

# **Student Code of Conduct Grades 9-12**

## **2025-2026**

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## **PURPOSE OF THE STUDENT CODE OF CONDUCT**

The Pennsauken Board of Education believes that all students should commit themselves to learning and to the development of their unique potential. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in our schools. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Pennsauken Public Schools Student Code of Conduct is 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 the achievement of high academic standards;
4. Prevent the occurrence of adverse behaviors;
5. Establish parameters for the intervention and remediation of problematic 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 7.8, as appropriate.

## **STUDENT CONDUCT EXPECTATIONS**

**The Pennsauken Board of Education believes that all students should be able to access education. All students should have the opportunity to learn. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in all Pennsauken Schools. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:**

1. Students will comply with all general requirements, all student discipline guidelines, and all student conduct expectations of the Code of Conduct.
2. Students will walk in the hallways, in the lunchroom, and in the multipurpose room during assemblies and meetings.

3. Students will follow the directions of all teachers and staff members the first time and without argument.
4. Students will speak appropriately, not screaming, yelling, or making loud noises in the hallways, in the lunchroom, and in the multipurpose room during assemblies, performances, and meetings.
5. Students will not throw paper and/or other objects in the school building or on the school property.
6. Students will not deface or damage school property.
7. Students will use formal language in the school – use of inappropriate language is not acceptable.
8. Students will adhere to the school dress code.
9. Students will be quiet during all emergency situations and/or evacuations. It is imperative that students be able to hear and follow directions during emergency situations.
10. Students will not engage in any activity or behavior which creates a safety hazard or in any way endangers any student or staff member.

Specifically,

- Students will not throw paper and/or other objects.
  - Students will not hit, poke, kick, or touch anyone.
  - Students will not tease or harass anyone.
  - Students will not bring any banned objects or inappropriate materials to school.
11. Students may not have food or beverages in hallways or other areas of the school building.

## **CAFETERIA/LUNCH TIME CONDUCT EXPECTATIONS**

**The Pennsauken Board of Education believes that all students should behave appropriately at all times and during all activities in all Pennsauken Schools. The Cafeteria/Lunch time is not an exception. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:**

1. Pennsauken High School will not accept food from any outside food delivery service.
2. Students must adhere to the School Conduct Expectations and the student conduct guidelines.  
(Including arriving on time)

3. Students may not leave the cafeteria without permission.
4. Students will follow the directions of all staff members the first time and without argument.
5. Students will not throw food, paper and/or other objects.
6. Students will not toss trash or refuse at a trash can.
7. Students will form an orderly line for food and will not get in front of anyone. A student will join the line at the end of the food line.
8. Students may not take any food from the cafeteria without permission.
9. Students will not hit, poke, kick, or touch anyone.
10. Students will not tease or harass anyone.
11. Students will not bring any banned objects or inappropriate materials to lunch.
12. Students will use formal language in school – use of inappropriate language is not acceptable.
13. Students will not yell or scream in the cafeteria. Yelling and screaming creates a safety hazard. Students must be able to hear and follow the directions in the event of an emergency.
14. Students will not run or jump in the cafeteria.

## **GENERAL CONDUCT REQUIREMENTS**

### **Smoking/Vaping**

The State of New Jersey prohibits smoking and/or possession of tobacco products or other controlled substances and paraphernalia by pupils or adults at any time on school premises, on any transportation vehicle supplied by the school district, and on any district sponsored events. Smoking and/or possession of tobacco products or other controlled substances by anyone is prohibited on school grounds, school buildings, and school property.

### **Use of Office Phone**

Students may not use the office phone for personal calls except in an emergency and only with staff permission. Parents may leave a message with the school for their son or daughter in an emergency. Otherwise, parents may not call a student at the school during the school day.

### **Contacting a Student During the School Day**

Parents may come to the school office to leave a message for a student. The written message will be delivered to the student in a class. We will not interrupt classes or student's education for forgotten items. Please make sure students have keys, lunches, homework, and school required

documents before they leave home in the morning.

### **Suspension/Expulsion**

The administration has the authority to suspend and/or recommend expulsion in cases of flagrant and continuing misconduct. Appropriate due process will be followed by the school administration in all cases of discipline. At the discretion of the administration, parent conferences will be held prior to reinstatement of students from suspension. **One parent or legal guardian must come to the school and meet with the principal before the student will be readmitted to school.** A phone conference does not replace a face to face conference at the school.

Additionally, if a student is suspended mid-day for the remainder of the school day, a parent or legal guardian must come to the school to take the student home. The parent must leave work, if necessary, to come to the school. Parents are responsible for their son/daughter's behavior in the school.

Any student suspended or expelled from school may not be on school grounds at any time during the suspension or expulsion. If the administration deems appropriate, the student will be placed on an activity suspension.

Activity suspension includes, but is not limited to, ineligibility to participate/attend the following:

- All extracurricular activities
- School evening programs
- Home/Away sporting events
- Field trips
- Class trips
- All assembly programs
- Graduation

## **SCHOOL BUS CONDUCT**

Students must comply with all school rules while traveling on a school bus to or from school, or to and from any school-related activity. Students shall be disciplined for offenses of the Code of Student Conduct which occur while going to and from their homes or school-sponsored activities. **Students must ride their assigned bus to and from school.** The principal may suspend any student from school or from riding the bus if the student commits an infraction covered by the Student Code of Conduct.

## ELECTRONICS/CELL PHONE POLICY

Students are permitted to bring cell phones into the school building. Ear buds will be permitted. **All electronics (including cell phones and computers) except school issued devices are prohibited during instructional time including physical education. No outside devices are permitted during the school day. Students are expected to use their district issued chromebook for all instructional purposes.** No phone calls may be made or received during the school day. Devices are to be turned off during class unless permitted by the instructor for instructional use. Students who do not comply with these requirements will be subject to the following consequences:

- First Offense: Alternative Education for the day
- Second Offense: Alternative Education for the day and detention.
- Third Offense and all Subsequent Offenses Alternative Education for the day and 1 Day out of school suspension

## STUDENT UNIFORM POLICY

### Pennsauken High School Uniform Policy

#### Tops:

- Navy blue or red polo shirts (long or short sleeves) MUST be worn by ALL students. For warmth, **short or long sleeved t-shirt or sweatshirt may be worn UNDER the uniform shirt.** The official Pennsauken School logo or approved athletic / club logo must appear on all shirts.
- Students may wear a **blue or red sweatshirt** (crew neck or hooded) with the approved Pennsauken School Logo or approved athletic / club logo. **Hoods must be down while in the building**
- Students may wear a **blue or red long sleeve three-quarter zip** with the approved Pennsauken School Logo or approved athletic / club logo

#### Bottoms:

- Tan khaki / navy blue khaki/ black khaki
- Tan khaki / navy blue/black shorts: **NOTE** shorts should be no more than 4 inches above the knee
- Tan khaki / navy blue/ black skirts. The skirt must be no more than 4 inches above the knee.. The skirt must not be altered in any way that would change the intended appearance of the skirt. No cut off shorts or skirts.

### These styles and fabrics are NOT permitted and are deemed a violation of the dress code of Pennsauken High School:

- The only clothing students may wear over their Pennsauken High School uniform is a **NAVY BLUE CARDIGAN (PHS LOGO)**

- Any logo/label/picture etc. on the outer garment other than the approved Pennsauken High School logo or approved athletic / club logo.
- **Pants, “short” shorts, skirts, in any color other than tan khaki, navy blue or black.**
- **Denim, fleece, spandex pants/shorts, rain/snow gear, other athletic garments or any other tight fitting bottoms.**
- Hooded clothing other than the approved red or blue with PHS logo.
- Blue or red t-shirts worn as a uniform shirt
- Torn, decorated shirts or bottoms
- No head covering, that includes but not limited to: hats, headbands (unless school approved), bandanas, **hoods**, ski masks, scarves, shower caps, bonnet, (Head apparel as part of religious expression or medical reasons supported by verifiable documentation is permitted.)
- No open-toed shoes

### **Dress Code Violation**

- First Offense: Alternative Education for the day
- Second Offense: Alternative Education for the day and detention.
- Third Offense and all Subsequent Offenses Alternative Education for the day and 1 Day out of school suspension

## **ATTENDANCE EXPECTATIONS**

The Board of Education believes that for a student to achieve their full academic potential, good attendance and punctuality are essential. The Board of Education, therefore, requires students enrolled in the Pennsauken Public Schools attend school regularly in accordance with the laws of the State and Board Policy 5200 Attendance and Policy 5240 Tardiness.

All parents are expected to:

- Emphasize the importance of being on time for school, class, and supervised activities.
- Send their child to school every day prepared to participate and learn.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for their child before or after school hours as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with student recesses.
- Call the school when their child is absent and state the reason for absence.
- Provide a written note for every absence when their child returns to school, including a

physician's note when required.

- Provide a written note for every late arrival and a written request for every early departure.
- Provide correct current addresses, emergency contacts, home, cell, and work telephone numbers, email addresses to the school at the beginning of each school year and update information whenever there are changes.
- Celebrate good attendance and success.

## **ABSENCES**

The State of New Jersey recognizes the following absences as being excused:

- A. Personal illness – Doctor's note required
- B. Death in family – Copy of obituary or proof of service
- C. Religious holidays – Notification from parents in advance
- D. Court appearance/Legal obligation – Document required
- E. College visit –Letter required from College
- F. Bring your child to school day – Letter from parents employment
- G. School sponsored trips – Teacher/BOE approval

All other absences are considered unexcused unless otherwise determined by the Principal or his/her designee.

**Written medical or legal verification must be turned in within the same semester as the absence occurred. Failure to do so may result in those days being classified as unexcused. Documentation for all absences must be delivered to the Attendance Office and are subject to verification. Please note that family vacations are NOT approved as authorized absences from school.**

## **Makeup Work Due To Absence**

If missing work is not completed in a timely fashion, the mark is automatically a failure. Students who do not complete the work they have missed while absent in the prescribed time by their teacher may be subject to failing grades. Students will be given a minimum of one day per absence to make up work for full credit. Upgrading may be used for students whose grades and attitude warrant it.

## **Attendance Consequences**

### **Non-Credit Status**

A student must maintain 92% attendance in any course to receive credit. Student unexcused absence of seven(7) school days or more for a semester course will cause a student to be placed on non-credit status for all courses. An "unexcused absence" occurs when a student is absent without submission of a valid excuse. The attendance of a student on non-credit status will be evaluated periodically to determine if that student is eligible for credit reinstatement. Students ineligible may be subject to lose all credits for the semester and repeat those courses.



**The credit reinstatement program is held during Saturday School Sessions from 9am-1pm on select Saturdays as well as during after school detention from 2-4:20pm. Students are required to wear their school uniform and bring make up work with them.**

**Every absence after 6 days (per semester) will require 2 hours of Credit Restoration**

- **Saturday sessions will account for 4 hours and Level 2 detention will account for 2.5 hours.**
- **Twenty (20) or more absences per semester will result in the student receiving no credit for the semester, even if a student has begun Credit Reinstatement**
- **Students who do not serve the credit reinstatement hours will be given no credit for unexcused absences beyond 6 per semester.**

### **LATENESS TO SCHOOL**

- **Students are to report to first block by 7:10am. Failure to report will result in a Lateness to School. Excused lateness include but are not limited to: medical appointments that are verified, legal appointments and funerals. All excused lateness are subject to approval by the school administrators.**
- **Lateness to school/homeroom will be monitored closely by the grade level assistant principal.**
- **Students who arrive to school on time but do NOT attend first block will be considered late to school.**
- **Every 5 latenesses to school will be counted as 1 day absence**

### **EXCUSED LATENESS TO SCHOOL**

The following are considered excused lateness:

- o Medical appointments – Doctor's note required
- o Family emergency (subject to Administrative Approval)
- o Obtaining driver's permit or license or license - Proof from DMV
- o Court appearance – Court notice
- o Situation subject to Administrative approval

## **LOCKERS**

The Pennsauken Board of Education and the school administrators hope to ensure the safest possible environment for all students. Therefore, the principal and/or other administrators will inspect student lockers and their contents periodically during the school year. This item serves as notification of the administration's intent to inspect lockers under 18A:36-17.2. If as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker

will be subject to school discipline and a referral to the legal authorities. Students are reminded that these lockers are their personal responsibility and must be kept clean and orderly - never defaced in any way. Nonetheless, all lockers are the property of the Pennsauken School District and the student should have no expectation of privacy as to use or the contents within the locker

## **STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS**

The Pennsauken Board of Education believes that Pennsauken Schools should provide a safe and positive educational learning environment. The Board believes that students should conduct themselves appropriately in all areas of the school and in all classrooms. The primary goal of Pennsauken Schools is for all students to become lifelong learners in a school culture that promotes educational excellence through high academic standards.

<b>Code</b>	<b>Consequence</b>
AW	Administrative Warning
ADL	Administrative Detention - 2:00 pm - 4:15pm
AE	Alternative Education
OSS	Out of School Suspension
PS	Pass Restriction

Therefore, the following guidelines apply to all students whenever school jurisdiction is applicable.

### **TIER 1 OFFENSES**

**Consequences are cumulative for each Tier 1 offense regardless of the infraction.**

<b>Total # of Tier 1 Offenses</b>	<b>Consequence</b>
1st offense	AW- Call Home
2nd offense	ADL
3rd offense	AE
4th offense	1 OSS Parent Conference (Behavior Contract)

5th offense	3 OSS - Parent Conference
6th offense	5 OSS - Parent Conference with Building Principal
7th offense	10 OSS - Alternative School Placement

\*These are the minimum consequences. Administration has the right to increase the severity of the consequences based on individual circumstances.

**1. Cafeteria/Lunch Disruption** All students will adhere to all conduct outlined in the Cafeteria/Lunchtime Conduct Expectations. Cafeteria specific infractions (throwing food, cutting line, taking food out of the cafeteria, using the vending machine outside of lunchtime).

**2. Cheating (Assignment, Test, Quiz)/Plagiarism**

**3. Class Disruption** (including, but not limited to: excessive talking, lateness, inappropriate comments, violation of classroom conduct expectations)

**4. Cutting Class/Student in Unauthorized Area**

**5. Cutting Teacher Assigned Detention**

**6. Forgery** (including, but not limited to: administrator, parent or teacher signature. Alteration of medical, grade reporting or other school documents.)

**7. Gambling/Playing Cards**

**8. Inappropriate Behavior – Student Behavior Which is Not Appropriate for the School Setting** (including, but not limited to: selling or soliciting items, verbal altercations, instigation, cutting security lines)

**9. Insubordination(Defiance/Willful Disobedience)** (including, but not limited to: refusing to comply with school/classroom rules, ignoring directives, refusing to remove hood and/or outerwear, refusing to report to designated or assigned area)

**10. Late to Class**

**11. Obscene/Profane Language or Gestures (Verbal or Written)**

**12. Pass Abuse**

## **TIER 2 OFFENSES**

**Consequences are cumulative for each Tier 2 offense regardless of the infraction.**

<b>Total # of Offenses</b>	<b>Consequence</b>
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1	OSS-Up to 10 days-Parent Conference with contract
2	OSS-Up to 10 days-Parent Conference with building principal
3	10 OSS-Refer to Superintendent

\*These are the minimum consequences. Administration has the right to increase the severity of the consequence based on individual circumstances.

**1. Alcohol/Drug Offense (Including over the counter medication) – Possession or Use**

**2. Boycott of Class and/or Disruption of regular school day schedule**

**3. Computer Acceptable Use Policy Violation**

**4. Creating a False Alarm**

**5. Destruction of Property/Vandalism**

- In addition to discipline consequences, restitution to school subject to property damage

**6. Endangering the Welfare of Others, Hazardous Behavior, throwing Objects of Any Kind**

**7. Fighting and/ or Including Assault**

**8. Leaving School Property Without Permission**

**9. Obscene/Profane Language or Gestures Directed At Staff Members or Students(Verbal or Written)**

**10. Pornography – Viewing, Possession of and/or Distribution**

**11. Possession/Use of Tobacco, E Cigarettes or Vaping Products**

**12. Racial or Ethnic Slurs**

**13. Sexual Harassment**

**14. Taking and/or Distributing pictures(including air drop), video or any recording of an individual(s) without his/her permission**

**15. Theft**

**16. Threat on a Student or Staff Member (including on social media)**

**17. Trespassing on School District Property**

**18. Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code**

## **TIER 3 OFFENSES**

**All Tier 3 offenses will incur 10 days OSS with referral to Superintendent**

### **1. Assault on School Employee**

**2. Bias Incident** (Engaging in biased conduct that either directly or indirectly causes intimidation, harassment, or physical harm to another member of the school community or disrupts the educational process. Possible police involvement)

### **3. Gang Activity and/or Involvement**

### **4. Possession or Use of a Gun or Other Weapon or Use of Any Implement as a Weapon**

### **5. Sale or Distribution of Drugs/Alcohol (Including over the counter medication) or Possession with Intent to Distribute**

### **6. Sexual Assault**

### **7. Terroristic Threats Against Individuals or the School (Verbal or written, including social media)**

## **OTHER CODE OF CONDUCT VIOLATIONS**

### **1. Cutting Detention**

- First Offense: Original Detention reassigned plus a Detention is added.
- Subsequent Offenses: Will result in an out of school suspension.activity suspension.

### **2. Harassment/Bullying/Intimidation**

- First Offense: Warning with referral to HIB specialist for investigation. Consequences pending outcome of investigation.
- Second Offense: Warning with referral to HIB specialist. Up to 5 days suspension. Possible Administrative Review/Superintendent's Hearing/Expulsion Hearing/police intervention.
- Subsequent Offenses: Suspension pending Administrative Review/Superintendent's Hearing/Expulsion Hearing/police intervention.

### **3. Reckless Driving/Abuse of Parking Privileges**

- First Offense: Suspension of parking privileges and possible police involvement.
- Second Offense: Loss of parking privileges and police involvement.

#### **4. Suspected Alcohol/Drug Offense**

- First Offense: The student will undergo drug screening process specifically, evaluation by school nurse, interview with the Principal, and immediate examination by physician selected by parent or guardian or if not immediately available, by the School Doctor. This must be completed within 24 hours. If the School Doctor is not immediately available, the student shall be examined in the hospital emergency room, accompanied by a member of the staff designated by the Principal, and a parent or guardian, if available. A written report of that examination shall be furnished within 24 hours by the examining physician to the superintendent. If it is determined that the pupil was under the influence of alcohol or other illegal substance, the student shall not resume attendance until the student submits to the superintendent a written report certifying that he or she is physically and mentally able to return to school. Any discipline that is ordered in relation to the immediate examination shall be consistent with the policy on the use and/or possession of alcohol or other illegal substances and these guidelines.

### **Expulsion Procedures**

The Board of Education recognizes that expulsion from the school district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

## **Suspicionless Search Sweeps**

In collaboration with the Pennsauken Police, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable suspicion that illegal drugs may be present in a school.

Our purpose would be to maintain order and discipline within the school as well as to ensure a healthy learning environment for all students. This sweep would also be conducted with an emphasis on identifying students who abuse substances and may be in need of any school based interventions and counseling. Detection shall be used only to determine the presence of drugs in locker areas, student desks and other areas in the school where such substances could be concealed.