

# **HACKENSACK BOARD OF EDUCATION**

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## **HACKENSACK ADMINISTRATION**

**Andrea Parchment**  
**Rosemary Marks**

**Acting Superintendent**  
**Assistant Superintendent**



### **IMPORTANT PHONE NUMBERS**

<b>Main Office</b>	<b>201-646-7900</b>
<b>Attendance</b>	<b>201-646-7979</b>
<b>Guidance</b>	<b>201-646-7921</b>
<b>Health Office</b>	<b>201-646-7930</b>
<b>Athletic Office</b>	<b>201-646-7940</b>
<b>Child Study Team</b>	<b>201-646-7967</b>
<b>Drop In Center</b>	<b>201-646-0722</b>
<b>Affirmative Action Officer</b>	<b>201-646-1851</b>



## HACKENSACK HIGH SCHOOL CRISIS CARD

Alcohol & Drug Abuse Helpline.....	1-800-331-2900
Child Abuse/Neglect Hotline.....	1-877-652-2873
Crisis Text Line .....	text HOME or HOLA to 741741
2ndfloor Youth Helpline .....	1-888-222-2228
Domestic Violence Hotline.....	1-800-572-7233
Healing Space Sexual Violence Hotline .....	201-487-2227
Health & Human Services Helpline .....	2-1-1
Homeless Prevention .....	201-336-6490
Juvenile/Family Crisis Unit.....	201-336-7360
LGBTQ+HELP .....	1-866-488-7386
Perform Care.....	1-877-652-7624
Safe Haven Infant Protection Hotline .....	1-877-839-2339
Suicide Prevention Hotline .....	1-800-784-2433

135 FIRST STREET • HACKENSACK, NJ 07601



**Message from the Principal  
Hackensack High School, 2025-2026**

The school bell, household chores, practice, jobs. When you are a high school student, there never seems like there is enough time in the day to get everything done. Do you feel like you are always late or rushing to meet deadlines and appointments? As the new school year begins, you are leaving behind the lazy days of summer and jumping right into the comprehensive curriculum. Here are some tips for taking control of your time.

**Mark your time**

Start simply. Use your school issued planner to fill in upcoming events. Schedule everything: chores, favorite TV show, social activities, etc. This will help you to see how much time is used for day-to-day activities and how much time is left for homework and studying.

**Create a “To Do” List**

It’s easy to forget the little things. Create a priority list by putting things that are most important at the top and complete them first. You can track your list by using your school planner or even an index card in your pocket. If the day’s list is too long, it’s time to regroup, breakdown, and move some tasks to tomorrow or further in the week. This is time-management.

If you have a large assignment due in two weeks, break it into smaller parts and work on it throughout the week. Make your goal to have it completed one day before the actual due date. After you finish your list reward yourself with a PSP game or some time on the Internet.

**Find the right time and place**

Some students work better at night, while others work best right after school. Find a quiet place to work (room, dining room table, library) that is free from distractions (including your cell phone). Study at the same time everyday. Even if you don’t have homework, use the time to review your notes.

**Communicate your schedule to others**

Let your friends know that you do your homework from 6:30 to 8:30 and you will not answer their calls. The fewer distractions will help you to complete your list in a lot less time

**Keep things in perspective**

Set realistic goals. While it’s admirable to set high goals for yourself, don’t overdo it. Make your goals difficult yet reachable.

**Good luck this year and stay organized**

Comet Pride!

Jim Montesano  
Principal

## HACKENSACK HIGH SCHOOL MISSION STATEMENT

Hackensack High School is a learning community that fosters an appreciation for cultural diversity, intellectual growth, and individual diligence. We strive to prepare students to accept life's challenges by encouraging them to be open-minded, reflective, life-long learners who have integrity and respect for others. Hackensack High School, in partnership with home and community, will develop citizens who make a difference in their community.

## VISION STATEMENT

Reaching all Learners

## SCHOOL MOTTO

"There is no limit to what a good man can do, if he doesn't care who gets the credit"  
Adopted 1930

## SCHOOL COLORS

Hackensack High School's Colors are Navy Blue & Old Gold.

## SCHOOL NICKNAME

Hackensack High School "COMETS" were the Colts until 1912. The inspiration for the change was Haley's Comet, which was important news at the time.

## SCHOOL ALMA MATER

"Old Hackensack"

(Tune – "Palisades"—New York University Alma Mater)

Oh Hackensack, dear Alma Mater,  
For thee we raise the gold and blue,  
And strive to lift thy banner higher  
In each and everything we do.  
And when we bring up to thy altar  
Trophies from Football, Field and Track,  
We'll mingle many hearts and voices  
In praise of Hackensack

But high school friendships all must sever  
And fade, as does the dying day,  
And comrades all must come to parting  
As out in life we mend our way.  
Whatever fate may hold in secret  
May we turn our memories back,  
Renew once more our old devotion  
For thee, dear Hackensack.

W. Demarest / B. Pratt 1918 By permission of New York University

## Hackensack High School Policies and Guidelines

### **Guidance Policies**

#### **Class Rank**

- Class rank is computed for seniors at the end of the 6<sup>th</sup> and 7<sup>th</sup> semesters.
- Fall rank is calculated by October 1, based upon the final grades in all courses completed at that point.
- Spring rank is calculated after mid-year grades are finalized.
- All students registered by September 15 of their senior year will be included in senior rank.
- Any student registered after September 15 of their senior year WILL NOT be included in senior rank.
- Course credits are multiplied by the weighted value indicated in the table below. The cumulative total is then divided by the total credits attempted, including failures.
- The following quality point index is used:

<b>Final Grades</b>	<b>A+</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C+</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Level 1</b>	7.5	7	6.5	6	5.5	5	4	0
<b>Level 2</b>	6.5	6	5.5	5	4.5	4	3	0
<b>Level 3</b>	5.5	5	4.5	4	3.5	3	2	0

- **Level 1** courses include Advanced Placement (AP), Pre AP, Honors, and Middle College courses.
- **Level 2** courses include College Preparatory and elective courses.
- **Level 3** courses include Non-College Preparatory courses including Physical Education, Health, Drivers Education, Cooperative, Vocational, ESL, and Resource courses.

#### **Course Audit**

- A student may audit a class by officially registering for a class without earning a letter grade or credit with permission from the Guidance Supervisor.
- A student must fill out a "Course Audit Form" signed by the Guidance Supervisor, parent and student in order to audit a course.
- A student auditing a course must adhere to school attendance policy.
- A student auditing a course is responsible for all assignments, testing and class preparation required of the other members of the class.
- The audited course will appear on a student's transcript with an "N" grade.
- No credit is earned, and the student's grade-point average is not affected.
- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal.

#### **Course Failure**

- A student who fails one or more courses during a school year must accept the responsibility of repeating the course in summer school.
- Students may only attend a board approved summer school. A list of the board approved summer schools are located on the Hackensack High School Guidance website.

- Summer school tuition and fees are the responsibility of the student.
- Summer school courses will be added to a student's transcript upon successful completion of the course and will be designated with an SS.
- Failed course will not be removed from a student's transcript.

#### **Course Withdrawal**

- A student must carry a minimum of 32 credits for the school year.
- Any course change before September 15<sup>th</sup> will not be recorded on a student's transcript. No course withdrawals will be permitted after September 15<sup>th</sup>.
- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal. In the event that a change of schedule is recommended by the Principal, any course dropped after the above-mentioned date shall result in a withdrawn failing or withdrawn passing recorded on a student's transcript. Any dropped course requires written permission from a parent or guardian. Students are to continue attending the course as an audit and will not receive credit for the course.

#### **Grade Point Average**

- Grade Point Average is not weighted.
- Cumulative GPA is computed for all students using final grades.
- Course credits are multiplied by the numeric value indicated in the table below.
- The cumulative total is then divided by the total credits attempted, including failures.
- The following quality point index is used:

<b>Final Grades</b>	<b>A+/A</b>	<b>B+</b>	<b>B</b>	<b>C+</b>	<b>C</b>	<b>D</b>	<b>F</b>
	4	3.5	3	2.5	2	1	0

#### **Schedule Change**

- Student schedule changes will only be honored during the month of August until September 15 by filing a "Schedule Change Form" in the Guidance Office.
- Students may not request a change based on preferences for teachers or lunch periods.
- Students who failed a course under a specific staff member may request a course section change.
- Student requested schedule changes **will not** be honored during the school year unless there is a scheduling error.
- Students may not change to another section of a course for any reason other than safety and/or security.
- Students may drop to a lower level course within the same content area at the discretion of the Department Supervisor with written parental permission.
- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal.

#### **School Registration**

- A student under age 18 who intends to register into school must present themselves in the guidance office accompanied by a parent or legal guardian.
- Students aged 18 or older may legally sign themselves into school.

- Registration Packet must be filled out completely.
- In addition to the registration packet, the following information must be provided:
  - School records
  - Medical form
  - Proof of birth
  - Proof of residence
  - Guardianship papers if necessary
- Upon registration, students must complete placement tests.

#### **School Withdrawal**

- A student who intends to withdraw from school must present themselves in the guidance office accompanied by a parent or legal guardian.
- Students and parents will be required to fill out release cards.
- Students must return all books and settle all fines.
- Student records will only be released upon successful completion of the above procedure.

#### **Transcripts**

- Student transcripts are confidential documents; records are subject to privacy protections pursuant to Federal/State laws and regulations (*N.J.A.C 6A:16-7.1(c)3vii*).
- A student, parent, or legal guardian may request a copy of his/her own transcript from the guidance office.
- A student must have a completed transcript request form on file in order to have a transcript released to a third party.

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

The Hackensack School District is committed to behavioral interventions that focus on the whole child. The following practices will be instituted during the school year to promote positive student engagement with an individualized approach to corrective action.

- Building administrators will review their code of conduct and mandate student/teacher consultations for all infractions of disrespect, insubordination, inappropriate behavior and defiance.
- Any subsequent disciplinary referrals submitted by the teacher that falls under the umbrella of inappropriate behavior will result in an administrative conference with the student and teacher in an effort to seek understanding/repair harm.
- A counseling component will be required for all Tier 2 infractions; this would be inclusive of any infraction that would result in Saturday School or Out of School Suspension.  
\*This provision excludes instances of a threat, violence or a secondary confirmed HIB. A counseling component will still be required but may take place as a part of the re-entry process with the counselor and administrator.\*
- Building administrators will review discipline data quarterly with the teachers in an effort to engage in a dialogue geared toward recommendations to increase student engagement.

- Building administrators will meet with teachers that have multiple discipline referrals to review classroom policy, lesson planning and classroom engagement in an effort to ascertain any contributing factors.

District Policies:

- [5500 - EXPECTATIONS FOR STUDENT CONDUCT](#)
- [5600 - STUDENT DISCIPLINE/CODE OF CONDUCT](#)

*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.

### **SCHOOL VISITORS/PARENT CONFERENCES**

In an effort to maintain the safety and security of our students, faculty and staff Hackensack High School will restrict building visitors. Every attempt will be made to conference with parents and address school-based concerns via remote meetings. Parents are encouraged to contact their child's teachers, counselors and administrators by email and establish dates/times that are mutually agreeable for discussions. In any instances where parents or guardians must report to school for a meeting, they will be required to follow all health and safety protocols established by the Hackensack Board of Education and the Hackensack Health Department. Failure to follow these guidelines will result in termination of any conferences, which will be followed by a directive to leave school premises.



### **POINT OF ENTRY/SCREENINGS**

Students must enter Hackensack High School through designated areas identified by grade level. Any student that reports late to school must check-in at Single Point of Entry; they will then be marked as “tardy” and permitted in class. During homeroom the screening process will be completed to ensure that students are not attending school with an illness; any concerns regarding student wellness will be reported to the nurse and building leaders. Additional measures will be taken to isolate students in cases where the screening process has identified that a more thorough examination is necessary due to a possible fever or any other symptoms that may be associated with infection. Parents will be required to report to school and pick up students in these cases. Students that are not screened or display symptoms will not be permitted in classrooms or be allowed to engage in their scheduled activities as all measures of precaution will be taken to ensure the safety of the school community.

### **STUDENT ATTENDANCE GUIDELINES**

Students attending Hackensack High School will be required to follow all health and safety protocols as designated by the Hackensack Health Department and Board of Education. Procedures regarding social distancing, building entry, exit times, congregating in the hallway, modified lunch periods and refraining from group congregation are necessary to ensure student and staff safety. Failure to follow the guidance given by faculty, staff and/or administration will constitute defiance and will result in a parent phone call requesting that the student is retrieved from school for non-compliance.

Consistent with the [Hackensack Board of Education Policy 5200 - Attendance](#), 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 five school days following a student’s return to school, not thereafter.  
Students shall be required to make up all work missed as a result of absence within a reasonable time of their return to school as designated by the teacher in consultation with the counselor and grade level administrator.

3. 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.
4. The following represents the maximum number of unwaived absences before a student loses credit for a course.
  - A) Full Year Course 16 days
  - B) One semester course 8 days
  - C) Physical Education 12 days
  - D) Health/Driver Education 4 days
5. If a student arrives to class late, an assignment of a 10<sup>th</sup> period session and/or a teacher consultation to review any missed instruction/assignments will be required in order to ensure that the learning outcomes are clear. Students are responsible for attending these sessions and failure to do so will adversely impact their grades. These meetings will be scheduled at a time that is convenient for the instructor. Students that exceed two absences a week will not be entitled to a conference without a written parent request and meeting regarding any barriers associated with a timely arrival. A parent may appeal to the grade level administrator for more than 1 conference in any given marking period.
6. “Virtual” days or home instruction service days during any school closure period will count as days in membership for students; students need to be marked as present or absent during such days. All students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction, in which case they must be recorded as absent.
  - A) Any student who does not attend the scheduled virtual meeting and fails to submit an assignment for the day as outlined online by the instructor will be recorded as an absence.
  - B) The teacher will notify the student and parent of the absence by phone and document the correspondence in conferences.
  - C) It is the responsibility of the student and/or parent to communicate the reason for the absence and request a work extension.
  - D) If the request by the student or parent is received by the teacher or counselor within a week of the missed assignment that teacher will grant the request and advise of a due date for the make-up work.
  - E) Students that are late for virtual instruction will not be marked as absent as long as they engage in the online course work. However, it should be noted that their failure to engage with their teacher will adversely affect their ability to maximize their score on any assignments given.
8. Students arriving twenty minutes or more late to a class will be charged with an unwaived absence.
9. Parents will be notified of an absence from school by an automated phone call.
10. Warning letters of excessive absence will be mailed home after 6 or more days absent.
11. Letters concerning lateness to school will be mailed home after 20 days tardy.
12. Parents will also be notified of attendance on progress reports and report cards.

13. If a student exceeds the attendance policy, parents/guardians are notified of loss of credit and the appropriate appeal process.
14. A student/parent choosing to appeal the loss of credit must contact the Administrative Assistant in charge of attendance within five days of receiving documentation that the allowable absences for a course has been exceeded.
15. The Attendance Committee, consisting of faculty members, will conduct a hearing and make a decision regarding any appeal for loss of credit. A parent or guardian must be present at the hearing along with any advocate the student requests.
16. Attendance appeals will only be granted for courses where the student has a possibility of attaining a passing grade for the year.
17. A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.

#### **RESTORATION OF LOST CREDIT -**

Credit lost through excessive absence, including class cuts, may be restored by satisfactory completion of courses in summer school sessions or other approved alternatives established by building administration. **FOR CREDIT LOST FOR COURSES FAILED, IT IS THE STUDENT'S RESPONSIBILITY TO SEE THEIR COUNSELOR ABOUT CREDIT MAKEUP.**

#### **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 negative effect on the grade in a course. Class cuts are included as unexcused absences which has a direct impact on class attendance and the possibility of losing credit for the course.

#### **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. Absences due to vacations are unexcused as per school attendance policy. Any unauthorized vacation ten or more days will result in the student being dropped from our roles. Exceptions to the policy can be requested in writing to the grade level administrator; consideration will only be given in cases where students can engage in virtual instruction, assignment completion and required work submission.

#### **STUDENT CLASSROOM EXPECTATIONS**

Students will collaborate with their teacher on classroom and performance expectations. The class will then receive these guidelines in writing which will include rules and regulations, and 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 consultations, teacher/parent phone calls, conferences, and/or referral of the student to the counselor. In addition, deadlines for projects and research papers must be honored. If a request for administrative intervention is made, the referral should detail

previous attempts to improve behavior, along with any escalation of non-compliance if applicable.

### **DISCIPLINE CODE**

Student's responsibilities include regular school attendance irrespective of students' marriage, pregnancy or parenthood, 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 (*N.J.A.C.* 6A:32-8 and 13.1).

The guidelines provided will take into account the severity of offense, age of student offenders and the history of inappropriate behaviors in accordance with *N.J.A.C.* 6A:16-7.2-5-7.6. After reviewing these factors school administration reserves the right to modify any consequences outlined in this document to ensure the safety and wellness of the school community. Evidence of misconduct warrants an appropriate disciplinary response. Hackensack High School is committed to a restorative approach to corrective action that focuses primarily on relationship building between students and teachers. In situations where students are referred for administrative intervention the steps outlined to repair harm should have already been taken. When these measures have not been effective in changing behavior, the school monitor and/or assistant principal will consult with the teacher, student, parent and counselor to determine next steps in an effort to work collaboratively to increase student engagement. In accordance with *N.J.A.C.* 6A:14 and 16-7.1 (a)(6), any discipline administered for students with disabilities will be done in consultation with case managers and in accordance with any plans that have been established for continued development.

A student referred for disciplinary action will receive the appropriate level of support, which may include a counseling component, intervention/referral services or other measures deemed appropriate by administrative leadership. Parents will be advised of their child's misconduct. Parental support and at home follow-up are tantamount to the correction of inappropriate behavior.

Disciplinary measures include:

1. **Teacher Consultation** – Teachers may assign before or after school meetings for minor misbehavior, lateness to class or violation of classroom rules. During scheduled discussions the teacher will review classroom expectations and discuss productive instruction engagement.
2. **Central Intervention** – Monday, Wednesday and Thursday; 2:30 p.m. - 3:30 p.m. (HS), assigned by the assistant principal as a disciplinary action. Non-attendance or misconduct during Central Intervention will result in additional consequences. The focus will be on social-emotional and academic support. During Central Intervention students will be expected to complete outstanding assignments and a self-reflection sheet that will be reviewed with the advisor for corrective action steps.
3. **Saturday Intervention** - Saturday 8 a.m. through 12 p.m., is assigned by the assistant principal for issues where central intervention has not provided sufficient remediation. The focus will be on social-emotional and academic support. Students will be expected to write down their reflection on the decisions that resulted in the assigned consequences. The advisor for

Saturday Intervention will engage in student conferences related to the behavior and make recommendations to the teacher regarding additional support.

- a. Arrive at 8:00am. NO EXCEPTIONS–Enter through the Single Point of Entry.
  - b. Students arriving late will not be admitted.
  - c. Failure to report to Saturday Intervention will result in a parent conference and additional disciplinary action including Out of School Suspension and/or additional Saturday Interventions.
4. **Friday School** – Assigned by the Assistant Principals and/or School Monitors Friday School is from 2:30pm – 4pm.
5. **Success Academy** – Assigned by Assistant Principals, Monday through Friday, times TBD, in a classroom, under the supervision of Hackensack High School Staff. A counseling component is embedded into Success Academy.
6. **Suspension Alternative Program (SAP)** – Assigned by Assistant Principals, students can be placed in the program for 5 – 10 days. A mandatory parent conference must be held for any student and an in-take meeting at SAP must also take place on the morning of the student’s first day. The SAP is located at 284 Hackensack Avenue and their school day is from 9am – 2:30pm. Failure to attend or dismissal from SAP will result in additional administrative consequences including out of school suspension.
7. **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. All out-of-school suspension requires a parent/student/school counselor/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 school 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 disciplinary action.
8. **Revoking of Privileges** – Student privileges such as senior parking and special events (athletic and non-athletic) such as the senior prom, graduation, trips, etc. may be revoked at any time at the discretion of assistant principal/principal.

All students will be granted due process; parents/guardians may appeal disciplinary consequences by making a request in writing to the building principal (*N.J.A.C. 6A:3-1.3-1.17*).

**THE DISCIPLINE CODE IS BASED ON NEW JERSEY STATUTES 18A:6-1 AND 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 the student. 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 district 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 HS 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 to the orderly operation of the school day.

Our students are required to communicate with teachers, counselors, school monitors and administrators when they become aware of a verbal conflict that has the potential of rising to physical aggression. When these instances are brought to the attention of school officials student meetings will take place, when appropriate, with parent outreach to ensure that students are heard, and their concerns are addressed. Failure to discuss these issues in a proactive way will result in disciplinary action.

Students who 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 intervention(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.

#### **HARASSMENT/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(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 part 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 incidents 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 high school students and staff with a photo identification card as a measure of security. Technology cards can also serve as lunch passes. Administration and staff can easily identify any student who attends the high school as well as any unauthorized individuals who might gain entrance to our schools during the course of the school day. Upon request, any student should be able to present their Identification Card at all times.

#### **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 always being enforced even-handedly 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. 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.
4. Footwear is required.
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.

The Board of Education may approve a mandatory uniform for students at any time. This provision shall supersede the aforementioned guidelines established for appropriate attire. School officials will mandate specific shirts, slacks, skirts, etc. by style and color in accordance with the policy. Failure to adhere to any established dress code, inclusive of school uniforms if a policy is approved, will constitute an infraction of the code of conduct.

\*Disciplinary action shall be taken with any student violating this policy at the discretion of the Assistant Principal/Principal.

### **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 offenses 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.

### **CONFISCATED ITEMS**

All confiscated items (cell phones/electronics, hats, earphones, and etc.) are returned to the parent/guardian only. Hats and ear phones/ear buds will be returned on the last day

of school. Electronic Devices will be returned to Parent/Guardian by the grade level assistant principal for the student.

### **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 High 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 High 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 people'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."

#### **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 networks/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 entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Records, takes pictures and/or posts any portion of virtual or in-person instruction;
  - 10. Posts anonymous messages;
  - 11. Possesses any data which is a violation of this policy; and/or
  - 12. 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.

**HEALTH SERVICES**

Medications – State law does not permit Nurses to administer any type of medication unless the parent and their physician sign a form. Should it become necessary for your child to take medication in school, the nurse must be notified. Have your family physician make out a written request which states: diagnosis, drug, dosage and time. This written request with the medication must be given directly to the nurse. Medication must be properly labeled with the student's name, the dosage, and times the medication is to be administered.

Procedures for Return to School: Readmission after emergency or urgent care treatment, surgery or hospitalization: A student who is treated in an emergency

room or urgent care, had surgery or is hospitalized for any length of time MUST present a physician's release to the Health Office upon return to school

Readmission after Home Instruction related to illness, injury or surgery: The district may request updated medical orders for student who return to school following home instruction related to illness, injury or surgery. These orders may include but not limited to medication orders and dietary expectations. A physician's release MUST be given to the Health Office upon return to school.

Students recovering from a communicable disease: Student shall be admitted to school according to the isolation/exclusion requirements in the Rules and Regulations for the Control of Communicable Diseases published by the New Jersey Department of Health.

Crutches/ Casts/ Orthopedic Devices: Should a student require an orthopedic devices such as crutches, cast, cam walker boot, Velcro shoe, air cast etc, the follow procedure must be followed: the student should report to directly to the health office with the doctors note stating: **diagnosis, length of time, excuse from gym and anticipated return to normal activity**. Notes that state "until cleared by physician" or "until further notice" MUST be updated as requested. Official medical notes must include the physician's name, physician's signature, office phone number and specific dates to be applied for attendance/ participation. Medical notes can be submitted digitally or can be brought to the Health Office before the student may report to class.

Medical Excuses for Physical Education Class: to receive a medical exemption from physical education, a doctor's note must be presented to the nurse who will make the necessary arrangements. Parental notes are only valid for 3 days. Student must continue to attend PE class and alternate work may be assigned by their teacher to earn credit while on medical exemption.

Elevator Keys: a physician's order is required for an elevator key. The nurse on a monthly basis will review the need for an elevator key and additional medical orders may be requested. A lost elevator key will be the responsibility of the student/ family and will result in a student fine.

Accidents in School - All accidents in school must be reported immediately to the nurse's office. Accidents, as a result of participating in sports, whether practice or a regular game, must be reported to the school nurse/ athletic trainer at the next school session. Any delay in this matter may eliminate the insurance coverage and place the student at risk.

Care for ill or injured students - The nurse renders first aid and emergency care only to those students who have an accident or become ill in school. The nurse will contact parents in case of serious illness or injury. The parent will arrange for transportation if needed. Should the parent not be home, the designated person on the emergency card will be called.

Illness - Students who become ill during the school day should report to the nurse. In the event the nurse is not available, students should report to the main office. Only the nurse or the main office can excuse a child for illness. Students should not call parents directly to seek dismissal from school.

Sports Participation-

All sports candidates are required to submit an annual physical examination prior to participating in sports. The school physician is responsible for the final decision for medical eligibility.

Health Screenings

If you would like your child exempt from health screening, please notify the health office in writing. Height, weight and blood pressure screenings are conducted every year. Vision screen is completed in 10 grade; auditory screening in grade 11. Scoliosis screenings are conducted in grades 9 & 11.

**CARE OF SCHOOL PROPERTY**

The Board of Education supplies chrome books, 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 subject to fines/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.

**STUDENT PARKING**

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

Students in grades twelve are permitted to drive their automobile to and from school and park in the area designated for student parking. The student must register their automobile with the Principal or designee who will provide the student with school rules for driving and parking on school grounds. The school also requires a permit that must be clearly visible from outside the automobile when the automobile is parked on school grounds.

The Principal of each school building may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

Students that bring vehicles to school must comply with all applicable State and local laws for operation.

#### **PARENT RESOURCES**

Hackensack High School consistently strives to collaborate with parents on issues regarding their child's academic performance and social emotional needs.

In the event that services are necessary, particularly those which exceed the scope of school based programs, parents should consult the resources below and refer to the school website for additional support.

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

NJ Children's System of Care 1-877-652-7624-

<https://www.performcarenj.org/index.aspx>

Wellsprings Counseling Center <https://www.wellsprings.org/>

#### **Legal Resource**

Parent's Rights in Special

Education <https://www.state.nj.us/education/specialed/form/prise/prise.pdf>



## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Failure to Produce School ID	Student must pay for new ID, HR Teacher Contact Parent,	As determined by HHS administration. Progressive Discipline				
Cutting Class	-Teacher holds conference with student to establish a relationship with the student and to ascertain the reason for the cut -Document Conference in Genesis -Complete ODR -Email home -Teacher 10th period intervention (note in Genesis)	-Teacher meets with student individually to verify that the student cut class -Call home and document in Genesis -Complete ODR and School Monitor will assign a Central Intervention	-Teacher meets with student individually to verify that the student did cut class -Teacher calls home and documents in Genesis -Teacher completes ODR -School Monitor will assign 2 Central Interventions	-Teacher meets with student individually to verify that the student did cut class -Teacher Submits ODR -SUCCESS Assigned by School Monitor	-Teacher meets with student individually to verify that the student did cut class -Teacher submits ODR -School Monitor contacts Parent, Case Manager and School Counselor to review academic impact and address socio-emotional concerns -Saturday School Assigned	-Teacher meets with student individually to verify that the student did cut class -Teacher Submits ODR -Administrative Follow-Up
Failure to Report to Teacher Intervention	Teacher Intervention Reassigned (2), Parent Contact by the teacher (documented in Genesis Conferences)	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,				.

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Failure to Report to Central Intervention	Reassigned Intervention Additional Intervention Admin Contact home via Phone	Saturday Intervention/Friday School x 2, Parent Conference by School Monitor & grade level AP	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,			
Failure to Report to Friday School	1 Day of Friday Detention 1 Additional day of Friday Detention Admin Contact home via Phone	1 Day of Friday Detention 1 Additional day of Friday Detention Saturday Detention Admin Contact home via Phone	Further action taken by principal or designee. Possible SAP/ Alt. Placement.			
Inappropriate Conflict Resolution (student to student)	Consequence TBD by Administrator; Parent contact by Phone					
Inappropriate/ Disruptive Behavior	Teacher Issued 10 <sup>th</sup> Period Conference, Parent Contact by the teacher (documented in Genesis Conferences)	Teacher Issued 10 <sup>th</sup> Period Conference, Parent Contact by the teacher (documented in Genesis Conferences)	Referral to the counselor for additional support.	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,		

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Failure to Report to Saturday School	Saturday School X2, mandatory parent conference with School Monitor and grade level AP	Parent Conference with School Monitor & grade level AP Required for Re-Entry.	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,	Further action taken by principal or designee. Possible SAP/ Alt. Placement (SAP).		
Failure to Attend Success Academy	Reassigned by Admin. X 2, Conference with School Monitor & grade level AP	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,				
Eating/Drinking in Other than Cafeteria	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Littering on School Property	As determined HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Obscenity: Oral, Written, Physical	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Horseplay/Reckless	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Opening Exterior Doors	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Disorderly Behavior in Cafeteria	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,		\			
Disrespect to School Personnel	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Excessive Display of Affection	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor & Assistant Principal					
Forging any Official Document	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Cheating/ Plagiarism	Teacher Consultation, Parent Contact, "0" for assignment, Parent Conference with teacher & school counselor	Additional Administrative consequences including Success Academy, Saturday School/Friday School and Out of School Suspension				
Gambling/Card Playing	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

Lateness to School (After Homeroom)	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Loitering on School Grounds While Absent/Suspended	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Refusal to Hand Over Unauthorized Device to School Personnel	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Theft of Personal/School Property	Out-of-School Suspension	Out of School Suspension	Out of School Suspension 4 Days			

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

	2-4 Days, Parent Meeting with grade level AP, School Monitor and school counselor, Possible SAP Placement, Police Notification, Monetary Restitution	4 Days, Parent Meeting with grade level AP and school counselor, SAP placement, Police Notification, Monetary Restitution	Parent Meeting with grade level AP, School Monitor and school counselor, Mandatory Alt. Placement, Police Notification, Monetary Restitution			
Throwing any Object at Person/School Property	As determined by HHS administration up to ten days Out-of-School Suspension, Possible Alt. Placement /SAP Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school counselor & Assistant Principal					
Inappropriate use of Computers, technology & cell phones	As determined by HHS administration up to ten days Out-of-School Suspension, Possible Alt. Placement /SAP Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school					

## Hackensack High School Code of Student Conduct

**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

	counselor & Assistant Principal					
Unauthorized entry into locker rooms	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					
Insubordination	As determined by HHS administration up to two days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement,					

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Harassment/Intimidation/	As determined by the HIB Specialist and	Same as first Offense additional				



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<b>Bullying (HIB) which includes Bias Incidents (Racial/Ethnic in Nature)</b>	<b>HHS administration up to ten days Out-of-School Suspension, Possible SAP/ Alt. Placement, Counseling, Parent Meeting with grade level AP, School Monitor and school counselor, Referral to Anti-bullying specialist, Report to Principal</b>	<b>consequences as necessary.</b>				
<b>Inappropriate Behavior at School Program/Trip</b>	<b>As determined HHS administration up to ten days Out-of-School Suspension, Possible SAP/ Alt. Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor &amp; AP</b>					
<b>Destruction of Property/Vandalism</b>	<b>As determined by HHS administration up to ten days Out-of-School Suspension,</b>					

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**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

	Restitution of Damage, Possible SAP/ Alt. Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school counselor & Assistant Principal					
Leaving School Property w/out Permission	.As determined HHS administration up to two days of Out-of- School Suspension, Possible Alt. Placement /SAP Placement,					
Verbally Threatening a Staff Member	As determined by HHS administration up to two days of Out- of-School Suspension, Possible Alt. Placement /SAP Placement,					

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Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Fighting	Out-of-School Suspension 4 Days, Mandatory Parent Meeting with School Monitor, school counselor & Assistant Principal, Possible SAP Placement, Mandatory Post-Suspension counseling with SAC,	As determined by HHS administration up to ten days of Out-of-School Suspension, Possible Alt. Placement /SAP Placement Mandatory Post-Suspension counseling with SAC, Police				

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**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

	Police Notification if necessary	Notification if necessary				
<b>Inappropriate Conflict Resolution</b>	<b>Mandatory Counseling Mandatory Counseling;; Peer Mediation with School Monitor and Counselor Parental Contact</b>	<b>Mandatory Counseling, Peer Mediation, Saturday Intervention, Parental Contact</b>	<b>Mandatory Counseling, Peer Mediation, Success Academy Placement, Parental Contact</b>			
<b>Attire Gang Related in Nature</b>	<b>As determined HHS administration and SRO up to ten days Out-of-School Suspension, Paraphernalia Confiscated, Possible Alt. Placement /SAP Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school counselor &amp; Assistant Principal</b>					

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Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)

Smoking on School Grounds (Vaping, e-cigarettes, etc)	1 Day of Friday and/or Saturday Intervention; Mandatory SAC Education Class	2 Days of Friday and/or Saturday Intervention; Mandatory SAC Education Class; Mandatory Drug Screen; Parent conference with SAC/Admin	1-2 Days OSS, Admin Conference, Treatment plan and/or SAP placement			
Sale and Distribution of CDS	As determined by HHS administration, this is a criminal offense, Suspended 4-10 days pending hearing, Mandatory Drug Screen, Mandatory SAP/ Alt. Placement /Home Instruction, SRO & HPS notified, Revoke of student privileges including parking, prom, graduation, athletic events.	As determined by HHS administration up to ten days Out-of-School Suspension pending hearing, Mandatory Drug Screen, Mandatory SAP/ Alt. Placement /Home Instruction, SRO & HPS notified, Revoke of student privileges including parking, prom, graduation, athletic events.				
Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Possession of CDS	As determined by HHS administration up to	As determined by HHS administration up to				

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	ten days Out-of-School Suspension, Restitution of Damage, Possible SAP/ Alt. Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school counselor & Assistant Principal, SRO and HPD notification. Revoke of student privileges including parking & prom, possible Home Instruction as determined by an admin.	ten days Out-of-School Suspension, Restitution of Damage, Possible SAP/ Alt. Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor, school counselor & Assistant Principal, SRO and HPD notification. Revoke of student privileges including parking & prom, possible Home Instruction as determined by an admin.				
Use of Controlled Dangerous Substance (CDS)	Mandatory Drug Screening with a clearance to return to school. Counseling with SAC and participation in a designated educational program.	Mandatory Drug Screening with a clearance to return to school. Counseling with SAC and participation in a designated educational program. Students	Mandatory Drug Screening with a clearance to return to school. Counseling with SAC and participation in a designated educational program. Students must complete SAP	As determined by HHS administration up to ten days Out-of-School Suspension, Restitution of Damage, Possible SAP/ Alt. Placement, Mandatory Counseling, Mandatory Parent Meeting with School		

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**Reference Policy: [5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#)**

		must complete Central Intervention.	Placement before being allowed to return to school.	Monitor, school counselor & Assistant Principal		
Jeopardizing the Safety of Others	As determined HHS administration up to ten days Suspension, Possible ALT/SAP Placement, Mandatory Counseling, Mandatory Parent Meeting with School Monitor & AP					