

## **Student Code of Conduct Policies and Guidelines**

*Disclaimer: Please note that in our effort to maintain the safety and well being of students and school personnel we may find it necessary to adjust the consequences when it is in the best interest of the student and student body. Therefore, we reserve the right to revise or modify these guidelines at any time including the right to deny students the right to certain privileges.*

### **NON-DISCRIMINATION POLICY**

*The Hackensack Board of Education passed the following resolution at the July, 1999 meeting:*

BE IT RESOLVED, that the Hackensack Board of Education does hereby affirm its policy to insure equal educational opportunities for all students and equal employment opportunities for all persons, and by set policy affirms not to discriminate in its educational and vocational education programs, activities, employment policy, or admission policies and practices on the basis of race, color, creed, religion, national origin, social or economic status, sex, handicapped conditions or limited English proficiency.

NOW THEREFORE, BE IT RESOLVED, that in order to fulfill this responsibility, the Board shall establish a program of Non-Discrimination action to review, and modify as maybe necessary, its present school and classroom programs and employment contract practices; and NOW THEREFORE, BE IT RESOLVED, that any person having questions or concerns regarding Non-Discrimination including section 504 of the Rehabilitation Act, 4 shall contact the Hackensack Board of Education and the designated Affirmative Action Officer and Handicapped Law Coordinator.

BE IT FURTHER RESOLVED that the resolution complies with the federal laws, Title IX and Section 504 of the Rehabilitation Act and New Jersey Law Title VI, which prohibit discrimination on any basis in any school matter.

The Non-Discrimination Plans are located in the Office of the Assistant Superintendent and are available for review by interested parties.

### **STUDENT ATTENDANCE GUIDELINES**

Consistent with the Hackensack Board of Education Policy D2000, the following procedures shall be implemented with respect to student absence.

1. Within the authority granted by NJ Administrative Code, an administrative waiver is granted any student who is absent due to:
  - A) Extended illness verified in writing by a doctor. (Extended illness is defined as two or more consecutive days).
  - B) Death in the family. Maximum of five (5) school days for immediate family (defined as parent, sibling, grandparent or member of immediate household).
  - C) School-sponsored activities.
  - D) Required verified Court appearance
  - E) Verified college testing
  - F) Verified college visits-Maximum 3 days or with approval from administrator
  - G) NJ Commissioner of Education published list of religious holidays
  - H) Field Trips
  - I) Extenuating circumstances at the discretion of the Principal.

2. Letters requesting waivers will only be accepted up to two school days following a student's return to school, not thereafter.
3. Students shall be required to make up all work missed as a result of absence within a reasonable time of their return to school.
4. If a student will be absent for more than two weeks, due to medical conditions, home instruction shall, upon request, be provided through the Office of the Director of Special Services.
5. Parents will be notified of an absence from school by an automated phone call.
6. Warning letters of excessive absence will be mailed home after 6, 9 and 14 days absent.
7. Letters concerning lateness to school will be mailed home after 20 days tardy.
8. Parents will also be notified of attendance on progress reports and report cards.
9. A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.

### **CUTTING CLASS**

Class cutting can result in loss of credit. Students are required to attend all scheduled classes. Students who have unexcused absences from a class due to cutting class are assigned a zero for all work missed, including tests and quizzes. These zeros can have a seriously negative effect on the grade in a course. Three class cuts will result in loss of credit for that class.

### **UNAUTHORIZED VACATIONS**

The administration believes that students accompanying parents on trips and vacations while school is in session miss vital classroom instruction. This type of absence becomes the sole responsibility of the parents and students. Any parent/guardian wishing to remove a child from school for three or more days must inform the Assistant-Principal (HS/MS) or Principal (Elementary) in writing. Assignments will be given, however, and tests will be corrected at the teacher's convenience. Absences due to vacations are unexcused as per school attendance policy.

### **STUDENT CLASSROOM EXPECTATIONS**

Each student will receive, in writing, individual classroom behavior and study expectations, classroom rules and regulations, and classroom grading procedures from each subject teacher at the start of the school year and at the start of each semester class. Failure to comply with expected standards of behavior and study will result in teacher-issued detention, teacher/parent phone call, or in-person conferences, and/or referral of the student to the assistant-principal. In addition, deadlines for projects and research papers must be honored. Absent students must abide by individual teacher's rules regarding submission of homework.

### **DISCIPLINE CODE**

Student's responsibilities include regular school attendance, being punctual to all classes, putting forth conscientious effort in classroom work, and conformance to school rules and regulations. Rules and regulations have been developed to produce a climate within the school that is conducive to wholesome learning and living. It is expected that all students will respect the rights and feelings of the professional staff, their fellow students, and all others who are involved in the educational process.

Evidence of misconduct warrants an appropriate disciplinary response. A student referred for disciplinary action, will be counseled by the assistant-principal or principal and, when necessary, the student's guidance counselor. Parents will be advised of their

child's misconduct. Parental support and at home follow-up are tantamount to the correction of their child's misconduct.

Disciplinary measures include:

1. **Teacher Detention** – Teachers may assign before or after school detention for minor misbehavior, lateness to class or violation of classroom rules.
2. **Central Detention** - Monday – Friday; 2:55 p.m.- 3:55 p.m. , assigned by the assistant principal as a disciplinary action Non-attendance or misconduct during Central Detention may result in additional consequences.
3. **In-School Suspension** – Assigned by Assistant Principals, Monday through Friday, 8:30 a.m. to 3:30 p.m., in an assigned room, under the supervision of Middle School Staff. A counseling component is embedded into In-School Suspension.
4. **Out-of-School Suspension** - Serious misconduct results in the student's deprivation of school attendance for a specified period of time up to ten full school days. Parents will be notified of their child's suspension from school; transportation home is the parent's responsibility. All out-of-school suspension requires a parent/student/ administrator conference prior to the student's return to school. During out-of-school suspension, the student is prohibited from participating in any school functions. The student is permitted to make-up all work missed during out-of-school suspension. Arrangements must be made with the individual teachers and guidance counselor at the end of the school day. Upon return to school, a student will need to complete Post Suspension Counseling; failure to do so will result in further suspension.
5. **Evening HASS Program** – Monday-Friday 3:30 p.m.-7:30 p.m. As an alternative to out-of-school suspensions, a student may be placed in an evening HASS (Hackensack Academy for Second Success) program. The program provides a positive, therapeutic and pro-active alternative for at risk students. Students in this program are not counted as suspended. Attendance is taken by HHS/HMS staff daily. All students continue to receive instruction in all core academic subjects. This program may also be employed to assist a student at Hackensack Middle School who is at risk. Each situation will be addressed on an individual basis and careful consideration will be made regarding such a placement by HMS Administration

**THE DISCIPLINE CODE IS BASED ON NEW JERSEY STATUTES 18:A: 37-4.**

Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience. Any "Terroristic Threats" will require Juvenile Police intervention and recording; also disrespect towards any teacher, staff person or other student;
- b. Open defiance of the authority of any teacher or person having authority over him. Failure to cooperate could cause police intervention and removal from school;
- c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils. "Walk-away" policy must always be adhered to;
- d. Physical assault upon another pupil or upon any teacher or other school employees. Possible police intervention and removal from school. Walk-away policy must be adhered to;

- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear. Searching of a student, book bag, and locker could take place;
- f. Willfully causing, or attempting to cause, substantial damage to school property. Student/Parent could be liable for payment of damages;
- g. Participation in an unauthorized occupancy by any group of pupils 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;
- h. Incitement which is intended to and does result in unauthorized occupation by a group of pupils or other of any part of a school or other facility owned by a school district; and
- i. Incitement, which is intended to and does result in truancy by other pupils;
- j. Violation of weapons policy. This includes any out-of-school infraction;
- k. "Hate Crime" means any suspected or confirmed offense or unlawful act which is directed or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity; for example, murder, assault or harassment. Follow the walk-away policy;
- l. A "Bias Incident" means any suspected or confirmed act that is directed against or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity;
- m. Students are not permitted to have laser pointers at any time;
- n. Electronic devices (cell phones, mp3 players, cameras, and etc.) are not to be seen or heard.
- o. Any offense that may adversely affect the school environment/climate.

### **FIGHTING POLICY**

Hackensack Middle School has a "walk-away" policy regarding fighting or arguments. Students are required to "walk-away" instead of participating in a fight or argument that could lead to a fight and/or disruption.

Students who do fight in school, on school grounds, or commit any offense that may adversely affect school environment/climate may be referred to the Hackensack Police and could be suspended for up to ten days. Students could be taken into police custody. Any students who participate in loud, verbal arguments and do not "walk-away" will be assigned detention(s) and/or suspended up to ten days. Students who repeatedly engage in violence, harassment, bullying, either in person or online, will not be able to participate in extracurricular activities.

### **HARRASSMENT/INTIMIDATION/BULLYING POLICY**

The Hackensack Board of Education expects pupils [and], staff members and community to treat one another with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with an individual's ability to learn and a school's ability to educate its pupils in a safe environment.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication\*, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.\* *"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.*

N.J.S.A. 18A:37-14

The policy and procedures may address and impose consequences for acts of harassment, intimidation or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate or bully), to the extent that the policy comports with the provisions of N.J.A.C. 6A:16-7.6, Conduct away from school grounds, and the Hackensack Board of Education's code of student conduct, pursuant to N.J.A.C. 6A:16:7.1. In all instances of HIB behavior occurring off school grounds, the consequences may be exercised when it is reasonably necessary for the victim and offending student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of HIB that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, HIB, whether the subject or recipient of the bullying is on or off school property.

The Hackensack Board of Education prohibits acts of harassment, intimidation or bullying against any pupil on school property, at any school sponsored activity or while using district provided transportation, and further prohibits false accusations of bullying made against another as a means of harassment, intimidation or bullying.

Examples of bullying and harassment may include:

- Verbal abuse including name calling, racist remarks, teasing, etc.
- Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting,

- Social exclusion including ostracism, ignoring, alienating, etc.
- Psychological abuse including acts that instill a sense of fear or anxiety
- Any other act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, a reluctance to attend school, a decline in work standards or problem behaviors.
- The use of Cyber or wireless devices to harass, intimidate or bully

The Hackensack Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, shall report alleged violations of this policy to the principal/designee. While submission of the Incident Report form is not required, the reporting party is encouraged to use the report form available from the principal of each building. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal action for violations of the code of student conduct *may not* be based solely on the basis of an anonymous report. N.J.S.A. 18A:37-15(3)(b)(5) and N.J.A.C. 6A:16-7.9 (a)2vii

The Hackensack Board of Education recognizes that some acts of HIB may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of HIB that they require a response either at the classroom, school building, district level, or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of HIB may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions and N.J.A.C. 6A:16-7.5, Expulsions. In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

The Hackensack Board of Education prohibits reprisal or retaliation against any person who reports an act of HIB. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations. N.J.S.A 18A:37-15(3)(b)(8) and N.J.A.C. 6A:16-7.9(a)2x

The Hackensack Board of Education requires school officials to annually disseminate the policy to all school staff, students and parents along with a statement explaining that it applies to all applicable acts of HIB that occur on school property, at school sponsored functions or on a school bus. The chief school administrator shall develop an annual process for discussing the policy on HIB with students.

The Hackensack Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of HIB.

## **STUDENT IDENTIFICATION CARDS**

The Hackensack School District is providing all middle school students and staff with a photo identification card as a measure of security. Administration and staff can easily identify any student who attends the middle school as well as any unauthorized individuals who might gain entrance to our schools during the course of the school day.

## **DRESS CODE**

The Board of Education recognizes the rights of students to express their individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. On the other hand, the Board of Education has a responsibility to assure that the atmosphere in schools is conducive to learning.

Balancing these factors, the Board adopts a dress policy for students that is only minimally restrictive, but sets standards for grooming and appearance during school hours and at school functions. This policy is being enforced even-handedly at all times and reviewed regularly for reasonableness, consistent with community attitudes.

The following guidelines are established:

1. Student attire shall be neat and clean. Clothing shall cover the torso and legs to mid-thigh.
2. Clothing shall not be transparent, distracting, or disruptive to the school environment.
3. **Footwear is required. No Sandals of any kind.**
4. Tank tops, halters, tube tops, and bathing suits are not permitted. Sweatshirts, warm-up and T-shirts are permitted, if they are not torn and if they are not cut, tied or hemmed to expose the midriff. No exposure of undergarments or buttocks.
5. Except for religious and/or cultural purposes, head coverings may not be worn in school.
6. Students attending any school functions, during school hours, will not be permitted to participate unless they are attired in conformity with this policy.
7. Clothing that may be gang affiliated, contain profanity or be considered insulting, demeaning or racially insensitive are not permitted.

\*Disciplinary action shall be taken with any student violating this policy.

## **NARCOTICS, DRUGS, TOBACCO, ALCOHOL POLICY**

The Board of Education recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board's concern is also to protect students who do not abuse drugs/alcohol as well as to provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention and prevention of drug and alcohol abuse.

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending a school-related function on or off campus, and coming to and going from school and/or sponsored functions. Students

are further prohibited from possessing, smoking cigarettes or using tobacco products in any form in compliance with the school discipline code.

In accordance with NJSA 18A:40, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offense on and off school grounds.

For the purpose of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designed and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey.
2. All alcoholic beverages.
3. All anabolic steroids.
4. Any (and all) prescription drugs/over-the-counter drugs not prescribed to the students; exception, those for which permission for use in school has been granted pursuant to Board policy. The school nurse must administer this medication.

For further information, please see the complete Policy and Regulations on our school website ([www.hackensackschools.org](http://www.hackensackschools.org)). Please also see details regarding discipline/remediation contained within the school code of conduct.

#### **STUDENT USE OF CELL PHONES & ELECTRONICS**

1. Cell phones and electronics must be turned off upon entering the school building and be kept off while in the building. They should not be seen or heard.
2. Cell phones and electronics used inappropriately during school hours will be confiscated. The student’s parent/guardian must retrieve the cell phone in person.
3. The school will not accept any responsibility for the loss of, damage to, or usage charges to cell phones or electronics brought into a school building.

#### **CONFISCATED ITEMS**

All confiscated items (cell phones/electronics, hats, earphones, and etc.) will be returned to a **parent or guardian only**.

**SECURITY DRILLS** NJ law defines a school security drill as “an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.”

#### **ACADEMIC INTEGRITY POLICY**

Academic integrity is an essential element to Hackensack Middle School’s philosophy and practice of promoting academic excellence. For an academic institution to be successful, an honor code and consequences for violating the honor code must be established. Indeed, once the student is in a university, college, or workplace, any form of dishonesty will result in serious penalties, including automatic course failure and expulsion, losing your job, etc. The danger of plagiarism is not only the embarrassment and punishment that result from being discovered, but the self-delusion of having accomplished something. Cheating, dishonesty, and plagiarism will not be tolerated in Hackensack Middle School.



**Cheating includes, but is not limited to, the following examples:**

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, palm pilots, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.
- Giving answers to another student for an assignment or exam.

**Dishonesty includes, but is not limited to, the following examples:**

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from which research was never performed.

**Plagiarism includes, but is not limited to the following examples:**

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

**Plagiarism is defined in *Webster's New International Dictionary of the English Language* as:**

"To steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas expressions or productions of another."

**The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:**

"Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas."

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: The Modern Language Association of America, 1998.

***Plagiarism.org* indicates:**

“Plagiarism is the improper use of, or failure to give credit to another person’s writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.”

Offense	Process	Person Responsible	Consequences
1 <sup>st</sup>	1. Document suspected or observed cheating/dishonesty/plagiarism	Classroom Teacher	
	2. Conference with student to determine whether or not cheating/plagiarism has occurred	Classroom Teacher	
	3. If the teacher concludes that cheating/plagiarism has occurred: <ul style="list-style-type: none"><li>• Contact with parent</li><li>• Document the contact</li><li>• Identify the consequences administered in Genesis</li></ul>	Classroom Teacher	<ul style="list-style-type: none"><li>• Zero grade for assignment</li><li>• Teacher detention</li><li>• Parent/Guardian Contact</li></ul>
	4. Inform the following staff: <ul style="list-style-type: none"><li>• Supervisor / A.P.</li><li>• Guidance Counselor</li><li>• National Honor Society</li></ul>	Classroom Teacher	

Offense	Process	Person Responsible	Consequences
2 <sup>nd</sup>	1. Document suspected or observed cheating/dishonesty/plagiarism	Classroom Teacher	
	2. Conference with student to determine whether or not cheating/plagiarism has occurred	Classroom Teacher	
	3. If the teacher concludes that cheating/plagiarism has occurred: <ul style="list-style-type: none"> <li>• Contact with parent</li> <li>• Document the contact</li> <li>• Set up parent meeting</li> </ul>	Classroom Teacher	
	4. Mandatory meeting: bring copies of: <ul style="list-style-type: none"> <li>• Documentation of the work in question</li> <li>• HMS Academic Integrity Policy</li> </ul>	Classroom Teacher Supervisor Parent Student Counselor Assistant Principal	<ul style="list-style-type: none"> <li>• Zero Grade for Assignment</li> <li>• Parental Conference Mandatory</li> </ul>

Offense	Process	Person Responsible	Consequences
3 <sup>rd</sup>	1. Compile evidence of suspected or observed cheating/plagiarism	Classroom Teacher	
	2. Conference with student to determine whether or not cheating/plagiarism has occurred	Classroom Teacher	
	3. If the teacher concludes that cheating/plagiarism has occurred: <ul style="list-style-type: none"> <li>• Contact with parent</li> <li>• Document the contact</li> <li>• Set up parent meeting</li> </ul>	Classroom Teacher	
	4. If the teacher concludes that cheating/plagiarism has occurred, there will be a mandatory meeting; bring copies of: <ul style="list-style-type: none"> <li>• Documentation of the work in question</li> <li>• HMS Academic Integrity Policy</li> <li>• Consequences to be administered</li> </ul>	Classroom Teacher Department Supervisor Parent Student Counselor Assistant Principal	<ul style="list-style-type: none"> <li>• Zero grade for the assignment</li> <li>• Removal from Honor Society</li> <li>• Automatic F in course</li> </ul>

## ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Board recognized that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board will employ and enforce a policy of Internet safety that includes the use of filtering and blocking technology. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. **The board retains the right to have district personnel monitor network activity in any form necessary, to maintain the integrity of the network and insure its proper use.**

### Standards for Use of Computer Networks

Any individual engaging the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
  - 6. Gains or seeks unauthorized access to resources or entitles;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this policy; and/or

11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

**Consent Requirement**

Pupils shall be allowed to use the computer network and the Internet unless the parent(s) or guardian(s) has signed and filed a waiver form with the Principal against the use of computer networks or the Internet.

**CARE OF SCHOOL PROPERTY**

The Board of Education supplies textbooks, workbooks, and supplies such as paper and pencils to each student according to his/her needs. Students are expected to exercise reasonable care in handling textbooks and other such materials. Marking and destroying such property is inexcusable, and also subject to fines and cost for repairs and replacement.

**BOOK and OTHER FINES**

Failure to return books or other school property such as uniforms, failure to pay for lost books or pay fines for overdue books could result in withholding of schedules for the New Year and /or exclusion from activities/ceremonies

### HACKENSACK MIDDLE SCHOOL CODE OF CONDUCT

Grades 5-8	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
<b>Failure to Wear School ID</b>	Student must pay for new ID, Parent Contact, Central Det.	Student must pay for new ID, Parent Contact, Central Det.	Student must pay for new ID, Parent Contact, Central Det.	Re-Issue of New ID, In School Suspension (ISS) 1 day, Parent Contact	Re-Issue of New ID, ISS 2 days, Parent Contact	Re-Issue of New ID & I.S.S., Parent Contact	
<b>Use of Electronic Device/Cellphone</b>	Device Confiscated, Parent Contact, Central Detention	Device Confiscated, Parent Contact, ISS 1 day	Device Confiscated, Parent Contact, ISS 2 Days	Device Confiscated & In-School Suspension 3 Days, Parent Contact	Device Confiscated, Out of School Suspension, Parent Contact	Device Confiscated, Out of School Suspension, Parent Contact	
<b>Cutting Class</b>	Teacher Detention & Parent Conference	Parent Conference, ISS	Parent Conference, Credit Loss Status, ISS, Possible SAP/HASS Placement	Out of School Suspension, Possible SAP/HASS Placement, Possible Truancy Hearing	Further action taken by principal or designee. Possible SAP/HASS Placement, Truancy Hearing		
<b>Failure to Report to Teacher Detention</b>	Teacher Detention 2 Times, Parent Contact	Refer to Assistant Principal & Central Detention(s)	Refer to Assistant Principal & Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Contact	In-School Suspension 2 Days	Out of School Suspension	
<b>Failure to Report to Central Detention</b>	Reassigned Detention x 2	In School Suspension 1 day, Parent Contact	In School Suspension 2 day, Parent Contact	In School Suspension 3 days, Parent Contact	Out of School Suspension, Parent Contact	Out of School Suspension, Parent Contact, SAP Placement	

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<b>Inappropriate/ Disruptive Behavior</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Eating/Drinking in Other than Cafeteria</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Littering on School Property</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Obscenity: Oral, Written, Physical</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Out of Class Without Pass</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Use of Profanity</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	In School Suspension 1 day, Parent Conference	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting
<b>Leaving School Property w/out Permission</b>	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 days, Parent Contact, Student Placed in SAP/ HASS				

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<b>Disorderly Behavior in Cafeteria</b>	In School Suspension 1 day, Parent Contact	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting		
<b>Disrespect to School Personnel</b>	In School Suspension 1 day, Parent Contact	In School Suspension 2 Days, Parent Meeting	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting	Out of School Suspension 4 Days Possible SAP/ HASS, Parent Meeting		
<b>Excessive Display of Affection</b>	In-School Suspension 1- 2 Days, Parent Contact	In-School Suspension 3 Days, Parent Contact	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	
<b>Forging any Official Document</b>	In-School Suspension 1- 2 Days, Parent Contact	In-School Suspension 3 Days, Parent Contact	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	
<b>Cheating/ Plagarism</b>	Teacher Detention, Parent Contact, "0" for assignment	Additional Administrative consequences				
<b>Gambling/Card Playing</b>	In-School Suspension 1- 2 Days, Parent Contact	In-School Suspension 3 Days, Parent Contact	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	
<b>Inappropriate Behavior at School Program/Trip</b>	In-School Suspension 1- 2 Days, Parent Contact, Possible SAP/ HASS Placement	In-School Suspension 3 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	Out of School Suspension, Possible SAP/ HASS, Parent Meeting	



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<b>Loitering on School Grounds While Absent/Suspended</b>	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 days, Parent Contact, Student Placed in Sap/ HASS				
<b>Refusal to Hand Over Unauthorized Device to School Personnel</b>	In-School Suspension 2 Days, Parent Contact	In-School Suspension 3 Days, Parent Contact	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 days, Parent Contact, Student Placed in Sap/ HASS		
<b>Theft of Personal/School Property</b>	In-School Suspension 2-3 Days, Parent Contact	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 days, Parent Contact, Student Placed in Sap/ HASS			
<b>Throwing any Object at Person/School Property</b>	In-School Suspension 2-3 Days, Parent Contact	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 days, Parent Contact, Student Placed in Sap/ HASS			
<b>Inappropriate use of Computers</b>	Use of Network only under direct supervision	Suspension of Network privileges	Revocation of Network privileges	Suspension of Computer privileges	Suspension from School	Legal action from authorities	

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<b>Insubordination</b>	In-School Suspension 2 Days, Parent Contact	In-School Suspension 3 Days, Parent Contact	Out of School Suspension 1-2 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 3-4 Days, Parent Contact, Possible SAP/ HASS Placement		
<b>Truancy</b>	Saturday School, Parent Contact	In School Suspension 1-2 Days, Parent Contact	Out of School Suspension 2-3 days, Possible SAP/HASS Placement, Parent Contact	Out of School Susp., Refer to Municipal Court, Parent Contact		
<b>Harassment/Bullying/Intimidation</b>	As determined by the HIB Specialist and HMS administration up to ten days Out-of-School Suspension, Possible SAP/HASS Placement, Counseling, Parent Contact, Referral to Anti-bullying specialist, Report to Principal					
<b>Bias Incidents (Sexual Harassment, Racial/Ethical Slurs)</b>	Out-of-School Suspension 1-2 Days, Parent Contact, Possible SAP/HASS Placement, Counseling, Referral to Anti-bullying specialist	Out-of-School Suspension 3 Days, Parent Contact, SAP/ HASS Placement Counseling, Referral to Anti-bullying specialist	Out-of-School Suspension 4 Days, Parent Contact, SAP/ HASS Placement, Counseling, Referral to Anti-bullying specialist			
<b>Destruction of Property</b>	Out-of-School Suspension 2 days & Restitution for Damage, Parent Contact	Out-of-School Suspension 4 days & Restitution for Damage, Parent Contact				

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<b>Possession/distribution of Hate Material</b>	Out-of-School Suspension 2 Days, Referral to SAC, counseling	Out-of-School Suspension 3 Days, Referral to SAC, counseling	Out-of-School Suspension 4 Days, Referral to SAC, counseling			
<b>Vandalism</b>	Out-of-School Suspension 2 Days, Parent Contact	Out of School Suspension 3 Days, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4 Days, Parent Contact, Possible SAP/ HASS Placement			
<b>Verbally Threatening a Staff Member</b>	Out-of-School Suspension 4 Days & Parent Contact, SAP/ HASS Placement, Referral to SAC, counseling	Out-of-School Suspension 4 Days & Parent Contact, SAP/ HASS Placement, Referral to SAC, counseling				
<b>Fighting</b>	Out-of-School Suspension 4 Days, Parent Contact, Possible SAP Placement, Referral to SAC, Counseling	Out-of-School Suspension 4 Days, SAP/ HASS Placement, Referral to SAC, Counseling	Out-of-School Suspension 4 Days, SAP/ HASS Placement, Referral to SAC, Counseling			
<b>Attire Gang Related in Nature</b>	Discretion of SRO, Paraphernalia Confiscated	Discretion of SRO/ Admin.				
<b>Smoking on School Grounds</b>	Warning to Student & Parent Contact	Central Detention & Parent Contact	Out of School Suspension 1-2 Days & Parent Contact	Possible fine as per NJSA 26:30.20		

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<b>Assault, Physical Aggression</b>	Out of School Suspension 4 days, Parent Contact, Possible SAP placement, referral to SAC, counseling	Out of School Suspension 4 days, Parent Contact, Possible SAP placement, referral to SAC, counseling	Out of School Suspension 4 days, Parent Contact, Possible SAP placement, referral to SAC, counseling	Out of School Suspension 4 days, Parent Contact, Possible SAP placement, referral to SAC, counseling		
<b>Failure to Attend In-School Suspension</b>	Reassigned by Admin. 2 days for every 1 missed	Out of School Suspension 3 days, SAP/ HASS Placement, Parent Conference	Out of School Suspension 4 days, SAP/ HASS Placement, Parent Conference			
<b>Possession of CDS</b>	Out of School Suspension 4 days Pending Assessment & Referral to SAC, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4-10 days Pending Assessment & Referral to SAC, Parent Contact, SAP/ HASS Placement				
<b>Sale and Distribution of CDS</b>	Criminal Offense & Suspended Pending Hearing, HASS Placement	Expulsion Proceedings				
<b>Use of Controlled Substance</b>	Out of School Suspension 4 days Pending Assessment & Referral to SAC, Parent Contact, Possible SAP/ HASS Placement	Out of School Suspension 4-10 days Pending Assessment & Referral to SAC, Parent Contact, SAP/ HASS Placement				
<b>Dress Code Violation</b>	Make appropriate changes, Parent Contact, Central Detention	Make appropriate changes, Parent Contact, Central Detention x2	Make appropriate changes, Parent Contact, In School Suspension 1 day	Make appropriate changes, Parent Contact, ISS 2 days	Make appropriate changes, Parent Contact, ISS 3 Days	Make appropriate changes, Parent Contact, Out of School Suspension
<b>Lateness to Home Room</b>	Teacher Issued Detention, Parent Contact	Teacher Issued Detention 2x, Parent Contact	Central Detention(s), Parent Contact	Central Detention 2 days, Parent Conference	In School Suspension 1-2 Days, Parent Conference	Out of School Suspension 3 Days, Possible SAP/ HASS, Parent Meeting