



HACKENSACK MIDDLE SCHOOL

EXCELLENCE IN EDUCATION

STUDENT/PARENT HANDBOOK

Hackensack Middle School Administration

Dr. Joy Dorsey Whiting, Principal

Najran Cowins, Assistant Principal

Mark Johnson, Assistant Principal

J. Espinal Assistant Principal

Dr. Tara Skiba, Assistant Principal

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MIDDLE SCHOOL STAFF CONTACT INFORMATION

[Please visit our online staff directory here.](#)

[Teacher Websites and Information are here.](#)

HMS staff can be reached via telephone or email.

HACKENSACK MIDDLE SCHOOL	
<i>Dr. Joy Dorsey-Whiting</i>	<i>Principal</i>
<i>Ms. Johanna Espinal</i>	<i>Assistant Principal, 5th Grade</i>
<i>Dr. Tara Skiba</i>	<i>Assistant Principal, 6th Grade</i>
<i>Ms. Najran Cowins</i>	<i>Assistant Principal, 7th Grade</i>
<i>Mr. Mark Johnson</i>	<i>Assistant Principal, 8th Grade</i>
<i>Ms. Lisa Magliore</i>	<i>Administrative Assistant</i>
<i>Mrs. Joan Harrington</i>	<i>Administrative Assistant</i>
<i>Mrs. Geraldine Martinez</i>	<i>Administrative Assistant</i>
<i>Ms. Tatiana Campos-Naranjo</i>	<i>Administrative Assistant</i>
<i>Mr. Courtney Banks</i>	<i>School Monitor, Grades 7 & 8</i>
<i>Mr. William Richardson</i>	<i>School Monitor, Grades 5 & 6</i>
<i>Mrs. Amber Barraco</i>	<i>School Counselor</i>
<i>Ms. Glenny Chiappone</i>	<i>School Counselor</i>
<i>Mrs. Jodi Cirincione</i>	<i>School Counselor</i>
<i>Mrs. Lourdes McCain</i>	<i>School Counselor</i>
<i>Ms. Heather White-Coleman</i>	<i>SAC Counselor/Anti-Bullying Specialist</i>
<i>Ms. Norma Reyes</i>	<i>School Psychologist</i>
<i>Mrs. Kristen Fucetola-Dujets</i>	<i>School Psychologist</i>
<i>Mrs. Lynda McGowan</i>	<i>School Social Worker</i>
<i>Ms. Lisa Borges-Stellato</i>	<i>School Social Worker</i>
<i>Mr. Frank Avella</i>	<i>LDTC</i>
<i>Mrs. Leah Mager</i>	<i>LDTC</i>
<i>Mrs. Jeanmarie Shea</i>	<i>School Nurse</i>
<i>Mrs. Yvette Woolridge</i>	<i>School Nurse</i>



**Acknowledgement of receipt of the
Hackensack Middle School
Student/Parent Handbook and Expected Behavior**

As the parent/guardian of a Hackensack Middle School student, I have read and discussed the Hackensack Middle School Code of Conduct with my child. I specifically reviewed the attendance policy, progressive discipline, and the interventions utilized at Hackensack Middle School.

This acknowledgement of receipt must be signed and submitted via the Genesis Parent Portal. The HMS Student/Parent Handbook can be accessed on the school's website and Genesis Parent Portal. Hardcopies of the Student/Parent Handbook are available in the main office upon request.

BELIEF STATEMENTS

- ❖ *We believe in creating small, intimate learning communities that nurture the physical, emotional and social well-being of all and recognize the achievements of everyone within the community.*
- ❖ *We believe in encouraging creativity, curiosity, and a love of learning, which extends beyond the scope of the academic program to foster the development of the whole child.*
- ❖ *We believe in sharing the responsibility for the learning process among all members of the community: students, teachers, parents, business, civic groups, the media, ecumenical groups, and other members of the community.*
- ❖ *We believe in celebrating the strength of our diversity by fostering an environment rich with mutual respect and trust.*
- ❖ *We believe in striving for mastery and excellence in an academically rigorous learning environment that fosters well-rounded, independent learners.*
- ❖ *We believe in engaging all learning styles through varied instruction, alternate assessment, and enthusiastic delivery.*
- ❖ *We believe in providing a safe, clean, secure, and attractive school facility.*
- ❖ *We believe in exposing our students to a variety of learning experiences that make a connection to the workplace and promote community service*

HACKENSACK BOARD OF EDUCATION'S RESOLUTION TO COMMIT TO ANTI-RACISM AND CULTURAL PROFICIENCY IN HACKENSACK PUBLIC SCHOOLS

Adopted June 2020

Whereas the Hackensack Board of Education celebrates the diversity and intersectionality of all of our students and staff in order to ensure equality, equity, and justice for all people. Therefore, we stand against racism and discrimination, and support anti-racism and the underrepresented, while acknowledging intersectionality. We commit to taking specific steps to address bias and increase cultural proficiency among our school community. We recognize that we still have tremendous work to do in this area. As such we are committed to reviewing/revising policies, procedures and practices to ensure that they reflect the district's core beliefs of equity and access for all students.

Whereas the Hackensack Board of Education believes that all staff and stakeholders throughout the community must work together to dismantle systems that do not promote inclusivity in all Hackensack Public Schools so that all students learn well in a supportive and welcoming school environment.

Whereas the Hackensack Board of Education believes that it takes the entire community (all stakeholders) to dismantle any systems that do not promote inclusivity and high expectations in all Hackensack Public Schools so that all students learn well in a supportive and welcoming school environment, and that the achievement gap (currently reflected in our data) closes for English Language Learners and African American, Hispanic, Latinx, and Special Education students, believing that all students can learn well if they are taught well.

Whereas the Hackensack Board of Education believes that empowering and educating students and staff to be equipped to dismantle racism and discrimination by becoming knowledgeable about themselves and others as it relates to beliefs that are counterproductive to becoming Culturally Proficient.

Whereas the Hackensack Board of Education believes that current trustees and future trustees engage in lifelong learning about Cultural Proficiency and Anti-Racism in order to revise and adopt policies that support beliefs centered on inclusivity, equity, and equality in education.

Whereas the Hackensack Board of Education presents the following resolutions to support the Hackensack Public School District's belief to be a model for Equity, Diversity, and Anti-Racism and allocates funding that prioritizes actions to support these resolutions, hereby directing the Superintendent to oversee and monitor the following resolutions.

Be it resolved that the Hackensack Board of Education continues to maintain an active Affirmative Action Committee to examine policies that support Equity and Equality and eradicate anything that is against such by adopting revisions.

Be it resolved that the Hackensack Board of Education continues to support actions as it relates to N.J.A.C. 6A: 7: Managing for Equality and Equity in Education, and it monitors the actions of the Superintendent, Assistant Superintendents, Affirmative Action Officer, Administrators, et al to provide systemic training on becoming a Culturally Proficient learning institution.

Be it resolved that the Hackensack Board of Education acknowledges the District's most recent designation of being named a High Performing School District as noted by the New Jersey Department of Education's QSAC evaluation and requests an action plan from the Curriculum Office in collaboration with all Hackensack Schools' Leadership to further enhance culturally relevant instruction aligned to NJSLS by examining all curricula and revising relevant guides to better facilitate said instruction and align with state mandates to include contributions of LGBTQ and people with disabilities, as well as further infusion of the Amistad Act.

Be it resolved that the Hackensack Board of Education requests the Supervisor of Career and Technical Education (CTE) and the Curriculum Leadership team investigate a CTE teacher prep program for our students to in-turn recruit back to Hackensack. This would include a three course sequence and all the elements of a CTE program.

Be it resolved that the Hackensack Board of Education requests that the High School and Middle School Guidance Departments coordinate efforts to investigate (in 2020/21) the creation of a transition plan for 2021/22 that enables SAT and other testing preparation to begin in seventh grade and that enrollment in advanced courses represent the demographics of our students proportionately.

Be it resolved that the Hackensack Board of Education requests that during the 2020/21 school year that all Principals, Assistant Principals, and the Anti-Bullying specialists explore Restorative Justice programs and make a recommendation with an action plan for implementing Restorative Practices in all Hackensack Public Schools to begin in the 2021/22 school year.

Be it resolved that the Hackensack Board of Education support grassroot school activities such as the current Race Matters group, to further sustain culturally relevant initiatives and ensure high academic progress for all students.

Be it resolved that the Hackensack Board of Education approves the District Educator Advisory Committee (Ad Hoc of the Affirmative Action Team) to create a Mission, a Vision, Belief Statements, and Goals to support the Superintendent in addressing the critical academic needs of all students.

Be it resolved that the Hackensack Board of Education approves the Superintendent and Personnel Subcommittee to create an action plan that supports increased diversity and inclusion by identifying ways to improve outreach and recruitment during our hiring process with the goal of promoting an increase in the diversity of applicants for employment positions.

HMS BELL SCHEDULES

LUNCH A	
Breakfast	7:30 - 8:00
Entrance Bell	8:10 AM
Period 1	8:15 - 9:05
Homeroom	9:05 - 9:13
Period 2	9:16 - 10:06
Lunch	10:06 - 10:46
Period 3B	10:49 - 11:39
Period 4B	11:42 - 12:32
Period 5	12:35 - 1:25
Period 6	1:28 - 2:18
W.I.N.	2:21 - 2:56
Dismissal	2:56 & 3:00

LUNCH B	
Breakfast	7:30 - 8:00
Entrance Bell	8:10 AM
Period 1	8:15 - 9:05
Homeroom	9:05 - 9:13
Period 2	9:16 - 10:06
Period 3	10:09 - 10:59
Lunch	10:59 - 11:39
Period 4B	11:42 - 12:32
Period 5	12:35 - 1:25
Period 6	1:28 - 2:18
W.I.N.	2:21 - 2:56
Dismissal	2:56 & 3:00

LUNCH C	
Breakfast	7:30 - 8:00
Entrance Bell	8:10 AM
Period 1	8:15 - 9:05
Homeroom	9:05 - 9:13
Period 2	9:16 - 10:06
Period 3	10:09 - 10:59
Period 4	11:02 - 11:52
Lunch	11:52 - 12:32
Period 5	12:35 - 1:25
Period 6	1:28 - 2:18
W.I.N.	2:21 - 2:56
Dismissal	2:56 & 3:00

LUNCH D	
Breakfast	7:30 - 8:00
Entrance Bell	8:10 AM
Period 1	8:15 - 9:05
Homeroom	9:05 - 9:13
Period 2	9:16 - 10:06
Period 3	10:09 - 10:59
Period 4	11:02 - 11:52
Period 5B	11:55 - 12:45
Lunch	12:45 - 1:25
Period 6	1:28 - 2:18
W.I.N.	2:21 - 2:56
Dismissal	2:56 & 3:00

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

District Policy - 2361

The Board recognizes as new technologies shift the manner in which information is accessed, communicated and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students to these 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 technology allows students access to information sources that have not been pre-screened by educators using Board approved standards. 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 student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate internet safety.

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:

- 1. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.*
- 2. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.*
- 3. Using the computer networks in a manner that:*
 - A) Intentionally disrupts network traffic or crashes the network;*
 - B) Degrades or disrupts equipment or system performance;*
 - C) see the computing resources of the school district for commercial purposes, financial gain, or fraud;*
 - D) Steals data or other intellectual property;*
 - E) Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;*
 - F) Gains or seeks unauthorized access to resources or entities;*
 - G) Forges electronic mail messages or uses an account owned by others;*
 - H) Invades privacy of others;*
 - I) Posts anonymous messages;*
 - J) Possesses any data which is a violation of this Policy; and/or*
 - K) Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.*



Consent Requirement

No students shall be allowed to use the computer network and the Internet unless the parent/guardian has signed and filed a waiver form with the Principal against the use of computer networks or the Internet. Parents/Guardians are required to sign the Acceptable Use Policy consent form on Genesis Parent Portal that can be accessed on the district website.

ACADEMIC COURSE OFFERINGS/CURRICULUM PROGRAM

HMS students will participate in an 8 period day. Each period will last forty-two minutes. A typical eight period day for each grade level will include:

<p>Grade 5</p> <ul style="list-style-type: none"> • Language Arts/Enrichment - 5 • Reading Lab-5 • Mathematics/Advanced Mathematics - 5 • Math Lab-5 • Science - 5 • Social Studies - 5 • Physical Education/Health • STEM Design (semester course) • Woodshop • Spanish/Advanced Spanish • Digital Media Design - 5 (semester course) • Computer Applications - 5 (semester course) 	<p>Grade 6</p> <ul style="list-style-type: none"> • Language Arts/Enrichment - 6 • Reading Lab-6 • Mathematics/Advanced Mathematics - 6 • Pre-Algebra - 6 • Math Lab - 6 • Science/ Enrichment - 6 • Social Studies - 6 • Physical Education/Health • STEM Design (semester course) • STEM Lab - 6 (semester course) • Woodshop • Spanish/Advanced Spanish • Digital Media Design - 6 (semester course) • Computer Applications - 6 (semester course)
<p>Grade 7</p> <ul style="list-style-type: none"> • Language Arts/Enrichment - 7 • Reading Lab-7 • Creative Writing - 7 (semester) • Mathematics/Advanced Mathematics - 7 • Math Lab-7 • Pre-Algebra -7 • Algebra 1 • Science/Enrichment - 7 • Social Studies -7 • Physical Education/Health • STEM Design (semester course) • STEM Lab (semester course) • Woodshop -7 (semester course) • World Languages: Spanish/Advanced Spanish, Italian and French • TV Production/Short Films - 7 (semester course) • Computer Applications - 7 (semester course) 	<p>Grade 8</p> <ul style="list-style-type: none"> • Language Arts/Enrichment - 8 • Reading Lab-8 • Mathematics - 8 • Math Lab-8 • Algebra 1 • Geometry • Science/Enrichment - 8 • Social Studies -8 • Physical Education/Health • STEM Design (semester course) • STEM Lab (semester course) • Woodshop -8 (semester course) • World Languages: Spanish/Advanced Spanish, Italian and French • TV Production/Short Films - 8 (semester course) • Computer Applications - 8 (semester course)

****In addition, all students must take state assessments (New Jersey Student Learning Assessment-NJSLA) as required by the New Jersey Department of Education. Students determined to be at risk for proficiency may be required to attend academic support programs.**

GRADING SYSTEM

Students' grades are a reflection of their academic achievement. The grade reflects the student's daily work, homework assignments, test and quiz grades, classroom participation, and any projects which are assigned. Students will be informed of their academic progress throughout each marking period. The grading criteria for marking period letter assignments are as outlined below:

GRADING SCALE		
Letter Grade	Percent Grade	4.0 Scale (GPA)
A+	97-100	4.5
A	90-96	4.0
B+	87-89	3.5
B	80-86	3.0
C+	77-79	2.5
C	70-76	2.0
D	65-69	1.0
F	64.4 and lower	0.0

**Grades ending in 0.5 will be rounded up to the next whole number.*

***GPA is calculated by adding point values for classes and dividing by the number of classes.*

Report Cards / Progress Reports

Report cards are issued at the end of each marking period, using letter grades to designate a pupil's progress. There are a total of four marking periods over the course of the academic year. Progress Reports are issued at the middle of the first, second, third and fourth marking periods. Report Cards and Progress Reports can be viewed on the Genesis Parent Portal. Parents/Guardians are encouraged to contact their child's teacher if there are any concerns.

Academic Honors

Principal's List	Honor Roll
<i>Students must have only A's and B's with a G.P.A. of 3.75 or higher.</i>	<i>Students must have only A's and B's with a G.P.A. of 3.0-3.74.</i>

**G.P.A. = Grade Point Average on a 4.0 scale. This is calculated by dividing the sum of accumulated points for each course and the number of courses a student is enrolled in.*

***At the conclusion of the first, second, and third marking periods, an Honors Assembly will be held to distribute the quarterly awards to students.*

Grading Amnesty

In order to encourage achievement, any student receiving an "F" grade below a numeric grade of 55 will be given an opportunity to raise their numeric average to a 55 by passing the course the following marking period(s). Teachers will make the adjustment directly into their Gradebook.

Promotion/Retention Standards

Students who fail 3 or more core subjects for the year will be retained in their current grade level. Parents/Guardians will be provided with written notification, parent-teacher-Principal/Designee conference and telephone. If a student is in danger of failing, parents/guardians will conference with the school counselor and teacher for the first two marking periods. If a student continues to be in danger of failing for the year, parent/guardian will be required to conference with the teacher, school counselor and school administration. Parent(s) or legal guardian(s) and where appropriate the student will be notified no later than three weeks prior to the end of the year when the possibility of a student not being promoted is determined. A student with fewer than 150 days attendance in grades PreK-8 will not be promoted to the next grade level.

****Note: The Principal will determine whether a student will be promoted or retained after continuous academic failure. Parent(s) or legal guardian(s) and adult students may appeal a promotion/retention decision to the Superintendent whose decision is final. (Refer to District Policy 5410 - Promotion and Retention.)*

Participation in 8th Grade Honors Day Celebration

- 1. No more than 1 failing grade in any subject for the final grade.*
- 2. No outstanding book fines or school property fines.*

***Please note: Students who fail 2 classes will NOT be allowed to walk during the celebration, but will be promoted to the 9th grade.*

STUDENT ATTENDANCE GUIDELINES

Consistent with the [Hackensack Board of Education Policy 5200 - Attendance](#), the following procedures shall be implemented with respect to student absence. Within the authority granted by NJ Administrative Code, an administrative waiver is granted any student who is absent due to:

1. The student's illness supported by notification to the school by the student's parent;
2. The student's required attendance in court;
3. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
4. The student's suspension from school;
5. Family illness or death supported by notification to the school by the student's parent;
6. Visits to post-secondary educational institutions;
7. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
8. Examination for a driver's license;
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
10. Take Our Children to Work Day;
11. An absence considered excused by a New Jersey Department of Education rule;
12. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study. (District Policy 5200 - ATTENDANCE)

Unexcused Tardies

<i>Number of Unexcused Tardies</i>	<i>Actions/Next Steps</i>
<i>10 Unexcused Tardies</i>	<i>Parent/Guardian Warning Letter, Student Meeting with School Counselor, Parent/Guardian Contact, Resources provided if needed</i>
<i>15 - 20 Unexcused Tardies</i>	<i>Parent/Guardian Letter, Student, Parent/Guardian, Counselor and School Monitor Intervention Conference, Resources provided if needed</i>
<i>More than 20</i>	<i>Mandatory Parent/Guardian Meeting with Counselor, School Monitor, Grade Level Assistant Principal, Corrective Action Plan, Possible I&RS referral</i>

Unexcused Absences

<i>Unexcused Absences</i>	<i>Actions/Next Steps</i>
<i>Every absence up to 4</i>	<i>Parent/Guardian Notification</i>
<i>5 - 9 Unexcused Absences</i>	<i>Parent/Guardian Notification, Parent Letter and Parent Contact by School Counselor, Consultation for Student with School Counselor and School Monitor, Attendance Action Plan</i>
<i>10 or More Unexcused Absences</i>	<i>Parent Notification, Parent Letter, Parent Meeting with School Counselor, School Monitor and Grade Level Assistant Principal, Referral to Family Crisis Unit and Follow up, Possible I&RS Referral</i>

***For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of 6 and 16 is truant, pursuant to N.J.S.A. 18A:38-25.*

Cutting Class

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. A “cut” is considered a student missing from class for at least 20 minutes. If a student arrives to class less than 20 minutes into the period, they are to be marked tardy to 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) in writing. Assignments will be given, however, and tests will be corrected at the teacher’s discretion. Absences due to vacations are unexcused as per school attendance policy (District Policy 5200 - ATTENDANCE).

STANDARDS AND PROCEDURES

Student Arrival

Students walking to school or being driven by a parent should not arrive before 7:30 a.m., as there is no staff supervision available at that time. In inclement weather, students may enter the building before 8:05 a.m. However, students are not permitted to travel beyond the front foyer of the building. Students are not permitted access to their lockers, the locker room, or classrooms prior to 8:10 a.m. Entry into the building will be as follows:

Grade 5 will line up and enter through the State Street entrance;

Grade 6 will enter through the Berry Street entrance;

Grade 7 will enter through the entrance on Passaic Street;

Grade 8 will enter through the main entrance on Union Street.

Student Dismissal

Students will be dismissed no later than 2:38 p.m., unless there is an early dismissal. Students in grades 7 and 8 will be dismissed at 2:28 and students in grades 5 and 6 will be dismissed at 2:33 p.m. Dismissal will follow the same procedure as Student Arrival.

Visitors/Parent Conferences

*All visitors are required to have an appointment prior to meeting with staff. Visitors are permitted in the schools only during school hours. All visitors are required to report to the school's single Point of Entry and sign in with the Main Office staff and leave a proper ID. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. Visitors must be escorted to and from their destination by a staff member. Permission to visit a classroom in session must be sought from and granted by the Principal. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of students or staff members. **Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school Principal or the Principal's Designee.** A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the Hackensack Police Department. (Reference District Policy - 9150 -SCHOOL VISITORS)*

Schedule Changes

Students/Parents/Guardians may not request a change based on preferences for teachers or lunch periods. Student/Parent/Guardian requests for schedule changes will only be considered if there is a scheduling error. Students may not change to another section of a course for any reason other than safety and/or security.. Exceptions to the rule shall be made under extenuating circumstances, upon the discretion of the Principal.

School Withdrawal

Students and parents/guardians will be required to fill out release cards. Students must return all school-issued property (textbooks, Chromebooks, etc.) and settle fines. Student records will only be released upon successful completion of the above procedures.

Hall Passes and ID Cards

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a

hall pass from an authorized staff member. The Hackensack School District provides all middle school students and staff with a photo identification card as a measure of security. Students must wear their school ID cards at all times. Students not having their ID must be issued a temporary ID in order to be admitted to class. Students not having or wearing IDs will be subject to interventions. The school ID cards will be issued each year in the fall. Lost ID cards will be replaced at a cost of \$5.00 to the student. Students who do not wear their assigned ID badge at all times will be subject to interventions.

Lunch Procedure

Hackensack Middle School has a closed 42-minute lunch and recess period. Students are not allowed to leave the building for lunch. Students have the option to bring their own lunch, apply for free or reduced lunch, or purchase a full-priced lunch. Parents can add funds to their child's account through School Bucks, which can be found on the District's Web Page under Cafeteria Dining Services:

(<https://www.hackensackschools.org/domain/45>). Food and beverages are prohibited in classrooms, corridors, hallways and stairwells. At no time are students allowed to take food outside of the cafeteria. Students using the cafeteria must:

1. Clean their table area before leaving.
2. All debris must be emptied into trash containers.
3. Maintain orderly cafeteria lines.
4. Follow all directions and procedures outlined by the lunch staff.
5. Eat only at the tables

SECURITY DRILLS

New Jersey 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."

The purpose of Security Drills is to protect life and property for both day and evening sessions at Hackensack Public Schools by providing guidance to students and staff in an emergency situation. The Hackensack Public Schools embrace the positive impact that effective comprehensive school safety and security plans can have on their efforts to provide safe school environments that are conducive to learning and which positively affect student performance.

During all security drills, students are expected to follow all drill procedures and staff directions.

STUDENT SUPPORTS

Guidance

Guidance services and social work services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aids, help with home, school, and/or social concerns, or any question a student may feel he/she would like to discuss with the counselor. Each student will be assigned a guidance counselor based on their grade.

Intervention & Referral Services Team (I&RST)

Intervention & Referral Services (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined to be in need of special education programs and services. According to N.J.A.C 6A:16-8.1.,8.2 the goal of the committee is to see measurable student improvement in the identified targeted areas. Staff members refer students to the I&RS Committee through the building principal, who then advises the parents of the referral. The I&RS Committee develops an Action Plan containing goals, interventions, and a timeline for the plan's duration.

The I&RS committee follows a multidisciplinary approach with a well-articulated system of supportive activities and services for staff who have identified student difficulties and those who will be involved in the amelioration of the identified educational concerns.

A student not known to have a disability who is experiencing learning, behavior, or health difficulties shall be referred to the I&RS Team. The I&RS Team shall develop and implement a written action plan for referred students that provide for appropriate school or community interventions or referrals to school and community resources, based on collected data and desired outcomes for the identified learning, behavior, or health difficulties. (Refer to District Policy - 2417 - Student Intervention and Referral Services)

Child Study Team

Upon a referral for an evaluation by the I&RST, a parent, or the Child Study Team for special education services, the members of the Child Study Team and your child's teacher meet to determine eligibility for testing and placement. The New Jersey Department of Education requires that the Child Study Team include a school psychologist, a learning disabilities teacher-consultant, and a school Social Worker.

HEALTH SERVICES

Each school is staffed with a certified school nurse who coordinates a series of health screenings and programs. The nurse attends to students who are in need of emergency aid. Note: the school physician and the school nurse are permitted by law to administer ONLY FIRST AID to students in school and all further treatments must be given by the family physician. (District Policy 5310 - HEALTH SERVICES)

Immunization Requirements

The New Jersey State Health Department requires the following immunizations for all pupils before admission to school. Please refer to District Policy 5320. Middle School and High School - The school nurse will ensure vaccinations meet the minimal NJ State requirements upon admittance. The school nurse will ensure vaccinations meet the minimal NJ State requirements upon admittance.

Medication

Parents/Guardians are encouraged to administer medication at home whenever possible. Medication should be administered in school only when necessary. Please remember that if any medication (prescribed or over-the-counter) is necessary to be administered, the parent/guardian and child's physician must complete the necessary medical forms. Please note a new form is required in September of each school year.

Medications must be sent in the original prescription bottle to the school nurse. Students are not permitted to have any medication in their possession and this includes all over-the-counter medication such as aspirin, cough medicine, creams, etc. Students who have asthma, food allergies or seizures must complete a specific form that can be obtained from the school nurse.

Illness

Please do not send your child to school with a sore throat, runny nose, or temperature of over 100.3, or if he/she is generally not feeling well. Students may return to school when free of vomiting, diarrhea and fever (without medication for 24 hrs.). If your child should become ill or have an accident in school, you will be notified. Should exclusion be necessary, it is the responsibility of the parent/guardian to arrange for the child's transportation in a timely manner. This is one reason for requiring complete and accurate information on the emergency card.

If any child is excluded from school because of a contagious disease or serious illness, the child upon return, must report to the health office with a doctor's note. A medical note is also required if a student is going to be absent for more than 4 days. Should you have any questions or pertinent information regarding the health of your child, please contact the school nurse. Please reference District Policy 8451 - CONTROL OF COMMUNICABLE DISEASE.

***Please note: doctor's notes should be handed in within five school days following a student's return to school in order to be waived.*

Physical Examinations

Physical examinations are required by the student's medical doctor upon entry to school. Parents/guardians are encouraged to continue to have their child receive an annual physical exam for early detection of any health problems that might arise.

School Health Screenings

Screenings are done by the school nurse in various grades which include vision, hearing, blood pressure, height and weight. Any parent/legal guardian wishing to exempt their child from screening must notify the school nurse in writing. Scoliosis examinations are conducted for students in grades 5-12 and are done on an every-other-year basis. Any parent/guardian wishing to exempt their child from the screening must notify the nurse in writing.

Physical Education

If parents wish to have their child excused from Physical Education (PE), they must write a note to the child's PE teacher. If the child is to be excused for more than 3 days, a doctor's note is required by law.

Pediculosis (Head Lice)

Instances of head lice are unavoidable from time to time. This condition is common in all schools and should not be associated with any lack of cleanliness. In order to help us stop the condition from spreading, it is imperative that parents notify the school nurse about any cases of lice among children. The child must then be excluded from school until the school nurse is able to verify that the child's head is free of lice. (Refer to District Policy - 8454 - Management of Pediculosis)

CODE OF STUDENT 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.

Student Rights (5600 - STUDENT DISCIPLINE/CODE OF CONDUCT)

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

- 1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;*
- 2. Education that supports students' development into productive citizens;*
- 3. Attendance in safe and secure school environments;*
- 4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;*
- 5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;*
- 6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and*
- 7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, 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.*

Expectations for Student Conduct

The following specific behaviors exemplify the conduct expected of students, in accordance with [Hackensack Board of Education Policy #5500 - Expectations for Student Conduct](#):

- A. Students will prepare themselves mentally and physically for the process of learning by:
 - 1. Being well-nourished, rested, clean, and properly dressed and groomed;
 - 2. Being free of drugs and alcohol and refraining from smoking; and
 - 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Students will respect the person, property, and intellectual and creative products of others by:
 - 1. Being always honest, forthcoming, and courteous;
 - 2. Displaying care for the property of others;
 - 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 - 4. Accepting the rights of others to their own opinions and beliefs;
 - 5. Resolving disputes and differences peacefully;
 - 6. Displaying loyalty and good sportsmanship; and
 - 7. Helping to maintain school facilities that are neat and clean.
- C. Students will take responsibility for their own behavior and learning by:
 - 1. Recognizing that academic endeavor is the primary purpose of school attendance;
 - 2. Completing all homework, classwork, and assigned projects on time;
 - 3. Preparing for each class by bringing necessary supplies and equipment;
 - 4. Making personal choices that are based on sound reasoning and decision-making;
 - 5. Accepting constructive criticism; and
 - 6. Acknowledging and accepting the consequences of their own actions.
- D. Students will use time and other resources responsibly by:
 - 1. Attending school regularly and promptly and striving for a perfect attendance record;
 - 2. Using study periods and library time for school work; and
 - 3. Using books and other equipment appropriately.
- E. Students will share responsibilities when working with others by:
 - 1. Cooperating with others in the work of the group;
 - 2. Contributing talents and services as appropriate;
 - 3. Accepting leadership when appropriate; and
 - 4. Respecting the rights and opinions of others in a group setting.
- F. Students will meet the requirements of each course of study by:
 - 1. Participating actively and appropriately in the scheduled class;
 - 2. Following the rules and procedures established for the class by the teacher;
 - 3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
 - 4. Observing school rules for the safe handling of class equipment and materials.

G. Students will monitor their own progress toward school objectives by:

- 1. Carefully planning courses of study and schedules;*
- 2. Promptly seeking staff assistance as required; and*
- 3. Maintaining records of progress.*

H. Students will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters by:

- 1. Discussing progress in school with parent(s) or legal guardian(s) and relaying necessary information to parent(s) or legal guardian(s);*
- 3. Transmitting school letters, forms, and notices to parent(s) or legal guardian(s) and returning required responses to school staff members;*
- 3. Conferring with appropriate staff members when a problem occurs; and*
- 4. Developing with parent(s) or legal guardian(s) a clear idea of their educational goals.*

***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 School Counselor. Parents/guardians will be advised of their child's misconduct.*

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 expectations may result in a teacher phone call to parent/guardian, teacher issued intervention, referral to school counselor, 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.

Locker Usage

*Lockers with combination locks are issued to students at the beginning of the year by their homeroom teachers. Lockers should be kept locked at all times. Students are cautioned against telling their combination to each other, or they cannot expect their property to be safe. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, graffiti, etc... will be charged to the student responsible. Any locker malfunction should be reported to the school administration. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for loss of personal belongings. **Students are allowed to go to their lockers during morning homeroom, before lunch, and during P.M. homeroom.***

New Jersey Law (18A:36-19-2) permits the administration to inspect students' lockers or storage facilities provided for use by students. The school administration will hold periodic inspections of all lockers.

DISCIPLINE CODE/LEVELS & RESPONSES

Student 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. Parental/guardian support and at home follow-up are essential to the correction of their child's misconduct.

Hackensack Middle School staff is committed to using positive interventions and educational restorative measures in every interaction with students. These include, but are not limited to: Restorative Practices, Counseling Services, and Incentive Based Programs. In the classroom, teachers know that effective classroom management begins with prevention. Setting clear expectations for behavior, planning stimulating and interesting lessons, keeping students on task, and using effective communication practices are some of the preventive measures teachers use. Our goal is to maximize instructional time and minimize the need for disciplinary action.

Restorative Practices

Restorative practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community. At HMS, restorative practices include interventions when harm has happened, as well as practices that help to prevent harm and conflict by helping build a sense of belonging, safety, and social responsibility in the school community. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates student learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding.

Through restorative practices, members of the school community will:

- 1. have an opportunity to be heard*
- 2. understand the greater impact of one's actions*
- 3. learn to take responsibility*
- 4. repair the harm one's actions may have caused*
- 5. recognize one's role in maintaining a safe school environment*
- 6. build upon and expand on personal relationships in the school community*
- 7. recognize one's role as a positive contributing member of the school community.*

The primary means by which restorative practices will be implemented at HMS will include:

Affective Statements: *the starting point for all restorative processes involving active non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationships by genuinely presenting themselves as someone who cares and has feelings. This authentic expression offers one the opportunity to learn and reflect on how their behavior has affected others.*

Restorative Dialogue: A restorative approach to help those harmed by others' actions, as well as responding to challenging situations/behaviors consist of asking key questions:

- 1) *What happened, and what were you thinking at the time?*
- 2) *What have you thought about since?*
- 3) *Who has been affected by what you have done? In what way?*
- 4) *What about this has been the hardest for you?*
- 5) *What do you think needs to happen to make things right?*

Restorative Meetings/Conferences: involves those who have acknowledged causing harm meeting with those they have harmed, seeking to understand each other's perspective, and coming to a mutual agreement that will repair the harm as much as possible. Often all sides bring supporters, who have usually been affected, and have something to say from a personal perspective.

Other Interventions

Other interventions/corrective measures may include the following:

1. *Teacher Intervention – Teachers may implement an intervention for minor misbehaviors, lateness to class or violation of classroom rules/procedures.*
2. *Lunch Intervention – A student may be assigned lunch intervention based on the infraction.*
3. *Intervention – Monday - Thursday; 3:00 p.m. - 3:30 p.m., in the HMS 7/8 cafeteria, assigned by the Assistant Principal or School monitor as an intervention for excessive lateness and other infractions. Misconduct during Central Intervention may result in additional interventions.*
4. *Friday School Intervention – Assigned by Assistant Principals, Friday 3:00 p.m. - 4:00 p.m., in the HMS 7/8 cafeteria..*
5. *Saturday School Intervention – Assigned by Assistant Principals, Saturday 8:30 a.m. - 10:30 a.m., in Hackensack High School..*
6. **Out-of-School Suspension** – *Serious misconduct may result in the student's suspension from school for a specified period of time up to ten full school days. Parents/guardians will be notified of their child's suspension from school by the Principal or Designee; transportation home is the parent's/guardian'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 including after school events. 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 suspension. (Refer to District Policy - 5610 - SUSPENSION PROCEDURES)*
7. **Suspension Alternative Program (SAP)** – *Serious misconduct may result in a student being placed in the SAP Program for a specified period of time up to ten full school days. The Suspension Alternative Program is an off-site, county-run school program where students and families work together with counselors and staff to ensure a productive return to the Middle School environment. Parents/guardians must provide transportation to the program. All SAP placement requires a parent/student/administrator conference prior to the student's exit from and return to school, which will be held at the SAP Program. During SAP placement, the student is prohibited from participating in any school functions including after school events. The student is required to complete academic work during SAP placement.*
8. *For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.*

Verbal And Physical Altercations

Hackensack Middle School has an expectation that its students will seek intervention from any HMS faculty or staff member instead of participating in any type of verbal or physical confrontation. Students who do participate in physical confrontations 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 may be taken into police custody. Any students who participate in loud, verbal arguments and do not “walk-away” will be assigned intervention(s) and may be 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.

Discipline Level System

The intent of these levels is to implement a discipline procedure that relates to the severity of the action. The procedure is not intended to be punitive but to impose a response that will effect a change in behavior. It will not always be clear that a particular infraction is a specific level; therefore, it will be up to the teacher or administrator involved to determine the appropriate response. Teachers and administrators will use professional judgment and will consider age, grade level and the nature of the infraction when selecting the response.

LEVEL 1 INFRACTIONS

Misbehavior on the part of the student, which impedes orderly classroom procedure or interferes with the safe operation of the school. These misbehaviors refer to first offenses. Some or all of the following responses/interventions maybe used depending on the severity of the inappropriate behavior.

Student Infractions	Interventions/Responses	Personnel Responsible
<ul style="list-style-type: none">➤ Classroom or school disturbance➤ Food, drink or gum/candy outside the cafeteria➤ Tardiness➤ Inappropriate use of computers➤ Breaking Acceptable Use Policy➤ "Play fighting"➤ Leaving class without permission➤ Bus disturbance➤ Cafeteria/hallway misbehavior➤ Minor dress code violations➤ Use of electronic devices during school hours➤ Disrespectful language/profanity➤ Lack of respect to peer➤ Excessive display of affection➤ Littering on school property➤ Plagiarism/forgery and lying to staff	<ul style="list-style-type: none">➤ Teacher conference➤ Written or verbal warning➤ Separation (seating)➤ Teacher detention (lunch or after school)➤ Phone Conference with parent/guardian➤ Written and/or verbal apology➤ Loss of privileges - social, athletic, cafeteria, classroom➤ Student behavior contract➤ Community service➤ Peer mediation	These acts can usually be handled by any teacher and other student support personnel (school counselor, social worker, Child Study Team).

LEVEL 2 INFRACTIONS

Frequent or serious misbehavior that tends to disrupt the learning climate of the school and requires the intervention of an other support personnel because the application of Level 1 disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrator. Some or all of the following responses/interventions maybe used depending on the severity of the inappropriate behavior.

Student Infractions	Interventions/Responses	Personnel Responsible
<ul style="list-style-type: none"> ➤ Continued or escalation of Level 1 infractions ➤ Classroom or school disturbance that impedes learning, jeopardizes the safety of others and/or school operations. ➤ Cutting class ➤ Forged notes/excuses ➤ Misbehavior during a security drill ➤ Violation of Dress Code (offensive or obscene slogans on clothing) ➤ Throwing objects (regardless of injury) ➤ Insubordination/defiance ➤ Abusive or disrespectful behavior toward any staff member ➤ Failure to report to teacher intervention ➤ Instigating or Inciting a Fight ➤ *HIB/Cyberbullying 	<ul style="list-style-type: none"> ➤ Parent/Teacher and School Counselor conference ➤ Central detention (after school) ➤ Written Assignment and/or Presentation ➤ Loss of privileges - social, athletic, cafeteria, classroom ➤ Student behavior contract ➤ Counselor Conference ➤ I&RS Referral 	<p>These acts can usually be handled by a teacher, student support personnel (school counselor, social worker, SAC/HIB specialist) and/or School Campus Monitor.</p> <p>*Refer to district policy</p>

LEVEL 3 INFRACTIONS

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the schools. These acts most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake; however, depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Those acts, which violate the law, will be referred to the appropriate law enforcement office.

Student Infractions	Interventions/Responses	Personnel Responsible
<ul style="list-style-type: none"> ➤ Plagiarism/copyright violations ➤ Cheating (*zero earned for 1st offense/ 2nd includes "response") ➤ Willful destruction of property ➤ Leaving school without permission or authority ➤ Obscene activity, language or gestures ➤ Gambling ➤ Theft of personal/school property ➤ Physical contact with another student/Fighting ➤ Threats ➤ Menacing or violent behavior ➤ Gross disrespect (verbal aggression/abuse) ➤ Use of Alcohol/Nicotine to include Vaping/Other Drugs ➤ HIB/Cyberbullying ➤ Intentionally exposing self (including undergarments and intimate body parts) ➤ Use of electronic device/cell phone against others 	<ul style="list-style-type: none"> ➤ Parent/Teacher and School Counselor conference ➤ Meeting with grade level AP, School Counselor, Parent/Guardian and Campus Monitor ➤ Suspension (1-4 days of In-School or Out-of-School) ➤ Post-Suspension Conference ➤ Written Assignment and/or Presentation ➤ Loss of privileges - social, athletic, cafeteria, classroom ➤ Student behavior contract ➤ Medical evaluation and Computer-based Educational Program ➤ I&RST and/or Child 	<p>These acts can usually be handled by Student support personnel (school counselor, social worker, Child Study Team, SAC), School Campus Monitor and Grade Level Assistant Principal.</p> <p>*For certain infractions, the School Resource Officer (SRO) will be involved.</p>

LEVEL 4 INFRACTIONS

Acts which result in violence to another person's property, or which pose a direct threat to the safety of others in the school, or which cause serious disruption to the education process. These acts are so serious that they always require administrative actions and will often result in the removal of the student from school and in some instances, the intervention of law enforcement authorities and action by the Superintendent.

Student Infractions	Interventions/Responses	Personnel Responsible
<ul style="list-style-type: none"> ➤ *Vandalism ➤ False alarms ➤ Kidnapping ➤ Threats (Criminal) ➤ Trespassing/Wrongful entry ➤ *Arson ➤ *Drug, alcohol or weapon possession ➤ *Possession/Use of a weapon ➤ Membership to Unauthorized Organization ➤ *Violence against peer and/or staff member ➤ **Sexual harassment ➤ Extortion/Robbery ➤ *HIB/Cyberbullying <p><i>*Refer to District Policies</i></p>	<ul style="list-style-type: none"> ➤ Referral to law enforcement agency ➤ Suspension from transportation ➤ Suspension from social or extracurricular activities ➤ Suspension of all privileges - including school trips ➤ Suspension from athletic participation ➤ Suspension - longer term - Out of school (4 or more days) ➤ SAP/Alternative Placement ➤ Restitution of property or repair of damage by the student ➤ Computer-based educational program ➤ Referral to counseling and or medical evaluation ➤ Expulsion ➤ I&RST and/or Child Study Team 	<p>These acts can usually be handled by Student support personnel (school counselor, social worker, Child Study Team, SAC), Grade Level Assistant Principal/Principal, and School Resource Officer.</p>

Discipline and Special Education

Administration may consider any unique circumstances on a case-by-case basis when determining whether disciplinary measures are appropriate for a child with a disability who violates a school code of student conduct.

To the extent that they also take such action for children without disabilities, administration may, for up to ten school days, remove a child with a disability who violates a code of student conduct from his/her current placement to an internal or external suspension in consultation with the student's case manager.

Once a child with a disability has been removed from his/her current placement for more than ten school days in the same school year, the district will determine if the behavior is a manifestation of the student's disability. If the behavior that violated the student code of conduct was not a manifestation of the child's disability, administration may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities. If the behavior is a manifestation of the student's disability, the disciplinary action cannot be imposed by district administration. Administration must determine if the student needs a functional behavioral assessment, behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not happen again. The child's IEP Team shall determine if the student needs an interim alternative educational setting. The student will receive educational services, participate in the general education curriculum and progress toward meeting the goals set out in the child's IEP. (District Policy 5610 - SUSPENSION PROCEDURES)

HARASSMENT/INTIMIDATION/BULLYING POLICY

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- 1. Is reasonably perceived as being motivated by either 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;*
- 2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;*
- 3. 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, that the act(s) 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/her person or damage to his/her property; or*
 - 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.*

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

For the full Hackensack Board of Education Policy (Policy 5512) on Harassment, Intimidation and Bullying, as well as the District Self-Assessment Grades, please visit the Hackensack website (www.hackensack) (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 School Counselor. Parents/guardians will be advised of their child's misconduct. 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:

- 1. Verbal abuse including name calling, racist remarks, teasing, etc.;*
- 2. Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting;*
- 3. Social exclusion including ostracism, ignoring, alienating, etc.;*
- 4. Psychological abuse including acts that instill a sense of fear or anxiety;*
- 5. 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; and/or*
- 6. 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 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.

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 (5511 - DRESS AND GROOMING):

- 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. Attire must not be destructive of school property;*
- 4. Dress shall comply with the safety or health codes of the State of New Jersey;*
- 5. Tank tops, halters, tube tops, bathing suits and cut-off shorts are not permitted.*
- 6. **Sweat shirts, 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;*
- 7. Shorts shall be permitted provided their lengths conform to #1 above of this policy and that they are consistent with this policy in all other aspects;*
- 8. Footwear is required. Beach thongs and platform shoes are not permitted;*
- 9. Except for religious and/or cultural purposes, head coverings may not be worn in school;*
- 10. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor only while participating during the activity;*
- 11. Students attending any school functions, during school hours, will not be permitted to participate unless they are attired in conformity with this policy; and*
- 12. When questions arise regarding interpretation of this policy, the school Principal and/or his/her designee shall make a determination as to the appropriateness of student dress.*

**Students will be assigned interventions for any violations to this policy.*

NARCOTICS, DRUGS, TOBACCO, ALCOHOL POLICY

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

For the full Hackensack Board of Education Policy (Policy 5530) on Substance Abuse, please visit the Hackensack website (www.hackensackschools.org).

VANDALISM

(District Policy 7610 - VANDALISM)

- 1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with Policy Nos. 5600, 5610, and 5620.*
- 2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.*
- 3. The parent(s) or legal guardian(s) of any minor who injures/vandalizes school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of suit if the Board must resort to legal process to obtain payment of damages. N.J.S.A. 18A:37-3*

STUDENT SMOKING (TO INCLUDE "VAPING")

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff. For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may

file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

For the full Hackensack Board of Education Policy (District Policy 5533) on Student Smoking, please visit the Hackensack website (www.hackensackschools.org).

STUDENT USE OF CELL PHONES AND ELECTRONICS

The inappropriate use of cell phones and other electronic devices is prohibited during school hours. Teachers do have the discretion to permit students use of such devices during class for instructional purposes. Students will be addressed with interventions regarding the appropriate use of cell phones and electronic devices during school hours. The school will not accept any responsibility for the loss of, theft, damage to, or usage charges to cell phones or electronics brought into a school building.

*There are to be no videos or photos of any kind taken by students by phones or any other electronic devices while in school. Appropriate interventions will result. **Any inappropriate or HIB-related material (including those on video, photos, chats, social media, etc.) stored on a phone while in school will result in intervention(s) and/or legal action if discovered.** (See Harassment/Intimidation Policy in this handbook)*

CONFISCATED ITEMS

All confiscated items (cell phones/electronics, hats, earphones, etc.) will be returned after school to the student following the first offense. A parent/guardian only must pick up the confiscated item after school on the second offense and beyond.

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. Reports of plagiarism will be investigated by an administrator, and confirmed reports will result in loss of credit for the assignment, and additional consequences at the discretion of the administrator.

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

1. The non-authorized use of books or notes;
2. The use of cheat sheets;
3. Copying from other students' papers;
4. Exchanging information from other students orally, in writing, or by signals;
5. Obtaining copies of the examination illegally; and
6. Other similar activities.
- 7.

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

1. Falsification, including forging signatures;
2. Altering answers after they have been graded;
3. The insertion of answers after the fact;
4. The erasure of grader's markings; and
5. Other acts that allow for falsely taking credit.

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

1. Stealing or use without acknowledgement of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person; or
2. In any way presenting the work of another person as one's own.

EXTRACURRICULAR ACTIVITIES

(District Policy 2430 - EXTRA-CURRICULAR ACTIVITIES)

When a student becomes ineligible for participation in extracurricular activities by reason of poor attendance or poor academic performance, his/her teacher will inform the advisors of the extra-curricular activities in which the student participates. The advisor will suspend the student's participation, except as exempted by Policy No. 2430.

A student who has been suspended from participation in extracurricular activities for reason of poor attendance will be offered an opportunity to work out a plan for improved attendance with the Principal. If the student adheres to the plan and demonstrates his/her improved attendance, the student may be reinstated to participation in extracurricular activities.

A student who has been suspended from participation in extracurricular activities for reasons of poor academic performance will be offered an opportunity to establish with the Principal performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. When the student meets the agreed upon performance goals, he/she may be reinstated to participation in extracurricular activities.

Participation in 8th Grade Honors Day Celebration (END OF YEAR):

- No more than 1 failing grade in any subject.
- No outstanding book fines or school property fines.

***Please note: Students who fail 2 classes will NOT be allowed to walk during the celebration, but will be promoted to the 9th grade.*

Participation in Grade 6th Grade Camp, 7th Grade Event and 8th Grade Luncheon:

1. No more than 5 major Code of Conduct write ups (from at least 3 different school staff) during the course of the school year.
2. No more than 2 suspensions in any semester.
3. Any student, who, at the end of the school year is on an alternative education placement for disciplinary reasons, will not be eligible to participate in the end-of-the-year activities (to include: Grade 7 Trip/Event, Grade 8 Luncheon and Honors Day).
4. Students who are for ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25not permitted to attend academically-based field trips (including 6th Grade Camp) will be provided alternate academic assignments.
5. Excessive unexcused absences may impact a student's eligibility to participate in the grade level end-of-year activity. Students with greater than 16 unexcused absences will be under review by the grade level Assistant Principal, School Counselor, and SAC Counselor.

Middle School Sports Program

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity. All students participating in middle school sports will be required to follow all sportsmanship protocol (reference District Policy 5570 - SPORTSMANSHIP). Students in grades 6-8 can participate in the following sports:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
<ul style="list-style-type: none">● Volleyball - Girls● Cross Country - Boys & Girls● Soccer - Boys & Girls	<ul style="list-style-type: none">● Basketball - Boys and Girls● Indoor Track - Boys & Girls	<ul style="list-style-type: none">● Outdoor Track - Boys & Girls● Volleyball - Boys● Swimming - Boys & Girls

Field Trips

Any student who is participating in a school field trip must have a permission slip completed with the necessary information including a parental/guardian signature and comply with the middle school dress code. This must be returned to the faculty advisor prior to the trip. Students should be aware that they might be denied the privilege of participating in a field trip if they are considered ineligible by Administration.

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 report cards, promotion certificates, schedules for the new school year and/or exclusion from activities/ceremonies.

DISTRICT POLICIES

The policies and Pupil Discipline/Code of Conduct contained in this student agenda/handbook are summaries of the District's numerous policies. The District requires all pupils and their parent(s) or legal guardian(s) to review all District policies which are posted on the District's web site and are available from any school principal. Find the District Policies page here: [Hackensack Board of Education District Policies and Regulations](#).

COMMUNITY RESOURCES FOR PARENTS

Resources for Children and Families in Bergen County: <https://www.bergenresourcenet.org>

Family Support Organization of Bergen County for Families by Families: <http://fsobergen.org>

Division of Family Guidance:

One Bergen County Plaza • 2nd Floor • Hackensack, NJ 07601-7076

Phone: 201-336-7350 • Fax: 201-336-7370

Bergen County Crisis Counselors: 201-262-HELP (4357)

Addictions Hotline: 800-238-2333 - Services: Educates, assists, interviews and/or refers to individuals and families battling addictions. Calls are free and information shared is confidential.

Disaster Distress Helpline: 800-985-5990 - Services: Provides crisis counseling and support. Text “TalkWithUs” for English or “Hablamos” for Spanish to 66746.

Domestic Violence Hotline: 800-572-SAFE (7233)

Center for Food Action

192 West Demarest Ave., Englewood NJ

Contact: 201-569-1804

Website: www.cfanj.org

Hours: Monday–Friday 9:00 am–5:00 pm;

Tuesday, 9:00 am–7:00 pm;

first Saturday of every month: 10:00 am–1:00 pm

Articles for Parents

- [Supporting Kids' Mental Health During the COVID-19 Pandemic](#)
- [How teenagers can protect their mental health during COVID-19 | UNICEF](#)
- [COVID-19: Family & Educator Resources](#)
- [Taking Care of Yourself](#)

LEGAL RESOURCES FOR FAMILIES

Alternatives to Domestic Violence (201) 336-7575 One Bergen County Plaza Hackensack, NJ 07601 Family and Domestic Violence	Northeast New Jersey Legal Services (973) 523-2900 152 Market Street, 6th Floor Paterson, NJ 07505 Family, Bankruptcy, Civil Rights and Divorce	Center for Hope and Safety (201) 944-9600 12 Overlook Ave Rochelle Park, NJ 07662 Family and Domestic Violence
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