



School #17

Handbook and Code of Student Conduct

2016-2017

Passaic Board of Education

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Vision

The Passaic Public Schools will become the best urban school system in New Jersey.

Mission

The Passaic Public Schools will provide an excellent education that prepares our students for college and to earn high paying jobs.

Focus

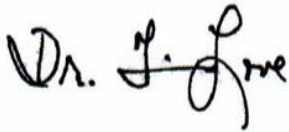
The Passaic Public Schools will provide all students the opportunity to graduate high school with a career certification and/or a minimum of 15 college credits.

A Message From the Principal

Dear School #17 Students,

The School #17 Handbook and Code of Student Conduct is to help you learn about our school procedures and provide information to you and your parents about our school. It is important to review this handbook with your family, and ask your teachers questions that you have about anything written in the pages that follow. Most importantly, continue to be a great citizen and student. I look forward to seeing your continued contributions to our school.

Sincerely,

A handwritten signature in black ink that reads "Dr. T. Love". The signature is written in a cursive style with a large, stylized initial "T" and a long, sweeping underline.

Dr. Terrence L. Love
Principal

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Administration

Principal

Dr. Terrence L. Love – tlove@passaicschools.org

Assistant Principal

Dr. Heela Sarwary – hsarwary@passaicschools.org

School Counselor

Julieta Tapia – jtapia@passaicschools.org

School Nurse

Noemi Lisboa – nlisboa@passaicschools.org

Director of Athletics

Kimberly Kenny - kkenny@passaicschools.org

Supervisor of Athletics

Al Abdelaziz - aabdelaziz@passaicschools.org

Bell Schedules

Regular Session Bell Schedule

8:25 AM – All students should enter the school.

3:05 PM – Dismissal

One Session Bell Schedule

8:25 AM – All students should enter the school.

1:10 PM – Dismissal

Delayed Opening Bell Schedule

9:55 AM – All students should enter the school.

3:05 PM – Dismissal

Emergency Closings and Delayed Openings

All current phone numbers stored in our student information system, PowerSchool, will be contacted with an automated call to inform our community about school closings or delayed openings. Please remember to keep the phone numbers listed in PowerSchool current. We will also post information on our web site.

<http://www.passaicsschools.org>

Breakfast and Lunch Program

Breakfast and lunch is served to all students. Students should report to school on time so that they can enjoy their breakfast and begin instruction.

Cafeteria Regulations

Students are not permitted to leave the cafeteria during lunch without permission. Disciplinary action, subject to the Code of Student Conduct, will be taken when inappropriate behavior occurs in the cafeteria.

Students are expected to:

1. Display proper decorum; throwing of food is prohibited.
2. Eat lunch in their assigned cafeteria section.
3. Report on time to the assigned cafeteria and check in with assigned section teacher.
4. Remain in the assigned cafeteria section for the entire lunch period.
5. Be seated at a table.
6. Be orderly, polite and reasonable in speech and action.
7. Be responsible for his/her table's cleanliness. If asked by a staff member to clean up, students are expected to cooperate, even if the debris is not theirs.

Grading and Reporting

Grading Framework Pre K - 1

Across grade levels and content areas, grades provide critical feedback about student learning. Student grades accrued throughout a marking period assess a student's progress toward identified learning goals. Each marking period, a summative grade is developed to provide an overall assessment of student achievement. In order to provide a coherent system of grading across classrooms and schools, all teachers will structure gradebooks to develop summative grades with "Standards-Based Learning Assessments" constituting 70% of the quarterly grade and "Classwork, Academic Habits, and Formative Assessments" constituting 30% of the quarterly grade, as described below:

A. Standards-Based Learning Assessments: 70%

Standards-based learning assessments are essential assessments of learning that align with the New Jersey state standards as specified through the Passaic Public Schools content curricula. Expectations include:

1. Teachers will utilize multiple varied assessment opportunities, including, but not limited to assessments included in the district curricula, that measure student proficiency of academic standards, including, but not limited to:
 - i. Mid-unit and unit benchmarks/exams/tests;
 - ii. Lab reports;
 - iii. Products, portfolios, projects, presentations, and performances;
2. A minimum of four (4) assessments per marking period; and
3. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be clearly communicated to students, using tools such as rubrics or criteria charts.

B. Classwork, Academic Habits, and Formative Assessments: 30%

In alignment with the curriculum, there are a wide variety of daily student activities that can be assessed based on student learning and classroom participation and engagement. Such grades shall be recorded on a daily and weekly basis. Types include, but are not limited to:

1. Class work and participation - independent, small group, or whole class;
2. Homework, journals, quizzes, demonstration of learning (DOL); and
3. Student self-assessments.

C. Make-up Work

Students shall be permitted to make up work missed during an absence in accordance with the Attendance, Absences, and Excuses policy. Students may receive full credit for classwork made up after excused absences or absences due to a suspension from school.

1. A student shall be given, at minimum, two days for every day(s) he/she was absent to make up missed assignments including tests.

2. Teachers are not required to provide assignments prior to an excused absence, unless requested by the parent/guardian in writing.
3. Students should not be required, on the day of return to school to take a summative assessment that was announced during the student's absence.

D. Late Work

Students must be given opportunities to submit late work not related to an absence. Penalties for late work will be assigned as indicated below:

Number of Days Late	Percentage off of Final Assignment Grade
1 day late	10% off final assignment grade
2 days late	20% off final assignment grade
3 days late	30% off final assignment grade
4 days late	40% off final assignment grade
5 or more days late	50% off final assignment grade

E. Retesting

1. Students shall be permitted to retake any major test that he/she has failed within five (5) school days the failing grade was received.
2. The final assessment grade shall be an average of the test grade and original grade received on the retake.

F. Remediation/Intervention

Teachers will utilize ongoing mastery assessments to determine which students are in need of remediation and intervention. The use of district assessments, teacher developed quizzes/tests, performance assessments, and teacher-gathered observations will determine which students are not mastering the instructional objectives. Teachers will provide remediation/re-teaching opportunities for all students who do not meet minimum standards.

Interventions should:

1. Provide frequent reinforcement and review;
2. Occur at the time the student need is identified;
3. Allow the student to progress systematically through content without experiencing frequent and/or extended periods of non-achievement;
4. Offer a variation in instructional approach, uses a new technique, strategies, materials, opportunities for review, and practice; and
5. Include a variety of instructional targeted small-group instruction, tutorials, homework assistance, after school, and summer academic programs.

Grading Guidelines

The purpose of grading is assist students in the process of learning; all grading systems will be subject to continual review and revision. As a part of each grading system identified below, students must be: informed of the expectations and requirements necessary for success; informed of their progress during the course of study; allowed to see grades resulting from their performance in a timely manner; and encouraged to evaluate their own achievements.

A. Pre-Kindergarten

1. Students in pre-kindergarten are not graded, they are assessed with progress indicators. The primary purpose of the assessment of young children is to support learning and assist educators in evaluating the ongoing growth and development of students in order to determine appropriate classroom activities for individuals and groups of children. Assessment may include anecdotal records of children's conversations and behaviors in individual, small- and large-group situations, samples of artwork and drawings, and photographs, recordings or other records of children engaged in activities and play.
2. If a skill has not been introduced, an N/A (Not Assessed) will be placed in the appropriate box.
3. Discussions and decisions about children's learning should be directly linked to a set of clearly defined learning goals.
4. Students will not be retained in pre-kindergarten.
5. Pre-kindergarten student progress reports communicate a student's skill development and progress toward developmental milestones, as documented by the teacher. The progress reports are issued at the conclusion of each district marking period.

Pre-K Progress Indicator Chart

Progress Indicator	Interpretation
+	Student demonstrates skill consistently
✓ □	Student demonstrates skill, but not consistently
-	Student has not yet demonstrated skill

B. Kindergarten, Grades 1-2

1. Students in kindergarten through grade 2 will not receive number or letter grades, rather they will be marked using performance indicators to communicate progress in meeting learning goals appropriate to each grade level and each subject area. Standards-based grading measures students' knowledge of grade-level content by reporting the most recent consistent level of performance.
2. Under the categories of English/Language Arts, English as Second Language (ESL), Mathematics, Social Studies, and Science, the categories may be divided

into skill groupings. If a skill has not been introduced, an N/A (Not Assessed) will be placed in the appropriate box.

3. Physical Education, Health, Art, Music, World Language, and/or other special area classes will be assessed using performance indicators as described below.
4. Report cards shall include an assessment of non-academic skills including problem-solving, communication, collaboration, student citizenship, and self-direction.
5. Student promotion and retention shall be based on the student's demonstrated mastery of grade-level standards, expectations, and progress, in accordance with the Promotion and Retention policy.
6. In kindergarten through grade 2, teachers will utilize standards-based grading reports to identify how students are performing on a set of clearly defined learning goals. The grades are communicated as performance indicators, noting a student's progress in a specific learning objective. Standards-based grading reports measures students' knowledge of grade-level content by reporting the most recent, consistent level of student performance.

K-1 Performance Indicator Chart

Performance Indicator	Interpretation
E	Excellent Progress/Exceeding Standards
S	Satisfactory Progress/Meeting Standards
I	Improvement Needed/Approaching Standards
NA	Not Assessed

The Grading and Reporting Policy (File Code 6147.1) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website:

www.passaicsschools.org

Physical Education Excuses

A medical excuse from participation in Physical Education class must be brought to the school Health Office, where a nurse will approve the note and inform the teacher. Students will be required to attend a class with an appropriate assignment. Students who have a medical excuse for physical education may not participate in athletics.

PowerSchool Portal

Parents/Guardians will be provided with access to their child's grades, attendance, and progress information by accessing the web based parent portal. Information will be sent to parents so that they have access codes to this information. Any parent who has

difficulty accessing their child's records should contact the principal. Students will also have access to their academic and attendance records.

Promotion and Retention

The Passaic Board of Education recognizes that personal, social, emotional, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The standards for student promotion and retention are critical to the success of Passaic students.

Pre-kindergarten students are not eligible for retention. A student in the elementary grades will be promoted to the next succeeding grade level when he or she has made satisfactory progress at the presently assigned grade and has demonstrated proficiency in the state standards required for movement to the next grade. Such progress will be demonstrated through a variety of measurements, including, but not limited to: classwork, summative and formative assessments, state assessments, and student social/emotional development, in accordance with the Grading and Reporting board policy.

Parents and students shall be regularly informed regarding progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall initiate the referral process to the Intervention and Referral Services (I&RS) committee and notify, in writing, the parents and the school principal.

Each school shall convene a retention review committee to assess recommendations for retention, prior to any action on the school's part.

Promotion

Criteria for promotion includes, but is not limited to:

1. Evidence of satisfactory student performance, including grades; work samples; district assessments and tests, and individual class assignments and tests/assessments will be used to determine student grades in a subject, in accordance with the Grading and Reporting policy. Such coursework may include the following:
 - i. Writing portfolios demonstrating progress over the academic year;
 - ii. Benchmark assessments demonstrating satisfactory understanding of grade level standards;
 - iii. Completion of classroom assignments and projects; and
 - iv. Teacher observations and notes relevant to student progress, such as running records and anecdotal notes.
2. An average of 63, letter grade "D", or indication of "Satisfactory Progress/Meeting Standards" shall be considered a passing grade.
3. Parents and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.

Intervention Programming

1. Intervention opportunities must be offered to students averaging below a 70, or letter grade C-.
2. Intervention opportunities may be offered during the school day, before or after school, on Saturdays, and/or during the summer.
3. Students who do not attend the appropriate before or after school, Saturday, or summer intervention programs may not be eligible for promotion.
4. Participation in intervention programs does not guarantee promotion; and
5. The retention review committee may include participation in intervention programs as criteria for promotion.

The Promotion and Retention Policy (File Code 6146.2) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website: www.passaicsschools.org

Report Card Distribution Dates

Marking Period 1 – Distribution to families on November 29, 2016.

Marking Period 2 – Mailed home on February 8, 2017.

Marking Period 3 – Distribution to families on April 20, 2017.

Marking Period 4 – Mailed home on June 20, 2017.

Standardized Testing

Students in Kindergarten and grade 1 participate in the Measurement of Academic Progress (MAP). This diagnostic formative tool is used to assist teachers in identifying particular student learning needs and, when necessary, modify instructional strategies to support student learning. Science.

Student Attendance

The Passaic Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission.

Attendance

In order for the board of education 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.

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. The following rules shall apply for student absences:

1. A student shall be considered absent from class for tardiness in excess of one half of the total class period;
2. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

Parents/guardians are responsible for notifying the principal or his/her designee no later than 8:45 a.m. on the day when a child will be absent and for informing the principal or his/her designee of the reason for the absence. A written statement from the parent(s)/guardian(s) of students under 18 years of age will be required on the day the student returns to school. The written statement must be dated and signed by the parent/guardian, with the reason(s) for the absence(s). Students 18 years old or older may write their own note explaining the reason for absence from school. The absence of a student without proper notification or written excuse shall be sufficient reason for a home inquiry by an attendance officer.

A student must be in attendance for 164 of the 182-day school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A pattern of absences is persistent if there is an accumulation of five to nine unexcused absences in the course of the school year.

Eighteen (18) absences, excused or unexcused, will require a review by the attendance review committee to determine satisfactory completion of course requirements. Excused or unexcused, a student may be denied individual course credit when the number of absences exceed 18 in a specific course.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of the attendance review committee, appointed by

him/her, and comprised of the principal and/or his/her designee, the school guidance counselor, the school attendance officer, and one or more grade level teacher(s).

In recommending the granting of a waiver of this attendance requirement, the attendance review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian. The absence of documented parent/guardian notes, doctor's notes, and other records that verify that an absence was excused according to board policy shall be considered unexcused. Unexcused absences shall count toward truancy and may be subject to loss of grade or course credit toward promotion or graduation and disciplinary actions according to the code of student conduct. Notes from parents/guardians shall be considered but the district may require additional documentation such as doctor's notes or other official records to verify the note.

The school/district reserves the right to verify the stated reasons for all absences.

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time.

Definitions

"Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

"Late arrival" means the arrival of a student after the beginning of the student's school day for an excused purpose.

"Early dismissal" means the release of a student from school prior to the end of the school day for an excused purpose, and includes the release of student for a period of time during the school day.

"Tardiness" means the student arrives to his/her assigned homeroom/class period after the bell rings without approval.

"Truancy" is a student's absence from all or part of the school day without the knowledge of the student's parent.

An absence shall be considered an "excused absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed

assignments and tests for full credit, and violations of the school code of student conduct for attendance, for the following reasons:

1. The student's illness;
2. Requirements of a student's individual health care plan;
3. A death or critical illness in the student's immediate family, or others with permission of principal;
4. Quarantine;
5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
6. Religious holiday;
7. The student's suspension from school;
8. Requirements of the student's Individualized Education Program (IEP);
9. Alternate short or long term accommodations for students with disabilities;
10. The student's required attendance in court;
11. Interviews with an admissions officer of an educational institution;
12. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
13. Such good cause as may be acceptable to the principal.

An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of student conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session; and
5. Being present in school but absent from class without approval. Such an absence from class is identified as a "class cut".

Class Cuts

Students that are present in school but absent from class without approval will have the absence marked as a class cut. Consequences for accumulated occurrences of class cuts may include:

1. Loss of eligibility to participate in co-curricular activities, including athletics, clubs, field trips, and/or graduation activities;
2. Loss of credit for the course (18 cuts);
3. Mandatory conference with the parent/guardian;

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Requirements of a student's individual health care plan;
3. Requirements of the student's Individualized Education Program (IEP);
4. Alternate short or long term accommodations for students with disabilities;
5. Medical disability;
6. Motor vehicle driver's test;
7. Interview for college entrance or employment;
8. Family emergency;
9. Court appearance;
10. Such good cause as may be acceptable to the administration.

The Attendance Policy (File Code 5113) and its accompanying regulations may be viewed in its entirety at the board Administrative offices or on our website:

www.passaicsschools.org

Administration of Medication

The parent or guardian must provide a written request for administration of any medication to a student in school. These written requests must be provided to the school from a medical doctor. They must detail the diagnosis or type of illness involved, the name of the drug, the dosage, and the time of administration. The medication should be brought to the school in its original container, appropriately labeled by the pharmacy or physician. The school will provide safe storage of medications. Only the school nurse or the parent/guardian may administer medication in the school.

Counseling Services

In an effort to meet the needs of our students, a variety of counseling services have been established in district schools with the goal of assisting students in developing their own personal, educational, and career/vocational life choices.

School counselors provide parents and students with assistance in areas such as academics, personal and emotional concerns, and college and career exploration. A Student Assistance Counselor (SAC) is available to students and their families for crisis intervention and assistance with substance abuse.

Other resources available to assist students with specific facets of their academic and personal growth are social workers, Child Study Team members, Student Based Youth Services, and the Intervention and Referral Services Committee. These resources work in coordination with other counseling services to address specific student concerns and help ensure that all students have a successful middle school experience.

Health Services

A staff of professionally certificated nurses provides basic first aid and emergency medical care for health issues that occur during the school day. Parents/Guardians are required to notify Health Services of any health related condition that may impact a student at school. The School #17 Office of Health Services can be reached at 973.591.8542, x3070.

Immunization Verification

New Jersey State Law requires proof of immunizations prior to enrollment in school. For questions regarding immunization, please contact:

Mr. Edward Rowbotham, Supervisor of Health Services, 973.470.5500, x5217
erowbotham@passaicschools.org

Affirmative Action

Affirmative action shall be taken to insure that students are protected from the effects of discrimination. In accordance with Title VI, Title IX, the ADA and Section 504, students who experience harassment, less than equal educational opportunities or discrimination, shall use the Passaic Public School's process to address such discrimination.

Inquiries / Complaints

Any person having inquiries and/or complaints concerning the Passaic Public Schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact the Affirmative Action Officer:

Mayra Silva, Director of Student Advocacy, 973.470.5500,

msilva@passaicschools.org

who has been designated to coordinate school efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504. The above named coordinator will also supply information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Notice of Nondiscrimination

The Passaic Board of Education directs that all students shall be afforded equal educational opportunities in accordance with the law. Applicants for admission and employment; students, parents, employees, sources of referral of applicants for admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements with the Passaic Public Schools are hereby notified that the Passaic Public Schools does not discriminate on the basis of race, color, creed, ancestry, marital status, sexual orientation, gender, socio-economic status, national origin, religion, age or disability, in admission or access to, or treatment, or employment in, its programs and activities.

In addition to the above, Title VI, 42 U.S.C. §2000d, specifically requires that all vocational opportunities be offered without regard to race, color, national origin, sex or disability.

Section 504 Accommodations

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) applies to the Passaic Public Schools, its programs, services and activities. Federal law requires that the Passaic Public Schools evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under federal law and reside within the district. Parents/guardians of these individuals are entitled to procedural safeguards, including individual notice and an impartial hearing. Under federal law, “an individual with a disability” is defined as a person who:

1. Has a mental or physical impairment which substantially limits one or more major life activities; or
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

For further information, please contact the principal. You may also contact the Section 504 Coordinator:

Renna Edwards, Supervisor of Counseling, 973.470.5500 x5549,
redwards@passaicschools.org

The Passaic Public Schools will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in, the program.

Sexual Harassment

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* and its enabling regulations, the Passaic Public Schools may not discriminate on the basis of gender or sexual orientation in the educational programs or activities which it operates. Title IX also prohibits sexual harassment. The Passaic Public Schools will not tolerate sexual harassment in any form. The Passaic Public Schools shall assure that all students are free from sexual harassment.

Sexual harassment is unwelcomed, unwanted sexual advances, sexual suggestions, requests or demands for sexual favors, and/or other inappropriate verbal or physical conduct made by a staff member, student or outside vendor to a student when that conduct is based on gender, sexual orientation or affectation, has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment. It includes gestures, jokes, remarks, stories, graffiti, rumors, touching, grabbing, exposing, unwanted kissing or other sexual conduct.

Any student who has experienced sexual harassment should inform the offender that the behavior is unwanted and unwelcomed, and immediately inform a teacher, counselor, or administrator. The staff member to whom the student reports the harassment should immediately inform the Affirmative Action Officer:

Mayra Silva, Director of Student Advocacy, 973.470.5500 x6054,
msilva@passaicschools.org

Attendance at Non-curricular School Sponsored Events

Students must be in attendance the day of any school sponsored social event. Any student who is suspended on the day of a social event may not be present at the social event. Students who have demonstrated consistent disregard for the Code of Student Conduct may be disqualified from participating in a social event. If this is the case, the Principal will notify the student and parent within 10 calendar days of the event, both in writing and verbally.

Cell Phones and Electronic Devices

Electronic devices used for communication and/or recording of images and/or audio, are not to be turned on while students are in the school. Students may use cell phones if permitted by a teacher for an academic exercise. Students using electronic devices or making them visible without permission, including wearing ear buds, are subject to having the device confiscated.

Dress Code

Grades Pre-K - 1

All male students will be required to wear pants of the appropriate size and color. No skinny jeans or leggings will be allowed. Male students will wear a short or long sleeve light blue polo shirt of the appropriate size. There will also be the option of wearing a dark blue sweater vest or cardigan. No hats, bandannas, or headbands may be worn. Tank tops and tee shirts may not be worn. Sneakers and shoes must be black, white, brown, or grey. No other colors will be permitted.

All female students will be required to wear pants, skorts, skirts, or jumpers of the appropriate size and color. The jumpers, skirts and skorts must be worn no higher than the maximum of two inches above the knee. No skinny jeans or leggings will be allowed. All female students will be required to wear their bottom clothing properly at the waist. All bottom clothing will be required to be hemmed and free of logos, insignias, cargo pockets, slits, holes, tears, and cuts. Female students will wear a short or long sleeve light blue polo shirt of the appropriate size. There will also be the option of wearing a dark blue sweater vest or cardigan. Tank tops and tee shirts may not be worn. No hats, bandannas, or headbands may be worn. Sneakers and shoes must be black, white, brown, or gray. No other colors will be permitted.

Entrance and Dismissal Procedures

Entrance

Students will line up outside their classrooms at 8:25 am. Parents, guardians, and authorized individuals will sign their child in as present at the beginning of each day. Parents, guardians, and authorized individuals who bring students to school after 8:35 am, must obtain a late admittance slip from the main office before proceeding to the classroom.

Dismissal

Students will be dismissed from the classrooms at the end of the school day. Parents, guardians, and authorized individuals must sign for their child upon release.

Fire Drills

Regularly scheduled fire drills are essential for school safety. The following regulations will ensure safety protection for the entire school community.

When the fire alarm sounds, all students should do the following:

1. Cease all activity and talking.
2. Follow all instructions from the classroom teacher.
3. Leave the classroom in a quiet and orderly manner, proceeding to the designated exit.
4. Clear the building and await the “all clear” signal or other directions.
5. Maintain **silence** in order to hear directions.
6. Return to the classroom immediately after the drill or follow other directions as given by school and/or law enforcement personnel.
7. Attendance must be taken after any fire drill.
8. Any student that fails to return to class will be subject to disciplinary consequences.

Flag Salute

According to New Jersey law, *N.J.S.A. 18-A:36-3*, each school board shall require its students in each school in the district on every school day to salute the United States flag and repeat the Pledge of Allegiance to the flag except those students who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the U.S. Government extends diplomatic immunity, shall not be required to render such salute and pledge, but shall be required to show full respect to the flag while the pledge is being given merely by standing or sitting in silence.

Failure to demonstrate appropriate respect to the flag or Pledge of Allegiance, as mandated by state law, will result in disciplinary consequences.

Hall Passes

Students may not leave class without the permission of the teacher in charge. Hall passes must be signed by the teacher and include date, time, and destination. The official printed pass must be used at all times. Students may not be in the halls without an official hall pass. Any staff member may request to see the official hall pass when encountering a student in the halls.

Harassment, Intimidation, and Bullying

The Passaic Board of Education prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

Students and families are encouraged to report all acts of harassment, intimidation, and bullying to a school staff member, who will inform the school administration and anti-bullying specialist.

The Harassment, Intimidation, and Bullying Policy (File Code 5131.1) may be viewed in its entirety at the board Administrative offices or on our website:
www.passaicschools.org

Restroom Use

In order to ensure the safety and security of our school community, students must have a pass from a staff member to enter the bathrooms adjacent to the hallways. Smoking, graffiti, vandalism, loitering, and eating, drinking, and unlawful activities are strictly prohibited in restrooms and will result in disciplinary action.

School Evacuations, Lockdowns, and Other Emergency Drills

In addition to fire drills, schools practice other emergency drills to ensure that students and staff are prepared for a variety of situations. In any type of emergency drill, students should do the following:

1. Cease all activity and talking.
2. Follow all instructions from the staff member nearest to you.
3. Whether staying in the building or evacuating, move quietly and orderly.
4. Maintain silence so that directions may be heard.
5. After the drill is concluded, students should wait for directions on what to do next.
6. Procedures for each type of drill will be reviewed with the students.

School Visitors

All visitors must enter through the main entrance, sign in with security personnel, and proceed to the main office. No visitor may report to a classroom or other area of the school other than the main office.

Signs and Posters

All communications that are displayed for the school community must be approved by the Principal. Any items posted without permission will be taken down, with the person(s) responsible for placement subject disciplinary consequences.

Student Grievance Procedures

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that students should be encouraged to respect lawful procedures for the resolution of disputes. Details of those procedures are available on the district website. Students who wish to use the Student Grievance Procedures should be assured of access to the appropriate personnel within a reasonable period of time. Complaints involving harassment, intimidation, and bullying shall be addressed according to board policy 5131.1 Harassment, Intimidation, and Bullying. Incidents shall be reported to the principal and investigated by the school anti-bullying specialist.

Student Lockers

Student lockers, whether hall lockers or physical education lockers, are the property of the Passaic Public Schools and subject to inspection at any time. Students are not permitted to put their own locks on lockers. Only school issued locks may be used. Any lock not provided by the school will be cut off. Students are not permitted to share lockers with other students.

Student Searches and Video Surveillance

All Passaic High School community members shall be subject to video surveillance. The video shall be available to school staff and law enforcement. Requests by community members to see video will be handled on an individual basis, and is not guaranteed.

Reasonable student searches will be conducted by school officials and law enforcement, within the scope and requirements of NJ Statute. School officials maintain the right to search student lockers at anytime, as the lockers are the property of the Passaic Public Schools.

Code of Student Conduct

The Passaic Board of education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Passaic Board of Education expects students to conduct themselves with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment, in keeping with their level of maturity.

Student Rights

The students of the Passaic Public School shall be afforded the rights to:

- A. Advance notice of behaviors that will result in suspensions or expulsions, according to law N.J.S.A. 18A:37-2 and board policy 5114 Suspension and Expulsion;
- B. An education that supports students' development into productive citizens;
- C. Attendance in safe and secure school environments;
- D. Attendance at school irrespective of students' marriage, pregnancy or parenthood (see board policy 5135 Married and Pregnant Students);
- E. Due process and appeal procedures according to law and board policy including discrimination; suspension and expulsion; harassment, intimidation and bullying; removal for serious and dangerous offences;
- F. Due process and appeal procedures for students with disabilities according to law and board policy including discrimination; suspension and expulsion; harassment, intimidation and bullying; removal for serious and dangerous offenses; and due process and appeal through the administrative law judge regarding identification, evaluation, reevaluation, classification, educational placement, the provision of a free, appropriate public education, or disciplinary action;
- G. Parent notification consistent with law N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8 and board policy, including suspected child abuse or neglect, law enforcement investigations, short and long-term suspension, and confidentiality related to student records; and
- H. Records and privacy protections pursuant to Federal Family Educational Rights and Privacy Act and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii, including disciplinary records, alcohol and drug abuse patient records and information, disclosure of juvenile information.

Student Responsibilities

The Passaic Board of Education expects all students in this district, commensurate with their age and ability, to:

- A. Students shall come to school mentally and physically prepared for the process of learning:
 1. Attend school well-nourished, rested, clean and appropriately dressed in compliance with the School Uniforms board policy and the Student Dress Code board policy;
 2. Attend school free of drugs, alcohol and steroids;
 3. Attend school in good health; and
 4. Attend school ready to listen, work and learn.

- B. Students shall respect rights, property, and intellectual and creative products of others. Students shall:
 1. Be honest and courteous to others;
 2. Be responsible with school property and the property of other students;
 3. Be tolerant of the beliefs and opinion of other students;
 4. Be respectful of school staff, school officials and school guests;
 5. Seek peaceful solutions to conflict; and
 6. Exhibit good sportsmanship.

- C. Each student shall take responsibility for their own behavior and learning:
 1. Cooperate and participate in class;
 2. Do their own work honestly;
 3. Complete classroom and homework assignments on or before the deadline;
 4. Come to class prepared with the required textbooks, materials and supplies; and
 5. Accept the consequences for their own actions.

- D. Students shall use time and other resources responsibly:
 1. Attend classes and school each day on time;
 2. Utilize study time and school library/media resources for school work;
 3. Utilize the school computer network and internet appropriately for school work and assignments; and
 4. Protect from damage and maintain in good condition school issued books and equipment.

- E. Students shall cooperate with staff and other students and share responsibilities when working with others:
 1. Cooperate with other students on joint assignments and in general;

2. Participate actively in class;
3. Demonstrate respect and decorum toward teachers;
4. Exercise courtesy and tolerance when others are speaking; and
5. Respect differences of opinion.

F. Students shall meet the requirements of each course of study:

1. Follow directions on assignments, projects and homework;
2. Complete work on time;
3. Hand in work that is organized, neat and readable;
4. Obey the rules of the classroom; and
5. Observe all safety regulations for handling classroom equipment or materials.

G. Communicate with parents/guardians and appropriate school staff members:

1. Discuss your workload, grades and assignments with your parent/guardians;
2. Transmit school letters, forms, permission slips and other materials to your parents/guardians;
3. Ask for and schedule time for extra help when needed; and
4. Utilize school counseling services when you are experiencing difficulty.

CODE OF STUDENT CONDUCT RUBRIC

The infractions below are summarized from Code of Student Conduct Policy and Regulations. Unless otherwise mandated by district policy and/or applicable state law and regulations, school administrators will use their discretion when applying remedial and disciplinary measures, considering all factors involving the student and the inappropriate act of behavior.

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
1. Insubordination and/or disrespectful behavior	X	X	X	X		X	X	X		X		
2. Disruptive behavior	X	X	X	X		X	X	X		X		
3. Use, threaten use, or incite use of physical force		X	X		X	X	X	X		X	X	X
4. Assault											X	X
5. Attempt to steal, stealing, and/or damaging property					X	X	X	X		X	X	X
6. Sexual harassment							X	X		X	X	X
7. Violate student organization code of conduct	X	X	X	X			X	X				
8. Possess or use weapons											X	X
9. Use of inappropriate language, including racial and ethnic remarks	X	X	X	X	X	X	X	X		X	X	X
10. Knowingly writing or saying false statements about a staff member or student, including all electronic and social media	X	X	X	X	X	X	X	X		X	X	

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
11. Endanger the safety of others		X	X	X	X	X	X	X		X	X	X
12. Use or possession of unsafe or illegal articles	X	X	X	X	X	X	X	X		X	X	X
13. Use of a threat and/or violence in order to obtain the property of others						X	X	X		X	X	X
14. On or in district property without authorization; trespassing				X		X	X	X		X	X	
15. Eliciting others and/or taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority										X	X	X
16. Vandalism and/or graffiti					X	X	X	X		X	X	X
17. Littering	X	X	X	X	X		X	X		X		
18. Consistent tardiness to school or class	X	X	X	X			X	X	X	X		
19. Unexcused absence; cutting class; leaving school without permission; truant from school; eliciting others to be truant from school	X	X					X	X	X	X		
20. Cheat or commit academic dishonesty		X	X	X			X	X	X			

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
21. Persistently refuse to complete homework and other assignments	X	X	X	X			X	X	X			
22. Illegal gambling	X	X	X	X	X	X	X	X		X	X	X
23. Using tobacco in any form, including electronic devices, and possession of lighters, matches, or other tobacco related items							X	X		X	X	X
24. Forgery of a signature or use of a fake document		X	X	X			X	X		X	X	
25. Set fire to or cause a fire on school premises								X			X	X
26. Possess and/or use fireworks or an explosive device								X			X	X
27. Causing any false emergency alarm								X			X	X
28. Possess, use, or distribute a controlled substance in violation of File Code No. 5131.6 Substance Abuse								X			X	X
29. Engage in any activity as part of a gang or group that promotes inappropriate and/or illegal behaviors; join a secret society prohibited by law								X		X	X	X

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
30. As a member of any organization participate in activities that include initiation and/or hazing practices that include violation of any parts of the rules of conduct								X		X	X	X
31. Harass, intimidate or bully other students or staff as defined in File Code No. 5131.1 Harassment, Intimidation, and Bullying	X	X	X	X	X	X	X	X		X	X	X
32. Engage in activity prohibited by a staff member	X	X	X	X	X	X	X	X		X	X	
33. Conduct on School Buses:												
a. Disrespect toward a bus driver and bus personnel	X	X	X	X			X	X		X	X	
b. Entering and leaving the bus in an disorderly manner	X	X	X	X			X	X		X	X	
c. Riding a bus that was not assigned			X	X			X	X		X		
d. Not remaining seated while the bus is in motion	X		X	X			X	X		X		
e. Not wearing seatbelts	X		X	X			X	X		X		

Infraction	Key: "X" identifies remedial and disciplinary measures most appropriate to infraction											
	Remedial and Disciplinary Measures											
	Warning	Counseling	Parental Conference	Administrative Referral	Restitution and Restoration	Temporary removal from classroom	Detention	Deprivation of privileges	Loss of credit	In-school suspension	Out of School Suspension	Expulsion
f. Reckless and boisterous behavior on bus or at bus stop	X		X	X			X	X		X	X	
g. Failure to maintain a reasonable tone of voice or making loud noises	X		X	X			X	X		X		
h. Placing any body part or object out a bus window	X		X	X			X	X		X	X	
i. Refrain from bringing animals onto the school bus	X		X	X	X		X	X		X		
j. Refrain from bringing bulky, unmanageable projects onto the school bus	X		X	X								
k. Refrain from eating and drinking on the bus	X	X	X	X	X		X	X				
l. Refrain from smoking on the bus							X	X		X	X	X

Remedial and Disciplinary Measures

The procedures below must be followed in accordance with the consequences a student receives for a violation of the Code of Student Conduct.

Category	Procedures
Warning	<ol style="list-style-type: none">1. A school staff member in authority will warn the student for his or her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.2. The staff member will document the conduct that caused the warning.3. When multiple warnings have been given, or a pattern of behavior has been established, the staff member will contact the parent/guardian.
Counseling	<ol style="list-style-type: none">1. The student may be required to consult with school support staff including the school guidance counselors, school psychologist, and/or school social worker to process and develop a behavior improvement plan, and when appropriate, to assess the need for a change in educational placement;2. The parent/guardian will be contacted to discuss the student behavior;3. The school support staff will:<ol style="list-style-type: none">a. Clearly communicate the charges;b. Develop a behavior improvement plan with the student;c. Monitor the student's behavior;d. Provide accurate information regarding the disciplinary consequences of continued misconduct;e. Provide ongoing communication with parents/guardians as necessary and appropriate; andf. Keep parents/guardians informed of the student's progress.4. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:<ol style="list-style-type: none">a. The Intervention and Referral Services (I&RS) team;b. The child study team;c. A public or private social service agency; ord. A legal agency.
Parent Conferences	The student will be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
Administrative Referral	<ol style="list-style-type: none">1. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that caused the disciplinary referral, including previous warning(s) and/or contact with the parent/guardian;2. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

Category	Procedures
Restitution and Restoration	<ol style="list-style-type: none"> 1. The student may be required to make restitution, in kind or cost or labor, for any loss he or she has caused; or 2. Restore to its former condition, by his or her own labor, any property the student has damaged or defaced; 3. The parent/guardian will be contacted to discuss the student behavior; 4. A student who refuses to make restitution or restoration as directed may be disciplined according to the code of student conduct.
Temporary removal from classroom	<ol style="list-style-type: none"> 1. If the student poses an immediate danger to him or herself, other students, or the teacher, the classroom teacher will direct the student to report to the office of the administrator in charge of student discipline; 2. The teacher will follow the school protocol to document in writing the date, student's name, homeroom, and the conduct that has caused the student's removal from the room; 3. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated; 4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Detention	<ol style="list-style-type: none"> 1. The student will be required to report before/after the school day or on a Saturday to a detention room for a period of supervised study; 2. Transportation will be the responsibility of the student's parent; 3. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day; 4. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Deprivation of privileges	<ol style="list-style-type: none"> 1. The student may be deprived of the privilege(s) of: <ol style="list-style-type: none"> a. Moving freely about the school building; b. Participation in extracurricular or intramural and interscholastic activities; c. Attendance at a school-related social or sports activity; d. Participation in a graduation ceremony; or e. Transportation by school bus. 2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken.
Loss of credit	<ol style="list-style-type: none"> 1. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work; 2. A student may lose credit for assignments and/or course grades for unexcused absences and tardiness, as determined by the teacher in consultation with the attendance committee as outlined in the Attendance, Absences, and Excuses board policy; and 3. Students and parent/guardians shall be notified if a student is in danger of losing credit, such a decision is at the discretion of the school principal.

Category	Procedures
In-school suspension	<ol style="list-style-type: none"> 1. The student will be removed from his or her regular classes and required to report to an in-school suspension program for supervised study as determined by the appropriate school administrator as detailed in the Suspension and Expulsion board policy; 2. Students assigned an in-school suspension will be entitled to due process. The student shall be: <ol style="list-style-type: none"> a. Informed of the charges; b. Given a chance to reply to the charges. 3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken.
Suspension from school	<ol style="list-style-type: none"> 1. The student will be denied the right to attend school for a period of time as detailed in the Suspension and Expulsion board policy; 2. Students assigned a suspension will be entitled to due process. The student shall be: <ol style="list-style-type: none"> a. Informed of the charges; b. Given a chance to reply to the charges; c. Provided the opportunity for an informal hearing before the suspension. 3. The parent/guardian must be contacted to discuss the student behavior and disciplinary measures taken. 4. Suspensions shall be reported to the superintendent or his/her designee. In addition to the due process rights above, students who are suspended for more than 10 days shall be afforded a formal hearing before the board.
Expulsion	<ol style="list-style-type: none"> 1. The student will be required to withdraw permanently from school after the superintendent has exhausted all means to bring about a correction of the repeated misconduct; 2. The parent/guardian will be contacted to discuss the student behavior and disciplinary measures taken; 3. The expulsion of a student shall be approved by the board and will not be imposed without the due process as detailed in the Suspension and Expulsion board policy; and 4. Expelled students shall not be allowed on school grounds unless accompanied by a parent/guardian.

Notes:

Chronic Behavioral or Academic Problems

See board policies 5131 and 6164.1 regarding Intervention and Referral Services.

Substance Abuse

See board policies 5131 and 5131.6 for penalties and reporting to local law enforcement.

Weapons Offenses

See board policies 5131 and 5131.7 regarding student removal and reporting to local law enforcement.

Harassment, Intimidation, and Bullying

See board policies 5131 and 5131.1 for a comprehensive description of required actions, consequences, and remedial and disciplinary measures.