



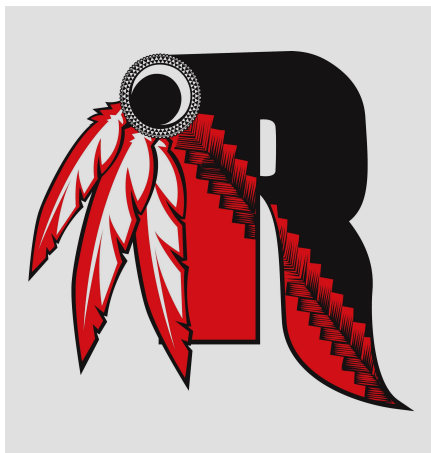
Rahway High School

Student Handbook

2025-2026

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Vision Statement

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

#RahwayRocks

#RahwayRenaissance

#RahwayAllDay

#R.I.S.E.

Mission Statement

With diversity, equity, and inclusion as our strength, 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 in order to become successful global citizens who are inspired to achieve their highest potential.

District Strategic Goals

District Strategic Goals 2025-2030

Expanded Educational Opportunities to Support Student Achievement

Goal Statement: Establish viable pathways to provide all students with personalized learning experiences, learning opportunities, and support to achieve academic and career goals.

Parent/Guardian and Community Stakeholder Involvement

Goal Statement: Increase and enhance parent/guardian and community stakeholder involvement by improving communication and collaboration so that the learning environment supports opportunities for student success.

Facility Upgrades to Support Academic Success

Goal Statement: To create equitable spaces that empower students to thrive academically, ensuring that every individual has the resources, support, and opportunities necessary to achieve their full potential.

Expanded Educational Opportunities to Support Student Achievement

During the 2025-2026 school year, the district will establish viable pathways to provide all students with personalized learning experiences, learning opportunities, and support to achieve academic and career goals.

1. Provide support to staff and students through the gradual release model, coaching cycles, colleague observations, the use of data to drive instruction, and instructional rounds to increase student achievement by 5-10% across the content areas.
2. Expand Pre-Advanced and Advanced Placement courses in grades 7-12.
3. Create and Launch a Dual Enrollment Program.
4. Monitor chronic absenteeism, remove barriers, and develop solutions to support students.
5. Develop a Student Ambassador Program.
6. Offer Choice-Based and Focused Professional Development to all staff.
7. Develop a Labor Management Collaborative Institute.

Safety and Wellness for Staff and Students

During the 2025-2026 SY, the district will focus on the safety and wellness of staff and students through the implementation of the following:

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

Community Relationships through Effective Communication

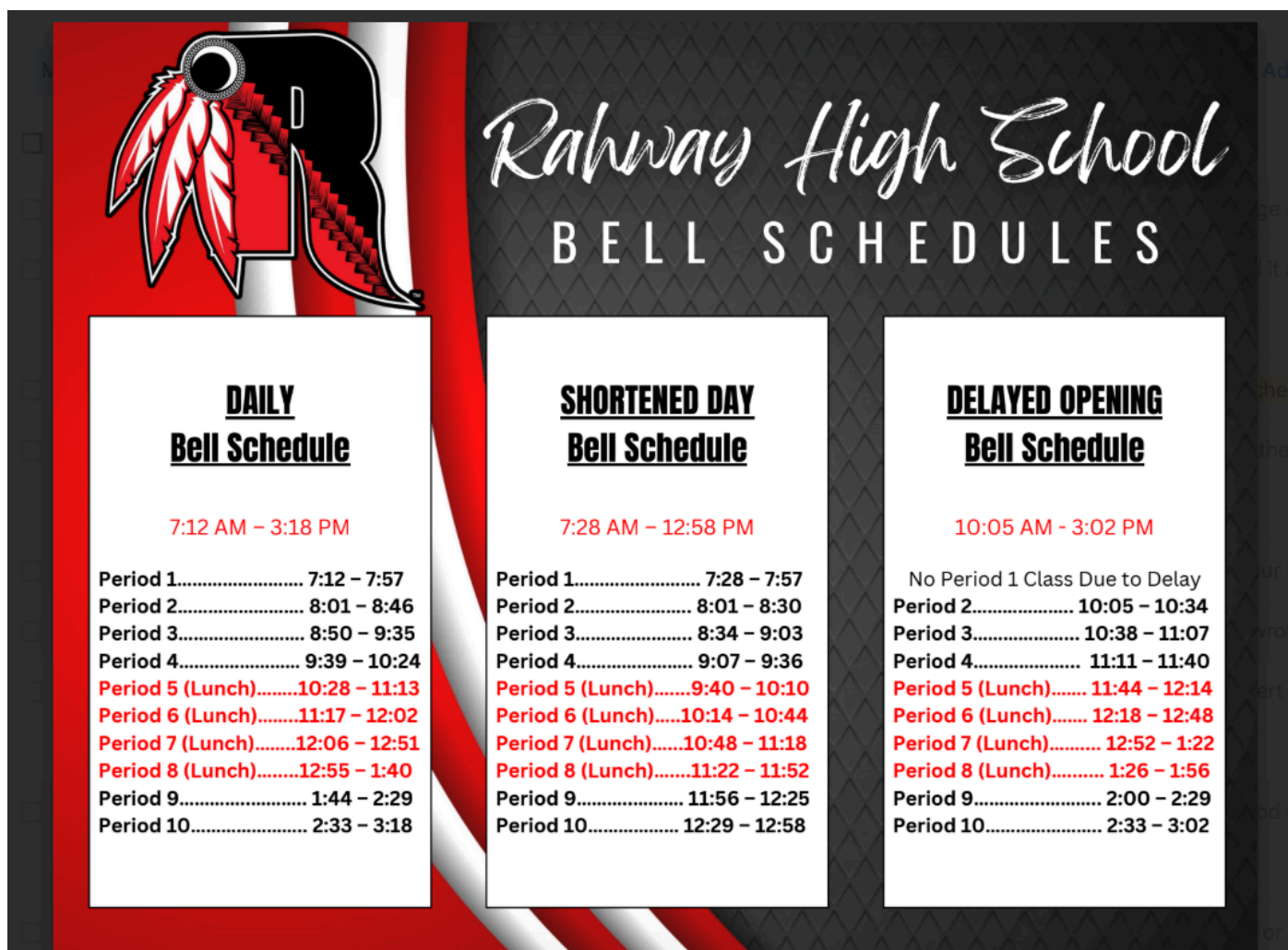
During the 2025-2026 SY, the district will build community partnerships and increase innovative communication through the following:

1. Student information system: Genesis.
2. District website and school logo branding.
3. Increase in communication via text messaging, social media, newsletters, and TapInto Rahway.
4. Verizon Innovative Learning Schools (VILS) Partnership.
5. Increase in parent forums, PTA/PTO, and community-led events

Rahway Public Schools District Calendar

2025-2026 School Calendar

DAILY BELL SCHEDULE



<u>DAILY</u> <u>Bell Schedule</u>	<u>SHORTENED DAY</u> <u>Bell Schedule</u>	<u>DELAYED OPENING</u> <u>Bell Schedule</u>
7:12 AM – 3:18 PM	7:28 AM – 12:58 PM	10:05 AM - 3:02 PM
Period 1..... 7:12 – 7:57	Period 1..... 7:28 – 7:57	No Period 1 Class Due to Delay
Period 2..... 8:01 – 8:46	Period 2..... 8:01 – 8:30	Period 2..... 10:05 – 10:34
Period 3..... 8:50 – 9:35	Period 3..... 8:34 – 9:03	Period 3..... 10:38 – 11:07
Period 4..... 9:39 – 10:24	Period 4..... 9:07 – 9:36	Period 4..... 11:11 – 11:40
Period 5 (Lunch).....10:28 – 11:13	Period 5 (Lunch).....9:40 – 10:10	Period 5 (Lunch)..... 11:44 – 12:14
Period 6 (Lunch).....11:17 – 12:02	Period 6 (Lunch).....10:14 – 10:44	Period 6 (Lunch)..... 12:18 – 12:48
Period 7 (Lunch).....12:06 – 12:51	Period 7 (Lunch).....10:48 – 11:18	Period 7 (Lunch)..... 12:52 – 1:22
Period 8 (Lunch).....12:55 – 1:40	Period 8 (Lunch).....11:22 – 11:52	Period 8 (Lunch)..... 1:26 – 1:56
Period 9..... 1:44 – 2:29	Period 9..... 11:56 – 12:25	Period 9..... 2:00 – 2:29
Period 10..... 2:33 – 3:18	Period 10..... 12:29 – 12:58	Period 10..... 2:33 – 3:02

SCHOOL CLOSING/DELAYED OPENINGS

During the school year, it may become necessary to close school or delay the opening of school due to inclement weather or other emergencies. Parents and staff members will receive announcements from the Global Connect automated telephone system with regard to emergency school closings resulting from stormy or inclement weather or any other emergency. Home telephone numbers are obtained from our student management system. It is important to keep your telephone number up to date with Rahway High School; otherwise, you will not receive a call. In the event of severe inclement weather, information about school closings or delayed openings can also be obtained as follows:

- High School – Dial 732-396-1090 and press “1”
- District Website - <http://www.rahway.net>
- School Messenger
- Social Media

DELAYED OPENING TRANSPORTATION SCHEDULE

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

CALENDAR FOR PROGRESS REPORTS, GRADES, AND TESTING 2025-2026

FIRST MARKING PERIOD: September 3rd 2025 - November 5th, 2025

Marking Period 1 closes: November 5th, 2025

Report Cards available: November 18th, 2025

SECOND MARKING PERIOD: November 10th, 2025 - January 27th, 2026

Marking Period 2 closes: January 27th, 2026

Report Cards available: February 10th, 2026

THIRD MARKING PERIOD: January 28th, 2026 - April 2nd, 2026

Marking Period 3 closes: April 2nd, 2026

Report Cards available: April 24th, 2026

FOURTH MARKING PERIOD: April 13th 2026 - June 18th, 2026

Marking Period 4 closes: June 12th, 2026

Report Cards available: June 25th, 2026

FINAL EXAMS: June 10, 11, 12, 15, 16

Note: June 10, 11, 12, 15 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. Teachers' comments are visible as soon as they are entered into the portal. It is important that parents inform the RHS 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.**

ATTENDANCE, ABSENCES, AND EXCUSES

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 5 consecutive days or more without an investigation of the reason. RHS will make attempts to contact the parent/guardian to learn the reason for each absence of every student. Any 5-day consecutive absence will result in a residency/truancy officer sent to the address on file for a wellness check. Any 5-day consecutive absence occurrences require a parent-student conference with an administrator.

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(s).

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. Any 5-day consecutive absence occurrence will result in a residency/truancy officer sent to the address on file for a wellness check. Any occurrence of a 5-day consecutive absence requires a parent-student conference with an administrator.

PROCEDURES FOR REPORTING A STUDENT'S ABSENCE (GRADES 9-12)

Student make-up work must be initiated by the student or 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.

Students absent for 18 or more unexcused absences will not earn credit for the class or classes from which they are absent and will be retained for that grade level.

If a student misses more than half of any class, they will be marked absent for that class. If it is determined they are in the building or left the building, they will be issued an accountability measure.

MAXIMUM ABSENCE ALLOTMENT PER COURSE

A. Students will be allowed a maximum of eighteen (18) days for a full-year course, thirteen (13) for a three-quarter year course, nine (9) for a half-year course, and five (5) for a

quarter-year course. (this was already highlighted in yellow)

B. Absences from class due to participation in a school-sponsored, approved or mandated activity (such as field trips, athletic, or academic competitions) will not be included in the maximum total of absences and coded and noted in Genesis.

C. Out-of-school suspensions will not count toward the maximum total of absences.

WITHHOLDING OF CREDIT

To successfully complete a full-year course, students are expected to be present for more than 90% of the school year, or at least 162 days. Students who attend fewer than 162 days at the secondary level will have credit withheld. The required number of days will be prorated as needed (see above). All absences, except for religious excuses, will count toward the total number of absences.

TARDINESS TO SCHOOL OR CLASS AND CUTTING

- Students who are late to school will be scanned in with their school-issued ID Card and given a printed pass to show their teacher for entry to class. Students who do not follow the sign-in procedure will receive consequences. More than 18 absences for the school year will result in loss of credit for the school year in all classes, unless an attendance appeal is timely filed and granted by the high school administration.
- Failing to report or arriving late to a class, unexcused, will result in an After School Buy Back that day from 2:40pm-3:10pm, if the student doesn't attend, they will be issued a 4-hour Saturday Buy Back from 9:00 am-1:00pm at RHS. All students in Buy Back must sign in and out. The daily sign in sheet will be scanned to the RHS Team.
- If a student is assigned Buy Back, the student and parent/guardian will be emailed by period 4 of that day. All tardies will be logged in Genesis notes.
- If a student cannot attend on the day assigned, they must email an administrator to adjust the date.
- Students are expected to be in class on time
- Students are to be admitted to class when they are late with the printed pass only.
- If a student misses more than half of any class, they will be marked absent for that class. If it is determined they are in the building or left the building they will be issued an accountability measure.
- Students will be ineligible for course credit after five (5) cuts for a full-year course, four (4) for a three-quarter year course, three (3) for a half-year course, and two (2) for a quarter-year course.

TARDINESS AND ATTENDANCE INTERVENTION POLICY

- After any (1) unexcused late arrival, an **Administrative Buy Back** will be assigned. A **mandatory conference** with the student, parent/guardian, administration, and guidance counselor will be scheduled to create an **Attendance Intervention Plan** and formally document attendance concerns.
- After any (1) unexcused late arrival, the student will be assigned a **Saturday Buy Back**.

- Students who continue to be tardy beyond 5 unexcused days will be required to attend the **Saturday Attendance Recovery Program**. This program is designed to recover lost instructional time and allow students to work on missed coursework.

STUDENT ATTENDANCE AND REPORTING POLICY

Student absences from school must be reported to a member of the RHS Team — this includes a teacher, school counselor, secretary, or administrator — by the student and/or their parent(s)/guardian(s). Absence and tardiness will also be noted quarterly on the student's report card.

All absences and/or tardies are recorded in the student's permanent record. Parents/guardians will receive timely and periodic notifications of their child's attendance record from the Attendance Office.

Students who are in jeopardy of receiving no credit due to excessive absences will be referred to their guidance counselor for intervention. If a student loses credit in a course due to excessive absenteeism, their parent(s)/guardian(s) will receive a final notification by mail from the Attendance Office.

Students who exceed the maximum of 18 absences per course and believe there are extenuating circumstances may petition the Attendance Appeal Committee for a review of supporting documentation.

Excessive absences and/or tardiness in individual classes will be noted by the subject teacher on a warning letter, progress report, and report card, using the appropriate comment code. Teachers are responsible for notifying the student's counselor when attendance becomes a concern. The counselor will then notify the student and parent/guardian, and a conference will be scheduled. If necessary, the administration may also participate in the conference.

TRUANCY POLICY

Truancy occurs when a student is absent from school without valid cause and without proper notification to the Attendance Office. All truant days will be recorded as unexcused absences. It is the parent/guardian's responsibility to report their child's absence to the school. If a student is absent for five (5) consecutive days without contact, a Truancy/Residency Officer will conduct a wellness check at the home address on file. Students who are under the age of 16 and determined to be truant may be referred to the district's Legal Department for possible court action.

ATTENDING OTHER CLASSES -SAFETY CONCERN

- Students will not be excused to attend any class in the building to which they are not assigned.
- Permission to attend another class (e.g., make-up work, independent study under the direction of a teacher) may only be granted by the principal or vice principal.
- Any class not attended without proper authorization will be considered a class cut and will be recorded accordingly.

INELIGIBILITY TO PARTICIPATE IN ACTIVITIES IF ABSENT

- A student who is **absent from school** may not participate in or attend as a spectator at any practice, rehearsal, contest, trip, game, or performance on that day, unless prior permission is granted by the Principal.
- A student who is **suspended out of school (OSS)** is not permitted to participate in or attend any

school activity, nor are they permitted on school grounds, until the suspension period has ended.

- To be considered **present** and eligible to participate in after-school activities, students must be in school for a minimum of **four hours** during the school day.

APPEAL PROCESS DUE TO LOSS OF CREDIT FOR ATTENDANCE

The Board of Education and the Administration recognize that unforeseen circumstances may create hardships related to the attendance policy. Parents/guardians may appeal a decision affecting their child by submitting an appeal to the **Attendance Task Force**.

This committee, established by the principal at the beginning of each school year, is composed of administrators, school counselors, the school nurse, and teachers. A member of the Child Study Team will also participate when the student is eligible for special education services. The committee will begin meeting at the end of April to review appeals.

GUIDELINES FOR SUBMITTING AN APPEAL

- a. Any student wishing to submit an appeal must complete the official **Appeal Packet**, available at the end of April. Packets must be fully completed and submitted by the stated deadline. Incomplete packets will be returned for resubmission.
 - b. Submitting an appeal does **not** guarantee approval.
 - c. Appeals must include **legal or medical documentation** not previously submitted to the school.
 - d. All notes and documentation will be reviewed by school administration, and the doctor's office or issuing authority will be contacted to verify authenticity.
 - e. Any student who submits fraudulent documentation will be held accountable in accordance with school policy regarding forgery.
 - f. Notification of the outcome will be sent to the student's school email address and the parent/guardian email address on file. In addition, a mandatory in-person meeting will be scheduled with the student's school counselor and administration to review the outcome of the appeal.
- If the appeal is **approved**, credit will be restored.
 - If the appeal is **denied**, an intervention and credit recovery plan will be developed, reviewed with all parties, and maintained on file in the RHS main office.

REQUIRED DOCUMENTATION FOR APPEALS

Documentation must be presented at the time of the appeal to be considered. Acceptable documentation includes:

- i. Medical excuse (accompanied by a doctor's note)
- ii. Death in the family
- iii. Court or other judicial proceedings
- iv. Religious observance (as permitted by N.J.S.A. 18A:36-16; only approved religious holidays identified by the NJDOE will be considered)
- v. Special circumstances reviewed on a case-by-case basis

Important: Students who lose credit due to **class cutting** are not eligible to appeal the loss of credit.

HALL PASS POLICY

- Hall passes must be issued for any student leaving class during the school day, except when changing classes.
- Students must not abuse this privilege.
- All students are required to carry a hall pass anytime they are traveling in the hallway during the school day, even lunch time, with the exception when all students are passing through the halls for a change of classes.
- At the discretion of the administration, students may be restricted from receiving hall passes if circumstances warrant.
- Students identified as excessively traveling the hallways on a daily basis, and who have received warnings from administration, security, or teachers will be required to attend an in-person conference with both the student and their parent/guardian.
- *Unless there's an emergency, hall passes will not be issued during the first 10 minutes of class and the last 10 minutes of class to assist with clearing the hallways.*

CAFETERIA / LUNCH PERIODS

Lunch is served daily to RHS students in the cafeteria. The cafeteria is the **only location** where food and beverages may be consumed during the school day. The only approved exception is for music programs/practice sessions in the music room.

- **Arrival & Conduct**
Students are expected to arrive promptly for lunch and follow all school code of conduct rules. Courtesy and good manners must be observed at all times.
- **Cleanliness**
Students must clean their tables completely. Trash and recycling should be placed in the appropriate receptacles. Failure to do so may result in special table assignments or disciplinary action.
- **Leaving the Cafeteria**
Students may not leave the cafeteria during their assigned lunch period unless they are going to the restroom, nurse, or a pre-approved meeting with a valid pass. Students must **sign out** when leaving.
 - Students who leave lunch without permission and are not in the cafeteria during their assigned period will be held accountable under the student code of conduct.
 - Students are not permitted to leave the building for lunch.
 - Outside food deliveries or drop-offs are not allowed.
- **Cafeteria Point of Sale (POS) System**
Rahway High School uses a Point of Sale (POS) system to manage cafeteria purchases. This system provides:
 - Faster service so students have more time to eat.
 - Prepaid debit accounts that parents can fund weekly, monthly, or annually.

- Student access through confidential Personal Identification Numbers (PINs).
- [Pre-Payments](#)
- Parents will receive **Low Balance Letters** when funds run low. Any unused funds will carry over to the following school year. Student account verification reports are available through the Food Service Office.
 - Unpaid lunches will result in **fine cards**, and all fees must be cleared by the end of the school year.
- **Free/Reduced Price Meal Applications**
Families must complete a new application each September to qualify or continue to receive Free/Reduced Price School Meal benefits.
 - Lunch applications are on Genesis.
- Please note: Applications cannot be submitted after the school year ends. Any balance accrued will remain the responsibility of the student.

ASSEMBLIES/GUEST SPEAKER PROCEDURES AND ETIQUETTE

Guest speakers are experts in the material they are presenting to students. They deserve their respect and attention for taking time out of their schedule to share their experiences with you.

1. Students should remove their hats and hoods upon entering the auditorium.
2. Students should fill the available space in the auditorium. Move to the front first and fill rows across before sitting in an empty row.
3. Students should refrain from talking while the speaker is presenting.
4. Students should not use their phones during the presentation.
5. Students should be present during the presentation and mentally prepare for the opportunity to ask questions at the conclusion of the presentation.

Student behavior during presentations is reflective of your school and your community. Taking pride in their school and city will leave the speaker with a positive impression of our community and may lead to greater opportunities for students in the future.

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.

Discipline and Interventions:

- **Fair and Consistent Discipline:** Our discipline policies are designed to be fair, consistent, and focused on identifying the root causes of negative behavior and correcting it. 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.

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.

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 with an ID that matches our Genesis records. Students who are not in Genesis will not be permitted to pick up students.

- All contact information must be updated by the parent/guardian in the Genesis portal .
- **Prohibited Conduct:** Individuals who threaten the safety or well-being of students or staff will be barred from school property.

FAMILY/GUARDIAN 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 your Rahway High School student.
- **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.

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, security guards, and all other adults and guests on and off campus.
- **Express Yourself:** Express ideas and opinions respectfully.
- **Follow the rules:** Adhere to all school rules and regulations.

- **Appropriate Appearance:** Follow the Dress and Grooming Policy/Dress Code Regulation 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.
- **Cell Phones/Personal Devices:** Cell phones/personal devices should be powered off and away in bookbags during the school day. The use of cell phones during lunchtime is permitted, but taking pictures/recording others is **not** permitted.

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

DEFINITIONS AND POLICIES

To read the entire school district policy, visit www.rahway.net and access policies under Board Education Policies.

Purpose of the Rahway Board of Education Code of Conduct Language /Definitions

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.

REPORTING CONCERNS

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 by 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 designer 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 cyber-bullying 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 and pretending to be them while posting harassing messages
- 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:

1. Present a health or safety hazard to the individual student or to others;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property; or
4. 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

Students may not use personal electronic communication devices anywhere on school grounds during the school day. This includes before and after-school programs, co-curricular activities, in physical education classes, study halls, hallways, and all instructional spaces. Electronic devices can be used during lunch in the cafeteria, when device use is permitted.

ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE - BOE Policy 234

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

Academic Integrity

Students shall be instructed on responsible use standards, including but not limited to the following:

1. Effective use of generative AI;
2. When it is appropriate to use AI in assignments;
3. How to determine whether AI responses are accurate;

4. Users assume responsibility for incorporating AI content responsibly; and
5. The difference between cheating and seeking support.

Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs.

Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies.

FIGHTING /Physical contact hitting, kicking, or punching)

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. To avoid accidents and violations, physical contact is not permitted.

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 a 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 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 or 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 a 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 and 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 or 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 or 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 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 in a footnote. Acknowledgement 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 the 5th 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 on 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.

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.

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