities.
- **Subject Matter Expertise:** Maintain knowledge of their subject matter and deliver instruction effectively.

#### **Section D - Code of Conduct: FAMILY AND CAREGIVER RESPONSIBILITIES**

- Families and caregivers play a vital role in supporting their children's education and development. Here are some key responsibilities:
- **School Attendance:** Ensure regular and punctual school attendance unless legally excused.
- **Motivation:** Motivate students to strive for excellence.
- **Student Handbook and Code of Conduct:** Review the student handbook and conduct code with their children.
- **Proper Preparation:** Send children to school clean, well-groomed, and dressed according to the district's dress code.
- **Communication:** Inform the school of any changes in family circumstances that may affect student conduct or performance, including illness, hardships, or changes in legal custody. Initiate conferences with school personnel when questions or concerns arise.
- **Positive Attitudes:** Encourage positive attitudes and respect toward learning, school staff, other students, and other people's property.
- **Values and Character:** Teach children honesty, respect for the law, and the property of others.
- **Resource Awareness:** Familiarize themselves with available student resources through the school and community partners.
- **Collaboration:** Work cooperatively with school personnel to address student concerns.
- **Extracurricular Involvement:** Encourage participation in extracurricular activities.
- **Parent-Teacher Conferences:** Attend conferences about their child's academic performance or behavior.
- By actively participating in their child's education and working collaboratively with the school, families, and caregivers can significantly contribute to their child's success. If a family faces obstacles to supporting their child, contact school staff for support and resources.

## **Section E - Code of Conduct: STUDENT RESPONSIBILITIES**

In American society, rights are accompanied by responsibilities. As students, you have the responsibility to:

- **Attend School:** Attend school regularly and participate actively in class. Complete missed work when absent.
- **Positive School Environment:** Contribute to a positive and supportive learning environment.
- **Respect for Others:** Respect the rights of teachers, students, administrators, and all others involved in the educational process.
- **Express Yourself:** Express ideas and opinions respectfully.
- **Follow the rules:** Adhere to all school rules and regulations.
- **Appropriate Appearance:** Dress and groom by dress code policy.
- **Safe School:** Assist school staff in maintaining a safe school environment.
- **Proper Use of Facilities:** Use public facilities and equipment responsibly.
- **Academic Pursuit:** Complete prescribed courses of study successfully.
- **Appropriate Language:** Refrain from using inappropriate or offensive language.
- **Respectful Communication:** Be mindful of others' feelings and opinions and allow them to express their views.
- **Inclusive Language:** Avoid remarks that may offend others based on race, ethnicity, sex, or membership in a protected group.

## **Section F - Code Of Conduct – DEFINITIONS AND POLICIES**

To read the entire school district policy, visit [www.rahway.net](http://www.rahway.net) and access policies under Board Education Policies.

### **Purpose of the Rahway Board of Education Code of Conduct**

The Rahway Board of Education Code of Conduct aims to create a safe, inclusive, and drug-free learning environment where all students can excel academically, become engaged community members, and thrive in a global society. The following definitions, policies, and consequences are included to ensure the code is understood and enforced effectively.

### **ABSENCE FROM SCHOOL – BOE Policy 5240**

Non-attendance in regular classes and assigned locations for less than four (4) hours (excluding lunch) will be considered an absence from school. For shortened days, students must attend for the entire time to be considered present. Absence from school is either excused or unexcused.

### **ADMINISTRATOR**

When used in these procedures, the term "administrator" shall refer to the principal, assistant principal, administrative practitioner, responsible teacher, or any other person to whom the principal may legally delegate his/her authority.

**ALLEGATIONS**

Statements made against another person.

**ASSAULT OF A SCHOOL EMPLOYEE**

Intentionally causing or attempting to cause physical injury to any school employee is prohibited.

**ATTENDANCE – BOE Policy 5200**

Being present for all classes according to the approved instructional schedule.

**BUS CONDUCT**

School rules and regulations apply to all students riding school buses to and from school or related activities. Please refer to the detailed Student Transportation guidelines.

**CHEATING**

Cheating uses inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Using books, notes, certain informational websites, calculators, and conversation with others is restricted or forbidden in specific academic exercises. Their use in these cases constitutes cheating.

**COUNSELING**

When used in these procedures, a counselor, Administrator, or Designee who works with a child to provide interventions, guidance, and support to promote future decision-making regarding dress code-appropriate behavior within the school community is called a "designee."

**CUTTING CLASS**

Unexcused or unexplained absence from school, class(es), or assigned location.

**CYBER-BULLYING**

Any willful and reoccurring or repeated harm inflicted through electronic devices. The Rahway School District explicitly forbids harassment by computer 'cyber-bullying' on school grounds. Any off-campus cyberbullying activity that can hurt the safety and well-being of a student while on school grounds will have the same consequences as those occurring on school grounds. Such activities are but not limited to:

- Threatening emails
- Communication of obscene, vulgar, profane, lewd or indecent language
- Threat of illegal or immoral acts
- 'Borrowing' someone's screen name/ sending hurtful messages under a false name
- Forwarding of private messages, pictures, or videos to others

## **DESIGNEE**

When used in this document, the term "designee" shall refer to any administrator designated to act on behalf of the Superintendent in student discipline matters.

## **DISORDERLY CONDUCT- BOE Policy**

Any act or behavior that disrupts the orderly conduct of the school function or learning environment or threatens the health, safety, and/or welfare of students, staff, or others is prohibited.

## **DRESS CODE - BOE Policy 5511**

The Board of Education believes that good grooming and appropriate dress enhance the educational environment, help promote good conduct in the school, and contribute to the purposeful tone of the learning environment. Therefore, keeping in mind that styles change with the times, all attire must be safe, neat, and clean and must comply with the school dress code outlined in Regulation 5511.

Students may not wear clothing or engage in grooming practices that:

- Present a health or safety hazard to the individual student or to others
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

## **DUE PROCESS**

Students will be treated fairly and given the right to be heard by the established rules and processes for imposing disciplinary consequences.

## **ELECTRONIC DEVICES - BOE Policy 5516**

We realize that technology is essential in this modern age. Students may have mobile devices, including cell phones, smartphones, and personal digital assistants (PDAs), but they must adhere to individual school regulations. In cases where school rules are not observed, the code of conduct will apply.

### **Section A - COMPUTERS/ ACCEPTABLE INTERNET USE**

A signed parent /guardian and student Acceptable Use Form is required for the student's use of the Internet. Students will be required to sign a form indicating they have read and agree to the District's Rules for Acceptable Use. Students who do not make responsible decisions about the use of technology may receive consequences. Acts or incidents may include, but are not limited to, personal (non-academic) use; insensitive, threatening, abusive, or harassing messages; and/or obscene, pornographic, or offensive materials of any kind. Violators may result in loss of Internet access and/or other computer use. Other disciplinary

actions may be determined consistent with existing practices concerning student behavior. Where applicable, law enforcement agencies shall be involved.

## **Section B - CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

### **Cell Phones:**

Students are not permitted to use cell phones during class unless given permission by the instructor. Use of cell phones in study hall is limited to non-disruptive use as determined by the study hall teacher. Cell phones may be used during a student's lunch in the designated eating areas. Under no circumstances should a student use a cell phone or other device to take pictures or video of another student or staff member. Cell phones may be collected by the teacher during classroom assessments and will be collected during midterm exams, final exams, and all standardized testing.

### **iPods and iPads:**

Students are not permitted to use these devices during class unless given permission by the instructor. Students are permitted to use these electronic devices during their study hall period and lunch period. Students' use of these devices during passing times should not interfere with their ability to hear.

### **Chromebooks:**

All students are expected to follow the policies and procedures outlined in the Student Chromebook Use Policy. Students are expected to bring the Chromebook to school every day, fully charged. During instructional activities, the device is to be focused solely on the activity at hand. Only school-related e-communication is allowed.

The recommended penalties are meant to provide students with only a guide as to the disciplinary action that may be imposed for a particular infraction of the school's rules and regulations. The Rahway Board of Education reserves the right to impose a higher level of disciplinary action when, at the board's discretion, the facts or circumstances demonstrate that a greater penalty is warranted.

## **FIGHTING**

Initiating or responding to physical confrontation is prohibited. Since play fighting has caused many confrontations, it will be treated according to the district's discipline policy. Legal charges may be filed as a result of such an action.

## **FIRE ALARMS - BOE Policy 5560**

Tampering with the district's fire alarms is illegal and is prohibited.

## **FOOD FIGHTING**

Inappropriate handling of food is prohibited anywhere on school grounds.

## **FORGERY**

An alteration to any type of school material, e.g., passes, notes, grades, etc., is strictly prohibited.

## **GAMBLING**

Wagering of money or something of material value with the primary intent of winning additional money or material goods. Any form of gambling is strictly prohibited.

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB) - BOE Policy 5152**

Incidents or acts of harassment, intimidation, or bullying (as well as bystander activities) are prohibited at Rahway High School. Students seeking assistance involving a matter of harassment, intimidation, or bullying should report it to any one of the following professional staff members: principal, vice principal, guidance counselor, nurse or teacher.

The Rahway Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

The board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the board-approved code of conduct, which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions.

In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation, and bullying that are committed off school grounds in cases where a school employee is made aware of such actions.

"Harassment, intimidation, or bullying" is defined as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, on a school bus, or off school grounds, in accordance with the law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that:

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



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

**C.** Creates a hostile educational environment for the student by interfering with his or her education or by severely or pervasively causing physical or emotional harm to the student.

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

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

The board prohibits reprisal retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation, or bullying by any student, school employee, board member, contracted service provider, visitor, or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity, and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation, reprisal, or false accusation against any person who reports an act of harassment, intimidation, or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer, or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including short- and long-term suspension or expulsion, as permitted by law.

### **INTENT**

When used in this document, the term "intent" shall mean that the student purposefully engaged in the conduct, causing the violation or contributing to the circumstances that resulted in the breach of a rule of student conduct.

### **INTERVENTION**

An approach or strategy that is intended to effectively address the behavioral needs of a group of students, students identified needing targeted classroom strategies for students who require intensive and individualized behavioral supports (may include but are not limited to mediation, counseling, meetings, etc.).

**PLAGIARISM - BOE Policy 5710**

The representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and adequately cited in the text or a footnote. Acknowledgment is required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words.

**PROFANITY/INAPPROPRIATE LANGUAGE**

The use of obscene language, gesturing, racial slurs, profanity, and suggestive comments, either written or verbal, is prohibited anywhere on school grounds.

**SELLING OR DISTRIBUTING ALCOHOL OR OTHER DRUGS**

Selling or distributing drugs or alcohol on school grounds is strictly prohibited. Any student found responsible for or involved in such an act will be subjected to a short-term suspension and referred to the Superintendent for further disciplinary action. The Parent/guardian and police will be contacted. A complaint will be signed, and home instruction will commence on the 5<sup>th</sup> day of the suspension.

**SEXUAL HARASSMENT POLICY - BOE Policy 5751**

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity.

The Board of Education explicitly forbids any conduct or expression that may be construed as sexual harassment of a pupil by a district employee or by another pupil.

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contact of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendos and shall encourage pupils to report any incident of sexual harassment to the school's Affirmative Action Officer, their grade-level administrator, teacher, or school principal, or designee.

**SMOKING - BOE Policy 5533**

Smoking is not permitted in school buildings, on school grounds, or school buses, and carrying tobacco products is prohibited while attending school functions.

**SPECIAL EDUCATION STUDENT**

A student deemed eligible for special education and related services under N.J.A.C. 6A:14 or otherwise protected by the due process requirements for that chapter.

## **STUDENT**

When used in this document, the term “student” shall refer to any person enrolled in the district’s programs, whether in comprehensive preschool, elementary, middle, or high school.

## **SUBSTANCE ABUSE - BOE Policy 5530**

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, while attending a school-related function on or off campus, and when coming to and going from school.

## **TRUANCY - BOE Policy 5200**

It is prohibited to be on school grounds without signing in or away from school or class without authorization, resulting in unexcused absences.

## **USE OF LOCKERS**

Each student attending the Rahway Public Schools shall have the privilege of using a locker for personal belongings. The locker is designed for the use of one student only. Combinations and/or the use of keys should be kept private and not shared with other students. It is expected that lockers are to be kept clean and free of debris. The administration reserves the right to inspect all student lockers at any time. Lockers are the property of the Board of Education and as such, there is no expectation of privacy created when a student is issued a locker at RHS. Lockers and locker combinations are not to be shared. It is the student’s responsibility to secure personal and school-issued possessions in one’s locked

## **VANDALISM - BOE Policy 5513**

Damaging or defacing school property or any individual’s property is strictly prohibited. The student or parent will be required to compensate for damages.

## **WEAPONS AND DANGEROUS INSTRUMENTS - as defined under NJSA 2C:39-1 and NJSA 2C:39-1f**

### **Prohibited Weapons and Firearms**

Students are strictly prohibited from possessing, handling, or transmitting any weapon or firearm on school property, at school-sponsored activities, or while traveling to or from school events.

The term "weapon" includes, but is not limited to, knives, cutting instruments, tools, explosives, mace, firearms, shotguns, rifles, and any item capable of causing harm.

"Firearm" includes any weapon designed to expel a projectile using an explosive, such as BB and air guns. This also consists of the frame or receiver of any firearm, as well as mufflers or silencers.

This rule does not apply to students using weapons as part of an approved school program.

### **Section C - Code of Conduct: DUE PROCESS/SUSPENSION PROCEDURES**

The Building Administration and/or designees will investigate and consider all infractions. All reported violations will result in an investigation and due process for each student. Confidentiality will be upheld at all times. In the event there is sufficient evidence that a student's misconduct warrants discipline, the following options may be recommended:

- Counseling
- CST Referral
- Peer Mediation
- Community Service
- Teacher Detention
- Administrative Detention
- In of School Suspension - ISS
- Out of School Suspension - OSS
- Referral of Resources
- Transfer
- Expulsion
- Alternative Education Placement

### **SECTION VII: Code of Conduct: Regulation**

**Purpose and Scope** This Code of Conduct is a general guideline for student behavior. It outlines expectations and potential consequences for violations. However, it is not an exhaustive list of all possible offenses. Each incident will be evaluated individually, subject to investigation and due process. The administration retains the authority to adjust disciplinary actions as necessary.

**Factors Affecting Consequences** When determining the appropriate disciplinary measure, the administration may consider a student's entire disciplinary history within the school system. This comprehensive review helps ensure that penalties are proportional to the severity of the offense.

**Suspension Procedures** Parents or guardians will be notified before any suspension. A mandatory parent-guardian conference is scheduled after each suspension to discuss the student's behavior, goals, and support needs.

**Extended Suspensions** The Board of Education's Judiciary Committee will conduct a hearing for suspensions exceeding ten days.

# Rahway Public Schools

## Code of Conduct Regulation Progressive Chart

(BOE approval 8/2024)

Tier	Student Behavior	First Offense	Second Offense	Third Offense
1	Eating in undesignated areas	Warning	Administration Detention	Administration Detention/ ISS, Parent Conference
1	In halls without a pass	Warning	Administrative Detention	ISS/OSS for continued behavior at the discretion of Building Administration or designee, Parent Conference
1	Ordering food and having it delivered	Warning/Parent Contact	Confiscation/Parent Contact	1-day ISS/OSS/ Parent Contact
1	Unauthorized sale or purchase of candy, food, or drink	Confiscated and Warning/Parent Contact	Administrative Detention	1 day ISS/OSS
1	Use of obscenities	Warning/Administrative Detention	1-3 ISS/ OSS; parent/guardian/guardian conference	3-5 ISS/ OSS; parent/guardian/guardian conference
1	Violation of dress code (See board policy 5132 Dress and Grooming)	Warning will be given at the discretion of Building Administration *** with the exception of the whole building sweep.	Administrative Detention at the discretion of the Building Administration	ISS/OSS, Parent Conference.
1	Inappropriate Cell phone use *** see BOE Policy	Warning, possible Administrative confiscation: returned at the end	Administrative Detention, possible Administrative confiscation: returned at the end of the day,	1-3 days ISS/OSS/ Administrative Detention, possible Administrative confiscation: returned at the end of the day, parent notified

		of the day, parent notified	parent notified	
1	Disruptive Bus Behavior	Warning, Review of Bus Expectatio ns	Administrativ e Detention/Pa rent Contact/ Possible loss of privileges	1-3 days ISS/OSS, possible loss of privilege, behavior contract
2	Disrespect: refusal to recognize/a ccept norms, policies, and procedures	ISS/ OSS Administr ative Detention at the discretion of Building Administr ation as a result of Due Process and Investigati on	1-3 days OSS at the discretion of Building Administratio n as a result of Due Process and Investigation, possible CST referral	3-5 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral
2	Forging a signature/al tering a pass	Administr ative Detention, Cut will be issued	1 day ISS/OSS, Cut will be issued, Parent Conference	1-3 OSS, cut will be issued, Parent Conference
2	Leaving school building	All cuts will be charged; Administr ative Detention ISS/ OSS/ at the discretion of the Building Administr ation as a result of Due Process and investigati on/ possible Drug Test	All cuts will be charged; 1 day ISS/ OSS/ at the discretion of the Building Administratio n as a result of Due Process and investigation Drug Test	All cuts will be charged 1-3 days OSS, at the discretion of the Building Administration, as a result of Due Process and investigation/Drug Test/ Parent/ Guardian Conference/ Resource Referral

2	Plagiarism/ Academic Dishonesty	Loss of credit on Assignment/ Administrative discretion - Student Conference or review of electronic resources policy/ Parent meeting - in both cases, the student will have the option to make up assignment student will have the option to make up assignment	Loss of credit on assignment/ Student Conference/ Parent/ Guardian Conference	1-3 days ISS/ OSS - loss of credit on assignment
2	Gambling	Administrative Detention / Parent/Guardian Conference	1 day ISS/OSS parent Conference	1-3 days /OSS, Resource Referral
3	Unacceptable Behavior - including but not limited to theft, trespassing, vandalism, improper urination/defecation	1-3 days ISS/OSS/ Administrative Detention at the discretion of Building Administration as a result of Due Process	3-5 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference	5-8 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference

		and Investigati on		
3	Insubordina tion: willful and open defiance, including but not limited to resistance to Safety Officers	1-3 days ISS/OSS at the discretion of Building Administr ation as a result of Due Process and Investigati on/ Parent Conferenc e	3-5 days OSS at the discretion of Building Administratio n as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference	5-8 days OSS at the discretion of Building Administration as a result of Due Process and Investigation, possible CST referral, Parent/ Guardian Conference, possible legal action
3	Disorderly Person Offense include: Stealing, destruction of school property, initiating a false fire alarm, fireworks, arson, trespassing	Minimum 5 days OSS, removal from regular education program, long-term suspensio n, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notificatio n	Minimum 5-8 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	Minimum 8-10 days OSS, removal from the regular education program, long-term suspension, or expulsion at the discretion of Building Administration as a result of Due Process and Investigation, resource referral w/ SAC, referral to Crisis Mgt. Team and police notification
3	Fighting; physical conflict; Inciting a fight	Up to 5 days OSS, resource referral w/ SAC, referral to Crisis Mgt. Team and police notificatio n	Up to 7 days of OSS, removal from regular education program, resource referral w/ SAC, and referral to Crisis Mgt. Team and	Up to 10 days OSS removal from the regular education program, expulsion at the discretion of Building Administration as a result of Due Process and Investigation, resource referral w/ SAC, referral to Crisis Mgt. Team and police



			police notification	notification / in the case of a rec. Long-Term Suspension/ Expulsion/ Supt. Judiciary Committee Hearing
3	Harassment / Intimidation and bullying (includes cyberbullying) *** This requires the HIB protocol	Administrative detention, 1-3 days ISS/OSS; parent/guardian conference required, Possible CST referral, Resource Referral	3-5 days OSS; parent/guardian conference required, Possible CST referral, Resource Referral, possible court complaint	5-8 days OSS; parent/guardian conference required, Possible CST referral, Resource Referral, possible court complaint
3	Leaving school grounds	All cuts will be charged; 1 day ISS/ OSS, parent conference, Possible Drug Test	All cuts will be charged; 1 day ISS/ OSS, parent conference, Resource Referral. Drug Test	All cuts will be charged; 1-3 days OSS, Parent/ guardian Conference/ Resource Referral/ Drug Test
3	Threat of bodily harm to any board employee or student	3-10 days OSS; Criminal charges may be filed; Superintendent Hearing and/or expulsion.	5-10 days OSS; Criminal charges may be filed; Superintendent Hearing	5-10 days OSS; Criminal charges may be filed; Superintendent /Judiciary Hearing
3	Possession of a weapon, as defined under NJSA 2C:39-1	10 days OSS; immediate removal from regular education setting, long-term suspension	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification,	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at the discretion of building

		n, Police notification, or expulsion proceedings, resource referral, at the discretion of building administration after investigation and due process	or expulsion proceedings, resource referral, at the discretion of building administration after investigation and due process	administration after investigation and due process
3	Possession of a firearm, as defined under NJSA 2C:39-1f	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification
3	Assault includes but not limited to hitting with an object, spitting	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at Superintendent Hearing/ Judiciary Hearing

		gs, resource referral, at, Superinte ndent Hearing/ Judiciary Hearing	nt Hearing	
3	Assault on a school employee - crime of violence against another person	10 days OSS; immediat e removal from regular education setting, long-term suspensio n, Police notificatio n, or expulsion proceedin gs, resource referral, at Superinte ndent Hearing/ Judiciary Hearing	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at the discretion of building administratio n after investigation and due process, Superintende nt Hearing	10 days OSS; immediate removal from regular education setting, long-term suspension, Police notification, or expulsion proceedings, resource referral, at, Superintendent Hearing/ Judiciary Hearing
Atte nda nce	A class cutting (and/or more than 5 minutes late to class or more 10 minutes out of the classroom without the teacher permission	1- Warning	2nd - Administrativ e Detention	3rd Saturday School/Administrativ e Detention 4th ISS, 5th - ISS

Attendance	Cutting Administrative detention	2x courtesy reschedule per year / Community Service	2x courtesy reschedule per year / Community Service	2x courtesy reschedule per year / Community Service
Attendance	Cutting Saturday School	2x courtesy of a reschedule / Community Service	1 day ISS / Community Service	1 day OSS
Attendance	Cutting teacher detention	1x courtesy of a reschedule	Central Detention / Community Service	Saturday School / Community Service
Attendance	Late to school homeroom	5 lates - Conference / Central Detention	10 lates - Saturday Detention	15 lates - Central Detention 20th late- Saturday Detention *cycle repeats every 5 tardies
Attendance	Tardy to class (defined as under 5 minutes late and unexcused)	5 lates - Conference / Administrative Detention	10 lates - Saturday Detention	15 lates - Central Detention 20th late- Saturday Detention *cycle repeats every 5 tardies
Attendance	Tardy - arrival at school after 8:22 am Rahway / Academy; 8:00 RHS	On the 5th tardy: warning letter, parent notified	On the 10th tardy: warning letter, parent notified	On 15th tardy: parent conference
Controlled Substance	If the consequence requires a Drug Test...	Refusal acts as a positive result. See progressive discipline	2nd Refusal	
Control	Smoking, Drinking,	possible ISS,	3 days ISS/OSS;	5 days OSS; parent/guardian/gua

ed Sub stan ce	and/or Vaping - Marijuana use is under Tier III	Meeting with SAC, resource referral, Possible Drug screening, Parent contact	parent/guard ian conference/ SAC referral/ Drug Screening	rdian conference/ SAC referral/ possible drug test
Con troll ed Sub stan ce	Possession of controlled substances	5 days OSS; Resource referral w/ SAC, removal from regular education program, possible long-term suspensio n, or expulsion proceedin gs; referral to Crisis Mgt. Team and police notificatio n	10 days OSS; Resource Referral w/ SAC, removal from the regular education program, long-term suspension, or expulsion proceedings; referral to Crisis Mgt. Team and police notification	10 days OSS; Resource Referral w/ SAC, removal from the regular education program, long-term suspension, or expulsion proceedings; referral to Crisis Mgt. Team
Con troll ed Sub stan ce	Under the influence of controlled substances, drugs/posse sion of controlled substances	Minimum 5 days OSS, removal from regular education program, long-term suspensio n, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notificatio n	Minimum 5-8 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification	8-10 days OSS, removal from regular education program, long-term suspension, or expulsion; resource referral w/ SAC, referral to Crisis Mgt. Team and police notification

Attendance				
	Rahway Elementary Schools Code of Conduct			
	BEHAVIOR	1ST OFFENSE	2ND OFFENSE	SUBSEQUENT OFFENSE
	Cell Phone Use	All Students Confiscated: returned at the end of the day, parent notified	All students: Confiscated: parent must pick up	Restorative Justice Practice Lunch/ Recess Detention Parent Notification 3-6: ISS/OSS
	Insubordination Willful and Open Defiance	All Students Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	K-2 Restorative Justice Practice Lunch/ Recess Detention Parent Notification 3-6: possible 1-3 days ISS/OSS	K-2 Lunch/ Recess Detention Parent Notification CST Referral 3-6- administrative discretion, 2-4 days ISS/OSS loss of the next school-wide event/ end of year/ Field Trip privilege
	Inappropriate Behavior/Language	All Students K-6 Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	All students K-6 Warning Restorative Justice Practice Lunch/ Recess Detention Parent Notification	K-2 Parent Conference, CST Referral, Resource Referral, Administrative discretion 3-6: 1-3 days ISS/OSS, Parent Conference, Administrative Discretion
	Horseplay/Hitting	K-2: Warning, parent notified, Restorative Consequence. 3-6:	K-2: parent notified, Restorative Consequence, Counselor Meeting. 3-6: Parent Notified, 1-3	K-2: Mandatory Parent Conference, CST Referral, Administrative discretion 3-6: Parent Notified, 2-5 Days OSS, Administrative discretion, loss of the next school-wide

		Parent Notified, Restorative Consequence, Administrative Discretion to send home for the day	ISS/OSS, Administrative Discretion to send home for the day, Counselor Meeting	event/ end of year/ Field Trip privilege Subsequent offenses may result in increasing ISS/OSS assignments, Referral for Resources, CST
	The threat of Bodily Harm to Staff or Student	K-2 Conference w/student & parents, Restorative Justice Practice 3-6: Administrative discretion, ISS/OSS Possible police notification,	K-2: Referral to CST, Resources Referral, Mandatory Parent conference, 3-6: Referral to CST, Resources Referral, Mandatory Parent Meeting, 2-4 OSS, Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege	K-2: Referral to CST, Resources Referral, Mandatory Parent conference, 3-6: Referral to CST, Resources Referral, Mandatory Parent Meeting, 3-5 OSS, Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege
	Fighting	K-2- parent conference, restorative practice, parent conference required  3-6 - parent conference, 1-3 Day ISS/OSS, parent conference required	K-2- parent conference, restorative practice, parent conference required 3-6 - parent conference, 2-4 Day OSS, parent conference required Administrative discretion, loss of the next school-wide	K-2- parent conference, restorative practice, parent conference required 3-6 - parent conference, 3-5 Day OSS, parent conference required Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege - privilege can be earned

		Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege - privilege can be earned.	event/ end of year/ Field Trip privilege - privilege can be earned	
	Intentional Spitting	K-2- parent conference, restorative practice, parent conference required 3-6- parent conference, 1-3 Day ISS/OSS, parent conference required - privilege can be earned	K-2- parent conference, restorative practice, parent conference required  3-6- parent conference, 3-5 Day ISS/OSS, parent conference required - privilege can be earned	K-2 Administrative discretion, loss of the next school-wide event/ end of year/ Field Trip privilege  3-6 - parent conference, 5-7 ISS/OSS, referral to CST, end-of-year privileges cannot be earned
	Plagiarism	Parent Conference, the opportunity to redo the assignment	Parent conference, Zero on assignment	Administrative discretion
Attendance	Tardy - arrival at school after 8:40 am	On the 5th tardy: warning letter, parent notified	On the 10th tardy: warning letter, parent notified	On 15th tardy: parent conference



## **SECTION VIII: Student Grievance Procedure**

Complaints involving harassment, intimidation, and bullying shall be addressed according to Rahway Board of Education policy 5131.1 Harassment, Intimidation, and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist.

The following steps may be taken to address other student grievances:

**A.** A student should first make the grievance known to the staff member most closely involved or with a school guidance counselor, and both shall attempt to resolve the matter informally and directly;

**B.** A grievance that is not resolved through informal discussion with the staff member or school guidance counselor may be submitted in writing to the principal. The written grievance should include:

1. The student's name;
2. The names of other individuals who are the subject of the grievance, as appropriate;
3. A reason for the grievance and the facts that gave rise to it; and
4. The remedy sought.

**C.** The written grievance may be submitted to the principal, and subsequently to the superintendent, in that order and within a suitable period of time not to exceed 10 days at each level for the hearing of the grievance and the preparation of a response;

**D.** At each step beyond the first, the school authority hearing the grievance may request to meet with the parent/guardian of the student grievance. The grievant may include his or her parent/guardian at any step;

**E.** If the grievant is not satisfied with the outcome of his or her petition to the principal and, subsequently, to the superintendent, the grievance may be submitted to the board;

**F.** The board will review the grievance and the action taken by the administration and may hear the grievance if the board disagrees with the disposition of the grievance or if the board is required to hear the case by law (i.e., bullying, long-term suspension, or expulsion, removal for violence and/or weapons, and other required hearings related to special education);

**G.** The parent/guardian and student grievant shall be informed of the board's decision to uphold the administration's disposition of the grievance and the reason for the decision;

**H.** The parent/guardian and student grievant shall be informed of the board's decision to hear the grievance and of the assigned date and time to present the grievance to the board or board committee;

**I.** The decision of the board shall be final, and the parent/guardian and student grievant

shall be informed of the board decision in writing;

J. The parent/guardian and student grievance will be informed of the right to appeal the board's decision to the New Jersey Commissioner of Education. K. Retaliation or reprisal against a student who files a grievance is prohibited and will result in disciplinary consequences.

Student petitions to the administration shall be free of obscenities, libelous statements, and personal attacks and shall be in compliance with the district's behavioral expectations and code of conduct (see BOE Policy 5131 Conduct/Discipline).

The superintendent shall direct all staff members to respect the rights of students and seek redress of grievances by lawful procedures without fear of reprisal.

### **SECTION IX: Dress and Grooming Policy**

The Board encourages all students to dress appropriately for safe participation in learning. The Board recognizes that each pupil's dress manifests personal style and preference. It is neither the Board's intention to usurp parent/guardian prerogative for determining appropriate grooming for their children nor to use technique, fashion, or taste as a sole criterion for exclusion from instruction; for details, refer to the [RPS Dress Code](#).

The school environment is a work environment. Children are encouraged to dress for a job requiring free and safe indoor and outdoor movement.

- No wearing of clothing, jewelry, or items that promote violence, bigotry, profanity, or use of restricted substances. Jewelry and clothing should not restrict movement, be distracting, or cause a safety hazard to oneself or others.
- Students cannot wear backless sundresses, tank tops, tube tops, halter tops, see-through shirts, midriff tops, and off-the-shoulder blouses/dresses.
- No micro-mini skirts will be permitted. Skirts/shorts must be at least mid-thigh in length. No boxer or spandex shorts or cut-offs will be worn.

#### **Footwear:**

- Sneakers or closed-toe shoes, sandals during the warmer months
- NO FLIP-FLOPS, ATHLETIC SLIDES, CROCS, BEACH SHOES, OR SLIPPERS

#### **Headgear:**

No hats or head coverings are allowed inside the building unless it is part of a religious observation for which pre-approval has been granted.

#### **Physical Education**

Sneakers are required, and shoes with rubber soles are not acceptable. Play-type clothing should be worn on gym days, and jewelry should NOT be worn during the gym period.

Students are excused from the gym when proper documentation is submitted to the school health office.

## **SECTION X: Extra/ Co-Curricular Activities**

### **Clubs**

Clubs allow students to participate in activities that correlate to their passions and interests while enhancing their academic school experience. Membership in clubs is an honor and privilege. Behavior expectations in after-school activities are the same as during the school day. Membership is based upon meeting expectations and is at the discretion of the Club Advisor.

## **SECTION XI: Student Support Services**

**Consultation:** Child Study Team (CST) members are available for consultation. You may contact CST at 732-396-2919 to discuss and determine the best team member to set up a meeting with.

**Intervention & Referral Services (I&RS):** I&RS can help students and families in need. The school-based I&RS Team consists of the principal, the nurse, a general education teacher, a special education teacher, and a social worker from CST. We will arrange a meeting for the team and the parent(s)/guardian(s). At this time, an intervention plan will

be formulated. Periodically, the group will meet to discuss the child. If at any time the team determines a referral is warranted, the principal will begin the necessary paperwork.

### **NURSE'S OFFICE**

The school nurse is a vital member of our school's professional staff. Students must have a pass to visit the nurse's office. Emergency forms must be updated yearly. Medication is also distributed by the nurse. A student who takes medication, both prescribed and over-the-counter, must have a doctor's note on file with the school nurse. All types of medication must be kept and taken in the nurse's office unless the doctor's note states otherwise. *If a student is sent home by the nurse, this does not constitute an excused absence; the time missed is to be taken from the student's allotted time unless this is a medical excuse.* (See the attendance policy.)

### **SCHOOL COUNSELING SERVICES**

School counseling services assist students in the process of making wise choices and adjustments, which include the development of self-understanding and self-acceptance. Counselors work with all school personnel, students, and parents/guardians.

### **STUDENT ASSISTANCE COUNSELOR (SAC)**

The function of the Student Assistance Counselor is to provide information and support services to students who experience difficulties in school due to a variety of problems. These problems may be personal, school, family, or substance abuse problems that may affect the student's ability to perform in school. *Student assistance program participation is confidential.* The program works closely with existing in-school services to make appropriate referrals so students can get the help they need.

### **CHILD STUDY TEAM**

The Child Study Team (CST) is a multidisciplinary team of professionals who work together to help students, parents, and teachers achieve success in an educational setting. A student's Individualized Education Program (IEP) dictates

the setting and range of service. The CST office is located in Room 221 A. If you would like more information about special education services, please contact the child study team office at 732 396-1096 or the Department of Services for Children at 732-396-1035.

**SUICIDE HOTLINE 1-855-654-6735 (988?)**

## **SECTION IX: National Elementary Honor Society**

### **National Elementary Honor Society**

#### **Rahway NATIONAL Elementary HONOR SOCIETY**

Membership in the Rahway of the National Elementary Honor Society is evidence of a student's achievements in school and community. Students are selected based on the nationally recognized areas of scholarship, service, leadership, character, and citizenship upon which the society was created. This is one of the highest honors an elementary student can achieve; therefore, the Rahway National Elementary Honor Society Selection Committee, in partnership with the Rahway Board of Education, has established the following guidelines for selection and membership.

### **Selection Procedures**

1. A list of academically eligible 6th graders will be compiled each school year after the quarter.
  - a. This list will consist of those students whose GPA is 93 or above based on the five prior marking period final grades.
  - b. Special subject grades will be included in the grade calculation
  - c. Students must be in attendance in Rahway Public Schools for two marking periods to be considered

- d. Transfer students - grades from their previous academic institution will be included to calculate GPA - their grades will be converted as needed from other scales
2. Responsibility – Positive qualities of responsibility may consist of high standards of honesty and reliability, demonstrating courtesy, concern, respect for others, and good citizenship.

All sixth graders eligible for NEHS membership will be invited to a mandatory informational meeting with the Faculty Advisor. The Student Information Form and all other materials will be distributed and discussed at this meeting.

The program will be explained to families and students via electronic communication and parent meetings after grade 4 and at the beginning of grade 5.

If students are selected for membership in the NEHS, they will participate in the Pinning ceremony during 6th grade. All new inductees will participate in the pinning ceremony, which will serve as their formal induction into the Rahway Chapter of the National Elementary Honor Society.

Those students intending to respond to the invitation to the NEHS Rahway Chapter should be aware of the following required submissions:

- A Student Activity Information Form must be completed and updated according to the induction date.
- Documented community service must be completed before the election date. All candidates must demonstrate 10 hours of community service over five marking periods in grades 5 and
- 6. School activities such as Safety Patrol and Student Government are considered community service.
- A written faculty recommendation must be obtained in support of the candidate's leadership and character.
- Answers to two open-ended questions will be considered.

The Faculty Council will conduct the final review of all membership materials. Candidates with GPA of 93 or greater who submit the required membership materials and have good character, as revealed, in part, through their discipline and attendance records, will be recommended for induction unless a majority of the Faculty Council declines to recommend them.

### **Maintaining Membership**

Each NEHS member must maintain exemplary academic, disciplinary, and attendance records. National Elementary Honor Society members must maintain a minimum point average and abide by the school's disciplinary and attendance expectations as stated in the student handbook. Any student unable to maintain the standards by which she/he was selected may be removed from the National Honor Society or placed on probation at the recommendation of the chapter Faculty Advisor with further review by the Faculty Council.

### **Non-Selection**

Parents and students must understand that no student has a right to be selected for membership in a chapter of the NEHS. Reconsideration of a Faculty Council's decision will be a rare occurrence. If a non-selected student or their parents wish to challenge the Faculty Council's decision, they should follow the school district's complaint procedure, which begins with the building principal. (See Pupil Grievance Procedure 5145.6). The District Administration will have no authority to overturn the judgment of the Faculty Council.

In cases of non-selection, the Chapter Faculty Advisor will provide feedback to the student and the student's parents. If students or parents are still not satisfied, the next level of discussion should occur with the principal. If the principal determines a technical or procedural mistake may have been made, they will ask the Faculty Council to review the non-selection decision.

# Rahway Public Schools Parents' Guide to Addressing Concerns



## **ADDRESSING CONCERNS**

The Rahway Public Schools district is committed to addressing concerns and questions promptly and efficiently. Similar to any organization, our school district has a "chain of command" that outlines communication and authority levels. The purpose of the chart below is to guide community members to the appropriate staff member who can best resolve their concerns or questions. If the issue isn't resolved at the first level, the chart will direct you to the next appropriate contact.

## **WHERE DO I BEGIN THE PROCESS IF I HAVE A CONCERN?**

Most questions and concerns can be addressed quickly and easily by talking directly to the staff member involved with the issue. Whether it's a teacher, coach, or cafeteria worker, speaking to them in person or over the phone is often better than emailing. This allows for clear two-way communication and reduces the chance of misunderstandings.

## **WHY SHOULD I NOT BRING MY CONCERNS DIRECTLY TO MEMBERS OF THE SCHOOL BOARD?**

The School Board does not operate the district on a day-to-day basis; that is the role of the Superintendent, who serves as the district's chief officer. The School Board's primary function is to establish district policies, goals, and objectives while holding the Superintendent accountable for their implementation. Consequently, neither the Board of Education nor its members are equipped to address specific student concerns.

All New Jersey School Board members adhere to an ethics pledge that includes a provision requiring them to refer complaints to the chief administrative officer. Complaints will only be addressed at public meetings if administrative solutions prove unsuccessful.

Due to student and parent privacy laws, School Board members often lack access to information about individual students. Sharing confidential information about a student (even your own child) with a Board member can create a conflict of interest, as the Board sometimes acts as a "court of appeals." Board members with knowledge obtained outside of a formal hearing may be required to abstain from discussions or votes on related matters.

It's crucial to remember that School Board members have no individual legal authority. Their power lies exclusively in collective decisions made during official Board meetings.

## **PROGRESSION FOR ADDRESSING CONCERNS**

The guide outlining the steps to take when addressing concerns is included below. Remember, every situation is unique.

Concern Area	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Athletics	Coach	Principal	Athletic Director	Superintendent	
Board Agendas	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Board Policies	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Cafeteria / Food Service	Vice Principal or Principal	Business Administrator / Board Secretary	Superintendent		
Clubs / Activities	Advisor	Vice Principal	Principal	Superintendent	
Counseling	Counselor	Vice Principal	Principal	Director of Student Services	Superintendent
Curriculum	Principal	Program Supervisor	Director of Curriculum & Instruction	Superintendent	
Custodial / Cleaning	Principal	Custodial Manager	Manager of Buildings & Grounds	Superintendent	
District Budget	Business Office Secretary	Business Administrator / Board Secretary	Superintendent		
Drop Off / Pick Up	Teacher	School Secretary	Vice Principal	Principal	
Health Service	School Nurse	Vice Principal	Principal	Director of Student Services	Superintendent
Genesis (Change of	School				



Address, Transcript)	Secretary				
Personalized Concerns	The person with whom you have the concern	Principal	Superintendent		
Registration	Registrar	*Once a student is assigned to a school, the school secretary becomes the main point of contact (ex. Updating contact information, address changes, moving out of Rahway).			
Special Education / IEP / 504	Teacher	Case Manager	Program Supervisor of Special Education	Director of Student Services	Superintendent
Student Behavior & Discipline <i>*Authority for most discipline lies with the building principal. With the exception of expulsion or a long-term suspension, there is no appeal process for discipline.</i>	Educator or Employee who took disciplinary action	School Counselor	Vice Principal	Principal	Superintendent
Teacher / Grades	Teacher	Principal	Program Supervisor	Director of Curriculum & Instruction	Superintendent
Technology	Teacher	Vice Principal	Principal	District Manager of Technology	Superintendent
Testing	Building Test Coordinator / Vice Principal	Principal	District Test Coordinator	Superintendent	
Transportation	Transportation Specialist	Business Administrator / Board Secretary			

Please click [here](#) for a list of Rahway Public School emails and phone extensions.