



Hackensack High School
Code of Conduct
2009-2010

HACKENSACK ADMINISTRATION - (201) 646-7830

Dr. Edward Kliszus, Ph.D. Superintendent

Dr. Robert Gamper, Assistant Superintendent

Dr. Joseph Cappello, Business Admin/Board Secretary

Mr. Michael Wojcik Asst. to the Superintendent for Curriculum/Instruction

HACKENSACK HIGH SCHOOL ADMINISTRATION

Mr. Mark Porto, Principal

Mr. Ralph Dass, Director of Athletics

Mr. Mark Johnson, Grade 12 Culture and Climate Assistant Principal

Mr. James Montesano, Grade 11 Culture and Climate Assistant Principal

Mr. William Paladino, Grade 10 Culture and Climate Assistant Principal

Mr. Anibal Galiana, Grade 9 Culture and Climate Assistant Principal

IMPORTANT HIGH SCHOOL PHONE NUMBERS

Main Office (201) 646-7901

Attendance (201) 646-7979

Guidance (201) 646-7920

Health Office (201) 646-7930

Affirmative Action Officer – (201) -646-7834

Hackensack High School
2009-2010 Student Discipline Code of Conduct Policy

Dear Parents/Guardians and Stakeholders:

One of the most important ways to ensure optimal learning for Hackensack students is to create an environment that promotes high academic standards. We want to provide the following for our students, staff, and community:

- A safe and productive learning experience for our children
- A positive school culture
- The elimination of inappropriate behavior that impedes success.

Time-management, fostering proper study habits, collaboration, cooperation, as well as individual and corporate responsibility, compassion, self-awareness, intrapersonal, interpersonal skills are “learned” behaviors that are taught implicitly from kindergarten through senior year. As students mature and learn the skills and content knowledge from various courses, students learn how to behave. In fact, learning how to behave is even more important than most content knowledge: If one cannot behave properly (according to the dictates of the society), one’s content knowledge will really not matter much in any career!

More importantly, we want to make sure that our young people understand the repercussions of negative behavior as well as the benefits of attending a school that promotes positive behavior. Your cooperation (as parents, guardians, and stakeholders) in instilling positive behavior is absolutely essential. Therefore we ask that you reinforce to your child, your student, or a young person the actions and attitudes that are considered acceptable. All of us – parents, teachers, administrators, community and Board members – must remember that WE ARE ROLE MODELS for the behavior that we expect from our maturing students.

The administrators and teachers have an obligation to prepare students to become productive, purposeful, proper thinkers and “behavers” so our students might be assured of success as they continue their education or seek employment. This “Code of Conduct” is a guide for Hackensack High School community members, parents, students, community and Board members, about the positive behaviors that build character and the consequences intended to deter negative behaviors that are destructive to individuals and/or the community.

Please read this code carefully and use as a reference guide.

Mark Porto

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Principal

Mark Johnson

Mark Johnson
Assistant Principal

Jim Montesano

Jim Montesano
Assistant Principal

William Paladino

William Paladino
Assistant Principal

Anibal Galiana

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Assistant Principal

Preamble

The Code of Conduct for the Hackensack Public Schools is designed and implemented as a means for helping children achieve a standard of socially acceptable conduct. We deem this to be a crucial part of each child's learning experience and it is tantamount to the success of the total school.

The Code of Conduct is reasonable, designed to be clear for the students, and will be carried out in a fair and consistent manner. Briefly stated, we expect all our students to:

- Demonstrate respect for self, others, society, and school property
- Observe school rules

Parents are reminded that there is a New Jersey Statute (18A37:1) regarding student behavior.

If a serious act of misbehavior occurs or if attempts to correct misbehavior are not successful, parents will be advised and required to meet with the teacher and/or administrator in order to develop a plan for resolving the problem.

I. INTRODUCTION:

NON-DISCRIMINATION POLICY

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

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

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

BE IT FURTHER RESOLVED that the resolution complies with the federal laws, Title IX and Section 504 of the Rehabilitation Act and New Jersey Law Title VI, which prohibit discrimination on any basis in any school matter. The Non-Discrimination Plans are located in the Office of the Assistant Superintendent and are available for review by interested parties.

II. DEFINITIONS:

PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to achieve the following:

1. Foster the health, safety, social and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

STUDENT CLASSROOM EXPECTATIONS – HIGH SCHOOL

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. Study periods are to be used for quiet assignments.

Failure to comply with expected standards of behavior and study will result in teacher-issued detention, teacher/parent phone call, or in-person conferences, and/or referral of the student to the assistant-principal. In addition, deadlines for projects and research papers must be honored. Absent students must abide by individual teacher's rules regarding submission of homework.

DISCIPLINE CODE

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

Evidence of misconduct warrants an appropriate disciplinary response. A student referred for disciplinary action, will be counseled by the assistant-principal or principal and, when necessary, the student's guidance counselor. Parents will be advised of their child's misconduct. Parental support and at home follow-up are tantamount to the correction of their child's misconduct.

Disciplinary measures include:

1. **Detention** – Teachers may assign before or after school detention for minor misbehavior, lateness to class or violation of classroom rules. No prior notification is required for the high school.
2. **Central Detention** - Monday - Thursday, 7:30 a.m. – 8:05 a.m. OR 2:45 p.m.- 3:45 p.m. (HS), time period assigned by the assistant-principal as an alternative to In-School Suspension. Non-attendance at Central Detention may result in additional consequences. Misconduct in Central Detention may result in suspension plus make-up time in Central Detention.
3. **Friday Detention** – Friday 2:35 p.m. through 4:15 p.m., is assigned by the assistant-principal for issues where central detention has not provided sufficient remediation
4. **Saturday Detention** - Saturday 8 a.m. through 12 p.m., is assigned by the assistant-principal for issues where central detention has not provided sufficient remediation.
 - a. Arrive no later than 8:00a.m. – Enter through the East Wing Athletic Director Door
 - b. Arriving after 8:10 will result in non-admittance. Students arriving late will not be admitted and will return on Monday with his/her parent or guardian for additional disciplinary action.
 - c. Failure to report to Saturday detention will result in a parent conference and additional disciplinary action including in/out of school suspension and/or additional Saturday detentions.
5. **In-School Suspension** – Assigned by Assistant Principals, as needed, Monday through Friday, in an assigned room, under the supervision of High School Staff. 10:30 a.m. to 3:30 p.m. A counseling component will be embedded into the In-School Suspension.
6. **Out-of-School Suspension** - Serious misconduct results in the students' deprivation of school attendance for a specified period of time up to ten full school days. Parents will be notified of their child's suspension from school; transportation home is the parent's responsibility. All out-of-school suspension requires a parent/student/administrator conference prior to the student's return to school. During out-of-school suspension, the student is prohibited from participating in any school functions. The student is permitted to make-up all work missed during out-of-school suspension. Arrangements must be made with the individual teachers and guidance counselor at the end of the school day. Upon return to school, a student will need to complete Post Suspension Counseling; failure to do so will result in further suspension.
7. **Evening MAC Program** – Monday-Friday 3:15 p.m.-7:15 p.m. As an alternative to out-of-school suspensions, a student may be placed in an evening MAC (Making Appropriate Choices) program. The program provides a positive, therapeutic and pro-active alternative for at risk students. Students in this program are not counted as suspended. Attendance is taken by HHS staff daily. All students continue to receive instruction in all core academic subjects.

The Discipline Code is based on New Jersey Statutes 18:A: 37-4.

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

- a. Continued and willful disobedience. Any “Terroristic Threats” will require Juvenile Police intervention and recording; also disrespect towards any teacher, staff person or other student;
- b. Open defiance of the authority of any teacher or person having authority over him. Failure to cooperate could cause police intervention and removal from school;
- c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils. “Walk-away” policy must always be adhered to;
- d. Physical assault upon another pupil or upon any teacher or other school employees. Possible police intervention and removal from school. Walk-away policy must be adhered to;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear. Searching of a student, book bag, and locker could take place;
- f. Willfully causing, or attempting to cause, substantial damage to school property. Student/Parent could be liable for payment of damages;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by a group of pupils or other of any part of a school or other facility owned by a school district; and
- i. Incitement, which is intended to and does result in truancy by other pupils;
- j. Violation of weapons policy. This includes any out-of-school infraction;
- k. “Hate Crime” means any suspected or confirmed offense or unlawful act which is directed or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity; for example, murder, assault or harassment. Follow the walk-away policy;
- l. A “Bias Incident” means any suspected or confirmed act that is directed against or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity;
- m. Students are not permitted to have laser pointers at any time;

FIGHTING POLICY

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

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

HARRASSMENT/INTIMIDATION/BULLYING

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

“Harassment, intimidation or bullying” (HIB) is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

Examples of bullying and harassment may include:

- Verbal abuse including name calling, racist remarks, teasing, etc.
- Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting,
- Social exclusion including ostracism, ignoring, alienating, etc.
- Psychological abuse including acts that instill a sense of fear or anxiety
- Any other act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, a reluctance to attend school, a decline in work standards or problem behaviors.
- The use of Cyber or wireless devices to harass, intimidate or bully

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

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

The Hackensack Board of Education prohibits reprisal or retaliation against any person who reports an act of HIB. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the

administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations. N.J.S.A 18A:37-15(3)(b)(8) and N.J.A.C. 6A:16-7.9(a)2x

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

The Hackensack Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of HIB. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of HIB.

Factors for Determining Consequences

- Age, developmental and maturity levels of parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidents of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

HIGH SCHOOL DISCIPLINARY INFRACTION GUIDELINES

TRUANCY/ATTENDANCE INFRACTIONS

Note that the district will pursue all legal remedies to address truancy and attendance issues available including court enforcement. Tardies are cumulative during each marking period and for the entire school year. Parent conferences, Central Detentions, Saturday Detention, and In/Out of school suspensions will be utilized to correct chronic tardiness.

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 or 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.

ATTENDANCE REGULATIONS AND PROCEDURES:

Consistent with the Hackensack Board of Education Policy 5200, the following procedures shall be implemented with respect to student absence.

1. Within the authority granted by N.J. Administrative Code an administrative waiver is granted any student who is absent due to:
 - a. Extended illness verified in writing by a doctor (Extended illness is defined as two or more consecutive school days.)
 - b. Death in the family (maximum of five school days for immediate family defined to be parents, siblings, grandparents, or member of the immediate household).
 - c. Meetings during class with teacher's permission (i.e. Dropin/Guidance/Band).
 - d. Court appearance (verification required).
 - e. Verified college testing
 - f. NJ Comm. Of Ed. Published List of Religious Holidays
 - g. Field trips
 - h. Extenuating circumstances at the discretion of the principal.
2. Letters requesting waiver will be accepted up to FIVE* days following a student's return to school.
*After the five day period, letters for waiver will be subject to review.
3. Students shall be required to make up all work missed as a result of absence within reasonable amount of time of their return to school.
4. If a student will be absent for more than five days due to medical conditions, home instruction shall, upon parental request to the principal, be provided through the Office of the Director of Special Services.
5. The following represents the maximum Number of unwaived absences before a student is removed and receives no credit
 - a. Full year course 16 days
 - b. One semester course 8 days
 - c. Physical Education 12 days
 - d. Health/Driver Education 4 days
6. If a student arrives to class late, he/she may be assigned detention with the class teacher. Should the student fail to make up the detention within a reasonable amount of time, he/she will be charged with an unwaived absence.
7. Every five lates will convert to one unwaived absence.
8. Students arriving twenty minutes or more late to a class will be charged with an unwaived absence.
9. Parents will be notified of an absence from school by an automated phone call.
10. Warning letters of excessive absence will be mailed home after 6, 9 and 14 days absent.
11. Letters concerning lateness to school will be mailed home after 20 days tardy.
12. Parents will also be notified of attendance on progress reports and report cards.
13. If a student exceeds the attendance policy, parents/guardians are notified of loss of credit and the appropriate appeal process.
14. A student/parent choosing to appeal the loss of credit must contact the Attendance Supervisor within five days

15. The Attendance Committee, consisting of faculty members, will conduct a hearing and make a decision regarding any appeal for loss of credit. A parent or guardian must be present at the hearing along with any advocate the student requests.

16. A student who is absent may not participate in any extracurricular activities on the day of absence without the approval of an administrator.

Additional Attendance Related Infractions

1. **TRUANCY:** A student is truant if he or she is absent from school without the school parent/caregiver's permission. Students who are found truant will receive unauthorized absences in each class missed that day, and follow the procedures in (B) above. Truancy is the leading indicator of eventual dropout problems.
2. **LATE ARRIVAL TO SCHOOL :** Period 1/Period 2 students: Students who enter school after 7:35 a.m. for first period students, and 8:20 a.m. for all other students **MUST** report to the Attendance Office for an admittance pass. Teachers will not admit students to class after 7:35 a.m./8:20 a.m. respectively without a valid pass from the Attendance Office.
Penalties for late arrival to school (HS) are located in the Code of Conduct Spreadsheet.
3. **LATE ARRIVAL TO CLASS** for periods 3-9
Tardiness to class can become disruptive and detract from the learning process. The tardiness to school policy is in compliance with New Jersey Statute for a referral to the truancy officer. Students who are repeatedly tardy to class and/or school will receive immediate and appropriate disciplinary action. After twenty minutes, the student is charged with an unexcused absence.
4. **UNAUTHORIZED VACATIONS**
The administration believes that students accompanying parents on trips and vacations while school is in session miss vital classroom instruction. This type of absence becomes the sole responsibility of the parents and students. Any parent/guardian wishing to remove a child from school for three or more days must inform the Assistant-Principal (HS/MS) or Principal (Elementary) in writing. Assignments will be given, however, and tests will be corrected at the teacher's convenience. Absences due to vacations are unexcused as per school attendance policy.
5. **CUTTING CLASS (HS):** Class cutting can result in loss of credit. Students are required to attend all scheduled classes. Students who have unexcused absences from a class are assigned a **zero for all work** missed, including tests and quizzes, and will **not** have the opportunity to make up the work. These zeros can have a seriously negative effect on the grade in a course.

RESTORATION OF LOST CREDIT -

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

STUDENT IDENTIFICATION CARDS

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

FAILURE TO WEAR Student IDs are to be visible and worn on a school-issued lanyard. Students cannot be in the building without a current and valid office issued ID.

General – All students and Staff

All teaching and non-teaching personnel will be required to have a photo identification card while at the high school. This includes, but is not limited to administrators, teachers, secretaries, custodians, and maintenance and lunch workers. All high school students will be provided with a photo identification card free of charge at the beginning of each school year. The card must be worn or in student's possession while the student is on school grounds.

If the card is lost:

1. The student will be issued a temporary card and be responsible for replacement of the card. Cost to be established by the administration.
2. One-day identification card will be assigned to the student and one additional day will be issued until the cost of replacing the card is paid in full.

Substitute teachers

All substitute teachers will be issued a substitute teacher identification card when reporting for their assignments. The card must be worn at all times for the entire school day. At the end of the day, the card must be returned to the Main Office.

DRESS CODE

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

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

The following guidelines are established:

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

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

BEHAVIORAL INFRACTIONS RESULTING IN CENTRAL OR FRIDAY/SATURDAY DETENTION (HS)

Note: Excessive infractions in any of these areas can result in suspension/expulsion.

- Eating/drinking in other than cafeteria.
- Disrupting class or creating a disturbance in the building
- Turning on cell phone during school hours (phone will be confiscated).
- Obscenity: Oral, physical gesture, written or combination.
- Leaving class without permission (treated as a cut).
- Out of class without valid pass
- Roaming building without valid pass – students may only go to areas approved on pass.
- Illegal student parking (plus police department ticketing)
- Littering in/on school property

- Expectorating in school
- Occupying/sharing a locker other than locker assigned

INFRACTIONS RESULTING IN SUSPENSION

IN SCHOOL SUSPENSION

This behavior category includes disruptive behavior, open defiance of authority, and willful disobedience.

- Disorderly behavior in cafeteria
- Disrespect to school personnel
- Refusal to hand over unauthorized device to school personnel.
- Loitering on school grounds while absent or on suspension
- Theft of personal or school property.
- Obscenity: Oral, written or both directed toward another person(s).
- Forging any official school-related document
- Throwing any object at someone or school property
- Placing malicious notes/materials in other student's lockers
- Excessive displays of affection in/on school property
- Inappropriate behavior in assemblies or other school-related programs
- Gambling/Card Playing
- Inappropriate/lewd displays affixed to interior/exterior of lockers
- Other (specify)

OUT OF SCHOOL SUSPENSION

1. Fighting
2. Vandalism
 - a. Destruction of school property
 - b. Graffiti
 - c. Deliberate lighting of fires
 - d. Other (specify)
3. Bias Incidents
 - a. Sexual harassment
 - b. Racial/Ethnic/Religious/Sexual Slurs
 - c. Possession/Distribution of Hate Material
 - d. Bullying/harassment
- d. Other (specify)
4. Inappropriate use of digital media (Myspace, Facebook, Sexting, etc)

INFRACTIONS THAT RESULT IN IMMEDIATE 10-DAY OUT OF SCHOOL SUSPENSION AND POSSIBLE EXTENSION OF 10-DAY SUSPENSION OR EXPULSION

1. Threats of Violence
 - a. False bomb report
 - b. Threat to staff/students' person/property
 - c. Possession of mace or fireworks
2. False Fire Pulls
 - a. Pulling of false fire alarms
 - b. Other (specify)
3. Violent and/or Criminal Act

- a. Physical assault of any staff member
 - b. Theft
 - c. Possession of a weapon
 - d. Attempted break-in of person's property
 - e. Use of a weapon
 - f. Use of fireworks
 - g. Other (specify)
4. Drugs/Alcohol
- a. Possession
 - b. Use
 - c. Distribution
 - d. Other (specify)

Multiple violations will result in a suspensions/expulsion based on an aggregate of these offenses.

CONFLICT MEDIATION POLICY:

Physical violence is an antisocial act that is unacceptable behavior in any setting. It is compounded in school, since it may deny an individual a wholesome environment in which to learn. The effect of any altercation is immediate on those involved and it may expand to friends and relatives. Therefore, a physical assault or physical menace placing fear upon another will be subjected to prompt administrative referral. School authorities will make the determination of responsibility. Punishment will be assigned accordingly.

Conflict Mediation encourages students to examine their attitudes and values and consider alternative, rational methods to manage conflicts. The program is designed to provide disputants with the opportunity to develop solutions to their own problems through the communication process, thereby preventing future inappropriate behavior. Following is the defined policy:

- a. All students involved in a physical altercation who did not adhere to the "walk away" policy could be suspended for up to ten days. The Hackensack Police may be required to escort the disputants from the school building; and the parents may be instructed to pick up their children at the Hackensack Police Department.
- b. Conflict Mediation could be scheduled during or upon return from suspension. This is required of those students involved. (There is no refusal to be in attendance)
- c. All students involved in a verbal interaction that could result in a physical altercation could be required to attend conflict mediation during or after school.
- d. The mediation team consists of a staff mediator, two student mediators and the disputants.
- e. Parents are made aware of their child's participation in the Conflict Mediation Process by the administration through teleconference when deemed necessary.
- f. If additional issues surface, the disputants could be required to attend extra sessions.
- g. If a student is involved in a third physical fight, the Hackensack Board of Education could pursue an expulsion proceeding.

CONFLICT MEDIATION PROCESS

1. Mediation Defined

Mediation is a structured process of communication that encourages people to find solutions to their own conflicts. It is an alternative to other conflict resolution processes such as: Adjudication, Arbitration

Mediation creates a special context and setting for people to discuss issues that concern them.

Mediation is a cultural bound activity. Mediators must have an understanding of and be sensitive to the cultural mores and behaviors that are inherent to individuals. Mediation is an opportunity for people to verbally communicate their feelings about a conflict.

2. The Role of the Mediator

The Mediator serves as a facilitator to hear the concerns of the parties involved.

3. Confidentiality

The most important aspect of any Conflict Mediation process is the guarantee of confidentiality. Confidentiality serves to enhance trust and openness among the disputants. Confidentiality in this context means that any information provided by the parties is not shared without the express understanding and agreement of all the parties involved.

TRESPASSING/SCHOOL SECURITY

Before, during and after school, school doors will be locked from the outside. To enter Hackensack High School, the following doors will be locked at the indicated times:

- Main Entrance Area (7:00 am -4 pm)
- Report to attendance office after 8:20 am arrival to school. No students will be permitted to enter school after 9:15 a.m.

To enter Hackensack High School, ring bell at the main entrance; report to the Attendance Office on the first floor. Any person having business in Hackensack High School must enter school via main office doors and report to the attendance office to sign in and receive a visitor's badge. Trespassers will be prosecuted to the fullest extent of the law. There are absolutely no exceptions to this policy. No visitors during school hours. After the entrance doors are locked from the outside after the late bell rings, the **first time** any student who compromises the security by allowing anyone to enter the building will be given a Central Detention. The second offense will result in suspension for **three days** and a referral to the School Resource Officer.

LOITERING

Any student found loitering on school grounds before or after school may be subject to immediate disciplinary action. Valid reasons for students on school grounds before or after school are:

1. To obtain extra help from teachers.
2. Attending extra curricular activities.
3. Serving detention.
4. Attending meetings.

SCHOOL LOCKERS/SEARCHES:

Locks and Lockers - Personal Property Searches

Each student will select one specific individual locker for each year enrolled. It is to be used during the entire school year. There is to be only one student per locker. Each student is required to memorize his/her combination to maintain protection of his/her books and personal belongings. Combinations and lockers must not be shared by anyone at any time unless authorized to do so. Locker numbers and combination numbers are issued by the attendance office. The Hackensack Board of Education is not responsible for items missing from student lockers.

Each student shall be made aware that his/her locker is school property and as such could be periodically searched by school authorities without prior notification to the student. Furthermore, the New Jersey Supreme Court has ruled that student searches may be conducted by school administrators having "reasonable cause" to conduct a search (New Jersey vs. TLC 1985).

For probable cause, teachers and administrators without parent/student consent can search any student's personal pocketbook, purse, waist purse, handbags, and book-bags.

TOBACCO / SMOKING POLICY

Definition of Terms

- **TOBACCO**: Any substance or product that contains a form of tobacco leaves and nicotine that may be consumed by smoking, chewing, or inhaling.
- **SMOKING**: The possession, inhalation, exhalation, or burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco.

Prohibited Used of Tobacco

A. Students are not to carry cigarettes, lighters, matches or other smoking materials such as tobacco, pipes, or cigarette rolling papers while on school property, on school buses, and on school sponsored trips. These substances will be confiscated and given to the building administrator.

B. Students are not permitted to use tobacco products at any time in school buildings, anywhere within school boundaries, on school buses, or on a school-sponsored trip. A student must be one thousand feet from the school building in order to smoke. Students who are found exhaling smoke or possessing lighted cigarettes or using tobacco products shall be subject to the following:

STUDENT USE OF CELL PHONES

Parents/guardians may permit their child to bring a cell phone to school with the understanding that:

1. The cell phone must be turned off upon entering the school building and be kept off while in the building.
2. The student may use a cell phone outside of the school building before and after school.

3. Cell phones that are found turned on in the building during school hours will be confiscated. The student's parent/guardian must retrieve the cell phone in person between the hours of **9:30 a.m. and 11 a.m.**
4. The school will not accept any responsibility for the loss of, damage to, or usage charges to cell phones brought into a school building.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

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

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

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

Standards for Use of Computer Networks

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

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources or entitles;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this policy; and/or
 11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Consent Requirement

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

CARE OF SCHOOL PROPERTY

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

BOOK and OTHER FINES

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

SECRET ORGANIZATIONS

18:42-5 Certain student organizations declared harmful: Every fraternity, sorority, secret society or organization composed in whole or in part of public school pupils, which seeks to organize and perpetuate itself by taking in members from among the pupils enrolled in such school in which they are students, upon the basis of decision of the membership of such organization, rather than from the free choice of any pupils in such school who are otherwise qualified to fill the special aims of such organization inimical to the good of the system and to the democratic principles and ideas of public education and to the public good.

VISITORS TO SCHOOL BUILDINGS

School policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors **must report** to the Attendance Office to obtain a visitor's pass or receive phone numbers to make appointments. Parents are always welcome to visit but must register at the Attendance Office to obtain a visitor's pass and sign in and out returning the pass. Friends of students are absolutely excluded from visiting and/or spending the day with a Hackensack High School student. No *loitering* by HHS students, friends or relatives after school. Trespassing by non-students is never permitted at any time. Trespassers will be prosecuted by the Hackensack Police Department.

STUDENT DELIVERIES

- There is no acceptance of flowers, candy, balloons and personal gifts to any student for any reason.
- Provide delivery at the student's residence.
- Students celebrating their birthday etc., are to leave their personal items at home.

STUDENT PARKING – HIGH SCHOOL

Students may drive to school and park in the Halley Drive lot North Side. Students may request a parking permit from the HS athletic office, room 184A. Any car not displaying a parking permit or parked in a non-designated area is illegally parked and can result in a loss of parking privileges, ticketing, or towing at the owner's expense. Posted parking restrictions must not be violated. Students are never to use staff parking spaces. Understand that parking is one's own risk. The Board of Education is not responsible for theft, vandalism, or any damage to these vehicles.

SCHOOL BUS RIDER POLICY

The students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to board.

While on the bus, students should keep hands and head inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted. Students are expected to conduct themselves on the busses just as they would in school. The bus driver is in complete charge and is authorized to handle all situations involving potential danger occurring inside or outside the bus. Drivers make a report regarding student conduct directly to the appropriate administrator.

BUS RULES

1. Students must be seated, facing forward at all times, when the bus is in motion. There is to be no standing in the aisles.
2. Be careful when entering or exiting the bus. Students must not run or push others at any time.
3. Seat belts must be worn at all times.
4. No part of a student's body may protrude from a window opening, especially hands and arms.
5. Students are not to throw objects while on the bus.
6. Exit from the bus is only through the front door. In an emergency, and at the driver's direction, the rear emergency door may be used.
7. Bus drivers may only accept or discharge passengers at designated locations.
8. Students are not to use obscenities.
9. Students will be held responsible for any damage to seats, windows, or other equipment.
10. No smoking is permitted.

CAFETERIA RULES AND REGULATIONS:

1. Please walk into cafeteria on time, place your books at the seat where you will eat your lunch, then walk to line and wait your turn. Never be rude and disrespectful by cutting in line or making your own way to the front ahead of others.
2. Always display proper manners when requesting your lunch from the cafeteria workers. If you do not, you will not be served lunch until all others have been served.
3. When you sit at your table, **you** become responsible for **keeping it clean**. Never throw food or drink; if you do, you will be responsible for cleaning it
4. No matter where you sit, each and every student at the table is responsible for cleaning their entire table. Never shove your tray to someone else. You are responsible for your own tray before you leave.
5. You are permitted to go outside the cafeteria doors during warm, dry weather.
6. You are expected to arrive at the cafeteria on time. Loitering at lockers and/or spending the lunch period in the bathroom is not permitted.
7. Don't even think of fighting anyone at anytime! If you have a problem, immediately see a teacher. If you fight, **you will be suspended immediately**. You must practice the 'walk-away' policy.
8. You are asked to be a responsible student and follow all cafeteria regulations. Failure to do so will initiate disciplinary action.
9. Food and beverages of any kind are not permitted outside the cafeteria. This includes hallways and classrooms.

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Failure to Wear School ID	Temporary ID Issued & Warning	Temporary ID Issued, Final Warning	Student must pay for new ID, Parent notification	Student must pay for new ID, Parent notification	Re-Issue of New ID & Central Detention	Re-Issue of New ID & Central Detention	Re-Issue of New ID & Friday/Saturday School	Re-Issue of New ID & Friday/Saturday School	Re-Issue of New ID and 1 day ISS	
Use of Electronic Device	Teacher Warning	Teacher Detention, Parent Contact	Device Confiscated & In-School Suspension 1 Day	Device Confiscated & In-School Suspension 2 Days	Device Confiscated for week & Out of School Suspension 3 Days	Device Confiscated for mp & Out of School I Suspension 4 Days	Out of School Suspension 4 Days, MAC placement			
Smoking on School Grounds	Warning to Student & Parent Contact	Central Detention	Out of School Suspension 1 Day	Possible fine as per NJSA 26:30.20						
Cutting Class (does not apply to period 2 classes)	Teacher Detention & Parent Notification	Student and Parent Contract, Student in credit loss status, SAT School	Parent Meeting, 1 day ISS	2 Day ISS	Further action taken by principal or designee. Possible evening MAC					
Failure to Report to Teacher Detention	Teacher Detention 2 Times	Refer to Assistant Principal & Central Detention	Friday School	Saturday School	In-School Suspension 2 Days	Out of School Suspension 2 days	Out of School Suspension 4 Days			

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Disruptive Behavior	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement
Eating/Drinking in Other than Cafeteria	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement
Littering on School Property	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement
Obscenity: Oral, Written, Physical	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement
Out of Class Without Pass	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement
Use of Profanity	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Teacher Issued Detention, Parent Contact	Central Detention 1 Day	Friday School 1 Day	In-School Suspension 1 Day	Out of School Suspension 2 Days	Out of School Suspension 3 Days, Parent Meeting	Out-of School Suspension 4 Days, Parent Meeting	Out of School Suspension 4 Days, MAC Placement

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Disorderly Behavior in Cafeteria	Friday School	Saturday School	In-School Suspension 1 Days	Out of School Suspension 2 days	Out of School Suspension 3 Days	Out of School Suspension 4 Days, MAC Placement				
Disrespect to School Personnel	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Excessive Display of Affection	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Forging any Official Document	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Gambling/Card Playing	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Inappropriate Behavior at School Program	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Loitering on School Grounds While Absent/Suspended	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Refusal to Hand Over Unauthorized Device to School Personnel	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Theft of Personal/School Property	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Throwing any Object at Person/School Property	In-School Suspension 1 Day	In-School Suspension 2 Days	Out of School Suspension 2 Days	Out of School Suspension 3 days	Out of School Suspension 4 Days	Out of School Suspension 4 Days, MAC Placement				
Inappropriate use of Computers	Use of Network only under direct supervision	Suspension of Network privileges	Revocation of Network privileges	Suspension of Computer privileges	Suspension from School	Legal action from authorities				

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Possession/distribution of Hate Material	Out-of-School Suspension 1-2 Days	Out-of- School Suspension 3 Days	Out-of- School Suspension 4 Days							
Vandalism	Out-of-School Suspension 1-2 Days	Out-of- School Suspension 3 Days	Out-of- School Suspension 4 Days							
Verbally Threatening a Staff Member	Out-of-School Suspension 3 Days & Parent Conference	Out-of- School Suspension 10 Days & Parent Conference								
Fighting	Out-of-School Suspension 4 Days (or more depending on severity)	Out-of- School Suspension 5 Days, MAC Placement	Out-of- School Susp 10 Days Evening MAC Placement							
Attire Gang Related in Nature	Discretion of SRO, Paraphernalia Confiscated	Discretion of SRO/ Admin.								
Failure to Attend In- School Suspension	Reassigned by Admin. X 2	Out-of- School Suspension 3 Days	Out-of- School Suspension 4 Days							

Grades 9-12	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense	9th Offense	10th Offense
Failure to Report to Assist. Principal Detention	Reassigned Detention x2	Friday/ Saturday School 1 Day	Friday/ Saturday School 2 Days	In-School Suspension 1 Day	Out of School Suspension 3 days	Out of School Suspension 5 days				
Possession of CDS	Suspended Pending Assessment & Referral to SAC	Out-of- School Suspension 10 Days & Referral to SAC								
Sale and Distribution of CDS	Criminal Offense & Suspended Pending Hearing	Expulsion Proceedings								
Use of Controlled Substance	Suspended Pending Assessment & Referral to SAC	Out-of- School Suspension 10 Days & Referral to SAC								
Dress Code Violation **Making Appropriate Changes may require student to leave school with Parental Consent	Make appropriate changes, Central Detention	Make appropriate changes, Friday School	Make appropriate changes, ISS 1 Day	Make appropriate changes, OSS 2 Days	Make appropriate changes, OSS 4 Days	Make appropriate changes, OSS, MAC				
Lateness to Period 2 Class	Teacher Detention, Letter sent home after 4, 8, 12	5 lates equals one absence	Student may not receive credit after 16 absences							