Handbook for Students and Parents

PATERSON PUBLIC SCHOOLS

Grades 3 - 12
2025-2026

District Copy

Model Handbook for Students and Parents
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INTRODUCTION

The mission of the Paterson Public School District is to honor our proud traditions while embracing our diverse community and partnerships. We aim to provide an academically rigorous, safe, and nurturing educational environment that meets our students' social, emotional, and academic needs, preparing them for post-secondary education and careers.

The District recognizes that students have a fundamental right to a thorough and efficient public education and a responsibility to cooperate with teachers and administrators to create a conducive learning environment. School attendance and good behavior are essential for maintaining an orderly and effective learning atmosphere, so it is up to the entire school community to respect one another. Students, families, and schools must work together to achieve this goal.

The District acknowledges its legal and moral obligation to provide an environment that supports a sound educational program and promotes optimal learning conditions. Any violations of school rules or District policies by students will be addressed in accordance with the Code of Conduct. This Code provides guidelines for responding to misconduct, taking into account the severity of offenses, the developmental ages of the student offenders, and their history of inappropriate behavior. The Code of Conduct and additional safety policies can be accessed in the following manner:

- Each heading provides a reference to specific board of education policies and regulations. When you click the following link, you will be directed to the Paterson Public School District
    - https://www.paterson.k12.nj.us/district/about-our-board-of-education/policies-and-regulations

- **School Safety Policies and Regulations:**

    - Policy Student Discipline/Code of Conduct

      5600_Policy_StudentDiscipline-CodeofCond

    - R5600 Student Discipline/Code of Conduct

      5600_Regulation_StudentDiscipline_CodeofC

Please take the time to review this handbook and the attached hyperlinks. The information provided is crucial to ensure the success of our stakeholders. We appreciate your understanding and support in making our schools safe and effective places for learning.

Educational Mission and Philosophy

Policy & Regulation 2110 (Philosophy of Education / District Mission Statement), 2132 (School District Goals and Objectives)

District Mission and Vision

Recognizing our proud traditions and diverse community and partnerships, the mission of the Paterson Public School District is to provide an academically rigorous, safe, and nurturing educational environment; by meeting the social, emotional, and academic needs of our students as we prepare them for post-secondary education and career.

Vision:
The District will be a leader of the 21st Century innovation, where students develop habits of lifelong learning and excel academically to become future-ready leaders

School Mission

Principal's Message

Rights and Responsibilities of Students and Parents

Policy & Regulation 2330 (Homework), 2624 (Grading System), 5200 (Attendance), 5230 (Late Arrival and Early Dismissal), 5240 (Tardiness), 5250 (Excusal from Class or Programs), 5410 (Promotion and Retention), 5411 (Promotion from Eighth Grade), 5420 (Reporting Pupil Progress), 5701 (Plagiarism), and 5710 (Pupil Grievance), 8330 (Pupil Records), 8335 (Family Educational Rights and Privacy Act), 9230 (Parental Responsibilities)

All members of the school community have the right to be treated respectfully by one another and to be in an orderly environment that is safe and encourages student engagement in learning, family and community engagement in school, and supports a professional work environment.

A Community of Learners
Schools will purposefully foster the development of relationships among students, faculty, administration and others school staff around the common goal of becoming a Community of Learners.

All members of the school community have certain rights and responsibilities. Among these rights are the right to be free of discrimination and harassment and to be treated with respect and dignity.

Rights of Students
Every student has the right to:

- Receive appropriate public education;
- Attend school in safe and secure school environment;
- Attend school regardless of students' marriage, pregnancy or parenthood status;
- Privacy protections pursuant to Federal and State laws;
- Inspect their own school records and participate in developing their own academic program;
- Freedom of speech unless such expression impinges on the rights of others;
- Freedom from unreasonable searches and seizures;
- Advance notice of behavioral expectations and
- Due process and appeal procedures, including the right to be informed of, respond to, and appeal any disciplinary action taken.

Responsibilities of Students
Every student has the responsibility to:

- Come to school on time prepared and ready to learn each day;
- Respect self, others and their property;
- Plan for the future; and
- Ask for help when needed.

Rights of Families
Every parent/guardian has the right to:

- Participate in planning their child's academic program and inspect their child's school records;
- Visit their child's school according to school-based protocol; and
- Parent/guardian notification consistent with District policies, regulations, and due process procedures.

Responsibilities of Families
Every parent/guardian has the responsibility to:

- Ensure their child arrives at school on time prepared to learn each day;
- Be respectful of school employees and follow staff directives;

- Help their child plan for each day, week and year in school and be an active participant in educating their child;
- Ask for help when unable to meet the needs of their child;
- Reinforce the District's behavioral expectations for students; and
- Provide the District with accurate and up-to-date address, telephone number and emergency contact information.

Rights of Teachers

Every teacher has the right to:

- Be treated as a professional;
- Access equipment, tools, and/or support necessary to perform their job duties;
- Collaborate with parents/guardians, administrators and support staff regarding the needs of individual students; and
- Receive information from administrators regarding student discipline outcomes.

Responsibilities of Teachers

Every teacher has the responsibility to:

- Come to school on time prepared and ready to provide high quality instruction each day;
- Behave professionally and treat all members of the school community with respect;
- Model and teach behavioral expectations to students;
- Create a positive learning environment;
- Evaluate the progress of students;
- Communicate with parents/guardians, staff and administrators regarding student learning and support needs;
- Seek to involve parents in educating their children; and
- Enforce the Code of Student Conduct.

Rights of Administrators and Support Staff

Every administrator and staff member has the right to:

- Be treated as a professional, and
- Access equipment, tools, and/or support necessary to perform their job duties.

Responsibilities of Administrators and Support Staff

Every administrator and school staff member has the responsibility to:

- Come to school on time prepared and ready to work each day;
- Behave professionally and treat all members of the school community with respect;
- Model and teach behavioral expectations to students;
- Create a positive learning environment;
- Support effective and efficient school operations;
- Act as a school ambassador for students, families, faculty, and community partners; and
- Enforce the Code of Student Conduct.

Rights of Community Partners

Every community partner has the right to:

- Be treated as a member of the school community.

Responsibilities of Community Partners

Every community partner has the responsibility to:

- Register with the Office of Parent and Community Engagement before working directly with students in schools;
- Model and teach behavioral expectations to students;
- Create a positive learning environment; and
- Communicate all concerns to school personnel and/or District staff.

Google for Education

Each teacher will have a Google Classroom, which will be shared with their students during the first week of school. Students will continue to utilize Google Classroom daily for submitting assignments and for classroom updates. This will allow for students and teachers to collaborate and communicate, even when students are absent

Chromebooks – Technology

Students will be expected to bring their charged devices daily to school as it will be part of their daily instructional practices and they will take them home at the end of each day to complete homework and research. Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated repair location. Do not attempt to fix the device on your own or with any outside agencies.

Device Security and Web protection

All district issued Chromebook are managed by the Paterson Public Schools Technology department. Management includes but not limited to:

- Forcing user log into the device with only a @patersonschools.org account.
- GoGuardian – This application allows the Technology Department to track devices when misplaced, filter explicit material, monitor the users web activity and send alerts to administrators.
- Gaggle – This application monitors student emails and Google Drive documents for inappropriate use or self-harm and sends alerts to administrators.

- Anti-Big Brother Act(N.J.S.A.18A:36-39)
  - Please be advised that all information transmitted from or received by District-owned devices while both on and off the District network may be subject to capture, inspection and/or storage by District monitoring software and appliances for routing, bandwidth/application control, security/firewall and usage-reporting purposes.
  - Internet browsing history may be subject to review to ensure compliance with the District's Acceptable-Use policies.
  - The District may also periodically access the device when on and off the District network using a Mobile Device Management solution to perform routine maintenance, "push", or remotely install, District-approved software, manage settings, and/or remove software that violates District Acceptable-Use policies.
  - In cases where a device is reported stolen or lost, the District may record or attempt to collect information regarding the Device's location or usage activity through the use of network tracking software and utilities, which may include images taken using the devices built-in camera. Tracking may also be activated if the District receives credible information that a student has taken the device outside of the state and/or country without prior approval, which is in violation of the terms of this policy.
  - Data collected may be retained for a period of up to seven years for archival purposes.
  - Information collected will NOT be used in any manner that would violate the privacy rights of the student or any individual residing with the student.

- ***Internet for all District Student Chromebooks provided by Altice/Optimum-WiFi***
  This partnership/service will allow all enabled devices to connect to the Altice SSID provided there a strong enough signal. The browsing and filtering of the internet service will be provided as stated in the previous section.

More information about Chromebooks can be found on the Technology Department Mobile Device Handbook webpage on the district website.

Academic Requirements:

(Academic Services / Academic Services And Special Programs (paterson.k12.nj.us)

Measuring, recording, and reporting academic achievement is vital to the learning process. Teachers may assign schoolwork that will be graded in order to assist each student in understanding his or her academic strengths, achievements, and progress.

A final grade will be given in every course at the end of each school year or marking period. The grade will be based on evidence of the student's effort and achievement in learning and proficiency on various types of assignments, including

- Homework and classwork
- Class participation
- Tests, quizzes, and exams
- Research projects
- Book reports, essays, and term papers
- Oral reports and presentations

2025-2026 School Year

Marking Period Grade	Numerical Value	Weighted Value	Honors/Dual Enrollment Weighted Value	Advanced Placement Weighted Value
A+	96-100	4.33	4.67	5.00
A	92-95	4.00	4.33	4.67
A-	90-91	3.67	4.00	4.33
B+	86-89	3.33	3.67	4.00
B	82-85	3.00	3.33	3.67
B-	80-81	2.67	3.00	3.33
C+	76-79	2.33	2.67	3.00
C	72-75	2.00	2.33	2.67

C-	70-71	1.67	2.00	2.33
D+	67-69	1.33	1.67	2.00
D	63-66	1.00	1.33	1.67
F	0-62	0.00	0.00	0.00
I	Incomplete	n/a	n/a	n/a
NG	No Grade	n/a	n/a	n/a
W	Withdrawal	n/a	n/a	n/a

High School Graduation Requirements:

PPS Graduation Eligibility:

New Jersey State Minimum Graduation Requirements by Content Area 120 credits (N.J.A.C. 6A:8-5.1)

Paterson Public Schools- Students must earn 125 credits for a High School Diploma

Content Area	Credits and additional requirements
English Language Arts	**20 credits**
Mathematics	**15 credits including:** • Algebra I or the content equivalent2 • Geometry or the content equivalent2 • Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers
Science	**15 credits with at least 5 credits in each:** • Laboratory biology/life science or the content equivalent • Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics) • Laboratory/inquiry-based science course
Social Studies	**15 credits including:** • 5 credits in world history • Integration of civics, economics, geography and global content in all course offerings • N.J.S.A. 18A:35-1 and 18A:35-2
Financial, Economic Business, and Entrepreneurial Business Literacy	**2.5 credits**
Health, Safety, and Physical Education	**15 credits over four years, including:** • 3 ¾ credits in health, safety, and physical education during each year of enrollment,

	distributed as 150 minutes per week each year • N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8
Visual and Performing Arts	**5 credits**
World Languages	**5 credits**
Technology	**Integrated throughout all courses**
21st Century Life and Careers	**5 credits**

High School Credits

By the end of June, students should complete		
Freshman	**9th Grade**	**35 credits**
Sophomore	**10th Grade**	**70 credits**
Junior	**11th Grade**	**Up to 105 credits**
Senior	**12th Grade**	**Up to 125 credits**

Guidance Counselor

The guidance counselor at the school will be available to advise students and parents regarding courses, course-level selection, required course distribution, credit requirements, and issues of promotion and graduation.

Academic Integrity

Grades will be based on each student's academic performance and may only be lowered as a direct penalty for plagiarism or other forms of academic dishonesty.

Homework

Homework is an opportunity to extend student learning beyond the school day and may be assigned to promote the development of study skills, effective time management, independence, responsibility, and academic confidence. Teachers may not assign homework as a form of disciplinary action.

Failure to complete homework on time may negatively affect a student's grades. If there is a good reason why homework cannot be completed on time, the student or their parent should contact the teacher in advance. Students are expected to complete missed homework assignments in the event of absence for any reason.

Report Cards & Progress Reports

Report cards will be distributed four (4) times per year, at the end of each marking period. Additionally, progress reports will be distributed approximately every forty-five (45) days, in the middle of each marking period. Students and parents will be able to access both documents using their Infinite Campus portal account.

Retention/Promotion

The Paterson Public School District is taking many steps to significantly improve student achievement. One of these steps includes putting an end to "social promotion" (promoting students from one grade level to the next when the child has not demonstrated sufficient educational growth during the school year).

It is important for all parents to understand that if their child's educational performance does not meet the District's promotion policy, the student will be retained. The student will be required to attend a mandatory summer school program and show adequate growth, based on District guidelines, before being promoted to the next grade level.

This means that the District will not promote students to the next grade level until they clearly demonstrate proficiency in language arts and mathematics or growth in these subject areas as measured by District-wide multiple measures.

Student Attendance

Students are expected to attend school every day and to arrive on time. Regular attendance is essential for a student to make the most of his or her education. Every effort should be made to avoid unnecessary absences and instances of lateness. Students who are chronically late to school or class, or skip instructional or non-instructional periods, or are absent from school or class without prior excuse will be subject to consequences.

Students who are absent from school will be excluded from that day's athletic and/or after-school activities. Additionally, unexcused absences from school or class may result in disciplinary action. All disciplinary actions shall be subject to the availability of school resources and supervisory personnel.

Each time a student is absent from school or class without prior excuse, the student's parent will receive an automated telephone call. The parent may be asked to explain the reason for the student's absence.

Students who are chronically absent or late will be referred to the school Intervention and Referral Team to determine appropriate interventions and to the school attendance officer to determine if a truancy investigation in warranted. Students who reach twenty (20) or more unexcused absences in any one class may not receive course

credit for that class. Twenty (20) or more unexcused absences from school may result in a loss of credit for the school year and grade retention.

After the twentieth unexcused absence from school, the school will hold a hearing to determine whether credit recovery should be made available through an alternative education program.

Seat Time may be provided for students to make up time due to unexcused absences for high school class courses.

Tardiness: Policy 5240 (Excerpt)

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. Five instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion and Policy No. 5460 on high school graduation.

Failure to serve an assigned detention before/after school or at lunch will result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.

Late Arrivals

Students who arrive late to school **will not** be turned away and will be permitted to enter the school building regardless of their time of arrival. Students who are late to school will receive credit for classes attended but will not receive credit for any classes missed that day. Any student who arrives late must report directly to the school's designated sign-in location to be processed for purposes of attendance and to avoid being marked absent for the day.

Excused Absences

Parents/guardians who expect their child will be absent from school are asked to call the school's Main Office to notify the school secretary. Absences from school or class due to religious observance, illness, family emergency, or participation in a school-approved activity will be excused only if verified by appropriate documentation. Documentation must be presented in the Main Office within two days after a student returns to school.

Students who are absent due to religious observance must provide written notice signed by their parent prior to the day of absence. For absences due to family emergencies, students must provide written notice signed by the parent. For absences lasting five (5) or more days due to illness, the student must provide a doctor's note.

Cutting Class

Students must attend scheduled classes regularly in order to keep up with coursework, achieve course objectives, learn skills, acquire knowledge, and earn the course credits required for grade promotion and graduation from high school. Absences from class can seriously disrupt the learning process. **Cutting class means being absent from a scheduled class without permission.** This includes instructional periods as well as lunch and activities such as assemblies.

Student Arrival and Dismissal

Students may be picked up from school only by their parent or by another non-student adult who has been authorized in writing by the student's parent or designated on the school's emergency contact form. Prior authorization must be submitted to the Main Office and signed by the student's parent. Authorized adults must present photo identification at the Main Office.

Arrival:

- Students may enter the school building only after the first school bell rings. Therefore, parents should be sure NOT to drop their children off at school before **the first bell** as no certificated staff will be available to supervise students before that time. During inclement weather, such as rain, snow, or falling temperatures, students will be escorted to designated areas as defined by the building principal.

- The school may notify local law enforcement and/or DCP&P if we believe that a child's early arrival at school endangers their health and well-being.

Dismissal:

- Students should leave school promptly when dismissed, or else face consequences such as written warnings, referrals to local law enforcement and/or DCP&P, and home address verification.
- Students in grades 3 through 12 will be released only to their parent/guardian at dismissal time, unless the parent/guardian has submitted either (a) an Unaccompanied Dismissal Permission Form, or (b) a Pick-Up Permission Form.
- Parents must submit the Unaccompanied Dismissal Permission Form if they wish to allow their child to walk home alone after school, without an escort. Only students in grades 3 through 12 may walk home alone.
- Parents must submit the Pick-Up Permission Form if they wish to allow someone other than a parent to escort their child from school. Only individuals named as "emergency contacts" on this form may escort the student. Students will not be released to any individual who is not listed on this form, or who is unable to provide photo ID.

Grievances

Student grievances are complaints that arise out of the acts or policies of the District or its employees. It is the right of every student to seek a redress of grievances without fear of retaliation or reprisal.

A student or their parent must first attempt to resolve a grievance directly and informally by making the grievance known to a guidance counselor or to the staff member who is the subject of the grievance. If the grievance cannot be resolved informally, the student must prepare a written statement describing the nature of the specific grievance, the facts that gave rise to it, the resolution sought by the student, and the reasons why such a resolution is appropriate. The student must then submit his or her written grievance to the school principal for an opportunity to be heard.

If an appropriate resolution is not reached, the student may then submit the written grievance to the Superintendent for hearing, and then to the Board. The student will have an opportunity to appeal any decision by the Board to the State Commissioner of Education.

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' educational records and affords certain rights to parents and eligible students to access and dispute the contents of

these records. These rights belong to parents only concerning their children's educational records, and they transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's educational records. Schools do not have to provide copies of records unless extenuating circumstances make it too difficult to review the records at the location designated by the school. Schools may charge a fee for copies.
Parents and eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to include a statement in the record describing his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform parents and eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them.

Infinite Campus

Infinite Campus is a web-based student information system, which is designed to improve access to student data and communication between faculty, parents and students. Commencing in the 2018-2019 school year, we will be launching the district wide Campus Student Portal and Campus Parent Portal that provides access to Infinite Campus student information. Parents and students can use the portal to check grades, attendance, view their schedule, and other tasks. It is important that contact information is current throughout the year in order to ensure access to our system. Please contact your child(ren) school secretary to ensure that your contact information is current.

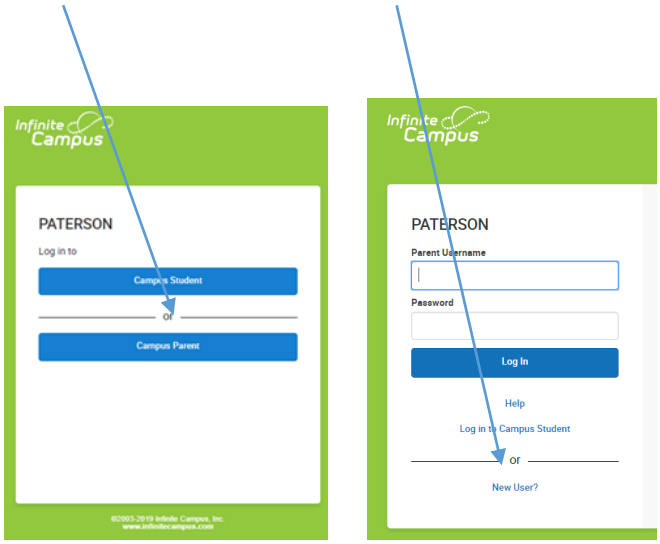
Parent step by step directions to access Parent Portal

In order to gain access to Campus Parent, parents or guardians must complete the following steps.

To get started:

- Go to the Paterson Public Schools Homepage: www.paterson.k12.nj.us
- Select the "Parents & Students" tab
- Click the" Campus Portal" icon or click the following link: https://patersonnj.infinitecampus.org/campus/portal/paterson.jsp

- Click on “Campus Parent” and then click “New User” if you have been assigned a Campus Parent Activation Key



- Enter your Activation Key: **xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx**
- Click Submit
- You will receive a welcome message; follow these steps:
  1. Enter a Username
  2. Enter a Password
  3. Verify your Password
  4. Click Create Account

Use of Technology, Social Media, and Electronic Devices

Policy & Regulation 2361 (Acceptable Use of Technology and Social Media), 5516 (Use of Electronic Communication and Recording Devices), 5770 (Pupil Right of Privacy), 7441 (Electronic Surveillance in School Buildings and on School Grounds)

The District is committed to supporting and facilitating the responsible use of technology and social media for educational purposes but reserves the right to limit in-school use to educationally appropriate materials. Our district 1:1 initiative will afford all high school students an opportunity to receive a device to aide them in their academic programs.

Students are required at all times to comply with District policies and regulations regarding the acceptable use of technology, social media and the Internet. Guidelines for acceptable use are included in the **"Student/Parent Agreement" attached at the end of this Handbook**. All students must carefully review, sign and return (with their parent's signature) a copy of the agreement in order to use technology and the Internet at school.

For safety purposes, students are permitted to have personal cellular phones in school, but these devices must remain turned off during instructional class time, including all testing, unless they are being used for approved instructional purposes. Other kinds of privately owned technology are prohibited in school, except as permitted by the school principal. The District does not provide access to its computer network(s) for such devices, and assumes no responsibility for students' privately owned technology. In the unlikely event that a student is responsible for the loss or theft of District-issued technology, the District may impose disciplinary sanctions or enforce financial obligations against the student.

Students must exercise reasonable care and good judgment when using technology or engaging in electronic communications. Websites visited or electronic files stored on District devices and networks can be reviewed by administrators. Additionally, students should be aware that all school buildings and school grounds may be monitored with electronic surveillance systems that the District has installed to enhance the safety and security of the school community. Therefore, while the expectation of privacy in school and on school grounds should be limited, none should exist when using the District's technology.

Video or audio recordings of students or staff members that are made without permission may violate legitimate privacy interests and can disrupt the educational process. Moreover, students' names, photos or images, residential addresses, e-mail addresses, phone numbers and locations of students constitute personally identifiable information that cannot be recorded or published without the consent of students and their parents.

Accordingly, students are prohibited from turning on or using audio/video recording devices or transmitters on school grounds during the school day, on school transportation, and at school events or school-sponsored activities, except in emergency situations or with permission from school staff and with proper parental consent.

In the event that a student obtains permission from a school staff member to capture or transmit any audio and/or video recording of a curricular or school-sponsored activity where other students or staff members are present, the student must also obtain permission for the recording from every other student and their parents and/or staff members whose voice or image may appear in the recording.

Parents who wish to permit their children to participate in publicity opportunities must complete and return the **Media Release and Permission for Student Publicity form, which is attached at the end of this Handbook**

Expectations for Student Conduct

Policy & Regulation 5500 (Expectations for Pupil Conduct), 5511 (Dress and Grooming), 5512 (Harassment, Intimidation, and Bullying), 5513 (Care of School Property), 5530 (Substance Abuse), 5533 (Smoking), 5570 (Sportsmanship), 7434 (Smoking on School Grounds), 7435 (Alcoholic Beverages on School Premises), 9162 (Athletic Code of Conduct)

The District recognizes the vital role of parents in the welfare and education of their children and the pivotal part they play in shaping character and values. It is the responsibility of parents to ensure student punctuality, attendance, cleanliness, and properly dressed.

Students are expected to demonstrate courtesy and respect to all members of the school community, to avoid offensive behaviors, and to stop those behaviors when asked or told to stop. Additionally, they must at all times comply with Federal and State laws, District policies and regulations, and instructions from school authorities.

Students are required to adhere to the following guidelines:

- Come to school on time every day
- Focus on academics above all else
- Be prepared for class, take pride in your work, and complete all classwork and homework on time
- Be honest and trustworthy and honor your commitments
- Be courteous, kind, and polite
- Be sensitive to the needs and concerns of others
- Be considerate of other people's differences
- Be careful, cautious, and think before you speak or act
- Be a good sport whether you win or lose
- Respect others and their property
- Respect yourself and stay away from drugs, alcohol, and tobacco
- Take responsibility for your own conduct and accept its consequences
- Ask for help when you need it
- Follow school rules and expectations

SEARCHES AND SEIZURES BY SCHOOL OFFICIALS -

The District owns lockers, desks, and other storage areas and are subject to search by school officials at any time and for any reason. Prohibited items will be confiscated and may be reported to the relevant authorities.

To maintain a safe school environment, officials may use metal detectors or wands to screen students and their belongings. Additionally, if there is reasonable suspicion of a student breaking the law or school rules, their person and property may be searched, taking into consideration the student's gender, maturity, the reasons for suspicion, and the nature of the suspected violation.

Cavity searches or strip searches are not permitted by school personnel. A pat-down search may be performed with the assistance of school security personnel. School officials are advised to involve local police if a more intrusive search of a student's person is necessary. Whenever possible, searches should be conducted in private. If a search is to be carried out, the student should be informed of the reasons for the search.

SEXTING

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or

photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

DATING VIOLENCE

All acts or incidents of dating violence at school should be reported to the building principal or their designee, who will investigate the matter in accordance with Policy and Regulation 5519. Both the victim and the alleged aggressor will be interviewed and notified in writing of the outcome/determination of the investigation. Each act or incident will be addressed through a range of possible strategies, including remediation, intervention, education, prevention, and disciplinary consequences that are consistent with the Code of Student Conduct. If appropriate, the matter may also be referred to law enforcement.

Harassment, Intimidation, Bullying, and Hazing-

If a student believes they have experienced harassment, intimidation, bullying (including cyberbullying), or hazing, or have witnessed another student experiencing these acts, the student or parent should notify a teacher, counselor, or administrator as soon as possible. The school will investigate the allegations and will take disciplinary action if necessary.

Students who engage in acts of harassment, intimidation, bullying, or hazing will be disciplined in accordance with the Student Code of Conduct. Any retaliation against students who report such incidents is prohibited and will be punished.

Dress Code

The District recognizes that styles of grooming and dress communicate individual preferences and can influence student behavior, thereby enhancing a school's learning environment. Students are expected to dress appropriately for school – this means being clean and well-groomed in appearance and avoiding styles of dress and grooming that disrupt the school environment or distract other students. Such limitations on a student's taste and individuality are necessary to achieve the school's educational goals.

Styles that interfere with the school's educational program and mission will not be tolerated. Clothing or accessories that pose a danger to the health or safety of students and staff or are harmful to school property are prohibited. Students are expected to wear appropriate clothing and may be required to wear a school uniform.

Parents/guardians are reminded to monitor their children's attire before they leave for school to prevent the loss of class time.

- Students are expected to wear school uniforms.
- Hats, hoods, scarves, or other head coverings cannot be worn except for religious or medical purposes.
- Coats and jackets should be placed in lockers or other designated storage areas during school hours unless instructed otherwise by school officials.
- Platform shoes, flip-flops, slippers, open-back strapless shoes, and shoes with loose or untied laces or straps that pose a safety hazard are not permitted.

- Clothing that is revealing, provocative, or see-through is not permitted.
- Sagging pants and exposed undergarments or midriffs (belly shirts) are not acceptable.
- Shorts and skirts must come down to the length of the student's extended fingertips
- Hanging pocket chains, sunglasses, hats, head rags, handkerchiefs, bandanas, gang paraphernalia, and clothing that displays profanity, encourages gang affiliation, violence, or the use of drugs, alcohol, or tobacco, or has sexual connotations is not permitted.
- Unless the school has a uniform for physical education classes, students participating in physical education classes are permitted to wear any color shorts or sweatpants and a t-shirt without penalty.
- **Athletic footwear (sneakers) must be worn during physical education classes.**
- **Changing into gym clothing is optional for high school students. They will not be penalized or prevented from participating in class if their clothing adheres to the acceptable gym clothing apparel.**

School-specific uniform notification

INSERT

Lockers and Assigned Storage Areas

Each student will be held responsible for the condition, cleanliness, and contents of their assigned storage space.

Assigned spaces, including lockers, are the property of the District and may be searched and/or inspected by law enforcement or school authorities at any time and for any reason or no reason. Prohibited items will be confiscated and may be reported to the proper authorities.

To avoid theft, loss, or damage, and potential disciplinary action or criminal consequences, students should adhere to the following guidelines:

- Keep assigned storage spaces locked at all times
- Do not share combinations, keys, or space with other students
- Avoid storing money, jewelry, or other valuables

Neither the District, nor school, nor staff members will assume any obligation for the possible theft, loss, or damage of stored contents.

Alcohol, Tobacco, and Illicit Drugs

Students, parents, and staff are prohibited from possessing or using alcohol, tobacco, electronic nicotine delivery systems, or illicit drugs on school grounds at all times. Any student who is suspected of being under the influence of alcohol or drugs will be referred for a mandatory drug and alcohol screening.

Student Discipline

Policy & Regulation 5550 (Disaffected Pupils), 5560 (Disruptive Pupils), 5600 (Pupil Discipline/Code of Conduct), 5610 (Suspension), and 5620 (Expulsion)

The District aims to foster the health, safety, social, and emotional well-being of all students while supporting civil, safe, secure, supportive, and disciplined school environments that are conducive to learning. Each student will be held responsible for his or her behavior. Unacceptable conduct will be corrected and, at times, disciplinary action may be imposed to prevent or remediate problem behaviors and promote the achievement of high academic standards.

Code of Conduct

The Code of Conduct provides guidelines for school responses to misconduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors. Students will be subject to appropriate disciplinary action for violations of the Code of Conduct that occur on or off school grounds, including on a school bus or at a school-sponsored function. Approved disciplinary sanctions include:

- Admonishment
- Before/After-School Detention
- Lunch Detention
- Saturday Detention
- Early Dismissal Day Detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

Where the discipline is greater than an admonishment, the student's parent will be notified of the offense and of the discipline imposed and will be offered an opportunity to speak with the building Principal. For incidents of misconduct that occur outside of school, disciplinary action may be imposed if it is reasonably necessary for the physical or emotional safety, security, and well-being of the student or for reasons relating to the safety, security, and well-being of other students, staff, or school property. Discipline will be applied without regard to 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.

Infractions and Offenses

Appropriate corrective and/or disciplinary measures will be determined based on the nature and severity of the offense and frequency of infractions. Conduct offenses generally fall into three categories of severity, with Category 3 infractions being subject to mandatory and serious disciplinary action. If a student repeatedly commits a Category 1 offense, the next occurrence may be elevated to a Category 2 offense and will be subject to more severe forms of discipline. **Charts of specific offenses and disciplinary sanctions are attached at the end of this Handbook.**

Special education students are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEP or 504 Plan. Before suspending a classified student for ten (10) days or more, a Manifestation Determination hearing must be held to determine if the offensive conduct was caused by, or had a direct and substantial relationship to the disability, or was the direct result of a failure to implement the

student's IEP or 504 Plan. In addition, the child's case manager must be notified prior to the imposition of discipline.

Restorative Practices

What are Restorative Practices and Restorative Circles?
Restorative practices offer school administrators the opportunity to implement alternative discipline consequences that differ from traditional actions. Restorative practices focus on resolving conflict, repairing harm, and addressing the social and emotional well-being of the students. It strives to foster a sense of community and cultivate healthy relationships by providing strategies to resolve conflicts. The use of "circles," a conflict-resolution practice that involves all participants, may be employed as deemed appropriate. This may include students and parents if deemed necessary.

A restorative circle is a technique that builds and restores relationships through equal opportunity sharing and listening. These talking circles develop the skills individuals need when conflicts arise, as they provide every participant with the opportunity to speak and be heard. Restorative circles are especially beneficial for youth learning how to negotiate conflict, as they help them practice respectful listening and healthy self-expression.

In schools, these circles are often conducted as a response to wrongdoing or conflict as an alternative disciplinary strategy. However, this technique can be equally effective in providing preventative factors for when future challenges arise. Circles have the power to create and strengthen support systems between peers and lay the groundwork for a trusting classroom environment.

Building administrators will use restorative circles to address student disciplinary infractions. They can be used for all discipline categories but **will not replace** mandated Category III offenses. These offenses are as follows:

- Possession or use of an explosive device
- Possession of a dangerous weapon or firearm
- Substance abuse policy violation
- Sexual assault

Building administrators may include parents or other stakeholders deemed relevant to support the students involved in a restorative circle. An additional restorative circle can be used to reintegrate students who have been involved in a disciplinary infraction.

District Commencement Activities: (Please refer to Board Policy 5461 Commencement Activities).

The Board of Education endorses high school graduation activities and ceremonies. The date of high school graduation shall annually be recommended by the Superintendent and approved by the Board of Education.

High school graduation shall not occur before completion of the required one hundred eighty days of pupil instruction.

Guidelines for Graduation Year Activities

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

The criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

1. Consistent involvement in disciplinary action(s);
2. Suspension; and
3. Collaborative evaluation by the staff.

Graduation Procedures and Ceremonies

No pupil shall be barred from participating in graduation ceremonies for arbitrary or discriminatory reasons. A pupil and parent(s) or legal guardian(s) who may be prevented from participating shall be so notified in advance, promptly before commencement.

The Superintendent and/or designee will make the final decision regarding who can participate in elementary/high school graduation ceremonies, as well as 8th and 12th grade class activities, which include school proms, dances, and trips.

Schools that use a student point system or another process to determine student eligibility for participation in school events must obtain prior written approval from the superintendent and/or their designee before implementing the program.

School Safety

Policy & Regulation 7440 (Security of School Premises), 8420 (Emergency and Crisis Situations), 9150 (School Visitors), 9320 (Cooperation with Law Enforcement Agencies)

The safety and well-being of all students is important to a successful educational experience. In order to maintain a safe school environment for students, parents, and staff members, the school will cooperate closely with law enforcement and emergency personnel. Any parent who reasonably believes that a student has been or may be abused or neglected must immediately notify a school staff member and call the State Child Abuse Hotline at 1-877-NJ-ABUSE (1-877-652-2873).

Visitors

Parents and others are welcome to visit District schools. For the safety of students and staff, and to avoid disruption of instructional time, all visitors must first report to the Main Office and sign the Visitor's Book upon entering and exiting the building.

Visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Teacher conferences should be scheduled in advance so as not to disrupt classes or disturb the schools' daily routine. All visitors are required to carry and display a visitor's pass at all times during their visit.

Building Security Surveillance Systems

All Paterson Public School properties use a video security surveillance system that is managed by our Director of School Safety. [Mr./Ms. School administrators name(s)] and our dedicated security staff will actively monitor student behavior and work cooperatively with all stakeholders to create a safe and orderly school environment. The use of video monitoring devices will be used to monitor school security. The recording of inappropriate student behavior may be used in the determination of appropriate disciplinary actions. In some cases, the video recordings may be forwarded to law enforcement agencies when deemed necessary. All recorded data will be used at the discretion of the Superintendent's designee. Staff, students, parents, and school administrative personnel are prohibited from viewing and disseminating video footage without written consent of the Superintendent or designee.

Student ID Cards

It is our responsibility to create and maintain a safe and orderly environment for all our stakeholders. All high school students will be issued school ID cards that must be visible at all times while within their schools. The cards must contain the following information on the its back:

- The New Jersey Suicide Prevention Hopeline (NJ Hopeline) 855.654.6735
- The Suicide & Crisis Lifeline, call or text 988.

All students will be responsible to pay for lost and/or damaged ID cards at a cost of $5.00.

Health Services –

Policy & Regulation 5310 (Health Services), 5330 (Administration of Medication), 5331 (Management of Life-Threatening Allergies), 8505 (School Nutrition)

Any student who becomes ill during school hours must obtain a pass from a teacher or administrator and report to the school nurse in the health office. If a student must be sent home due to illness during the school day, the nurse will contact the student's parent. No student will be permitted to leave without his or her parent.

Medication

Students who require medication during school hours must inform the school nurse. All medication must be stored at the school nurse's office and consumed under the supervision of the school nurse unless the student's parent has submitted a signed written authorization permitting the student to self-administer the medication and a written certification from the student's doctor identifying the particular medication and stating the student is capable of and has been instructed in proper self-administration of the medication.

If a student requires epinephrine via epi-pen during school hours, the student's parent must submit written authorization for the administration of epinephrine by the school nurse along and written orders from the student's doctor stating that the student may require epinephrine and does not have the capability to self-administer.

If a student requires the use of a nebulizer during school hours, the student's parent must submit a treatment plan prepared by the student's doctor, which identifies asthma triggers.

In all cases, a signed authorization from the student's parent must state that the school and District will not be held liable for any injury that may arise from the student's self-administration of medication and that the student and student's parent will hold harmless the District and its employees and agents against any claims arising from self-administration of medication by the student.

Healthy Eating and Food Allergies

The health and well-being of children can significantly affect academic achievement. For students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being, it is essential that they learn and adopt healthy eating patterns early in life. Students are encouraged to bring only healthy foods to school.

In an effort to protect students who may have dietary restrictions or severe allergies to certain foods or food ingredients, parents and students are prohibited from bringing food or treats to share with the class for holidays and other celebrations.

School Hours and Bell Schedule

Students and staff are expected to report to school on or before the scheduled starting times.

School Hours

Breakfast will be served	7:30 A.M. – 8:10 AM.
Staff sign-in:	8:10 A.M. - 3:10 A.M.

Breakfast will be served	9:15 A.M. – 9:45 A.M.
Staff sign-in:	9:40 A.M. - 3:10 P.M.
Students' day begins	9:45 A.M. – 3:10 P.M.

Bell Schedule:

Period	Elementary	High School Universal Bell Schedule		Delayed Opening	1 PM Dismissal
HR	8:20 – 8:40	9:04 - 9:18	Grade 9 – 10 arrival	9:45 – 9:55	8:15 – 8:25
1	8:40 -9:20	8:20 - 9:00	Grade 11 – 12 arrival	9:59 – 10:30	8:29 -8:45
2	9:20 – 10:00	9:22 - 10:02		10:34 – 11:05	8:49 – 9:05
3	10:00 -10:40	10:06 - 10:46		11:09 – 11:40	9:09 – 9:25
4	10:45 – 11:25	10:50 - 11:30		11:44 – 12:15	9:29 – 10:09
5	11:30 – 12:10	11:34 - 12:14		12:19 – 12:50	10:13 – 10:53
6	12:15 – 12:55	12:18 - 12:58		12:54 – 1:25	10:57 – 11:37
7	1:00 – 1:40	1:02 - 1:42		1:29 – 2:00	11:41 – 12:21
8	1:40 – 2:20	1:46 - 2:26		2:04 – 2:35	12:25 – 12:41
9	2:20 – 3:00	2:30 - 3:10		2:39 – 3:10	12:45 – 1:00

APPENDIX

Charts of Student Attendance Penalties

APPENDIX A
(ELEMENTARY GRADE 3 - 8
ATTENDANCE SANCTIONS)

Tardiness	
Number of Tardy Arrivals	**Penalty**
3	Written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
5	Mandatory parental conference with school principal or classroom teacher and two (2) detentions before or after school, or at lunch.
6 or more	For each tardy arrival beyond the fifth, one (1) forty-minute detention before or after school, or at lunch.
Failure to serve an assigned detention before/after school or at lunch will result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.	

Skipping/Cutting School or Class	
Number of Classes Skipped/Cut	**Penalty**
1	1st written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
2	2nd written warning to parents and three (3) forty-minute detentions before or after school, or at lunch.
3	3rd written warning to parents and five (5) forty-minute detentions before or after school, or at lunch.
4	Mandatory parental conference with school principal and seven (7) forty-minute detentions before or after school, or at lunch.
5 or more	For each instance of a cut beyond the fourth, one (1) Saturday detention, possible in-school suspension, and possible referral to an alternative educational setting.
A tardy arrival may be treated as a class cut if the student misses more than half the class period. Failure to serve an assigned 40-minute detention will result in one (1) Saturday detention (pending the availability of funds and/or Saturday detention program)	

Absenteeism	
Number of Unexcused Absences	**Penalty**
2	After 2 days in September, the school administration will call the parent/legal guardian.
5 and 7	The parent(s)/legal guardian(s) will receive a telephone call from the attendance office.
10	The student is considered truant by law. A home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a mandatory court appearance. Truancy is a disorderly person's offense that may result in fines of the court's discretion.
15	The parent(s)/legal guardian(s) will receive a telephone call from the attendance office.
18	A student is considered chronically absent by law. A mandatory attendance meeting with the parent(s)/guardian(s) will be scheduled at the school.
20	A student may be retained at grade level per board policy.
25	Another home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a 2nd court appearance.
30	There will be a mandatory attendance meeting with the parent(s)/guardian(s) with the Assistant Superintendent or Director of Attendance at the Board of Education located at 90 Delaware Avenue.
40	If all measures have been exhausted and recommended by the building Principal, at 40 days of unexcused absence the student will be retained at grade level and the parent(s)/guardian(s) will be scheduled for another mandatory court appearance.
Parents will receive an automated phone call each time student is absent from school. Each unexcused absence is an instance of truancy. Absent students must complete all assignments missed. Principal must send any missed assignments home to students who are absent for a known period of time.	

Charts of Student Attendance Penalties

APPENDIX B

HIGH SCHOOL
ATTENDANCE SANCTIONS

Tardiness	
Number of Tardy Arrivals	**Penalty**
3	Written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
5	Mandatory parental conference with school principal or classroom teacher and two (2) detentions before or after school, or at lunch.
6 or more	For each tardy arrival beyond the fifth, one (1) forty-minute detention before or after school, or at lunch.
Five (5) instances of unexcused tardiness are equal to one unexcused absence from school or class for the purpose of course credit. Failure to serve an assigned detention before/after school or at lunch may result in one (1) Saturday detention. Students who are chronically late will be referred for counseling and truancy investigation.	

Skipping/Cutting School or Class	
Number of Classes Skipped/Cut	**Penalty**
1	1st written warning to parents and one (1) forty-minute detention before or after school, or at lunch.
2	2nd written warning to parents and three (3) forty-minute detentions before or after school, or at lunch.
3	3rd written warning to parents and five (5) forty-minute detentions before or after school, or at lunch.
4	Mandatory parental conference with school principal and seven (7) forty-minute detentions before or after school, or at lunch.
5 or more	For each instance of a cut beyond the fourth, one (1) Saturday detention, possible in-school suspension, and possible referral to an alternative educational setting.
A tardy arrival may be treated as a class cut if the student misses more than half the class period. Failure to serve an assigned 40-minute detention may result in one (1) Saturday detention.	

Absenteeism	
Number of Unexcused Absences	**Penalty**
2	After 2 days in September, the school administration will call the parent/legal guardian.
5 and 7	The parent(s)/legal guardian(s) will receive a telephone call from the attendance office.
10	At 10 days of unexcused absences, a student is considered truant by law and there will be a home visit conducted by the attendance field investigators. A mandatory attendance hearing will be scheduled at the school with Guidance, a building administrator and a district attendance officer.
15	A home visit will be conducted by the attendance office and the parent(s)/guardian(s) will be scheduled for a mandatory court appearance. Truancy is a disorderly persons offense that may result in fines of the court's discretion.
18	A student is considered chronically absent by law. Another telephone call will be made to the parent(s)/guardian(s) from the attendance office.
20	There will be another attendance hearing at the school to discuss possible alternative placement options and possible loss of credit.
25	There will be a home visit conducted and the parent/guardian will be scheduled for a 2nd court appearance.
30	There will be a mandatory attendance meeting with the parent(s)/guardian(s) with the Assistant Superintendent or Director of Attendance at the Board of Education located at 90 Delaware Avenue.
40	If all measures have been exhausted and recommended by the building Principal, at 40 days of unexcused absence the student will lose credit for the year and the parent(s)/guardian(s) will be scheduled for another mandatory court appearance.
Parents will receive an automated phone call each time student is absent from school. Each unexcused absence is an instance of truancy. Absent students must complete all assignments missed. Principal must send any missed assignments home to students who are absent for a known period of time.	

Charts of Student Discipline

APPENDIX C

Grade 3 - 12

Category I	
Infraction	**Definition**
Violation of dress code	Failure to comply with school dress code.
Failure to report for detention	Absence from detention without a valid, documented excuse.
Use of obscene or profane language or gestures	Use of language or gestures that are foul, abusive, derogatory, or demeaning.
Failure to produce school identification card upon request	Failure to produce District-issued student identification card for inspection by a school staff member.
Noncooperation or defiance	Discourteous, uncivil, or insolent conduct that demonstrates a lack of respect for the authority of teachers or other school staff members.
Disruptive or disorderly conduct	Willful conduct that creates public inconvenience, hazard, annoyance or alarm.
PENALTIES **Notification of parent/guardian, possible referral to counseling. Possible detention before/after school, at lunch, or on Saturday.**	

Category II	
Infraction	**Definition**
Repeated recurrence of a Category I offense	
Theft	The unauthorized taking of property that belongs to the District or to another person.
Use of profane language or gestures toward staff	Use of foul, abusive, derogatory, or demeaning language or gestures toward school staff.
Aggressive physical contact	Intentionally hitting, pushing, or shoving a person other than a District employee.
Unauthorized departure from school or class.	Departure from class, from the school building, from school grounds, or from a school-sponsored activity without the permission of a supervising staff member.
School bus misconduct	Willful violation of school rules or transportation safety requirements as a passenger.
Smoking policy violation (including vaping)	Violation of District policies on smoking in school or at off-site school functions.
Trespass or unauthorized entry onto school premises	Entry onto school premises or access to a portion of the premises without permission and without authority.
Possession of an automatic paging device (beeper) Can we update the policy?	Possession of a prohibited electronic paging device on school grounds or at a school-sponsored function.
Sexual harassment	Inappropriate speech or conduct that may constitute sexual harassment.
Sexting	The taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.
Gambling	Wagers of anything of value on games of skill or chance.
Prohibited use of electronic device	Use of District-issued or privately owned technology in a manner or for a purpose that would interfere with or inhibit the educational mission of the school.
Possession of an imitation firearm	Possession of an object or device reasonably capable of being mistaken for a firearm.

Harassment, intimidation and or bullying	Any act or communication that is directed at a student based on any distinguishing characteristic and which has the effect of physically or emotionally harming a student or damaging the student's property.
Consensual sexual contact between students	Any sexual act that takes place between students on school grounds.
PENALTIES **Immediate notification of parent/guardian, parent/guardian conference with the administrator, possible restitution for damages, possible referral to law enforcement, to counseling, or to HIB Officer. Possible detention before/after school, at lunch, or on Saturday. Possible in school or out-of-school suspension for up to five (5) days, or expulsion.**	

Category III	
Infraction	**Definition**
Repeated recurrence of a Category II offense	
False fire alarm, bomb threat, or tampering with the alarm system	Any act that causes an alarm for fire, bomb, or other hazardous condition to sound where no emergency exists or that causes such alarm to be disabled for any period of time.
Assault with an imitation firearm or weapon that is not a firearm*	Attack or threatened attack upon a person, other than a District employee, with an object or device reasonably capable of being mistaken for a firearm, or with an object or instrument that is not a firearm but is readily capable of lethal use or of inflicting serious bodily injury.
Substance abuse policy violation ₮	Violation of District policies on drugs or alcohol in school or at off-site school functions.
Arson	Intentional or reckless act that causes a fire for a malicious purpose on school grounds.
Extortion/Robbery	The use of force or threatened force to obtain a thing of value from another person.
Vandalism	An act of defacement that causes damage to the property of the District or of another person.
Assault of a District employee*	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is employed by the District.
Assault of a person other than a District employee.	Attempted, threatened or willful act for the purpose of causing bodily injury to a person who is not a District employee.
Possession or use of explosive device*	Possession, transfer, or detonation of any explosive device on school grounds.
Academic dishonesty	Cheating, plagiarism or other use of another's academic work without proper source citation.
Forgery or fraud	Falsification of documents or of an adult's signature on a school document
Sexual assault	The use of force, threatened force, or intimidation to coerce a sexual act.
PENALTIES **Immediate notification of parent/guardian, parent/guardian conference with the administrator, possible restitution for damages, possible referral to law enforcement or DCPP, to HIB Officer, to counseling, or to Child Study Team. Possible detention before/after school, at lunch, or on Saturday. Possible elimination of after-school activities. Possible expulsion. Possible in school or out-of-school suspension for up to ten (10) days.** **Referral to attend the district off-site out of school suspension center for up to 10 days.** **₮ Mandatory referral for immediate medical examination in accordance with Policy 5530.** *** Mandatory immediate removal from school and placement in an Interim Alternative Education Setting pending a formal disciplinary hearing within ten (10) days.**	

UNACCOMPANIED DISMISSAL PERMISSION FORM

If the parent(s) or legal guardian(s) of any student would like to permit their child to leave school unaccompanied after dismissal, they should complete this form and submit it to the School Principal. Please note that students in grades Pre-K through 1 will not be allowed to leave school without adult supervision under any circumstances; older students may be permitted in accordance with school rules if a signed copy of this form is on file.

STUDENT INFORMATION – *to be completed by Student's Parent or Legal Guardian.*	
Student's Name	Student's School Grade Level
Name of Student's Parent/Legal Guardian	Student's Home Address
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian

In the space below, please list the names, home addresses, and phone numbers of all emergency contacts.

1. _____
   Name Home Address Phone Number Relation to Student

2. _____
   Name Home Address Phone Number Relation to Student

3. _____
   Name Home Address Phone Number Relation to Student

Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school until the designated dismissal time.
- After dismissal, the student will be permitted to leave school without adult supervision.
- The District assumes no responsibility for the student once the student leaves school grounds.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

_____
Signature of Student's Parent or Legal Guardian Date

PICK-UP PERMISSION FORM

If the parent(s) or legal guardian(s) of any student in grades Pre-K through 6 would like their child to be picked up from school after dismissal, they should complete this form and submit it to the School Principal. The parent(s) or legal guardian(s) or other person designated by the parent(s) or legal guardian(s) will be expected to pick up the child promptly at dismissal time; failure to do so will result in consequences, including but not limited to written warnings, referrals to local law enforcement and/or DCPP, and home address verification.

STUDENT INFORMATION – *to be completed by Student's Parent or Legal Guardian.*	
Student's Name	Student's School Grade Level
Name of Student's Parent/Legal Guardian	Student's Home Address
Primary Telephone Number of Parent/Legal Guardian	Secondary Telephone Number of Parent/Legal Guardian

In the space below, please list the names, home addresses, and phone numbers of all individuals other than the student's parent(s) or legal guardian(s) to whom the school may release the student at dismissal time.

1. _____
   Name Home Address Phone Number Relation to Student

2. _____
   Name Home Address Phone Number Relation to Student

3. _____
   Name Home Address Phone Number Relation to Student

Please sign below to acknowledge that you agree as follows:

- The student will not be permitted to leave school after dismissal unless escorted by their parent, legal guardian, or designee whose name appears above.
- Any individual who arrives to pick up the student will be required to present photo identification; individuals without photo identification will be required to obtain such identification from the Office of Family and Community Engagement, located at 90 Delaware Avenue.
- Entry into the school building will be permitted only at the time designated by the School Principal, which may be after other students are dismissed from school.
- Upon entry, the individual must go directly to the pick-up location designated by the School Principal, and then must leave the school promptly after picking up the student.
- Permission shall apply on every school day and for the entire school year, including half-session days and early closings, unless cancelled in writing by the parent or legal guardian named above. Notice of cancellation should be submitted to the School Principal and must include the effective date as of which the student may be released in accordance with typical dismissal procedures.
- Permission shall cease to apply at the end of the current school year and must be re-submitted at the beginning of the next school year.

_____
Signature of Student's Parent or Legal Guardian Date

PATERSON PUBLIC SCHOOLS

STUDENT/PARENT AGREEMENT

ACCEPTABLE USE OF TECHNOLOGY AND THE INTERNET

The Paterson Public School District recognizes that the responsible use of technology and the Internet will enrich teaching and learning in the 21st Century and will prepare students for success in higher education and in their chosen careers. While it is important to ensure that schools have access to these resources, it is equally important for students to use them responsibly and for families to understand that some of the information accessible on-line may be inaccurate or even offensive. Our district 1:1 initiative will afford all high school students an opportunity to receive a device to aide them in their academic programs.

Before allowing your child to access technology and the Internet in school, please review this form with him or her and acknowledge that you each understand and agree to the following terms:

- Students may use technology and the Internet in school for educational purposes only, under the supervision of a teacher or other staff member. The District has no obligation to give students access to these resources.

- Students are expected to avoid inappropriate content on the Internet. If a student accidentally gains access to an inappropriate web site, they must use their browser's "BACK" button to quickly escape the site. The student must immediately inform the teacher so that the situation may be handled appropriately.

- Students are expected to exercise due care and good judgment when viewing, posting, and sharing information and social media content on computers and mobile devices. Students are advised to follow the attached Internet safety guidelines.

- Students are expected to treat all members of the school community with respect, in person and on-line. Students must not use or transmit inappropriate language or hateful messages on-line, or respond to such messages if they are received. District policy also prohibits students from using technology to harass, intimidate, bully, defame, or otherwise discriminate against any individual on or off school grounds.

- Students are expected to be considerate of the work of others when using technology and the Internet. Students must not violate copyright laws, plagiarize information found on-line, or interfere with the work of other technology users.

- Students must not download, install or modify any software on District technology devices without the permission and supervision of a teacher or other staff member.

- Students who misuse technology or the Internet for illegal, inappropriate, offensive, or unapproved purposes will face appropriate disciplinary sanctions under the Pupil Code of Conduct, mandatory loss of technology privileges, and possible prosecution by law enforcement. Additionally, the student and their parent or guardian may be held liable for monetary damages that result from misuse.

STUDENTS: Please sign below only if you agree to use technology and the Internet according to the above terms and to accept consequences for misuse that may be assigned by the school faculty/administration and/or your parents.

_____	_____	_____
Printed Name of Student	Student's Signature	Name of School

PARENTS: Please sign below to acknowledge that you and your child reviewed this form, that both of you understand it, and that you grant permission for your child to use technology and the Internet in school. By signing below, <u>you agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that might arise in connection with this consent form or your child's use of technology or the Internet in school</u>. Be sure to keep a copy of this Agreement for your records.

_____	_____	_____
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

SURFING THE NET SAFELY

RULE 1
Keep an Adult Nearby

Cyberspace can be fun, but it is also a place where kids can get into serious trouble.

It is important to learn about the dangers, and how to protect yourself in dangerous situations.

The best protection is to make sure that an adult is nearby to answer questions, and to help keep both you and your computer safe.

RULE 2
Protect Your Computer

Make sure your computer contains up-to-date virus-protection software.

Never eat or drink near your computer.

Never place a magnet near your computer.

Make sure your computer is plugged into a surge protector.

Shut down your computer during a lightning storm.

Cover your computer when it's shut down.

RULE 3
Protect Your Privacy

The folks you meet in chat rooms are strangers. Never tell anyone private information about yourself.

Never use your real name. Invent a special nickname, or use your initials.

Never give anyone your address or phone number.

Never tell your age or where you go to school.

Never tell when or where you're going on vacation.

Never send your picture.

RULE 4
Protect Your Password

A password is private. Never tell your password to anyone, not even to your best friend.

Don't use something obvious, like your name, address, phone number or date of birth. Make up something unique that only you would know.

Write your password down and keep it in a safe place in case you forget it.

Change your password from time to time.

RULE 5
Protect the Privacy of Others

Never give out private information about your family or friends.

Never tell anyone where your parents work.

Never give anyone private numbers such as credit card numbers.

Never tell anyone the real names of your friends or where they live.

Never enter the email or text files of anyone else without permission.

RULE 6
Beware of Contests, Clubs, Prizes and Gifts

Always ask permission from a trusted adult before you…

…enter a contest;
…join a club;
…accept a prize or gift;
…buy a toy, game, book or anything else.

You could be giving someone private information about yourself or your family without being aware of doing so.

RULE 7
Beware of Strangers

NEVER! agree to meet a stranger in person.

NEVER! agree to speak on the phone.

NEVER! send your picture.

NEVER! let anyone send a picture to you.

If a stranger asks to meet or phone you, asks for your picture or wants to send a picture, **DON'T WAIT!** Tell a parent or teacher right away.

RULE 8
Don't Break the Law

Illegal activities can get you into serious trouble. **NEVER!** let anyone talk you into breaking the law.

NEVER! send hateful or threatening email.

NEVER! use other people's passwords.

NEVER! try to access other computers.

NEVER! copy and use commercial software or music files.

NEVER! make a bomb.

RULE 9
Practice "Netiquette"

Treat others with courtesy and respect.

Don't use nasty language. Don't be cruel. Don't spread rumors or lies. Don't SHOUT.

Don't hold down the ENTER key when you're not sending a message.

Never answer a message that makes you feel bad or uncomfortable. Show all weird messages to a parent or teacher right away.

Web Wise Kids © 2000 High Tech Crime Consortium. http://www.webwisekids.org/

PATERSON PUBLIC SCHOOLS

MEDIA RELEASE AND
CONSENT FOR STUDENT PUBLICITY

Throughout the school year, the Paterson Public School District will have many opportunities to celebrate and publicize the activities and accomplishments of its students. By granting permission for your child to participate in publicity opportunities, you acknowledge that you understand and consent to the following terms:

 Your child, the child's name, or the child's work product may be depicted in photographs, video recordings, audio recordings, quotations, and other representations that are created, published, distributed, released, or used in promotional, instructional or educational publications, posters, brochures, pamphlets, newsletters, newspapers, yearbooks, web sites, social media sites, or radio or television broadcasts that are published in print or on-line by the school, the District, or another media source;

 The District is under no obligation to create, control, and/or use these depictions in any way;

 Any and all interests that might be claimed in these depictions by you, your child, or any agent, heir, assign, or third party are forfeited and relinquished permanently to the District;

 You expressly agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that could arise in connection with this consent form or any publicity opportunity; and

 The District does not guarantee that publicity opportunities will be made available to your child.

Any publicity received by your child shall be full and adequate consideration for this consent. You may revoke this consent at any time by providing written notice to the school.

Please sign and return this form to the school after indicating your preference below:

___ **I CONSENT** to the terms above and grant my child permission to participate in all publicity opportunities during the 2022-2023 school year unless and until this consent is revoked in writing.

___ **I DO NOT CONSENT** and would prefer the District exclude my child from publicity opportunities that are made available to other students.

_____
Printed Name of Student

_____
Name of School

_____
Printed Name of Parent/Legal Guardian

_____ _____
Signature of Parent/Legal Guardian Date

Rev. 06/22/17

PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

Comunicado de Prensa y Consentimiento para la Publicidad de los Estudiantes

A lo largo del año escolar, el Distrito Escolar Público de Paterson tendrá muchas oportunidades para celebrar y dar a conocer las actividades y los logros de sus estudiantes. Al otorgar permiso para que su hijo participe en las oportunidades de publicidad, usted admite que usted entiende y está de acuerdo con los siguientes términos:

- Su hijo, el nombre del niño, o producto del trabajo de los niños pueden ser representados en fotografías, grabaciones de vídeo, grabaciones de audio, citas, y otras representaciones que son creadas, publicadas, distribuidas, o utilizadas en publicaciones promocionales, instructivas o educativas, carteles, folletos, panfletos, boletines, periódicos, publicaciones escolares anuales, sitios web, sitios de redes sociales o programas de radio o televisión que se publican en forma impresa o en línea por la escuela, el distrito, u otro medio de comunicación;

- El Distrito no tiene la obligación de crear, controlar y / o utilizar estas representaciones de ninguna manera;

- Cualquier y todos los intereses que puedan ser reclamados por estas representaciones por usted, su niño, o cualquier agente, heredero, persona asignada, o tercera persona quedan anulados y son cedidos de forma permanente al Distrito;

- Usted esta expresamente de acuerdo en liberar de daños y mantener indemne al Distrito y sus empleados, funcionarios, agentes y representantes de todo reclamo conocido y desconocido de responsabilidad que pudiera surgir en relación con este formulario de consentimiento o cualquier oportunidad publicitaria; y

- El Distrito no garantiza que habrán oportunidades de publicidad disponibles para su hijo.

Cualquier publicidad que reciba el niño será la consideración plena y adecuada para este consentimiento. Usted puede revocar este consentimiento en cualquier momento mediante una notificación por escrito a la escuela.

Favor firme y devuelva este formulario a la escuela después de indicar su preferencia a continuación:

— **YO DOY MI CONSENTIMIENTO** para los términos anteriores y otorgo el permiso a mi hijo/a para participar en todas las oportunidades de publicidad durante el año escolar 2022-2023 a menos que y hasta que este consentimiento sea revocado por escrito.

— **YO NO DOY MI CONSENTIMIENTO** y prefiero que el Distrito excluya a mi hijo/a de las oportunidades publicitarias que están a disposición de los otros estudiantes.

_____
Nombre del Estudiante (en letra de molde)

_____
Nombre de la Escuela

_____
Nombre del Padre/Tutor (en letra de molde)

_____ _____
Firma del Padre/Tutor Fecha

Revised: 6/22/17

PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

الإذن للنشر والموافقة على شروط الدعاية

خلال السنة الدراسية ، سيكون لمدارس باترسن الرسمية العديد من الفرص للإحتفالات ولنشر نشاطات وإنجازات الطلابّ .إذا مَ نحْ تَ لطِ فلك إذن المشاركة في الفرص الإعلانية، فإنّك توافق على الشروط التالية:

- قد يظهر طِ فلك،إسم طِ فلك، أعمال طِ فلك في صور، تسجيلات فيديو، تسجيلات صوتية، نصوص، إقتباسات ،وتصويرات أخرى أُنْتِجوا، نُشِروا، وزِّ عوا، أو استُخدِموا في مجالات الدعاية التعليمية، المنشورات، الملصقات الكتيبات، النشرات الصحفية، الصحف، الكتاب السنوي، مواقع شبكة الإنترنيت، مواقع وسائل الإعلام الإجتماعي، أو الراديو، أو البث التلفيزيوني، في شكل مطبوع أو على شبكة الإنترنيت من قبَل المدرسة، أو مكتب مدارس باترسن، أو مصدر آخر من مصادر وسائل ألإعلام.
- مكتب مدارس باترسن ليس ملزمًا ليُنتج، ليُ راقب، أو لِ يستعمل هذه التصويرات بأي شكل من ألأشكال.
- ليس بإستطاعتك، او بإستطاعة طفلك، او أي وكيل، أو أي وريث، أو أي ولي أمر، أو أي فريق ثالث بمطالبة التصويرات من مكتب مدارس باترسن.
- إنّك توافق وتأخذ مسؤولية جميع المطالابات المعروفة والغير معروفة التي قد تظهر في صدد هذه الموافقة أو أية فرصة دعائية عن عاتق مكتب مدارس باترسن، الموظفين، الوكلاء والمندوبين.
- مكتب مدارس باترسن لا يضمن أنه سيتاح لطفاك فرص الدعاية.

بإمكانك إلغاء هذه الموافقة في أي وقت كان بعد ان تقدّم موافقة خطيّة إلى المدرسة.

يُرجى إمضاء هذه الوثيقة وإعادتها إلى المدرسة مشيرًا إلى خيارك أدناه:

أنا أوافق على الشروط المذكورة أعلاه وأمنح طفلي الإذن في المشاركة في جميع فرص الدعاية خلال ___ السنة الدراسية 2018 2017 –. وحتّى يتم إلغاء هذه الموافقة خطّيًا

أنا لا أوافق وأفضّل أن مكتب مدارس باترسن يستثني طفلي من فرص الدعاية المتاحة لباقي الطلاّب ___.

_____

إسم الطالب

_____

إسم المدرسة

_____

إسم الوالد/الوالدة/الوصي القانوني

_____ _____

إمضاء الوالد/الوالدة/الوصي القانوني ألتاريخ

M. Saleh

EQUIPMENT LOAN AGREEMENT

Chromebooks

Paterson Public Schools (the "District") may provide computer equipment to students for educational purposes only. The goal of providing technology resources is to improve learning and teaching. Students who use district-issued computer equipment, including Chromebooks, must at all times comply with the District's policies and regulations regarding use of technology (Policy 2360), standards for acceptable use (Policy/Regulation 2361), care of school property (Policy/Regulation 5513), and electronic communication and recording devices (Policy 5516).

DEVICE SERIAL NO. _____ DATE ISSUED _____

NAME OF STUDENT _____ STUDENT ID NO. _____

NAME OF PARENT/GUARDIAN _____

PHONE (PARENT/GUARDIAN _____ EMAIL OF PARENT/GUARDIAN _____

AGREEMENT

By signing below, both the student and their parent/guardian agree to comply with the following terms and conditions regarding the use and care of a District-issued Chromebook and acknowledge receipt of the Acceptable Use Handbook:

LOANED EQUIPMENT. The student named above will be borrowing a Chromebook laptop with accessories (the "Equipment"), which the District owns has agreed to lend to the student exclusively for academic purposes. It is the student's responsibility to care for the Equipment and to ensure it is kept and stored in a safe environment to prevent damage or loss. This Equipment is being loaned only for the duration of the current academic school year. If the student should use the Equipment for an inappropriate purpose or to view inappropriate material, the District may take back the Equipment and/or prohibit the student from using District-issued technology equipment in the future. The student's use of the Equipment is a privilege, not a right, and it is the student's responsibility to protect and safeguard the Equipment and to return it in the same good condition as when it was issued.

ACCEPTABLE USE. The student is authorized to use the Equipment only for academic purposes in accordance with the District's policies and regulations. Students are expected to utilize their assigned Chromebooks for completing school assignments using the G-Suite platform and other software approved by the Paterson Board of Education. All pre-loaded software programs are subject to their own user license agreements, which the student and their parent/guardian are expected to review and comply with at all times. The Equipment may be used only to run software authorized by the District, and students are expressly prohibited from installing or utilizing other software or modifying any software which the District has installed. The District is not responsible for damages caused by digital viruses or malware that may be transmitted between the Equipment and the student's privately-owned electronic devices (including data storage devices). The student must use their best efforts to prevent the Equipment in their possession from being damaged or rendered inoperable by digital viruses or malware.

LOSS, THEFT, OR DAMAGE. The student must notify their homeroom teacher immediately if the Equipment is lost, stolen, or damaged while entrusted to the student. In the event of loss or theft, the teacher will attempt to locate the Equipment according to the procedures for tracking and recovering mobile digital devices (see Policy 5513, Section F). Although the District may issue a replacement device, the student and their parent/guardian may be required to pay the cost of insuring the replacement device ($60 fee) before it is issued.

RETURN OF EQUIPMENT. ***The student must return the Equipment to the school promptly when instructed, or before transferring to another school, or at the end of the school year (whichever is sooner***). Students who do not return the Equipment as required by this Agreement may be subject to disciplinary sanctions, civil liability, and even criminal prosecution. A late fee may be charged if the Chromebook is not returned to the school district or the required check-in date.

STUDENT RESPONSIBILITIES. As a condition of being allowed to bring their assigned Chromebook home, the student must: treat the device with care, use it responsibly and only for educational purposes, keep it safely stored, comply with all copyright laws, and make sure the device is fully charged for school each day. DO NOT loan the device to others. DO NOT install or delete any software. DO NOT try to repair the device. DO NOT remove, alter, or deface the serial number or the Paterson Public School logo on the device. DO NOT give out personal information over the Internet. Misuse or inappropriate use of the device, as determined by school officials, may result in any or all of the following consequences: student-teacher conference, parent-teacher conference, revocation of access or device use privileges, school disciplinary sanctions according to the Code of Student Conduct, civil liability, and criminal prosecution.

PARENT/GUARDIAN RESPONSIBILITIES. To help ensure the assigned Chromebook is used in a safe, efficient, and ethical manner, the parent/guardian must: supervise the student's use of the device at home, discuss school policies and expectations regarding the use of technology and the Internet, notify the school about any problems with the device, comply with all copyright laws, and make sure the device is fully charged for school each day. DO NOT allow others to use the device. DO NOT install or delete any software. DO NOT try to repair the device. The parent/guardian may be called to bring the device to school if the student comes to school without it.

_____ _____

Signature of Student Date

_____ _____

Signature of Parent/Guardian Date