

**2018-2019**  
**STUDENT** **CODE** OF  
**CONDUCT**



# Jersey City Public Schools

346 Claremont Avenue, Jersey City, New Jersey 07305~ 1634 | (201) 915~6000 | [www.JCBOE.org](http://www.JCBOE.org)

## CENTRAL OFFICE ADMINISTRATION

**Dr. Marcia V. Lyles**  
Superintendent of Schools

**Mr. Jason Bing**  
Chief Academic Officer

**Ms. Regina Robinson**  
Business Administrator

**Dr. Maryann Dickar**  
Chief of Staff

**Mr. Franklin Walker**  
Associate Superintendent, Student Life and Services

**Mr. Aldo Sanchez-Abreu**  
Associate Superintendent, Curriculum & Instruction

**Ms. Ellen M. Ruane**  
Associate Superintendent, Secondary Division

**Dr. Norma Fernandez**  
Director, Discovery Division

**Dr. Magda Savino**  
Director, Enterprise Division

**Dr. Ruth Cummings-Hypolite**  
Director, Early Childhood

**Ms. Paula Christen**  
Director, Student Life and Services and  
Anti-bullying Coordinator

**Dr. Gerard Crisonino**  
Director, Special Education

**Mr. Bruce Henecker**  
Director, Education Technology

### JERSEY CITY PUBLIC SCHOOLS' AFFIRMATIVE ACTION POLICY

It is the policy of the Jersey City School District not to discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the District, socioeconomic status, mental, physical, or sensory disability; or other distinguishing characteristic; or pregnancy; a typical hereditary, cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make results of a genetic test known, or disability, in its programs (vocational education programs included) or activities and employment policies as required by Article I, Paragraph 5 of the New Jersey State Constitution, The New Jersey Law Against Discrimination, N.J.S.A.10:5-1 et seq., Title IX of the Education Amendments of 1972, New Jersey Administrative Code 6A: 47-1 et seq., Section 504 of the Rehabilitation Act of 1973, and P.L.101-336, Americans with Disabilities Act of 1990 P.L.103-336 and the Individuals with Disabilities Education Act (IDEA) of 1997 (P.L. 105-17).

**TABLE OF CONTENTS**

INTRODUCTION ..... 1

STUDENT/PARENT RESPONSIBILITIES

STUDENT RIGHTS ..... 2

GRADUATING STUDENTS

ACADEMIC INTEGRITY

DRESS CODE ..... 3

STUDENT ATTENDANCE ..... 4

ATTENDANCE POLICY Q&A ..... 9

TARDINESS, LATE ARRIVAL AND EARLY DISMISSAL ..... 11

EMERGENCY SCHOOL DISMISSAL PROCEDURES ..... 12

LUNCH PROCEDURES ..... 13

ACCEPTABLE USE OF TECHNOLOGY

USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES

HARASSMENT, INTIMIDATION AND BULLYING ..... 14

SEXTING AND OTHER INAPPROPRIATE USES OF TECHNOLOGY ..... 17

SUBSTANCE ABUSE POLICY ..... 20

STUDENT SEARCHES

PROGRESSIVE DISCIPLINARY ACTION STEPS ..... 21

DISCIPLINE PROCEDURES - LEVELS 0 THROUGH 3

GENERAL SUSPENSION REGULATIONS ..... 24

SUSPENSION OF REGULAR EDUCATION STUDENTS

ACADEMIC INSTRUCTION WITHIN 5 DAYS OF SUSPENSION ..... 25

DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES ..... 26

GUNS AND OTHER MAJOR OFFENSES ..... 27

ADMINISTRATIVE PROCEDURES FOR EXPULSIONS ..... 29

COMMUNITY RESOURCES FOR PARENTS ..... 30

ELEMENTARY/MIDDLE SCHOOL ABSENTEE NOTES ..... 33

ACCEPTABLE USE OF TECHNOLOGY AND COMPUTER NETWORK ..... 34

**ACKNOWLEDGEMENTS/SIGN-OFF FORMS ..... 35/36**

**WHEREAS, the Mission and Mandate of the Jersey City Board of Education is to “ensure that every student, regardless of gender, ethnicity, language, culture or economic status, has equal access and equal opportunity to a rigorous, research-based, comprehensive education”; and**

**WHEREAS, as part of the Mission and Mandate of the Jersey City Board of Education fosters School Climate to ensure a safe, well-maintained, nurturing environment that meets the social, emotional and intellectual needs of all students; and**

**WHEREAS, in keeping with its Mission the Jersey City Board of Education is open to all students between the ages of five and twenty residing in the City of Jersey City pursuant to the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States, Plyer v. Doe, 457 U.S.202 (1982), and New Jersey State law, N.J.S.A. 18A:38-1, regardless of race, color, national origin, citizenship, or immigration/visa status of their parents or guardians, N.J.A.C. 6A:22-3.3; and**

**WHEREAS, consistent with the requirements of federal and State law the Jersey City Board of Education does not require, request nor maintain information concerning the immigrant or visa status of the students in order to enroll students in the Jersey City Public Schools; now therefore be it**

**RESOLVED, that the Jersey City Board of Education hereby reaffirms its Mission and Mandate to ensure that every student, regardless of gender, ethnicity, language, culture or economic status has equal access and equal opportunity to a rigorous, research-based, comprehensive education and its Constitutional obligation to provide equal access and opportunity regardless of race, color, national origin, citizenship, immigration or visa status of the student pursuant to the Equal Protection Clause of the Fourteenth Amendment to the Constitution and New Jersey State Law.**

## INTRODUCTION

The Jersey City Public Schools (JCPS) asserts that all students have the right to a safe, orderly school environment which is conducive to maximum personal growth. Students are afforded an education that prepares them to compete in a highly technological society and encourages them to be independent, curious, life-long learners.

Students are expected to be respectful and to take personal responsibility for fostering a healthy school environment, as well as for failure to adhere to rules. All stakeholders are required to communicate with parents/guardians regarding student progress or any issue that impedes learning.

This *Student Code of Conduct* applies to any student who is on school property, who is in attendance at school or at any sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff.

The goal of the *Student Code of Conduct* is to provide clear and concise parameters for student conduct and discipline. The intent is to establish an atmosphere for discipline which creates support for positive personal growth and achievement. The district is firmly committed to implementing the *Student Code of Conduct* in a fair, unbiased manner.

Principals are to ensure that the *Student Code of Conduct* is distributed to each student at the beginning of the school year and to any and all incoming students throughout the year. The *Student Code of Conduct* is to be reviewed by the classroom/homeroom teacher during the month of September.

The *Student Code of Conduct* and expectations for student behavior should be reviewed with parents. Parents are encouraged to reinforce the *Student Code of Conduct* with their children. Both student and parent signatures are required.

## STUDENT/PARENT RESPONSIBILITIES

- Be personally responsible to understand and follow all school rules and regulations.
- Follow guidelines regarding acceptable use of all electronic devices.
- Respect others, their rights, and their property.
- Refrain from any form of harassment, intimidation and/or bullying whether verbally, emotionally, physically, or electronically.
- Complete all requirements related to each course of study.
- Adhere strictly to the district's attendance policy.
- Wear the school's official uniform without modifications.

### **In order to ensure a respectful, responsible learning environment, it is expected that a student shall:**

- Meet attendance requirements, including being on time, attending every class every day.
- Refrain from bullying/harassment in all forms, and assume personal responsibility for not contributing to any such interaction that is observed.
- Exhibit ethical behavior as it applies to tests, assignments and other work for which the student is responsible.
- Understand and practice behaviors in relation to upholding and abiding by school rules and regulations that have been developed to ensure the safety and accountability of all those in the school community.
- Interact and speak to peers and those in authority with respect and consideration, and assume responsibility for one's behavior and speech.
- Uphold the school expectations of the uniform dress code and proper use of electronic devices and other educational materials.
- Understand and support appropriate school conduct at all extracurricular activities, including field trips, sporting events and transportation.

## STUDENT RIGHTS

An effective, instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of pupils. Such an environment include respect for self and others, as well as for district and community property.

- Students have the right to receive an education which allows for maximum personal growth and prepares them to be productive members of our society.
- Students have the right to participate in all aspects of school, regardless of race, color, creed, national origin, ancestry, age, marital status, affectional or sexual orientation, genetic identity, pregnancy, gender identity or expression, religion, disability or socioeconomic status. This includes transgender or gender non-conforming students. (N.J. Law Against Discrimination, Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq).
- Students have the right to present information and a written statement that has a bearing on disciplinary action and due process based upon the disciplinary action. In addition, the student has the right to appeal decisions to the Commissioner of Education pursuant to N.J.A.C. 6A:3-1.3 through 1.17; and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5; in accordance with the procedures and timelines established for each specific infraction.
- Students have the right to a safe, comfortable, secure and orderly school environment.
- Students have the right to confidentiality regarding their student records as per federal and state laws.
  - i. Advance notice of behaviors that result in suspensions and expulsions that have been identified pursuant to N.J.S.A. 18A:37-2;
  - ii. Attendance at school irrespective of students' marriage, pregnancy or parenthood;
  - iii. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, in instances of law enforcement interviews involving their children to the extent permitted by law, and N.J.A.C. 6A:16-7.2 through 7.8 suspensions and expulsions; and
  - iv. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections.

## GRADUATING STUDENTS

As members of the 8th grade class from an elementary/middle school, or as members of the 12th grade/senior year in a high school, students are expected to serve as role models for the student body. All expectations as noted in this *Student Code of Conduct* - i.e., appropriate behavior, demeanor and attendance, are to be modeled by all graduating students. Repeated violations of the *Student Code of Conduct* or a suspension/removal from school due to a Zero Tolerance incident may result in the graduating student not being allowed to participate in graduation ceremonies and/or any other 8th grade/12th grade activity, which are privileges that the student must earn.

All recommendations for exclusion of a student from the graduation ceremony and/or other 8th grade/12th grade activity must be recommended by the Division Director/Associate Superintendent and approved by the Board of Education. All recommendations for exclusion of a student from the graduation ceremony and/or other 8th grade/12th grade activity are to be treated in the same manner as a suspension and the student so affected shall be afforded the rights of review provided in Board Policy. The decision regarding exclusion from graduation ceremonies will not be made prior to April 1. Students excluded from ceremonies will be reimbursed by the school for any graduation fees collected.

**ACADEMIC INTEGRITY**

JERSEY CITY PUBLIC SCHOOLS  
Plagiarism and Cheating Code of Integrity Agreement  
Grade 6-12

Plagiarism can be defined as submitting another person’s ideas, words, images, or data without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is equivalent to stealing and will not be tolerated. Because of the increased prevalence and the ease of copying other people’s work, Jersey City Public Schools District feels the need to inform students how to maintain their integrity and academic standard.

“Cutting and pasting” does not “cut it” in the academic or the real world.

In order to clarify what constitutes plagiarism, and cheating, you should be aware that you have committed plagiarism when you:

- Use phrases, quotes, or ideas not your own
- Paraphrase the word of another, even though you may have changed the wording or sentence structure
- Submit a paper written for another class (academic dishonesty)
- Submit a paper from an essay service or agency, even though you may have paid for it
- Submit a paper by another person even though he or she may have given you permission to use it
- Directly copy an assignment or test from another student, either with or without his or her permission
- Give an assignment or test to another student to copy in whole or in part and claim as his or her own

Be aware that plagiarism may be applied to ALL assignments in class, not just papers. This includes (but is not limited to) worksheets, tests, quizzes, and bookwork. Students are expected to complete their own work.

If students do not understand an assignment or do not have time to do it, they need to see the teacher rather than turning in plagiarized work. **If students are not sure how to cite something, they must see the teacher.**

**Procedure for dealing with suspected plagiarism.**

Any paper or student work that is suspected of plagiarism will be copied with the student’s name blacked out. Work will then be submitted to a plagiarism committee of staff members assigned by the principal where the student’s work will be reviewed independently and then collaboratively. Students found guilty of plagiarism will automatically receive a zero for the assignment. They may receive the following disciplinary action: contact with parent/guardian, detention, and/or suspension. In all cases, a note will be placed in the student’s file (as with any serious school incident). Further incidents may lead to loss of credit.

**I have read and understand these rules regarding plagiarism and have discussed them with my child. I understand that my child may receive a zero on assignments and may receive disciplinary action for turning in work that is not their own.**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

If you have any questions please contact your child’s teacher.

**Contract must be returned by the end of the first full week of class. A copy may be seen on the school web page.**

Adapted from: <http://www.joneshs.k12.ok.us/Jones HighSchool/Files/Plagiarism%20Contract.pdf>  
<http://www.edu.pc.ca/westisle/information/policies/plagiarism.pdf>

**DRESS CODE**

The Jersey City Board of Education has an administrative regulation requiring the wearing of school uniforms by students.

School is a professional setting for learning and students are expected to dress appropriately according to the respective students' school uniform requirements. It is the obligation of the students to maintain their personal appearance in a manner that reflects well on both themselves and the school.

Please adhere to the following:

- Each school's official uniform, including footwear must be worn appropriately and unaltered throughout the entire school day. No jeans or pants resembling jeans, no sweat pants or athletic gear, except for Physical Education class time purposes, stretch pants, jeggings, leggings, distressed ripped or provocative clothing or anything resembling prohibitive clothing are permitted. No offensive or vulgar/obscene attire may be worn.
- Proper and safe footwear is required at all times. No sandals, flip flops, slippers, open-toed shoes, backless slip-on shoes and any other unsafe footwear.
- Sneakers and shoes with laces must have laces tied or secured at all times.
- All head coverings, including sweatshirts hoods or hoodies, sweat bands, and street-related headgear are not permitted unless for religious, medical or cultural purposes.  
Hats are not to be worn or carried throughout the school. Any head coverings/hats confiscated will be labeled and returned to a parent, upon a parent conference.
- Clothing and other accessories that could cause damage to any student or school property is not to be worn.
- Skirts, dresses and shorts must be worn mid thigh or below. Shorts may be worn at the Principal's discretion. However, skin-tight fitting pants, dresses or shorts are not permitted
- Undershirts are not to be worn as the outer garment or exposed from under student's uniform shirts.
- Slogans, patches and emblems that are obscene or promote violence in nature are not permitted in school or at any school-sponsored activity.
- Offensive and vulgar clothing/buttons/pins or accessories are not permitted.
- Clothing worn while actively participating in physical education class is not to be worn in the classroom or hallways in schools where lockers are available. A change of clothing must be worn in gym and/or on the athletic field.
- Pants should not hang so low as to expose underwear.
- Clothing, head gear or symbols that are gang oriented, drug-alcohol related or promote violence are not permitted at any school or any school-sponsored activity. This includes but is not limited to buttons, patches, symbols, beads, bandanas, etc.
- Sunglasses are not permitted unless medically prescribed. Official medical documentation must be provided.
- Students are not permitted to wear transparent clothing.
- Halter, low-cut, and tube tops are not permitted. Tops must meet the waistband of slacks, skirts or shorts.
- High School dress code pants must be tan, khaki or black color.
- Clothing accessories such as scarves and gloves are not to be worn during the school day. (This does not apply to religious accommodations).

Should students report to school in clothing which does not conform to the Dress Code, school staff will review the circumstances and determine the measures to be taken to properly address the violation.

These measures may include:

- Parent/guardian bringing a change of clothes to school. Students will be required to change into said clothing.
- Parent/guardian conference
- Detention
- In-School Suspension
- Saturday Detention/Suspension

No student shall be denied attendance at school or penalized for failing to wear a uniform by reason of demonstrated financial hardship pursuant to the requirements of BOARD POLICY.



## STUDENT ATTENDANCE

The JCPS District places a high value on student attendance because regular school attendance is a primary factor in a student's academic and social success. The District shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). When one is absent, the benefit of classroom instruction is lost and cannot be entirely regained, *even* by extra after-school instruction. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

Students in grades K-8 who accrue (18) days of unexcused absences in one school year and students in grades 9- 12 who are absent 18 school days from a full year course (5 to 20 credits); 9 school days from a semester course (5 credits); or 5 school days from a marking period course (2.5 credits) may be considered ineligible for promotion to the next grade and for participation in extracurricular activities/athletics and/or magnet programs.

### Student Attendance Requirements

In order for the school district to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

A student must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. High School instruction begins promptly at 8:35 am. Therefore, if the student is not in their classroom by that time they will be marked tardy.

- Students shall attend school daily and on time.
- Elementary school (grades PreK-8) instruction begins promptly at 8:30 A.M. and dismissal time is 2:45 P.M. See Policy 5113 Attendance Absences and Excuses.
- (Elementary schools only) When the student returns to school, he/she shall bring a signed note from the parent explaining the reason for the absence. This note is to be presented to the teacher, school nurse, and/or community aide immediately upon the student's return to school.
- High School rotating schedule day begins at 8:35 A.M. and the High School 8-period schedule day begins at 8:30 A.M. Students who do not arrive by their respective times will be marked tardy/late.
- Parents should notify the school the morning of an absence by telephone. If such notice is not received, school personnel will make *every* attempt to contact the parent/guardian on the day of the absence. (See policy 6154)

Students are to be counted in attendance only if they are actually present or engaged in a school-approved educational activity that constitutes a part of the instructional program for students.

### Excused Absences

Students may be legitimately absent from school for the following reasons  
(Paper documentation must be provided):

- Student illness. Provide written medical documentation on letterhead or prescription.
- Death in the immediate family, three days; funerals of other relatives, not to exceed one day if in the locality or three days if outside of the state. Provide a copy of the Obituary, Funeral Card/Program or Funeral Home Letter.
- Requirements of a student's individual health care plan or individualized education program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- Quarantine
- State-approved religious observances:  
You can check those dates on the following website: <http://www.state.nj.us/education/genfo/holidays.htm>
- (High School only) Approved College visits (no more than three during the school year). Approved form provided by the High School Guidance Department.
- Suspensions.
- Court Appearance. Provide documentation or note from the court.

(continues on page 5)

## STUDENT ATTENDANCE (CONTINUED)

- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Other individual absences as determined and approved by school administration
- New Jersey State Agencies' mandated appointments.

Students with special circumstances should have their parent contact the school. In some instances, this may enable the student to receive a permissible excuse to do the work assigned in advance.

Please note that students who are excused for any of the above reasons are required to complete any missing work for their classes.

Documentation for excused absences from parent/guardians is required within three (3) days of returning to school after an absence.

### Unexcused Absence

Any absence that does not fall into one of the excused absence categories will be considered unexcused.

It is the intention of the school district's attendance policy that the stated number of absences will provide for normal and usual illnesses. This is not a permissive rule establishing or licensing a limit of days which may be missed with no harm. Rather, it assumes absences could occur for illness or serious personal or family problems.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences.

Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian or adult student (NJAC 6A:32-1.1 et seq.)

### Right of Time Recovery

Time recovery is an opportunity that will allow students to gain missed class time due to an unexcused absence(s). A student is eligible to recover time for unexcused absences within the period of time as described in the Time Recovery Program to avoid loss of credit.

The limits for recovery of class time are:

- Semester-long courses: students can recover up to 5 unexcused absences (2.5 credits)
- Full year courses: students can recover up to 10 unexcused absences (5.0 credits)

Attendance in time recovery does not guarantee a passing grade. It is an opportunity to recover lost instructional time, complete missing assignments and avoid loss of credit.

Interventions when students are absent:

- Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence.
- Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.
- If contact through these means is unsuccessful the school personnel may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.
- Double period courses; students can recover up to 20 unexcused absences. (10 credits)

(continues on page 6)

**STUDENT ATTENDANCE (CONTINUED)**

- The principal or his designee shall schedule a meeting with the parent/guardian and the student. The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance.
- If at any time it is suspected that there is potential abuse, neglect and/or a student is reported missing the school personnel shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

**Related Consequences of Absences Resulting in Loss of Course Credit**

A student may also be restricted from

- Extracurricular activities (may be for the remainder of the year).
- Interscholastic Athletics (in accordance with additional NJSIAA eligibility rules).
- Cooperative Education Programs (off-site work component may be substituted with in-school classroom courses).

The Attendance Appeal Review Committee will make a determination as to eligibility status for the remainder of the current semester and for subsequent semesters, (notwithstanding New Jersey Sports Interscholastic Athletic Association eligibility rules for athletic competition).

Interventions for Persistent Absences

Tier 1

If a pattern of unexcused absences arises consisting of up to three absences in one semester, the district shall:

- Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence.
- Attempt to contact the parents/guardians by phone or email to determine the cause of the unexcused absence.
  - Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence.

Tier 2

If the pattern of unexcused absences continues and/or four to nine unexcused absences are accumulated the district shall:

- The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.
- If parent/guardian fails to show up for the scheduled meeting, a home visit will be conducted by the Community Aide. If the home visit is unsuccessful, refer to the school's assigned Attendance Counselor for intervention.

All efforts are geared toward keeping students enrolled and attending school regularly. Linking families with needed services and resources is the primary objective of intervention meetings.

The purpose of this meeting shall be to develop an action plan to assist the student to return to school and maintain regular attendance. The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, school counselor, principal or other relevant staff.

Tier 3

If the pattern of unexcused absences continues and/or ten or more unexcused absences are accumulated the district shall:

- The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

Parents/Guardians failing to respond to student support team interventions will be scheduled for judicial hearing for students (age 6-16) in the Jersey City Municipal Court. Judicial hearings are reserved for true cases of chronic truancy and educational neglect.

(continues on page 7)

**STUDENT ATTENDANCE (CONTINUED)**

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, school counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

- Referral or consultation with the building's Intervention and Referral Services (I&RS) team.
- Testing, assessments or evaluations of the student's academic, behavioral and health needs.
- Referral to assigned Attendance Counselor to follow-up investigation and possible legal notice.
- The consideration of an alternate educational placement.
- Referral to a community-based social and health provider agency or other community resource.
- Referral to the court program designated by the New Jersey Administrative Office of the Courts.
- The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

After all interventions have been exhausted, students age 16 or older may be removed from roll for the remainder of the school year once they have been ineligible for course credit in all classes, subject to due process.

**Right of Appeal**

Appeals to any portion of this policy may be initiated by students or their parents/guardians within five (5) school days of notification of ineligibility for course credit(s) or participation in extracurricular activities, interscholastic athletics, and scholarship opportunities when absences can be documented as reasonable and necessary. In keeping with the dictates of fairness, a school attendance appeals committee will hear the cases brought by students and/or parents/guardians within five (5) school days of receipt of the request. The decision will be provided, in writing, to the parent/student and appropriate school and district staff within twenty-four (24) hours of the appeals hearing.

Students who have been notified that they are ineligible for credit in a course as a result of absences and whose intention it is to enter into the appeal process are required to continue attending class while awaiting the results of the appeal process.

**Discipline**

All discipline regarding the attendance of students shall be consistent with the Board Policy (#5131) Conduct and Discipline and the student conduct of conduct. Consequences for absences may include those referenced on page 19 (progressive disciplinary steps):

Students, parents and guardians shall be notified of disciplinary actions for attendance and any loss of credit resulting from excessive absences and may appeal this determination through the procedure as set forth in Board Policy (#5145.6) Student Grievance Procedure.

(continues on page 8)

**STUDENT ATTENDANCE (CONTINUED)**

Unexcused Absences for Students in Special Education & Section 504

(ELEMENTARY AND HIGH SCHOOL STUDENTS):

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to students where appropriate and in accordance with the student's:

- Individualized Education Program (IEP)
- 504 Plan
- Procedural protections set forth in New Jersey Administrative Code 6A:14
- Alternate short or long term accommodations for students with disabilities as required by law
- Requirements of a student's individual health care plan

**EARLY CHILDHOOD DEPARTMENT ATTENDANCE**

**PreK Student Attendance**

All preschool students are required to be present in attendance on the first day of school. Preschool students who fail to attend on their first day of school will be dropped from the program unless a medical note is presented.

Preschool students who are attending, but are absent 10 consecutive days at any time during the school year shall be dropped from the program. Due to the high volume of students waiting for program placement, spaces for students are not held. Students who have been dropped from the program have to reapply and will be placed at schools based upon availability at that time.

**Suspension and Expulsion**

No preschool through grade 2 students attending the Jersey City Public School Preschool Program are subject to suspension or expulsion from the program to the extent prohibited by law.

ATTENDANCE POLICY Q & A

**Q 1: Which absences will count toward the total number of absences in the policy?**

A: All absences apply toward the total number identified in the policy with the exception of field trips, school-related activities, court order/subpoena issued in the student's name, quarantine certified by a medical inspector, medical excuses from doctor, suspension and religious observances as approved by the Commissioner of Education. These policies are further explained on page 4.

**Q 2: Are students required to bring documentation from parents/guardians upon return to school after an absence?**

A: Yes. Documentation is required for any and all absences. Medical excuses, etc., must be submitted within three (3) days of the last absence. These policies are further explained on page 4.

**Q 3: How does the attendance policy apply to Special Education and Section 504 students?**

A: All students must follow the attendance policy unless stipulated differently and specifically in the student's Individualized Educational Program (IEP) and/or 504 Plan. If the student is exempt from the attendance policy, a rationale and alternative measure must clearly be written into the student's IEP and/or 504 Plan. These policies are further explained on page 8.

**Q 4: How does suspension affect a student's attendance?**

A: Since suspension is an administrative decision, the specific suspension time will be recorded as a suspension and not considered or counted as an absence. These policies are further explained on page 22.

**Q 5: If a student is passing academically but has accrued the cutoff level of absences, is the student eligible to earn course credit (high school) or be promoted (elementary school)?**

A: High school students who accrue the cut off level of absences are not eligible to earn credit unless and until their case has been heard and won through the appeals process. In the case of an elementary school student, the principal, in consultation with the child's teacher(s), will make a determination. These policies are further explained on page 5.

**Q 6: Can students with a total of nine (9) days absent in a semester participate in extracurricular activities?** A: No. Nine (9) absences in a semester will make the student immediately ineligible to participate in extracurricular activities-- e.g., sports, cheerleading, etc. The student/parent has five (5) days to submit an appeal to the Attendance Appeal Review Committee who, in turn, will render a decision within five (5) school days. The student will remain active pending the decision of the Committee. These policies are further explained on page 6.

**Q 7: May a parent or a student appeal the attendance decision?**

A: Yes. The parent or student may choose to appeal the decision to the Attendance Appeal Review Committee. Students are expected to continue attending class during the appeal process. These policies are further explained on page 7.

**ATTENDANCE POLICY Q & A (CONTINUED)**

**Q 8: How does a parent/student appeal the Attendance Appeal Review Committee's decision?**

A: The parent must submit a written request for appealing the review committee's decision to the principal of the school.

**Q 9: How long does the parent/student have to appeal the Attendance Appeal Review Committee's decision to the principal?**

A: The parent/student has five (5) days from the date of receipt of the decision to appeal in writing to the principal.

**Q 10: When does the Attendance Policy take effect?**

A: Attendance begins on the first day of school for continuing students. For students new to the district, attendance begins on the date of enrollment.

**Q 11: If the student is awaiting the Appeal Process, is the student eligible to participate in extracurricular activities?**

A: Yes. The student is eligible to participate in extracurricular activities pending a decision by the Attendance Appeal Review Committee.

**Q 12: Is there an Appeal Process beyond the principal's decision?**

A: Yes. Students/parents may bring their appeal to the Division/Director. Such appeals must be submitted, in writing, within five (5) days of notice of the school-level decision.

**Q 13: Are visits to a student's home country during school days considered absences?**

A: Yes. Visiting a student's home country while school is in session is considered an unexcused absence.

**Q 14: Can the student be re-enrolled after being taken off roll (age 16 or older only) for violating the district Attendance Policy?**

A: Yes. Parent/Guardian must bring student for a conference with the principal prior to the start of the following school year to discuss re-enrollment options.

**TARDINESS, LATE ARRIVAL AND EARLY DISMISSAL**

The orderly conduct of class activity depends upon the prompt and precise beginning of the program.

Students are expected to arrive to school and class on time. School begins everyday at 8:30 a.m. for PreK-12 students. Any elementary student arriving after 8:40 a.m. will be considered late. Any high school student arriving after 8:35 a.m. will be considered late. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the *Student Code of Conduct*.

Consequences for accumulated occurrences of tardiness may include detention, and/or loss of credit for class work. A

student shall be marked absent from class for tardiness in excess of one half of the total class period.

The school district recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. As the agent responsible for the education of the children of this district, the school district shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons for tardiness may include:

- Medical or dental appointments which cannot be scheduled outside of school hours.
- Requirements of a student's individual health care plan.
- Requirements of the student's Individual Education Program (IEP) and/or 504 Plan.
- Alternate short or long term accommodations for students with disabilities.
- Medical disability.
- Motor vehicle driver's test.
- (High School only) Interview for college entrant or employment.
- Court appearance.
- Such good cause as may be acceptable to the administration.

Tardiness not covered by the causes listed *above* shall be cumulative, and may affect course credit.

Dismissal before the end of the school day

No pupil shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian and the parent/guardian is identified on the pupil's school record as such, or a person *over* the age of 18 who is authorized in writing by the parent/guardian to act in his/her behalf. Written authorization must be made in advance and school personnel must verify the identity of the parent/guardian making the authorization. School personnel must make a copy of the photo ID of the person authorized to pick up the student.



**EMERGENCY SCHOOL DISMISSAL PROCEDURES**

**I. Purpose**

Early Dismissal: Early school dismissals will only be declared when an emergency situation presents a serious and overwhelming threat to the health and safety of students and staff. The emergency situation must override the dangers and difficulties presented by closing schools earlier than usual. In the event of an early school dismissal due to an emergency situation, the following procedures are to be followed:

**II. Procedures**

- A. All principals and assistant/vice principals are expected to remain in their school until all students have been released to the attention of a parent/responsible adult; and, until all appropriate staff have left. Parental notifications will be made by the school staff.

The principal of each school will advise parents and guardians each school year of the Safety Rules for Dismissal of Students.

- B. All extended day programs are canceled. The building administrator will notify staff from other schools/ programs/agencies who instruct during the extended day program of the cancellation of classes.
- C. Transportation - The superintendent's office will notify the transportation department of the emergency dismissal.

The transportation department will contact all vendors to begin pick-ups for special education students and other students transported by contracted bus companies. School staff are to make parental notifications. The school district will retain supervision over students who are not released to the student's parent or guardian or other responsible adult designated by the parent or guardian.

- D. Food Service - The superintendent's office will notify the food service department of the early dismissal. Whenever possible, students are to be served lunch prior to an early school dismissal.
- E. Athletic Events -All scheduled athletic events are to be cancelled and notice given to all appropriate parties, including the transportation department.
- F. CASPER Program - The CASPER staff will notify parents of the cancellation of CASPER. Should an emergency arise during the hours of CASPER operation, teachers will call parents to pick up the students as soon as possible. Designated staff will remain until all students have been released to the attention of a parent/responsible adult, as designated in writing by the parent.
- G. Adult Evening School - Classes are cancelled when there is an early dismissal due to an emergency situation.
- H. Saturday/Weekend Programs/Activities - In the event of an emergency closing of schools on Friday, a determination will be made at that time regarding Saturday/Weekend activities. The appropriate program/ activity coordinators will be notified by their immediate supervisor of any cancellations.

**III. Evacuation**

In the event of an emergency, in a particular school, the evacuation plan will be implemented.

**LUNCH PROCEDURES**

**9TH GRADE STUDENTS WILL REMAIN IN THE BUILDING FOR LUNCH**

Schools will provide a full-service cafeteria program. Students have the option of purchasing lunch in the cafeteria, or bringing lunch from home and eating it in the cafeteria or designated area. Students who are eligible for free/reduced lunch must complete and submit a lunch application form by the due date in September. Ordering food from outside vendors and having it delivered to the school and/or school property is strictly forbidden.

**ACCEPTABLE USE OF TECHNOLOGY**

The use of the Jersey City Public Schools' Network Resources must be in support of education and research, and consistent with the educational objectives of the Jersey City Public Schools. The user is held responsible for his/her actions and activities while accessing both the Internet and Intranet, and while using Electronic Mail (e-Mail). The Internet links computer networks around the world, giving the Jersey City Public Schools access to a wide variety of information resources. Internet access is available in all public schools. Although filters are fallible, the Jersey City Public Schools will be responsible for providing filters to create an environment that is free from harmful content. Websense is the name of the program currently used by the district to block restricted sites. Access to e-Mail is a privilege and certain responsibilities accompany that privilege. E-Mail users are expected to be ethical and responsible when using e-Mail.

Certain conduct will not be tolerated in the use of technology. Any individual who engages in conduct that is prohibited by network system resource or district rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off school district property or whether civil or criminal penalties are also imposed for such conduct. Any individual who engages in web publishing that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action, is subject to discipline. Any individual who uses district resources for private gain is subject to discipline. See page 35 for more info and signature page.

Additional examples of prohibited conduct include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Plagiarizing on-line material.
- Pirating software.
- Degrading or disrupting equipment or system performance.
- Gaining unauthorized access to resource or entities.
- Vandalizing the data of another user.
- Invading the privacy of individuals.
- Posting any inappropriate messages/photos/videos.
- Posting false or defamatory information about a person or organization.
- Accessing or transmitting material which advocates violence or hatred against a particular individual or groups of individuals.
- Harassing another person - i.e., persistently acting in a manner that annoys another person.
- Accessing pornographic material.
- Being responsible for introducing a computer virus into the school network and/or computers.
- Posting of threats that disrupt the functioning of schools will cause the arrest of the originators.
- Violating test security and/or cheating.

**USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Students are permitted to carry cellular telephones and other personal electronic devices in school and at school sponsored events. However, students' cellular telephones and other personal electronic devices and smart watches shall be turned off during the instructional day unless authorized by the school principal or designee. Unauthorized cell phones and other personal electronic devices that are used by students during the school day are subject to being confiscated and returned to the parent/ guardian when they come to school to retrieve it. Parents who need to reach their children during the school day to address an emergency should contact the main office. The wearing of unauthorized electronic devices shall not be permitted. The use of camera or video phones and other personal electronic devices is strictly forbidden during school and at any school functions unless otherwise authorized by the principal. Any portable media player is also prohibited accordingly.

**HARASSMENT, INTIMIDATION AND BULLYING**

The board of education prohibits acts of harassment, intimidation or bullying of students and staff. All members of the Jersey City Public Schools community have a right to live and work in an environment that is safe and satisfying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards, and for staff to educate students effectively. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe environment. The school district will not tolerate acts of harassment, intimidation or bullying against any students.

"Harassment, intimidation or bullying" means any gesture or written, verbal, physical act, or any electronic communication that is:

- (a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and
- (b) takes place on school property, at any school sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - (1) a reasonable person should know under the circumstances, that the acts will have the effect of physically or emotionally harming a student or damaging his or her property, or placing a person in reasonable fear of physical or emotional harm to his or her person or damage to his or her property; or
  - (2) has the effect of insulting or demeaning any person or group of persons; or
  - (3) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The "Electronic communication" means a communication that is transmitted by means of an electronic device including all social media, but not limited to a telephone, cellular phone, pager, personal data assistant or computer. This includes communication that takes place on or off school grounds, at any school-sponsored function, on a school bus and after school hours. Electronic communications include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an internet website, including social media and social networking websites.

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion. The consequences and remedial measures may include, but are not limited to, those set forth in the board's policy prohibiting harassment, intimidation and bullying (policy 5131.2).

The school administrator, Anti-Bullying Specialist (ABS) and/or their designee shall be responsible for receiving complaints alleging violations of this policy. Reports may be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

(continues on page 15)

**HARASSMENT, INTIMIDATION AND BULLYING (CONTINUED)**

**The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:**

- All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when district board of education member, the school employee, contracted service provider, student, or volunteer witnessed or received reliable information regarding any such incident;
- The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school board member, school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

**The following procedures shall apply to investigations of reported incidents of harassment, intimidation and bullying:**

- All investigations shall be prompt, thorough, complete, and documented in writing, and shall include, but not be limited to, taking of statements from victims, witnesses and accused; careful examination of the facts; support for the victim; and a determination if alleged act constitutes a violation of this policy.
- Whenever a school administrator learns of blogging information which rises to the level of threats or harassment, the school official shall immediately notify law enforcement

The District will report all suspected "bias" crimes and "bias-related" acts to law enforcement officials when the conduct constitutes offenses that qualify as mandatory referrals under Article 4 of the Memorandum of Agreement between Education and Law Enforcement. Law enforcement officials will determine whether they have jurisdiction over the matter and the appropriate law enforcement response.

- The School investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-school day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and shall include any services provided, training established, discipline imposed; or other action taken or recommended by the superintendent.
- The superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and shall include the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

(continues on page 16)

**HARASSMENT, INTIMIDATION AND BULLYING (CONTINUED)**

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the New Jersey Law Against Discrimination.

Acts of retaliation, reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. No staff member, service provider, student, visitor or volunteer shall be subject to reprisal, retaliation or false accusation as a result of witnessing and/or reporting an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal, retaliation or false accusation shall be determined by the superintendent, principal, and/or their designee after consideration of the nature, severity and circumstances of the act, in accordance with law and board policies and procedures. In cases where any state or federal law has allegedly been violated, the appropriate law enforcement agency shall be notified.

Parents who request to participate in HIB interview process

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As per FERPA 34 CFR § 99.12. If the education records of a student contain personally identifiable information on other students, the parent or eligible student may inspect or review or be informed of only the specific information about the student in question.

The New Jersey Anti-Bullying Bill of Rights Act investigative and interview process is one in which the personally identifiable information of students other than the individual student in attendance will be discussed.

The Jersey City Public School District values and respects the privacy rights of its students and therefore shall not permit parents or their representative(s) to participate in or observe the harassment, intimidation, or bullying investigative and interview process.

If a suspected criminal offense is involved, the investigation would be conducted in accordance with N.J.A.C. 6A:16- 6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety and the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

(continues on page 17)

**HARASSMENT, INTIMIDATION AND BULLYING (CONTINUED)**

Parents who attempt to deny access to their child for HIB interview process

The New Jersey Anti-bullying Bill of Rights Act states all reports of harassment, intimidation or bullying (HIB) must be investigated by the school anti-bullying specialist in consultation with the principal. The purpose of the investigation is to determine the facts of each report, which would include assessing whether there was HIB according to the statutory definition or some other behavior of concern. Determinations on the nature of a behavior are not made prior to conducting an investigation, but are made based on the findings from an investigation. Additionally, in all cases when HIB is initially reported, regardless of the investigation findings, the district must engage in the entire procedure cited in N.J.S.A. 18A:27-15.

Therefore, parents may not deny school staff the ability to interview their child as part of the investigative process. Any attempt by a parent to deny school staff access to their child shall be deemed an attempt to impede or hinder the school's requirement to investigate all reports of harassment, intimidation or bullying.

**SEXTING AND OTHER INAPPROPRIATE USES OF TECHNOLOGY**

The Board of Education prohibits acts of harassment, intimidation, or exploitation of a student. The Board of education has determined that the phenomenon of "sexting" falls under such prohibited acts. The board of education has determined that "sexting," like other disruptive behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment and may be considered a police matter. Accordingly, sexting will not be tolerated because such conduct is repugnant and can lead to more serious violence. Also, such conduct is gravely inconsistent with district efforts to create a safe and civil environment conducive for student learning and high academic achievement. In addition, students shall not engage in improper communication with District staff through the use of electronic communications.

While its definition varies, "sexting" in this school district is defined as the production, possession, or dissemination of sexual materials, including sexually suggestive text messages and nude or semi-nude photographs via cellular telephone or any other technological device:

- A. A reasonable person, under the circumstances, has the effect of insulting, intimidating, harassing, demeaning, or exploiting any student, or placing a student in reasonable fear of physical or emotional harm to his person, and/or;
- B. Has the effect of insulting, intimidating, harassing, demeaning, or exploiting any student in such a way as causing any disruption or interference with the orderly operation of the school.

Sexting shall not be tolerated on school property or at any school-sponsored function. Consequences for a student engaging in sexting shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's disciplinary record, history of problem behaviors and performance, and must be consistent with the district's *Student Code of Conduct*. Consequences for a student engaging in acts of sexting include, but are not limited to, the following:

(continues on page 18)

**SEXTING AND OTHER INAPPROPRIATE USES OF TECHNOLOGY (CONTINUED)**

1. Admonishment.
2. Temporary removal from the classroom.
3. Deprivation of privileges.
4. Classroom or administrative detention.
5. Referral to disciplinarian.
6. In-school suspension during the school week or the weekend.
7. After-school programs.
8. Out-of-school suspension (short-term or long-term).
9. Transfer to another school.
10. Legal action.
11. Expulsion.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of sexting, and take corrective action for documented systemic problems relating to sexting. Remedial measures for a student engaging in acts of sexting include, but are not limited to, the following:

1. Restitution and restoration.
2. Mediation.
3. Peer support group.
4. Recommendations of a student behavior or ethics council.
5. Corrective instruction or other relevant learning or service experience.
6. Supportive student interventions, including participation of the intervention and referral services team.
7. Behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate.
8. Behavioral management plan with benchmarks that are closely monitored such as zero tolerance.
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor).
10. Involvement of school disciplinarian.
11. Student counseling.
12. Parent conferences.
13. Student treatment.
14. Student therapy.

(continues on page 19)

**SEXTING AND OTHER INAPPROPRIATE USES OF TECHNOLOGY (CONTINUED)**

Remedial measures for the victim(s) of acts of sexting and others affected by such acts that may be undertaken on a classroom, school building, or school district basis include, but are not limited to, the following:

1. Supportive institutional interventions, including participation of the intervention and referral services team.
2. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying.
3. School culture change.
4. School climate improvement.
5. Adoption of research-based, systemic bullying prevention programs.
6. School policy and procedures revisions.
7. Modifications of schedules.
8. Adjustments in hallway traffic.
9. Modifications in student routes or patterns traveling to and from school.
10. Supervision of students before and after school, including school transportation.
11. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus).
12. Teacher aides.
13. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors.
14. General professional development programs for certificated and non-certificated staff.
15. Professional development plans for involved staff.
16. Disciplinary action for school staff who contributed to the problem.
17. Parent conferences.
18. Family counseling.
19. Involvement of parent-teacher organizations.

The principal or his or her designee is responsible for determining whether an alleged act constitutes a violation of this policy, and responding appropriately. Staff, students, and parents who become aware of an act of sexting are to immediately report such conduct to the school principal or his or her designee. Sexting may be reported to the school principal in writing and may be made anonymously, but formal action for violation of the *Student Code of Conduct* may not be based solely on the basis of an anonymous report that is unsubstantiated. Oral reports also shall be considered official reports.



**SUBSTANCE ABUSE POLICY**

New Jersey State Law and The Board of Education prohibit the use, possession and/or distribution of any drug, alcohol, or tobacco products, steroids and/or any paraphernalia on school premises, and at any school-related event away from the school. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with N.J.S.A.18A:40A-9 et seq, N.J.A.C.6A 16-4.1 et seq and N.J.S.A. 2A:170-51.4

Examples of prohibited substances include, but are not limited to:

NICOTINE	TOBACCO
TOBACCO PRODUCTS	CIGARETTES
NARCOTICS	ANY CONTROLLED DANGEROUS SUBSTANCE
STEROIDS	FLAVORED CIGARETTES

Examples of prohibited paraphernalia include, but are not limited to:

HOOKAHS	CIGARETTES, CIGARS, PIPES
VAPOR PRODUCTS	E-CIGARETTES/VAPE PENS
CARTRIDGES	LIQUID NICOTINE CONTAINERS
JUJLS	EDIBLES

The district also follows the New Jersey State Interscholastic Athletic Association (NJSIM) position on random testing of students in grades 9-12 who participate in extracurricular activities and interscholastic athletics.

For more information, please refer to Policy #5131.6 at [www.JCBOE.org](http://www.JCBOE.org).

**STUDENT SEARCHES**

In the continuing effort to ensure a safe and orderly environment for our students, student searches may be conducted for weapons, drugs and/or other prohibited objects/materials in the event that there is reasonable suspicion. All students are subject to metal detector searches (walk through and handheld type) whenever on school property or at any school-sponsored activity. Any baggage (i.e., backpack, book bag, handbag, carryall, etc.) of the student may also be searched. Additionally, student lockers remain the property of the school *even* when used by students and student locker searches may be conducted.

A student's person and possession may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Any student refusing to participate in, and/or cooperate with, a search will be detained and the parent/ guardian will be contacted. Additionally, any student so refusing is subject to disciplinary action. If there is a reason to believe that the student is refusing to participate because the student is in possession of a weapon, the police shall be asked to immediately intervene.

Student searches shall be done in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials available on the District's website under Policy.

For more information, please refer to Policy #5145.12 at [www.JCBOE.org](http://www.JCBOE.org).

## LAW ENFORCEMENT AND POSSIBLE CHILD ABUSE REPORTING

The Uniform State Memorandum of Understanding Between Education and Law Enforcement Officials (MOU) establishes statewide policies and procedures for ensuring cooperation between the schools, law enforcement and other investigative agencies. The goal is to safeguard the “essential right of all students.”

The MOU includes reporting of instances where a student may have been subjected to child abuse or neglect. School staff is required to provide notification to the Division of Child Protection and Permanency (DCPP formerly D.Y.F.S).

Parental notification in all instances of Law Enforcement and DCPP involvement is governed by the MOU. In certain instances, parental notification is not permitted. Parents will be notified to the extent the MOU and the law permits.

The MOU is incorporated in this *Student Code of Conduct* and is available on the District’s website under Policy.

## PROGRESSIVE DISCIPLINARY ACTION STEPS

While the Jersey City Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior.

## POSITIVE BEHAVIOR

### LEVEL 0

**Action(s):**

- Respectful
- Attentive
- Productive

**Reward(s):**

- Activities
- Special Privileges
- Other

## DISCIPLINE PROCEDURES

Corrective action taken by school personnel will vary according to the age and the developmental level of the student. The circumstances that are related to specific behavioral problems and actions will be considered.

A principal/designee may suspend a student up to ten (10) consecutive school days. Instructional materials and/or other educational services will be provided to every student equally, who is suspended for a time period exceeding four (4) days. The aforementioned services shall be consistent with the students Individualized Education Program (IEP) or 504 Accommodation Plan.

Subject to due process, students who demonstrate conduct grossly inappropriate to the educational setting, and have a history of consistently breaking the rules from whether on school grounds, at school related events or otherwise subject to the jurisdiction of the Student Code of Conduct may be removed from the school building and assigned to an Interim Alternative Educational Setting (IAES), long-term suspension, or be recommended to be considered for expulsion.

(continues on page 22)

**DISCIPLINE PROCEDURES (CONTINUED)**

**LEVEL 1**

Action(s):

- Infraction of school uniform dress code
- Unprepared for class
- Eating at undesignated areas/times
- Getting out of seat without permission
- Use of Profanity
- Excessive Talking
- Sleeping in class
- Inappropriate use or removal of school materials
- Lateness to school or class
- Other Disruptive Behavior
- Disrespect to school personnel
- Cell phone usage, unless authorized by the teacher for instruction is prohibited in class.

Intervention(s) / Consequence(s):

- Verbal Correction
- Student Conference
- Seat Change
- Parent Contact
- Parent Conference
- Crisis Intervention Teacher (C.1.T.) or Teacher-Issued Detention
- Referral to support services (I&RS)
- Nurse referral
- Peer Mediation
- Conflict / Resolution Session
- Loss of Privileges
- Other

Chronic offenders may be subject to, and/or the severity of the infraction may result in a higher level of intervention or consequence.

**LEVEL 2**

Action(s):

- Inappropriate/threatening dialogue
- Verbal assault/abuse
- Violation of acceptable use of technology
- Roaming/walking out of class/late to class/cutting class
- Continuous/excessive use of profanity
- Inappropriate public display of affection
- Unethical conduct/cheating/plagiarism
- Indecent Exposure
- Leaving the school premises (unauthorized)
- Chronic unexcused absenteeism
- Other Disruptive Behavior

Intervention(s) / Consequence(s):

- Referral to support services (I&RS)
- Parent Contact / Conference
- Peer Mediation (if applicable)
- Conflict / Resolution Session (if applicable)
- HIB Investigation (if applicable)
- Police Notification / Involvement (if applicable)
- Detention
- Saturday Detention
- Loss of Privileges
- In School Suspension
- Out of School Suspension (1-5 days)\*
- U-Can Academy (Short-term in-district suspension)
- Other

Chronic offenders may be subject to, and/or the severity of the infraction may result in a higher level of intervention or consequence.

\* When a student accrues 10 days of out-of-school suspension, documented interventions must be provided.

(continues on page 23)

DISCIPLINE PROCEDURES (CONTINUED)

### LEVEL 3

Action(s):

- Fighting
- Bullying/Cyber-bullying
- Unauthorized audio or video recording
- Verbal/Physical assault of another person
- Sexual assault/harassment/conduct
- Weapons
- Possession/use /distribution of dangerous or other substances including tobacco products and/or any paraphernalia
- Leaving the school premises (unauthorized)
- Indecent Exposure
- Bomb Threats
- Gambling
- Inappropriate use of the Fire Alarm
- Vandalism/tampering/destruction of school property
- Theft/robbery
- Facilitating entry of intruders
- Terroristic threats
- Bus misconduct
- Lighting matches/using a lighter setting a fire
- Trespassing
- Possession of pornographic material
- Extortion
- Other

Intervention(s) / Consequence(s):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Parent Contact / Conference</li> <li>• I&amp;RS</li> <li>• Peer Mediation (if applicable)</li> <li>• Conflict / Resolution Session (if applicable)</li> <li>• HIB Investigation (if applicable)</li> <li>• Police Notification / Involvement (if applicable)</li> <li>• Detention</li> <li>• Saturday Detention</li> </ul> | <ul style="list-style-type: none"> <li>• Loss of Privileges</li> <li>• In School Suspension</li> <li>• Out of School Suspension (3-10 days)*</li> <li>• Long-term suspension (more than 10 days)</li> <li>• Assignment to an alternative educational program</li> <li>• Zero Tolerance for Firearms (removal up to 1 year)</li> <li>• Expulsion</li> <li>• Other</li> </ul> |
|---|---|

Chronic offenders may be subject to, and/or the severity of the infraction may result in a higher level of intervention or consequence.

\* When a student accrues 10 days of out-of-school suspension, documented interventions must be provided.

A student who commits an assault with a weapon will be immediately removed from the regular educational program for up to one (1) calendar year, subject to due process.

A student who commits an assault upon a staff member without a weapon will be removed subject to due process. See pages 24-29.

**GENERAL SUSPENSION REGULATIONS**

- A) Violations referred to the administrator for disciplinary action should be accompanied by a written statement from the teacher or staff member.
- B) Students will be assigned to either before or after school supervised detention for infractions of the school rules. During this timeframe silent constructive school work will be assigned.
- C) Only the Principal or designated Assistant/ Vice principal shall have the authority to suspend students.
- D) The parents of a suspended student will be notified by the school of the suspension. Every attempt will be made to contact the parent by phone at the time of the suspension. Written notification will be sent on the day of suspension and a copy of the notification will be maintained by the school while the student is enrolled.
- E) Before any suspension is lifted, a parent/guardian and student conference must be held with the administrator. A suspended student will be readmitted only after a satisfactory conference. The suspended student must be afforded every opportunity to make up (5 days/10 days) missed school work.
- F) Chronic violators of any rules (and their parents/guardians) may be referred to outside supportive agencies, an interim alternative education setting, or to the Intervention and Referral Services Committee.
- G) Students on out-of-school suspension are prohibited from entering any district property while on suspension. Students who violate this regulation will be charged with trespassing.
- H) Students found to be under the influence of an illegal controlled substance will be removed from school until the Principal is given a written report from a physician certifying that the student is physically and mentally able to return to school.
- I) Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, etc.
- J) Smoking or possession of any type of cigarettes, tobacco, paraphernalia or any other matter, substance or device which contains tobacco or any other matter that can be smoked, an electronic smoking cigarette or device are forbidden on any school property. See page 20 Substance Abuse Policy.
- K) Educational services must be provided to every student, general and special education equally, who is suspended for a time period exceeding 4 (four) days. These services must be provided on or before the 5th day of said suspension and shall address all New Jersey Student Learning Standards. For a student with a disability, the aforementioned services shall be consistent with the student's Individualized Education Program (IEP) or 504 Accommodation Plan.
- L) An appeal of the decision affecting the student's educational program should be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

**SUSPENSIONS OF REGULAR EDUCATION STUDENTS**

In order to maintain a student's due process rights, incidents of misconduct must first be handled at the school level. Efforts must be made by the principal/designee first and subsequently by the Division Associate Superintendent to use building and district resources to effectively handle disciplinary problems prior to a consideration of suspension. A Principal/designee may suspend a student up to ten ( 10) consecutive school days. Students who are suspended for non-violent or non-criminal actions shall be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing. An informal hearing is a meeting with an administrator, the parent/guardian and student to inform the student of the charges, and give the student a chance to reply to the charges.

No student may be suspended for more than ten (10) consecutive days without the approval of the Superintendent or designee, and appropriate due process as follows:

(continues on page 25)

**SUSPENSIONS OF REGULAR EDUCATION STUDENTS (CONTINUED)**

Notification of the charges prior to his or her removal  
An informal hearing with the opportunity to present his or her version of the events  
Immediate notice to the student's parent/guardian  
Appropriate supervision while waiting for the student's parents  
Written notification to the parents within two (2) school days of the initiation of long term suspension or expulsion proceedings stating:

The specific charges  
The facts on which the charges are based  
The student's due process rights

Notification that further actions in conduct warranting expulsion shall amount to a knowing and voluntary waiver of the student's right to a free public education in the event that a decision to expel the student is made by the district board of education.

Prior to a formal hearing the student shall be provided with:

- A list of witnesses and their statement, if any, no later than five days prior to the formal hearing
- Information that the student may be represented by an attorney (with a list of legal resources, i.e. legal aid, pro bono attorneys etc.
- In or out of school educational services within five days of the suspension

Students with a disability shall have a manifestation determination pursuant to law.

#### Hearings before the Board/designee

The hearing shall be conducted before the Board, designee  
Students shall have the opportunity to:

- Present testimony in his/her behalf
- Cross examine witnesses
- Have the hearing take place no later than 30 calendar days following the day the student is suspended from the general educational program
- The board of education's decision will be based on the preponderance of competent and credible evidence

#### Following the Hearing

A written statement to the student's parents regarding the Board's decision within five school days after the close of the hearing

The student has the right to appeal the Board's decision to the Commissioner of Education.

If it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed. At the completion of a long term suspension, the student shall be returned to the general education al program.

A student's discipline file shall be destroyed upon graduation from high school to the extent permitted by law. If a student leaves school without graduating, the discipline records will be kept for one year and then destroyed. The hearing process is the same for long-term suspensions and expulsions.

**DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES**

Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students (unless stated otherwise in their Individualized Education Program (IEP) for short-term suspensions. Administration shall consult with the case manager/member of the Child Study Team prior to disciplinary action entailing changes in the student's current educational setting. For more information refer to The Parental Rights in Special Education Booklet (PRISE) and the New Jersey Department of Education State Code, New Jersey Administrative Code 6A: 14-2.9.

Short Term Suspensions

Short-term suspensions mean a period of 10 consecutive or cumulative school days in a given school year. The disabled students can also be placed in in-school suspension and/or an Interim Alternative Educational Setting (IAES) following the same procedures used for non-disabled students for a period of no more than 10 consecutive or cumulative school days in a given school year. At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the Child Study Team. The disabled student is afforded the same due process procedures as the non-disabled student.

At the time of removal, the parent/guardian/student must receive:

- Oral or written notice of the charges (suspension form).
- An explanation of the charges and the evidence that supports them.
- An opportunity to present his/her side of the story. Generally the notice and hearing requirements should precede removal from school; however, in emergency situations the student may be removed from school immediately. The notice and hearing requirements should follow as soon as possible.

Long-Term Suspensions. Removal to an IAES for Weapons or Drug Offenses or Expulsion

Long-term suspension can constitute a change in placement without benefit of the IEP process; suspension from the student's educational program for a period of 10 or more consecutive school days in a given school year; a series of lesser suspensions that result in 10 or more cumulative school days during a given school year; or placing a student in an IAES for a weapons or drug offense or for inflicting serious bodily injury.

Any disciplinary action that removes the student from his/her educational program for more than 10 days is considered to be a change in placement and cannot proceed beyond 10 consecutive or cumulative days until the following three events are conducted:

- A Manifestation Determination hearing is convened by the IEP team
- A Functional Behavioral Assessment (FBA) is conducted, as provided below
- A Behavioral Intervention Plan (BIP) is developed, as provided below

Therefore, whenever any such action that constitutes a long-term suspension (and possible change in placement) is being considered, the case manager of the disabled student must be provided with written notification immediately so that the parents can receive the mandated written notification to convene a Manifestation Determination hearing as required under the state special education code, New Jersey Administrative Code 6A:14.

The purpose of the Manifestation Determination is to examine the relationship between the student's behavior and his/her disability. If the IEP team determines that there is no relationship between the inappropriate behavior and the student's disability, the student can then be disciplined in the same manner as a non-disabled student, provided that educational services continue. If it is determined that the inappropriate behavior is a manifestation of the student's handicapping condition, then a FBA of the behavior must be conducted and an appropriate BIP developed and implemented. If a BIP is already in effect for the student, the IEP team must review it and make any needed modifications.

(continues on page 27)

**DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES (CONTINUED)**

The appropriateness of the current placement must also be considered. The district cannot proceed with the proposed disciplinary action. In either instance, the IEP team must provide a written report to the appropriate school official.

Disabled students can be removed to an IAES for a period not greater than 45 calendar days for any of the following infractions:

- The child carries a weapon to school or to a school function.
- The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
- The child has inflicted serious bodily injury upon another person while at school or a school function.

The IEP team must conduct a Manifestation Determination hearing during the 45-day period. The student's behavior and placement must be reviewed. If the behavior is determined not to be a result of the handicapping condition, the student can be placed in an IAES for up to one year. If it is determined that the behavior is a manifestation of the disability, then an FBA and BIP must be developed and the appropriateness of the placement reviewed.

Disciplinary Actions for Students Suspected of Having A Disability: If the student has been suspected of having an educational disability, then he/she is to be treated as if he/she were a disabled student. If a Child Study Team has been requested, the student is considered to be afforded the same due process rights as identified disabled students.

**GUNS AND OTHER MAJOR OFFENSES**

The Jersey City Board of Education prohibits the possession and/or use of firearms, toy guns, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

Students who bring weapons or drugs to school or commit any act of violence against a student or staff member WILL be removed from the school building immediately, pending a hearing before the Board of Education designee. In all cases involving violence, vandalism, substance abuse, or weapons, the Electronic Violence and Vandalism Reporting System (EWRS) must be submitted to the Zero Tolerance assessment team within 24 hours.

The police will be called, a report filed, and the parent notified if a student is found to be in possession of a weapon or drugs, assaults a staff member, or if a terroristic threat has been made. Depending on the incident, the age of the student, and a recommendation by the Zero Tolerance assessment team, the student will be assigned to an Interim Alternative Educational Setting (IAES), subject to a hearing before the Board of Education, designee.

**Firearms**

This section shall apply to any student who is:

1. Convicted or adjudicated delinquent for possession of a firearm on school grounds
2. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds;  
and
3. Found knowingly in possession of a firearm on school grounds.

The student (other than a student with a disability) shall be immediately removed from the school's general education program for a period of not less than one calendar year. The Superintendent may modify the removal of a general education student on a case-by-case basis.

(continues on page 28)



GUNS AND OTHER MAJOR OFFENSES (CONTINUED)

A student with a disability shall immediately be removed for offenses involving firearms in accordance with federal and state laws and regulations.

Weapons, Assaults with Weapons, Assaults on Board of Education Members and Employees

The principal, designee shall

1. Immediately *remove* a student;
2. Isolate the student and place him or her under the supervision of school staff until the student's parent/guardian or a law enforcement official takes custody of the student
3. Immediately report the student's removal to the Superintendent
4. Notify law enforcement of a possible violation of the criminal code

At the time of removal, the parent/guardian/student must receive:

- Oral or written notice of the charges (Suspension Form).
- An explanation of the charges and the evidence that supports them.
- An opportunity to present his/her side of the story.
- An explanation of the consequences for the incident.
- The removal action
- The law enforcement notification
- The student's due process rights to a hearing before the Board, designee
- The due process rights of a student with a disability.

A student with a disability who is removed shall receive a placement in accordance with regulation.

In the event a placement in an alternative setting is not available, a general education student shall be provided with home instruction until placement is available.

If it is found that the student did not commit the offense the student shall be immediately returned to the regular educational program.

In most cases, the minimum removal from the home school will be at least 10 days. This will include the student's suspension time and placement at an IAES. During a placement at an IAES, the home school will supply appropriate work for the student in order to maintain continuity of instruction. The parent/guardian is responsible for the transportation of the student as well as the books and assignments to the Zero Tolerance site. In more serious cases, the removal will be for a minimum of one year/or permanent expulsion from school. When required, an instructional program will be offered to students in this more serious category.

Generally, the notice and hearing requirements should precede removal from school; however, in emergency situations the student may be removed from school immediately.

**ADMINISTRATIVE PROCEDURES FOR EXPULSIONS**

Expulsion is the permanent denial of the student's right to attend school and may be imposed only by the Board of Education subject to due process as provided on pages 22 and 23. A student may appeal an expulsion decision to the Commissioner of Education and the State Board of Education.

Expulsion is considered only as a last resort and only after all building and district-level interventions have been attempted and the student has already been subject to a long term suspension. In all cases where expulsion is considered, the student shall be afforded an alternative form of instruction (i.e., home instruction or alternative programs) to ensure his/her educational future as required by law. The Board of Education will consider expulsion only if the principal of the school and his/her staff, where appropriate, have exhausted all means of bringing about a correction of the misconduct, including intervention by the Intervention & Referral Service Committee (I&RS), and shall have followed the administrative procedures. The parents/guardians of the student must also have been interviewed and advised by the Associate Superintendent of the rights of the student to a full hearing before the Board of Education, designee which will afford him/her procedural due process.

The first level of appeal that a parent has is before the Superintendent, designee. This is an informal hearing that must be held within five (5) school days of the initial suspension. If the Superintendent, designee determines that the charges are true, and may warrant expulsion, the third level of appeal may be set. A full formal hearing must be held within thirty (30) school days after the Superintendent's recommendation for expulsion.

The District will provide legal notice to all parties concerned for the preparation and presentations of the evidence in support of the charge at the hearing. The student may be represented by an attorney.

In order to assure that a student does not have his/her constitutional rights violated, the student, parent or guardian shall be given an opportunity for a due process hearing. The hearing will allow the student to contest the facts which could potentially lead to suspension by a Principal, or continued suspension or expulsion by the Board of Education.

A formal due process hearing shall include the accused student's right to: notification of charges against him/her; the names of the adverse witnesses; copies of the statements and affidavits of those adverse witnesses; the opportunity to be heard in his/her own defense; the opportunity to cross-examine adverse witnesses; the opportunity to be represented by counsel and the right to appeal to the Commissioner of Education, appeal to the State Board of Education, and appeal to the Courts.

**COMMUNITY RESOURCES FOR PARENTS**

**BEHAVIORAL HEALTH SERVICES**

Family Partners of Hudson County  
Family Support Organization  
895 Bergen Ave, #300  
Jersey City, NJ 07306  
201-915-5140  
[www.familypartnershc.org](http://www.familypartnershc.org)

Hudson Speaks  
Christ Hospital Psychiatry & Behavioral Health  
179 Palisade Ave  
Jersey City, NJ 07306  
201-795-5757  
[www.facebook.com/HudsonSPEAKS](http://www.facebook.com/HudsonSPEAKS)

**COUNSELING SERVICES**

Progressive Solutions Counseling Center  
616 Summit Ave  
Jersey City, NJ 07306  
201-918-5641

**HEALTHCARE SERVICES**

Center for Comprehensive Care  
Jersey City Medical Center  
961 Garfield Ave  
Jersey City, NJ 07304  
201-915-2294  
Counseling & Testing Site: 201-915-2545  
[www.libertyhealth.org](http://www.libertyhealth.org)

Horizon Health Centers, Women's Health Center &  
Dental Care  
*Multiple Locations in Hudson County -*  
Jersey City  
714 Bergen Av. 201-451-6300  
115 Christopher Columbus Dr. 201-710-2200 -  
Bayonne  
29 East 29th St. 201-683-2000  
[www.horizonhealth.org](http://www.horizonhealth.org)

**HOMELESS OUTREACH SERVICES**

Medical and Social Services for the Homeless  
(MASSH) Jersey City Medical Center  
953 Garfield Ave  
Jersey City, NJ 07304  
201-434-1316  
[www.libertyhealth.org](http://www.libertyhealth.org)

**LEGAL SERVICES**

Community Health Law Project  
35 Journal Square, Suite 827  
Jersey City, NJ 07306 201-963-  
6295  
[www.chlp.org](http://www.chlp.org)

Legal Services of New Jersey (LSNJ)  
574 Summit Ave  
Jersey City, NJ 07306  
201-792-6363  
[www.lsnj.org](http://www.lsnj.org)

Progressive Solutions  
Counseling Center  
616 Summit Ave  
Jersey City, NJ 07306  
201-918-5641

**MENTAL HEALTH SERVICES**

Bridgeway Rehabilitation Services  
Early Intervention Support Services  
615 North Broad St.  
Elizabeth, NJ 07028  
908-403-6516  
[stephan.simon@bridgewayinc.com](mailto:stephan.simon@bridgewayinc.com)

C-Line Community Outreach  
450 Martin Luther King Dr.  
Jersey City, NJ 07305 201-  
200-1965  
[www.clineoutreach.org](http://www.clineoutreach.org)

Christ Hospital Outpatient Behavioral Health  
179 Palisade Ave  
Jersey City, NJ 07306  
201-795-8200 / 201-795-8375  
[www.carepointhealth.org](http://www.carepointhealth.org)

Hudson County Self Help Center  
880 Bergen Ave, 6th fl.  
Jersey City, NJ 07306  
201-420-8013

Hudson Partnership CMO  
110 Meadowlands Parkway  
Secaucus, NJ 07094 201-  
537-1460  
Perform Care-877-652-7624  
[www.hudsoncmo.org](http://www.hudsoncmo.org)

Jersey City Medical Center Behavioral Health  
355 Grand St.  
Jersey City, NJ 07302  
201-915-2272  
[www.libertyhealth.org](http://www.libertyhealth.org)

Mental Health Association of Hudson County  
P.O.S.T. Program  
880 Bergen Ave, Suite 601  
Jersey City, NJ 07306 201-  
653-4700

Mt. Carmel Guild Behavioral Health Outpatient  
Services (2 locations)  
- 2201 Bergenline Ave, 2nd fl.  
Union City, NJ 07087 201-558-  
3700  
- 285 Magnolia Ave  
Jersey City, NJ 07306  
201-395-4800

NJ-National Alliance on Mental Illness (NAMI)  
NAMI Hudson County  
201-861-0614  
[namihudson@msn.com](mailto:namihudson@msn.com)  
NAMI NJ en Espanol  
1-888-803-3413  
[msilva@naminj.org](mailto:msilva@naminj.org)

**NJ CHOICES**

Consumers Helping Others Improve Their  
Condition By Ending Smoking  
317 George St., Suite 105  
New Brunswick, NJ 08901  
732-235-8232  
[www.njchoices.org](http://www.njchoices.org)

Jersey City Medical Center Psychiatric  
Emergency Service  
355 Grand St.  
Jersey City, NJ 07302 201-915-  
2210/TF 866-367-6023  
[www.libertyhealth.org](http://www.libertyhealth.org)

**OUTPATIENT SERVICES**

Bayonne Community Mental Health Center  
601 Broadway  
Bayonne, NJ 07002  
201-339-9200

Family Service Bureau  
379 Kearny Ave  
Kearny, NJ 07032 201-  
246-8077

Freedom Of Choice Health Care, Inc.  
533-32nd St.  
Union City, NJ 07087  
201-766-6617

Hoboken University Medical Center  
Community Mental Health Center 506  
Third St.  
Hoboken, NJ 07030  
201-792-8200  
[www.carepointhealth.org](http://www.carepointhealth.org)

Palisades Medical Center  
Outpatient Counseling Center  
7101 Kennedy Blvd.  
North Bergen, NJ 07047  
201-854-0500

**COMMUNITY RESOURCES FOR PARENTS**

**RESIDENTIAL SERVICES**

Cura, Inc.  
595 County Ave  
Secaucus, NJ 07094  
973-622-3570  
curainc.net

Exodus Program  
Most Excellent Way Life Center  
422-426 Martin Luther King Dr.  
Jersey City, NJ 07304  
201-332-8541  
[www.mostexcellentwaylifecenter.com](http://www.mostexcellentwaylifecenter.com)

Hyacinth AIDS Foundation  
492 Communipaw Ave  
Jersey City, NJ 07304  
201-432-1134  
[www.hyacinth.org](http://www.hyacinth.org)

Salvation Army  
Rehabilitation Center  
248 Erie St.  
Jersey City, NJ 07310  
201-653-3071

**RUNAWAY SERVICES**

National Runaway Switchboard  
1-800-RUNAWAY

**SUPPORT SERVICES**

Angela Cares  
696 Ocean Ave Jersey  
City, NJ 07305 201-  
685-7273  
[www.angelacares.org](http://www.angelacares.org)

Boys & Girls Club of NJ  
225 Morris Blvd..  
Jersey City, NJ 07302  
201-333-4100 x323

Catholic Charities  
Intensive Family Support Services  
249 Virginia Ave  
Jersey City, NJ 07304  
201- 798-9925  
[www.ccannj.com/hudson.php](http://www.ccannj.com/hudson.php)

Catholic Charities  
Prevention, Intervention & Education  
Services for Seniors (P.1.E.S.)  
Kelly Rooney 908-497-3953

Covenant House of NJ  
797 Westside Ave  
Jersey City, NJ 07305 201-433-  
0234  
[KRoberts@CovenantHouse.org](mailto:KRoberts@CovenantHouse.org)

Garden State Episcopal Community Development  
Corporation  
Hudson CASA/Drop in Center  
514 Newark Ave  
Jersey City, NJ 07306  
201-209-9301  
[www.gsecdc.org](http://www.gsecdc.org)

Horizon Family Success Center  
115 Christopher Dr., 4th fl. Jersey  
City, NJ 07302  
201-451-4767 (office) / 201-451-6240 (fax)  
[www.horizonhealth.org](http://www.horizonhealth.org)

North Hudson Community Action Corporation  
5301 Broadway  
West New York, NJ 07093  
*Multiple other locations in Hudson Co.*  
201-866-9320  
[www.nhcac.org](http://www.nhcac.org)

Urban League of Hudson County  
253 Martin Luther King Dr. Jersey  
City, NJ 07305 201-451-8888  
[www.ulohc.org](http://www.ulohc.org)

Statewide Parent Advocacy Network (SPAN)  
35 Halsey St.  
Newark, NJ 07102  
1-800-654-SPAN / 973-642-8100  
[www.spanadvocacy.org](http://www.spanadvocacy.org)

DOES YOUR FAMILY NEED HELP?  
Log into the network [HudsonServiceNetwork.org](http://HudsonServiceNetwork.org)

**SUBSTANCE ABUSE SERVICES**

C-Line Community Outreach  
110 Martin Luther King Drive  
Jersey City, NJ 07305 201-  
200-1965  
[www.clineoutreach.org](http://www.clineoutreach.org)

Christ Hospital Counseling & Resource Center  
176 Palisade Ave  
Jersey City, NJ 07306  
201-795-8348 / 201-795-8381 (Fax)

Christ Hospital Outpatient Behavioral Health  
179 Palisade Ave  
Jersey City, NJ 07306  
201-795-8200 / 201-795-8375  
[www.carepointhealth.org](http://www.carepointhealth.org)

Community Solutions, Inc.  
2853 Kennedy Blvd.  
Jersey City, NJ 07306 201-521-1300 /  
201-521-1400 (Fax) Endeavor House  
206 Bergen Ave  
Kearny, NJ 07032  
800-570-2626  
[www.endeavorhouse.com](http://www.endeavorhouse.com)

Hudson County Coalition for a Drug-Free  
Community, Partners In Prevention  
37 Harmon Cove Towers  
Secaucus, NJ 07094  
201-552-2264 [www.partners-in-prevention.com](http://www.partners-in-prevention.com)

Hudson County Self Help Center  
880 Bergen Ave, 6th fl.  
Jersey City, NJ 07306  
201-420-8013

Hoboken University Medical Center Giant Steps  
506 Third St.  
Hoboken, NJ 07030  
201-792-8200 / 201-792-8290  
[www.carepointhealth.org](http://www.carepointhealth.org)

Jersey City Medical Center Behavioral Health  
395 Grand St.  
Jersey City, NJ 07302  
201-915-2272  
[www.libertyhealth.org](http://www.libertyhealth.org)

Integrity House  
595 County Ave  
Secaucus, NJ 07078 201-583-  
7100 [www.integrityhouse.org](http://www.integrityhouse.org)

Khaleidoscope Health Care, Inc.  
77 Harrison Ave  
Jersey City, NJ 07304  
201-451-5425  
[khcpm@aol.com](mailto:khcpm@aol.com)

Mt. Carmel Guild Behavioral Health Outpatient  
Services (2 locations)  
- 2201 Bergenline Ave, 2nd fl.  
Union City, NJ 07087 201-558-  
3700  
- 285 Magnolia Ave  
Jersey City, NJ 07306  
201-395-4800

Spectrum Health Care Inc.  
7 4-80 Pacific Ave  
Jersey City, NJ 07304 201-451-2544/  
201-860-7864 (Fax)

**COMMUNITY RESOURCES FOR PARENTS**

**JUVENILE SEX OFFENDER & FIRE SETTER SERVICES**

Project Impact  
506-3rd St.  
North Bergen, NJ 07030  
201- 792-8049 (pager)

**ADDICTION INFORMATION**

Addictions Hotline of NJ  
1-800-238-2333

Contact We Care  
1-908-232-2880

Gambling 1-  
800-Gambler

N.J. MADD (Mothers Against Drunk Driving) 1-  
609-409-1220

**CRISIS INTERVENTION**

Family Crisis Intervention (Adolescent) Hudson 1-  
800-399-3612

National Suicide Prevention Lifeline  
1-800-273-TALK (8255)

NJ Mental Health Cares  
1-866-202-HELP (4357)

**DOMESTIC VIOLENCE/CHILD ABUSE**

Division of Child Protection & Permanency  
(DCP&P)  
1-800-982-7397

Child Abuse Hotline (DCP&P, formerly DYFS)  
1-877-652-2873

Domestic Violence Hotline  
1-800-572-SAFE (7233)

Hudson County Child Abuse Prev. Center  
1-201-798-5588

National Child Abuse Hotline  
1-800-422-4453

Women Rising  
201-333-5700

**FOSTER CARE & ADOPTION INFORMATION**

New Jersey DCP&P  
438 Summit Ave 4th fl.  
Jersey City, NJ 07306  
201-295-0423

**TOBACCO CESSATION**

NJ Quitline, 1-866-NJSTOPS

**OTHER SERVICES**

Al-Anon/Alateen National Hotline  
1-888-425-2666

American Red Cross Bergen/Hudson Chapter  
201-433-3100

Children's Health Clinic  
Immunizations, flu vaccines, well-baby clinic,  
health fairs.  
360 Martin Luther King Dr.  
Jersey City, NJ 07305 201-  
309-487 4

Christ Hospital-Addictions  
201-795-8170

Dept. of Health & Human Resources General  
Health Clinics & Programs, Children's Health  
Programs, Senior Affairs & Nutrition Programs,  
etc.  
1 Journal Square Plaza  
Jersey City, NJ 07306  
201-547-6800  
Health complaints: 201-547-5285

Division of Deaf & Hard of Hearing  
1-800-792-8339

Division of Tenant Landlord Relations  
30 Montgomery St. Room 415 Jersey  
City, NJ 07302  
201-547-5127  
Heat or Repair Issues call Division  
of Housing Code Enforcement, 201-547-4825  
24-hour emergency hotline, 201-547-4821

Eating Disorders  
1-800-624-2268

Food Stamps  
1-800-687-9512

Homeless Hotline  
1-800-624-0287

Hudson County Legal Services  
201-792-6363

Hudson County Perinatal Consortium  
201-876-8900

Hudson County Social Services  
201-420-3000  
Jersey City Housing Authority  
Section 8 Public Housing  
400 US Highway #1 (inside Marion Gardens  
Complex)  
Jersey City, NJ 07306  
201-547-6600

Let's Celebrate 201-  
433-5438 x6239

MAS SH  
Medical & Social Services for the Homeless  
201-915-2980

Narcotics Anonymous  
1-800-992-0401

NJ Aids Hotline  
1-800-624-2377

Palisades Medical Center  
New Vision Program 201-  
854-5000

Partners In Prevention  
201-552-2268

Poison Control  
1-800-222-1222

Rape Crisis Center 24-hour Hotline  
201-795-5757

Resident Response Center  
"One Stop" Office for City Services  
280 Grove St. City Hall  
Jersey City, NJ 07302  
201-54 7-4900/5555  
\*\*This office can direct your inquires regarding  
city services, including the above listed  
agencies.

Senior Information Hotline  
1-800-792-8820

United Way Resources  
NJ 211

Women, Infants & Children (WIC)  
Supplemental nutrition program  
384 Martin Luther King Drive  
Jersey City, NJ 07305 201-547-  
5682/4587  
WIC Food, 201-547-6842

**LESBIAN GAY BI-SEXUAL TRANSGENDER  
QUESTIONING INTERSEX RESOURCES**

PFLAG (Parents Families and Friends of Lesbians and Gays Network) [www.PFLAG.org](http://www.PFLAG.org).

Hudson Pride Connections Center, Jersey City  
201-963 4779 HudsonPride.org

LGBTQ Youth Resources  
[www.CDC.GOV/LGBThealth/youth-resouces.HTM](http://www.CDC.GOV/LGBThealth/youth-resouces.HTM)

Resources – Human Rights Campaign  
[www.HRC.org/RESOURCES](http://www.HRC.org/RESOURCES)

City of Jersey City – Office of the Mayor – Task Force on LGBT Equality  
[www.cityofjerseycity.comLGBTtaskforce](http://www.cityofjerseycity.comLGBTtaskforce)

Resources for the LGBT Community  
[HTTPS://GAYCENTER.ORG/RESOURCES](https://GAYCENTER.ORG/RESOURCES)  
212-620-7310

PRIDE CENTER OF NJ  
[www.Pridecenter.org](http://www.Pridecenter.org)  
732-846-223

**SCHOOL ABSENTEE NOTE**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

(Teacher's Name)

My child \_\_\_\_\_ was absent from school on \_\_\_\_\_

(Child's Name)

(Date)

due to \_\_\_\_\_

(Personal illness, etc.)

Very truly yours,

(Parent/Guardian's Signature and Address)

If appropriate, please attach doctor's note.

**SCHOOL ABSENTEE NOTE**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

(Teacher's Name)

My child \_\_\_\_\_ was absent from school on \_\_\_\_\_

(Child's Name)

(Date)

due to \_\_\_\_\_

(Personal illness, etc.)

Very truly yours,

(Parent/Guardian's Signature and Address)

If appropriate, please attach doctor's note.

ACCEPTABLE USE OF TECHNOLOGY AND COMPUTER NETWORK

Overview

The Jersey City Board of Education ("the Board") has developed a technology plan that uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational computer technology shall be infused into the district curriculum to maximize student achievement of the Common Core State Standards for mathematics and language arts and literacy, and the Core Curriculum Content Standards.

It is the policy of the District to establish safe and effective methods for student and staff users of the District's technological resources and to prevent user access over its computer network to (or transmission of) inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act.

Purpose

In order to support its commitment to providing avenues of access to the universe of information and resources that are available through technology, the District's system of electronic communication shall include access to the Internet for students and staff.

The Board is committed to the use of telecommunication networks in a responsible, efficient, courteous and legal manner. Internet access and other on-line services, provided to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable Use

Acceptable uses of telecommunications are devoted to activities that support teaching and learning. The use of the District's computer network is limited to the exchange of academic information, research, career and professional development activities consistent with the mission of the District.

All users are required to safeguard password-protected access to personal and confidential District files and folders. Unethical, unacceptable, or illegal behavior, including but not limited to the misuse of the Network or other resources, may result in loss of privileges as well as disciplinary, legal and monetary consequences.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

Other resources

This document is intended to summarize content that is outlined in the Board's Internet Safety and Technology Policy 6142.10 and its Regulations AR-1, AR-2 and AR-3. This document should be read in conjunction with board policy, regulations, the Student Code of Conduct and any other statement or policy adopted by the Board regarding the use of computer technology by Jersey City Public Schools employees and students.



**ACCEPTABLE USE OF TECHNOLOGY AND COMPUTER NETWORK**

**PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING**

I, \_\_\_\_\_ [print name of student], UNDERSTAND AND AGREE TO THE FOLLOWING:

The Jersey City Board of Education provides computing and network resources, including access to the Jersey City Public School District ("the District") Computer Network ("the Network") and the Internet, to students, employees and others affiliated with the District for school communications and educational use.

The equipment, software, and network capacities provided by the District, and any and all information contained on District computers' hard drives or disks, are and remain the property of the District. The District provides access to the Network as a privilege, not a right. The District reserves the right to restrict or terminate access to the Network at any time for any nondiscriminatory reason. It also reserves the right to monitor activity, in any form necessary, to maintain the integrity of the Network and insure its proper use, and to intercept and stop messages that have the capacity to overload computer resources. District personnel may review files and communications for purposes related to the administration of the computer system, to ensure that users are using the Network responsibly, or for other school purposes.

The user is held responsible for the user's actions and activities while accessing the Internet. Although filters are fallible, the District will be responsible for providing filters to create an environment that is free from harmful content. The District's Student Code of Conduct applies to student users of the Network resources. A violation of this agreement will be treated as a violation of the Student Code of Conduct.

Anyone using a District computer, technology facilities, or equipment must use them in such a way as not to violate personal or professional data and not to break any laws concerning use of the Network or Internet. Unethical, unacceptable, or illegal behavior, including but not limited to the misuse of the Network or other resources, may result in loss of privileges as well as disciplinary, legal and monetary consequences.

**Privacy Notice**

In the event that the District furnishes a student with an electronic computing device such as a laptop computer, tablet (e.g. iPad Air), or any other electronic device, this statement shall serve as notice that such electronic device may record or collect information on the student's activity or the student's use of the device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The District shall not use any of these capabilities in a manner that would in any way violate the privacy rights of the student or any individual residing with the student.

**Acknowledgement**

I have received a copy of the Jersey City Board of Education Policy on Internet Safety and Technology 6142.10 ("the Policy"), and have read and understand the Policy, including the standards of conduct contained in the Policy. I understand and acknowledge that any violation or attempted violation of the provisions of that policy may result in revocation of my privileges, regardless of the success or failure of the attempt. In addition, I understand that appropriate legal action and/or disciplinary action, up to and including suspension or expulsion of students and termination of employment, may be taken, and that monetary remuneration also may be sought for damage necessitating repair or replacement of equipment. I also understand and acknowledge that any decision of the Board regarding inappropriate use of the technology or telecommunication resources is final.

Parent of Guardian Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent of Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student User Agreement**

I understand and will abide by the procedures and The Acceptable Use Policy for educational technology tools and electronic resources of The Jersey City Public Schools. I further understand that any violation of the regulations is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken and I will be responsible for reimbursement of damages and/or loss.

Student Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2018-2019 CODE OF CONDUCT

Dear Parent/ Guardian:

Please read the proceeding material with your child and sign the form below acknowledging that you have reviewed and understood the *2018-2019 Student Code of Conduct*. This form **must** be returned to your child's teacher.

*Thank You!*



## 2018-2019 CODE OF CONDUCT ACKNOWLEDGMENT FORM

Classroom Teacher:

I agree that I have reviewed this Student Code of Conduct and understand the information provided to me.

PLEASE PRINT PARENT/GUARDIAN'S NAME

PLEASE PRINT STUDENT'S NAME

PARENT /GUARDIAN'S SIGNATURE

DATE

STUDENT'S SIGNATURE

DATE

SCHOOL & GRADE LEVEL

\*\*38\*\*

Revised August 9, 2018

