Student Code of Conduct – Introduction

At Englewood on the Palisades Charter School (EPCS), we believe that learning flourishes in a safe, respectful, and supportive environment. All students are expected to attend school regularly, arrive on time, give their best effort in the classroom, and uphold the rules and expectations that keep our community strong. These expectations reflect our school motto, "Together We Work, Together We Succeed," and our 2026–2027 theme, "Plan. Prepare. Prosper." They also align with our PBIS expectations: Be Safe, Be Respectful, and Be Responsible.

We ask every student to show respect for themselves, their peers, their teachers, and all members of the EPCS community. When challenges arise, we rely on a partnership between home and school—parent/guardian support and follow-up at home are essential in helping students grow from their mistakes and develop positive habits.

EPCS staff are committed to using proactive and educational approaches to discipline. Our teachers and staff emphasize prevention by setting clear expectations, designing engaging lessons, and building strong relationships with students. When additional support is needed, we use restorative practices, counseling, and incentive-based programs to guide students toward responsibility and accountability.

Restorative Practices at EPCS

Restorative practices are an essential part of how we build our school culture. They encourage students to reflect on their actions, repair harm, and strengthen relationships within our Cougar community. These practices include:

- **Affective Statements:** Honest, respectful communication that helps students understand the impact of their behavior.
- **Restorative Dialogues:** Guided conversations that allow students to share their perspectives, accept responsibility, and determine how to make things right.
- **Restorative Meetings/Conferences:** Opportunities for those affected by conflict to come together, promote understanding, and agree on solutions that repair harm.

Through these processes, students learn to take responsibility, practice empathy, and contribute positively to the school environment.

Interventions and Consequences

When rules are broken, our responses are designed to balance accountability with opportunities for growth. Interventions may include teacher-led redirection, reflective activities, lunch or after-school accountability sessions, restorative circles, or, when necessary, suspension. For students with disabilities, interventions are provided in accordance with state and federal guidelines (N.J.A.C. 6A:14).

Above all, EPCS expects students to resolve conflicts constructively, seek help from staff when needed, and avoid verbal or physical confrontations. Serious or repeated misconduct may result in suspension and/or referral to outside agencies, including the Englewood Police Department. Additionally, students who choose not to meet our expectations may lose the privilege of participating in extracurricular activities, field trips, or special school events.

Off-Campus Conduct

While the formal discipline code applies to school hours and school-sponsored events, we expect our Cougars to represent EPCS with pride wherever they go. Poor choices outside of school can still affect our school community. As such, students who engage in harmful or disruptive behavior off campus may face loss of privileges or other interventions, as determined by school administration.

At EPCS, discipline is not about punishment—it is about teaching, growth, and responsibility. Together, with the support of families and staff, our students are prepared to live up to our motto and theme: *"Together We Work, Together We Succeed!*

Behavior/Violation Chart

When necessary, it can be expected that one or more of the following actions will be taken. While this chart is a guide for behavior violations, the administration will make decisions on a case by case basis depending on the severity of the behavior. These consequences balance discipline with opportunities for learning and personal growth, promoting respect and a positive school culture.

We expect all students to be upstanders in the community and conduct themselves with pride and positive behavior, both in and out of school. To that end, please be aware that students may be subjected to consequences including, but not limited to:

- disciplinary action (i.e. interventions)
- removal of privileges (including participation in extracurricular activities, athletics, promotion ceremony, and field trips)
- behavioral interventions as determined appropriate by EPCS administration
- the involvement of law enforcement and other outside agencies as necessary

VIOLATION (Level 1)	FIRST OFFENSE /MINOR MISBEHAVIOR	REPEATED OFFENSE (3+ incidents, unless otherwise noted)/MODERATE MISBEHAVIOR	PATTERN OF REPEAT/SEVERE MISCONDUCT
Unexcused Absences	• 3 Unexcused Absences in a row: must return with a doctors note • 4 Unexcused Absences: informational letter sent home	• 5-9 Unexcused Absences: A second informational letter will be sent home	• 10 or more Unexcused Absences: Parents/guardians will be required to attend a mandatory meeting with Principal and the I&RS Team to establish an action plan promoting regular attendance

Unexcused Tardiness	• 3 Tardies: verbal warning	• 4-9 Tardies: parent notification	• 10 or moreTardies: Parents/guardians will be required to attend a mandatory meeting with Principal and the I&RS Team to establish an action plan promoting regular attendance
Late to Class	• 1-2 Tardies: verbal warning	3-5 Tardies: • parent notification • Loss of privileges • Accountability Session	6 or more tardies: • Student/Admin/Parent Conference • Loss of privileges • Accountability Session
Arriving at class without the required technology for learning, including uncharged Chromebooks.	• Verbal Warning - Reminder of expectations	• Written Warning • Student/Staff conference • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Accountability Session
Being in an unassigned area or in a location within the building without permission (cutting class)	• Verbal Warning - Reminder of expectations	• Written Warning • Student/Staff conference • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Accountability Session
Exiting/entering a classroom without permission	• Written Warning • Student/Staff conference • Up to 5 days loss of privileges	• Student/Admin conference • Parent notification • Accountability Session	• Student/Admin/Parent conference • Accountability Session • Up to 5 days out of school suspension

Failure to adhere to the dress code	• Verbal Warning - Reminder of expectations	• Parent Notification. • Warning by Administration	• Parent/guardian will be contacted by phone to bring a uniform to school. If a parent refuses to bring a uniform, the parent will be requested to take their child home for the day. Student may also be issued an Accountability Session.
Gum chewing, eating candy, snacking in class without permission	• Verbal Warning - Reminder of expectations	• Parent Notification • Student/Staff conference • Up to 5 days loss of privileges	• Parent Notification • Student/Admin conference • Up to 5 days loss of privileges • Accountability Session
Littering	• Verbal Warning - Reminder of expectations	• Parent Notification • Student/Staff conference • Up to 5 days loss of privileges	• Parent Notification • Student/Admin conference • Up to 5 days loss of privileges • Accountability Session

Level 1 Intervention/Responses may include, but are not limited to:

- Change in seating
- Teacher-issued intervention
- Written and/or verbal apology
- Review of Bill of Rights

Level 1 acts can usually be resolved by:

- Teachers
- Counselor/School Social Worker

VIOLATION (Level 2)	FIRST OFFENSE /MINOR	REPEATED OFFENSE (3+ incidents, unless otherwise noted)/MODERATE MISBEHAVIOR	PATTERN OF REPEAT/SEVERE MISCONDUCT
Continued or escalation of Level 1 infractions		• Parent Notification • Student/Staff/Admin conference • Counselor Conference • Loss of privileges • Accountability Session	• Parent Notification • Student/Staff/Admin conference • Counselor Conference • Student behavior contract
Failure to report to staff intervention/adhere to assigned consequence	• Parent Notification • Student/Staff conference • Possible Admin conference • Completion of assigned consequence	• Parent Notification • Student/Staff/Admin conference • Up to 5 days loss of privileges • Possible Accountability Session	• Student/Admin/Parent conference • Counselor Conference • Behavior Contract • Possibility of up to 5 days out of school suspension
Use of profane language, obscene, vulgar or lewd language, gestures or behavior	• Parent Notification • Student/Staff conference	• Parent Notification • Student/Staff/Admin conference	• Student/Admin/Parent conference • Accountability Session

*Consequences may be more severe depending on the severity of the offense.		• Up to 5 days loss of privileges • Possible Accountability Session	• Possibility of up to 5 days out of school suspension
Excessive Rough Play	• Parent Notification • Student/Staff conference	• Parent Notification • Student/Staff/Admin conference • Up to 5 days loss of privileges • Possible Accountability Session	• Student/Admin/Parent conference • Accountability Session • Possibility of up to 5 days out of school suspension
Throwing an object/food	• Student/Staff Conference • Parent Notification • Up to 5 days loss of privileges • Possible Accountability Session	• Student/Staff Conference • Parent Conference • Accountability Session	• Student/Staff Conference • Parent Conference • Up to 5 days out of school suspension
Disruptive Behavior In Class (including, but not limited to calling out in class, off task, writing notes, and disrespecting others)	• Student/Staff Conference • Parent Notification • Up to 5 days loss of privileges	• Student/Staff/Parent conference • Accountability Session • Up to 2 days out of school suspension	• Student/Admin/Parent conference • Up to 5 days out of school suspension

Use of Personal Electronic Equipment within the school building, without permission (including, but not limited to cell phones, iPads, headphones/earbuds, smart watches, computer tablets or any other computer games)	• Item taken away and given back at the end of the day • Verbal warning	• Item taken away and must be retrieved by parent/guardian from the Administrative Office. • Parent notification • Student/Admin conference • Up to 5 days loss of privileges	• Item taken away and must be retrieved by parent/guardian from the Administrative Office • Student/Admin/Parent conference • Students may NOT bring the device back to school • Accountability Session
Use of School Electronic Equipment, without permission (including, but not limited to, telephones, computers, fax machines, and photocopiers)	• Verbal warning • Student/Staff conference	• Parent Notification • Student/Staff/Admin conference • Up to 5 days loss of privileges	• Student/Admin/Parent conference • Accountability Session
Violating the Chromebook Contract	• Student/Staff Conference • Parent Notification	• Student/Staff/Admin Conference • Parent Notification • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Accountability Session • Possibility of up to 5 day out of school suspension
Violating the Backpack Policy (Middle School)	• Student/Staff Conference • Parent Notification	• Student/Staff/Admin Conference • Parent Notification • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Accountability Session • Possibility of up to 5 day out of school suspension

Dishonesty Providing false information, lying to, or misleading school personnel; forged notes/excuses	• Student/Staff Conference • Parent Notification	• Student/Staff/Admin Conference • Parent Notification • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Accountability Session • Possibility of up to 5 day out of school suspension
Disorderly Conduct The disruption of the orderly conduct of class lessons or any other school programs or activities,including inappropriate behavior in a cafeteria, hall, on school buses, or during emergency drills, is not permitted. This includes the harassment and endangerment of others, by, for example, pushing, shoving, throwing objects, running in halls, blocking halls or stairs, and all other similar acts. Verbally rude or disrespectful behavior.	• Student/Staff Conference • Parent Notification	• Student/Staff/Admin Conference • Parent Notification • Accountability Session • Up to 5 days loss of privileges	• Student/Admin/Parent Conference • Possibility of up to 5 day out of school suspension • Behavior Contract • Mandatory Counseling
Selling of Goods Except for the raising of funds for approved student activities, students are not allowed to sell items to others.	• Student/Staff Conference • Parent Notification	• Student/Admin/Parent Conference • Accountability Session	• Student/Admin/Parent Conference • Possibility of up to 5 day out of school suspension
Inappropriate Touching It is not permissible for students to display affection by touching,	• Verbal Warning • Student/Staff Conference	• Student/Admin Conference • Parent Notification	• Student/Admin/Parent Conference • Possibility of up to 5


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Level 2 Intervention/Responses may include, but are not limited to:

- Parent/Teacher/Administration and School Counselor Conference
- Accountability Session: Tuesday and Thursday, 3:00pm-3:45pm
- Written assignment and/or presentation
- Loss of privileges (including,but not limited to school trips, use of Chromebook, loss of recess, removal from clubs/organizations)
- Restorative Circle- The student participates in a meeting with those affected by the behavior (if appropriate), facilitated by a staff member, to understand the harm caused and agree on steps to repair it.
- Behavior Contract- Establish a written agreement with specific behavior goals and consequences for further infractions.
- Mandatory Counseling-The student engages in ongoing sessions with the counselor

Level 2 acts can usually be resolved by:

- Teachers
- Counselor/School Social Worker
- Administrators

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*Zero-Tolerance Infractions

VIOLATION (Level 3)	FIRST OFFENSE /MINOR	SECOND OFFENSE/MODERATE MISBEHAVIOR	PATTERN OF REPEAT (3+ incidents, unless otherwise noted)/SEVERE MISCONDUCT
Academic Dishonesty (including, but not limited to, cheating, plagiarizing, collusion, and sabotage)	• Student/Admin/Parent Conference • Up to 5 days loss of privileges • No credit for test/assignment	• Student/Admin/Parent Conference • Up to 5 days loss of privileges • No credit for test/assignment • Accountability Session	• Student/Admin/Parent Conference • Up to 5 days loss of privileges • No credit for test/assignment • Up to 5 days out of school suspension • Possible Expulsion
Weapons The possession or use of guns, knives, sharp objects, ammunition, or any other item that can be used as a weapon is not permitted.	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible involvement of the Englewood Police Department	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible involvement of the Englewood Police Department	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion • Possible involvement of the Englewood Police Department
Matches/Lighters Students are not permitted to possess or use matches or lighters	• Student/Admin/Parent Conference • Up to 5 days out of school suspension	• Student/Admin/Parent Conference • Up to 5 days out of school suspension	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion

Smoking and/or use of electronic cigarettes Students are not permitted to possess, use, or sell tobacco (for example, vapes, cigarettes, snuff, chewing tobacco, etc.).	• Student/Admin/Parent Conference • Up to 5 days out of school suspension	• Student/Admin/Parent Conference • Up to 5 days out of school suspension	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion
Drugs and Alcohol Possession of controlled dangerous substances (CDS) or prescription medications without appropriate authorization, illegal drugs, drug paraphernalia and/or alcohol	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Contact appropriate personnel (i.e. nurse, school counselor, etc.) • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion • Contact appropriate personnel (i.e. nurse, school counselor, etc.) • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion • Contact appropriate personnel (i.e. nurse, school counselor, etc.) • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services

Being Under the Influence of Alcohol or Other Drugs A student who is reasonably suspected of being under the influence of alcohol, a controlled dangerous substance, or another substance capable of producing intoxication or impairment while on school property or at a school-sponsored activity.	• Parent/guardian notification • Immediate medical examination as required by N.J.S.A. 18A:40A-12 • **Up to 2 days out-of-school suspension** • Student/Admin/Parent Conference • Alcohol and other drug assessment by the school counselor or appropriately trained staff member • Possible referral to counseling, intervention, or treatment services, as appropriate • Possible referral to the Englewood Police Department when required or appropriate • Additional disciplinary action based on the circumstances	• Parent/guardian notification • Immediate medical examination as required by N.J.S.A. 18A:40A-12 • **Up to 5 days out-of-school suspension** • Student/Admin/Parent Conference • Required alcohol and other drug assessment • Referral for counseling, intervention, or treatment services, as appropriate • Loss of privileges • Possible referral to the Englewood Police Department when required or appropriate • Additional disciplinary action based on the circumstances	
Use of a Slur A slur is any derogatory or disrespectful word, phrase, or expression aimed at a person's race, ethnicity, religion, gender,	• Intervention • Reflective activity • Parent Notification • Documentation	• Student/Admin/Parent Conference • Accountability Session/Reflective Activity	• Student/Admin/Parent Conference • Up to 5 days out of school suspension • Possible Expulsion

gender identity, sexual orientation, disability, or any other personal characteristic. This includes, but is not limited to: • Spoken words or comments • Written messages (notes, schoolwork, or online posts) • Gestures or physical actions representing slurs		• Up to 5 days loss of privileges • Documentation	• Contact appropriate personnel (i.e. nurse, school counselor, etc.) • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services
VIOLATION (Level 3)	**FIRST OFFENSE /REPEATED OFFENSES/SEVERE MISCONDUCT**		
Gambling	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services		
Vandalism Students are not permitted to willfully deface or destroy school or personal property.			
False Public Alarm Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency, knowing			

that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Fireworks Students are not permitted to possess, use, or sell fireworks.		
Arson Purposely or knowingly starting a fire or causing an explosion in or on the grounds of a school, thereby placing the victim or group of victims in danger of death or bodily injury; or purposely starting a fire or causing an explosion that destroys or damages the victim's or school's property/grounds. Arson does not include the act of lighting a match.		
Theft Students are not permitted to steal. The value of the article taken is $10 or more.		
Robbery/Extortion Attempting to obtain or obtaining money or any material thing		

(regardless of value) from another by means of violence, threat of immediate violence, or stated or implied threat of future violence.	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Possessing another person's property without authorization		
Leaving school without permission		
Illegal Entry Unless authorized to do so, students should not be on school grounds or in the school building outside the normal school hours. This applies to students not involved in after school activities (for example, sports, Accountability Session, extra help with a teacher), or in authorized community activities.	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Bringing unauthorized individuals to school or allowing unapproved visitors to enter the building.		
Making a death threat, whether or not a weapon is involved		
Posting, distributing, displaying, or sharing materials that contain threats of violence, depict violent actions, or include obscene,		

vulgar, or lewd images of students or staff.	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Posting or distributing defamatory material or literature, including online content.		
Engaging in physically aggressive behavior, beyond minor altercations, that creates a significant risk or results in injury.		
Fighting Including shoving, pushing, spitting, or engaging in an altercation or similar physical confrontational behavior, with students or staff members.		
Menacing Behavior any intentional act, gesture, communication, or conduct that is reasonably perceived as threatening, intimidating, or intended to cause fear of harm to another individual. Such behavior may be directed toward students, staff, or any member of the school community and may occur in person, in writing, electronically, or through physical presence. **Examples include, but are not**		

limited to: • Verbal or written threats of harm. • Threatening gestures, movements, or postures (such as raising a fist, blocking passage, or advancing aggressively). • Intimidating or menacing statements made verbally, digitally, or in writing. • Deliberate actions that create a reasonable fear for one's safety or well-being. **Note:** Menacing behavior does not require physical contact to constitute a violation. The determining factor is whether a reasonable person would interpret the conduct as threatening or intimidating. This includes threats made to students or staff members.	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Making sexually suggestive comments, innuendos, propositions or similar remarks or engaging in nonverbal or physical conduct of sexual nature	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	

(e.g. intentional touching, patting, pinching, lewd or indecent public behavior that degrades or humiliates the victim or sending or posting sexually suggestive messages or images. This includes students and staff members.)	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	
Gross Disrespect Gross disrespect is defined as any behavior, language, or gesture that is overtly rude, defiant, or demeaning toward a staff member, student, or member of the school community, and that substantially disrupts the learning environment or undermines the authority of school personnel. Such conduct goes beyond ordinary misbehavior and reflects a serious disregard for school rules, staff directions, or the dignity of others. Examples include, but are not limited to: • Using abusive, profane, or offensive language directed at a staff member or student. • Refusing to follow direct instructions from staff in a confrontational or defiant	• Student/Admin/Parent Conference • Suspension, Possible Expulsion • Possible involvement of the Englewood Police Department • Possible referral to counseling or support services	

manner. ● Mocking, ridiculing, or belittling a staff member or student in a way that undermines their authority or dignity. ● Making insulting, inflammatory, or derogatory remarks or gestures. ● Deliberately disrupting instruction, school activities, or administrative processes in a defiant or confrontational manner.		
Tampering with or altering a school record or document.		
Computer Trespass Intentionally and without authorization changing, removing, altering, or otherwise interfering or causing disruption or malfunction to any school district computer, computer system, computer network, computer program, or data.		
Participating in gang related activities.		
Violation of school's Harassment, Intimidation, and Bullying (HIB)		

Policy (including Cyberbullying)		

*Zero tolerance policies in education are disciplinary guidelines that outline specific consequences for certain student behaviors. These policies can include predetermined consequences, such as suspensions, expulsions, or referrals to law enforcement. The consequences are often severe and mandatory for specific offenses, such as:

- Possession of weapons or drugs
- Violent behavior
- Cheating or plagiarism
- Sexism, racism, homophobia, or prejudice

Disciplinary Action will be determined based on the severity of the infraction.