

Hackensack Public Schools
Elementary Schools Code of Conduct
2020-2021

Our Beliefs

The Hackensack Elementary Public Schools philosophy of Promoting Pro-Social Behavior is based on explicit instruction.

We believe:

- The school community is responsible for creating warm and supportive learning environments for children by building positive relationships with each student;
- Explicit instruction of pro-social behavior allows children to become contributing citizens in a diverse society;
- Expectations for pro-social behavior are based on differentiated and personalized learner goals;
- Clearly defined and consistent school and classroom norms for behavior foster pro-social behavior; progressive approaches to student infractions will be employed as needed.

Norms for Behavior

Classroom and school norms for behavior are a critical part of explicit instruction in pro-social behavior. As students develop their social skills through their learning experiences and interactions with peers and adults, we emphasize being kind and fair through sharing and expressing feelings and working through their emotions. Students' pro-social behavior and good citizenship decisions are recognized in a variety of ways throughout the school - in their classrooms, special area classes, hallways, cafeteria, and recess. Students' positive choices are celebrated in their classrooms by their teachers in various ways. Additionally, students' efforts in learning pro-social behavior are celebrated with school-wide recognition.

Remedial Actions

While our goal is to have a school community of students and staff who exhibit pro-social behavior, it is not uncommon in elementary school classrooms and buildings for students to make mistakes in judgement or break school norms for conduct as they develop their social skills. During these critical early childhood years, students are learning how to build and maintain friendships and resolve conflicts in an effort to become good citizens while simultaneously learning from mistakes in the process.

It is best for children and their class community when students and teachers resolve problems together. In the Hackensack Elementary Public Schools, students are taught to assume responsibility for their actions and to demonstrate that they care for their own and the well-being of others.

Families are an integral part in helping the school promote pro-social behaviors. Home and school must work together to create positive school experiences for the student. Families will be notified when inappropriate behaviors occur that result in remedial actions so that the family can work with the school to alleviate such behaviors.

The following Progressive Approaches to Student Infractions will help students, staff, and families understand the expectations for acceptable behavior in the Hackensack Elementary Public Schools. All students are expected to follow the Code of Conduct in a developmentally appropriate manner.

The Progressive Approaches to Student Infractions Chart describes some general unacceptable behaviors and associated remedial actions, which are divided into four tiers according to severity, developmental level, and a student's history of behaviors.

REMOTE LEARNING

Student Expectations

- Students will be required to check their Google Mail, Google Classroom, and/or other teacher platform accounts daily.
- Please note that these may include but are not limited to various platforms which teachers and administration utilize to communicate with students and families.

Student Responsibilities

- Meet assignment deadlines
- Complete all assigned assessments
- Stay on pace with daily/weekly assignments
- Communicate with teacher(s) about any confusions and/or struggles

Online Student Etiquette

- Please note that Hackensack Public Schools Technology, HIB and Code of Conduct policies will apply during the time of Distance Learning.
- Be on time for live classes.
- Do not leave live classes early.
- Understand that attendance is expected for live classes.
 - If for any reason a student misses a class, it is the student's responsibility to reach out to the teacher to determine what was missed.
- Be mindful of your surroundings and sit in an area devoid of distractions.
- Notify the teacher of any technical issues immediately through email.
- Follow the class schedule specified by the teacher.
- Participate in each class, and be sure to follow the teacher's instructions.
- Be respectful during classes and any discussion forums (chat boxes, Google Meets sessions, emails, and any and all platforms directly linked to Hackensack Public Schools).
- Understand that all classes are live and microphones may be "live" at all times.
- Please note that all information that is typed and/or communicated through the provided technological platforms will be monitored, recorded, and addressed if warranted.

Please note: Students may need family or adult support to meet student expectations.

Hackensack Elementary Public Schools
Progressive Approaches to Student Infractions Chart

	Tier 1: Infractions on an infrequent basis	Tier 2: Repeated infractions	Tier 3: Persistent or Serious Infractions	Tier 4: Infractions that are highly serious or cause imminent danger to self or others
Remedial Actions	<p>Student conference with teacher/staff member</p> <p>Teacher-selected consequence(s)</p> <p>Teacher contacts family via telephone and/or email</p> <p>Record of contact submitted by teacher</p>	<p>In-school family conference with teacher/staff member to implement positive behavior strategies</p> <p>Possible referral to school counselor</p> <p>Teacher-selected consequence(s)</p> <p>Record of contact submitted by teacher</p>	<p>Teacher/staff member refers incident to Principal or Assistant Principal</p> <p>Principal or Assistant Principal contacts family</p> <p>Family conference with teacher and Principal or Assistant Principal</p> <p>Possible suspension (3rd, 4th grade only)</p> <p>Possible referral to school counselor/social worker</p>	<p>Immediate referral to Principal or Assistant Principal</p> <p>Principal or Assistant Principal contacts family</p> <p>Family conference with teacher and Principal or Assistant Principal</p> <p>Possible suspension (3rd, 4th grade only)</p> <p>Possible referral to school counselor/social worker</p> <p>Family will accompany the student upon the conclusion of suspension for re-admittance meeting with school administration. (3rd, 4th grade only)</p>

Behaviors	Actions			
	Tier 1	Tier 2	Tier 3	Tier 4
Inappropriate Language	✓	✓	✓	✓
Cheating	✓	✓	✓	✓
Forgery/ Falsifications	✓	✓	✓	✓
Inappropriate Behavior/Misconduct	✓	✓	✓	✓
Repeated Disruption of Learning	✓	✓	✓	✓
Teasing/Exclusion	✓	✓	✓	✓
Inappropriate Use of Electronics (e.g. accessing inappropriate sites, inappropriate language use)	✓	✓	✓	✓
Inappropriate Physical Conduct or Contact	✓	✓	✓	✓
Jeopardizing Safety/Reckless Behavior	✓	✓	✓	✓
Inappropriate Behavior on a School Bus	✓	✓	✓	✓
Defiance/ Disobedience			✓	✓
Theft/Damage/ Vandalism			✓	✓
Fire Alarm Offense			✓	✓
Possession of a Dangerous Item/ Weapon with Intent to Cause Harm			✓	✓
Conduct of a violent or sexual nature that endangers others (K-4)			✓	✓
Harassment, Intimidation, and Bullying, Threat (See below for more information on NJ Anti-Bullying Bill of Rights)			✓	✓
Bomb/Terrorist Threat			✓	✓

Please Note:

- In our effort to maintain the safety and well-being of students and school personnel, we may find it necessary to adjust the remedial actions when it is in the best interest of the student or student body. The Progressive Approaches to Student Infractions Chart is a guideline. Administration has discretion regarding actions as they relate to individual circumstances. Furthermore, where the behavior is not clearly listed in the Progressive Approaches to Student Infractions Chart, school administrators will use their discretion to determine an appropriate remedial action.
- For students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14. CST will be consulted in all remedial actions pertaining to students with disabilities.
- All school officials apply Code of Student Conduct without regard to 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, pursuant to N.J.S.A. 10:5.

N.J. Anti-Bullying Bill of Rights Act

The State of N.J. has enacted the Anti-Bullying Bill of Rights Act, which is intended to: clarify and strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation, and bullying (HIB) of students that occur on school grounds and off school grounds under specified circumstances

- establish clearer standards for the definition of HIB
- use and better manage existing resources to increase school safety.
- reduce the risk of suicide due to HIB

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that:

- is reasonably perceived as being motivated 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
- takes place on school property, at any school sponsored function, or off school grounds
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students
- 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
- has the effect of insulting or demeaning any student or group of students
- 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.

School staff must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the Principal or the

Principal's designee within one day of the report of the incident and shall be conducted by the school's Anti-Bullying Specialist. The Principal may appoint additional personnel to assist in the investigation.

Please refer to our district website for information re: Anti-Bullying legislation- definitions, consequences, and procedures.

Parent and Student Rights

- Parents and students have a right to due process and appeal procedures and policies (N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and where applicable, N.J.A.C. 6A:14-2.7 and 2.8 and 7.2 through 7.6).
- Parents and students have a right to parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3, 7.2, 7.3 and 7.8.
- Parents and students have a right to records and privacy protections pursuant to Federal and State laws and regulations identified at N.J.A.C. 6A:16-7.1(c)3vii. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L.104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school 78 disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections.

Parent Resources

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>