REGULATION

Borough of Totowa
School District

5600. STUDENT DISCIPLINE/CODE OF CONDUCT (M)
M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under the authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 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;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 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 Part 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.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the student's abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

(1) A student may be required to make restitution for any loss resulting from the student's conduct; or

(2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent(s) and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff members.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and support shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;

c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and

d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

   a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

   a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.

   b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.

   c. The administrator in charge of discipline will interview the student and determine which if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

   a. The student's parent may be required to attend a meeting with the principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

   a. Students may be deprived of privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

      (1) Moving freely about the school building;

      (2) Participation in co-curricular or inter/intrascholastic activities;

      (3) Attendance at a school-related social or sports activity;

      (4) Participation in a graduation ceremony;

      (5) Transportation to and from school on a school bus; or

      (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

   a. A student may be required to report to detention before or after the school day or during lunch/recess. This detention may be assigned by the teacher, the principal, or the designee.

   b. Transportation to detention before school or from detention after school will be the responsibility of the parent.

   c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

   a. 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. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

   a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.

   b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

   a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.

   b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

   a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

   b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

DISCIPLINARY ACTION

It may be necessary at times to discipline students as specified by the Totowa Board of Education Policy and NJ State Law. This philosophy attempts to correct the behavior and assist the student in making improvements. This procedure and course of action are designed to ensure due process for all students involved. The following are adopted administrative procedures that deal with inappropriate student behavior:

- Lunch Detentions: 1 point for each day served

- After-School Detention: 3 points for each day served

- In-School Suspension: 5 points for each day served

- Out-of-School Suspension: 5 points for each day served

LUNCH/RECESS DETENTION (1 point): Students may receive detention based on infractions of rules outlined in this policy. Lunch/Recess detentions will be issued during the student's lunch period. A letter will be sent home informing the parent of a scheduled detention. The detention may have already taken place. The letter (or phone call to the parent when deemed necessary) is strictly informational. Failure to report to the detention will result in the consequence and a point value doubled.

AFTER SCHOOL DETENTION (3 points): Students may be detained after school. Students will spend time from 3:20 P.M. -5:00 P.M. quietly in a setting supervised by an administrator. Students assigned to after-school detention will not participate in extracurricular activities for that day. Students who misbehave during after-school detention will be placed on in-school or out-of-school suspension. Failure to report to the detention will result in the consequence and a point value doubled. After-school detentions will be scheduled when needed.

IN-SCHOOL-SUSPENSION (5 points): When a student is suspended in school, he/she will report to the in-school designated location on the assigned day(s). Students suspended in-school will not be permitted to participate in any extracurricular activities that are scheduled on the day(s) that child is suspended. Students are responsible for completing all assignments given that day.

OUT-OF-SCHOOL-SUSPENSION (5 points): When a student is suspended out-of-school, he/she will not be permitted to attend school on the designated day(s) and will be counted as absent. Students suspended out-of-school will not be permitted to participate in any extracurricular activities that are scheduled on the day(s) that child is suspended. Parents must attend a re-admittance conference on the morning the child is scheduled to return to school from out-of-school suspension. Students are responsible for completing all missed assignments while on out-of-school suspension.

RULES AND CONSEQUENCES

CATEGORY (A)

The following disciplinary action will be taken for violations of the rules listed in this document and labeled: Category "A" Consequences.

1st offense – Warning

2nd offense – 1 day lunch detention (1 point)

3rd offense – 3 days lunch detention (3 points)

4th offense – 5 days lunch detention (5 points)

5th offense – 2 days after-school detention (6 points)

6th offense – 3 days after-school detentions (9 points)

Repeated violations will result in increased after-school detentions.

CATEGORY (A)

1. Students are expected to be in their classes BEFORE the late bell rings.
2. Students must report to school on time.
3. Upon entering the building, students must proceed directly to class from the appropriate entrance.
4. Students are to enter and leave the building in an orderly manner.
5. Loitering in corridors and stairs is prohibited.
6. Running/jumping in the halls is prohibited.
7. Gum chewing is not permitted in school.
8. Appropriate school clothing is required at all times.
9. During lunch students must remain in their assigned areas.
10. All food is to remain in the cafeteria or designated eating areas. Littering is prohibited on school grounds. Eating or drinking in the hallways is prohibited.
11. Students may not wait for friends after school and must go straight home.
12. Cursing and foul language are forbidden.

CAFETERIA

1. Enter and exit the cafeteria in an orderly fashion.
2. All food is to be eaten in the cafeteria or designated eating areas.
3. A conversational tone must prevail at all times.
4. Students who wish to use the lavatory facilities must first ask permission from a teacher or an administrator on duty.
5. Students are to remain seated until dismissed by the teacher or administrator.
6. Before leaving the cafeteria/eating area, students are to clean their area.

LUNCH PERIOD ACTIVITIES

Students will eat in the cafeteria for 30 minutes, or outside, weather permitting.

CONDUCT DURING PROGRAMS/SPORTING EVENTS

1. Students will enter and exit the gym promptly in an orderly fashion.
2. Upon entering the gym, students are to be seated quickly and remain quiet.
3. Hand clapping is the only approved method of applause.
4. Food and drink are not allowed in the gym.
5. Students must wait to be dismissed.
6. Chairs will remain in the rows and order they were placed prior to the activity.

RULES AND CONSEQUENCES CATEGORY (B)

The following disciplinary action will be taken for violations of the rules listed in this document and labeled: Category "B" Consequences.

The following disciplinary action will be taken for violations of the rules listed in this document and labeled: Category "B" Consequences.

1st offense – 3 days lunch detention (3 points)

2nd offense – 5 days lunch detention (5 points)

3rd offense – 2 days after school detention (6 points)

4th offense – 3 days after school detention (9 points)

5th offense – 5 days after-school detention (15 points)

Repeated violations will result in increased after-school detentions.

CATEGORY (B)

1. Trespassing on private property is forbidden.
2. Rough play/horseplay is prohibited.
3. Stealing is prohibited.
4. Pushing is prohibited.
5. Cutting of classes will not be tolerated. Students must have passes at all times.
6. Inappropriate comments/pictures (verbal or written) directed towards staff and/or students are prohibited.

RULES AND CONSEQUENCES CATEGORY (C)

The following disciplinary action will be taken for violations of the rules listed in this document and labeled: Category "C" Consequences.

1st offense – 1 day after school detention (3 points)

2nd offense – 3 days after school detention (9 points)

3rd offense – 5 days after school detention (15 points)

4th offense – 1 day in or out-of-school suspension (5 points)

5th offense – 3 days in or out-of-school suspension (15 points)

Repeated violations will result in increased out-of-school suspensions.

CATEGORY (C)

1. Students are not permitted to leave the school grounds during the school day at any time.
2. Fighting is prohibited.
3. Students are to be respectful to all school personnel and visitors.
4. Insubordination will not be tolerated.
5. Smoking/Vaping (including but not limited to cigarettes, e-cigarettes, hookah, and vapor pens) on school grounds is prohibited.
6. Students may not endanger the safety of others.
7. Destruction or vandalism of school property.
8. Cheating/plagiarism is prohibited.
9. No lighting of combustible material, firecrackers, matches, smoke bombs, etc.

Students may not carry matches or other kinds of lighters).

CAFETERIA

1. Throwing food in the cafeteria is forbidden.

Violations with Consequences to be determined by the Administration

1. Threatening the safety or well-being of other students will not be tolerated.
2. Snowball throwing is forbidden at all times.
3. Students must inform the teacher or principal when difficulties occur with other students.

   Students MUST NOT take matters into their own hands, which may lead to physical conflict.
4. Possession of Weapons – Out of School Suspension and notification of police.
5. Vandalism – Respect for school property must be maintained.
6. Harassment, intimidation, and bullying will not be tolerated (see HIB Policy #5512)
7. Conflict between students
8. Substance Abuse
9. Any other infraction not covered in this handbook will be handled by the administration.

SUBSTANCE ABUSE

Students will be disciplined in accordance with the Totowa Board of Education policy #5530 which states the consequences for 1st offense: out-of-school suspension, police notification, and re-admittance with physician certification. Second offense: Police notification, recommendation for expulsion with home instruction, possible Child Study Team evaluation.

PARTICIPATION IN 8th GRADE COMMENCEMENT EXERCISES

Since it is a privilege to participate in the 8th-grade commencement exercises, students will be eliminated from participating in 8th-grade commencement exercises upon the attainment of their 20th behavior discipline point. The principal has the authority to disqualify a student for any reason that may jeopardize the sanctity of the event. Homework points are NOT included for elimination.

BUS RULES

In accordance with the Board of Education Policy, any initial bus referral will result in a warning letter to the child's parent/guardian. The second offense will result in a minimum two-week, 14-school days, bus suspension. The third offense will result in the student's removal for the rest of the school year.

1. Students shall board and leave the bus in an orderly manner without pushing or shoving.

2. All students must be seated before the bus can move and must remain seated while the bus is moving.

3. Students also must ride the appropriate bus. Students may board and leave the bus only at THEIR designated stop. Any appropriate concerns or changes need to be brought to the Main Office.

4. Students must remain seated until the bus comes to a full stop.

5. Students must exhibit proper conduct at all times. There must be no shouting, profane language, smoking, vaping, and boisterous conduct. Throwing objects, hanging out of windows, or other actions, which create confusion and danger. Students guilty of malicious destruction to buses will be required to pay for all damages and risk suspension or expulsion from bus privileges.

6. The bus driver is in complete charge of the bus and its passengers at all times. The driver must follow local rules and state laws. Respect must be shown to the driver and bus personnel.

Classroom Incident of Discipline

One "Classroom Incident of Discipline Report" will be issued as a warning. A letter will be mailed home to the parents providing the warning. Should your child receive an additional "Classroom Incident of Discipline Report," the following will be implemented: 1st incident - Warning letter - no points, 2nd incident - 1 point, lunch detention, 3rd incident - 2 points - 2 lunch detentions, 4th incident - 3 points - 3 lunch detentions, 5th incident - 3 points - after-school-detention, 6th incident - 6 points - 2 days after-school-detentions, 7th incident - 9 points - 3 days after-school-detention, 8th incident - 10 points - 2 days in- or out-of -school-suspension.

Additional incidences will result in increases in detentions, in-school suspensions, or out-of-school suspensions.

WASHINGTON PARK SCHOOL – EXTRACURRICULAR DISCIPLINE POLICY

The Totowa Board of Education, Administration, and Professional Staff recognize the importance of student behavior as it relates to academic performance, the safety and well-being of all students, and the creation of a comprehensive, effective learning environment where all students have the opportunity to achieve their highest potential.

The purpose of this policy is to promote positive student behavior, to have students be accountable for their actions, and to keep parents and students informed, in more detail, concerning their standing as student citizens in the community of Washington Park School. Students will accumulate "behavior points" for the following consequences for adverse behavior:

Students who reach 10 points for an entire school year will be eliminated from all extra-curricular activities that include but are not limited to:

*Dances*Student Council*Youth Week*TBN* Spring Musical*Yearbook*Stars*8th Grade Mentors, *Fashion Show*Interscholastic/Intramural Athletics*Student/Faculty Programs*8th Grade Broadway Trip*8th Grade Washington Trip, 7th Grade Boston Trip, 6th grade Fairview trip, 5th grade Meadowlands trip, Passaic Valley Holiday Show, Student Appreciation Day *or any other extra-curricular activity that may be initiated. Points accrued in June will be carried over into the following school year for students in grades 4 through 7.

REDEMPTION

Students may apply for "redemption" within one week (holidays excluded) after the probationary period has been violated. The application must be submitted by the student, in writing (using the approved "Redemption Form)", addressed to the principal. The principal will forward the Redemption Application to an Advisory Panel, comprised of teachers, who will review the application. The Advisory Panel will render a decision within one week (holidays excluded). Once the Advisory Panel grants "redemption" to a student, that student may once again participate in all activities. On a monthly basis, a meeting will be scheduled between 8:30 AM and 9:00 AM between the Advisory Panel and the student. The advisory panel will act as advisors and monitors for the student relative to his/her disciplinary situation and progress realized. Failure to attend a scheduled meeting with the Advisory Panel, without due cause, as determined by the Advisory Panel, will disqualify the student for "Redemption." Application for "Redemption" cannot occur after May 1st of any school year. "Redemption" can only occur one time per academic school year. The Advisory Panel will keep written documentation of all applications and minutes from meetings with students. If additional discipline points are accrued after "Redemption," those points will be added to previously accrued points and that student will once again be disqualified from extracurricular participation.

SKATE BOARDS - Skateboards are prohibited on school grounds 24 hours, 7 days per week. Students are not permitted to ride skateboards to and from school.

Electronic Devices

Students must have electronic devices turned off and hidden between the hours of 8:30 am and 3:20 pm. Use for any reason is prohibited. Electronic Devices will be confiscated by staff members when "seen" and turned into the main office. Phones will be returned only to parents who come to the office. After the second incident and beyond, the student will receive 1 day after school detention-3 points. The administration and board of education take this policy very seriously in that the use of electronic devices could jeopardize: 1. The safety and well-being of all students and staff; 2. academic security; 3. Issues of confidentiality and privacy. In cases of emergency or illness, students must come to the main office or nurse to contact parents.

PENALTIES FOR UNEXCUSED ABSENTEEISM/LATENESS GRADES K-3

1. Up to three incidences of unexcused absences/lateness - warning letter sent home.
2. Incidences 4-5-6: one day lunch detention
3. Incidences 7-8-9: two days lunch detention
4. Incidences 10-11-12: three days lunch detention
5. Incidences 13-14-15: four days lunch detention

At any juncture, program and placement can be reviewed/modified concerning unexcused missed class time.

PENALTIES FOR UNEXCUSED ABSENTEEISM/LATENESS GRADES 4-8

1. Up to three incidences of unexcused absences/lateness -warning letter sent home.
2. Incidences 4-5-6: one day detention
3. Incidences 7-8-9: three days detention
4. Incidences 10-11-12: one day after-school detention
5. Incidences 13-14-15: two days after-school detention
6. Incidences 16-17-18: three days after-school detention

At any juncture, the program and placement can be reviewed/modified concerning unexcused missed class time.

INCOMPLETE HOMEWORK ASSIGNMENTS

Homework procedures are left to the discretion of each teacher. When standards for homework are not met, student names will be submitted to the principal at the end of each marking period and those students will receive an after-school detention with an assessment of 3 disciplinary points. Homework will be weighted no more than 20% of the student's grade. Notification will be contained in the mid-marking report. Students who are

"not in danger" at the time of the mid-marking period report, and become "at risk" after mid-marking period reports are issued, parents will receive notification by the teacher before the end of the marking period.

SAFETY PROCEDURES CONCERNING THREATS

Many challenges face our public schools today. In light of the recent violence that has occurred in schools around the country, all threats by pupils against other students and school personnel will be taken seriously and may subject the pupil to school disciplinary procedures as well as criminal prosecution.

The Totowa School District takes seriously any threat made against another student that may jeopardize the safety and well-being of any other student or staff member, *regardless of the intent*. Because school administrators can never be sure whether the accused intends to carry out the threat at some time, threats made against another student or staff member will be thoroughly investigated. Therefore, the Totowa school administration will adhere to the following procedures to ensure the safety and well-being of all students and staff members in Totowa's schools. These procedures are consistent with but may exceed, section 4.10 of the 1999 Uniform State Memorandum of Agreement between Educators and Law Enforcement Officials.

When a threat has been called to the attention of the school administration the following procedures will be implemented:

1. As required by the 2012 Memorandum of Agreement between Educators and Law Enforcement, section 4.10: *The School principal will immediately notify the school liaison officer or shift commander whenever any school employee in the course of his or her employment develops reason to believe that a student has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the student genuinely intends at some point in the future to commit the violent act or to carry out the threat. The school official shall provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the student's behavior or state of mind. For the purpose of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor shall it be relevant for the purpose of this reporting requirement that the intended victim is not a student or member of the school community, or that the violent act is not intended to be committed on school property or during regular school hours. The parties of this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph shall be liberally construed with a view toward preventing future acts of violence.*

2. The student accused of making the threat will be brought into the principal's office immediately and questioned concerning the accusation. If the threat involves the use of a weapon, the Totowa Police will be called and a search will take place immediately as permitted by law. If a weapon is found, the school's discipline policy will be invoked, and charges will be filed with the local police department and the Passaic County Prosecutor's office. In addition, support services will be called upon and other evaluations will be ordered. If no weapon is found (proceed to #3 below).

3. The school administration will question all students and staff members who may have information concerning the alleged threat, including the accused and the accused's parents or legal guardians.

4. In all cases, the school administration reserves the right to require a psychiatric evaluation of the accused and may condition the accused's return to school pending the outcome of such an assessment.

5. All members of the Totowa Board of Education will be notified of an incident within a reasonable time after the incident occurred.

The school's discipline policy may be invoked if the child is found to be in violation of that policy. The Totowa Board of Education is governed by specific policies concerning student discipline and the discovery of a weapon in school. Parents may receive a copy of the following Totowa Board of Education Policies upon request: #5500 (Expectations for Pupil Conduct), #5600 (Pupil Discipline), #5610 (Suspension), #5611 (Removal of Pupils from Regular Education Program for Weapons/Firearms Violation), #5620 (Expulsion), #5512.01 (Harassment, Intimidation, Bullying & Harassment).

**Parents are required to sign that they have received and read this policy.

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extracurricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

   a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

   b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

   c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled according to the documentation above specified under "Chart of Discipline."

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

   a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

   b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transfer students on the first day of their enrollment in this district.

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