

CLIFFSIDE PARK MIDDLE SCHOOL CODE OF STUDENT CONDUCT



Robert Bargna
Principal

Robert Walker
Vice Principal

David Porfido
Athletic Director

Administrative Team

Marqueritha Clarke
Charles Danho
James Gaffney
David Porfido
Mark Rindfuss
Georgette Van Vliet

Mathematics
Science and Technology
Career and Special Education
Phys Ed and Performing Arts
Social Studies/World Lang
English Language Arts

Important Contact Information

Mr. Michael J. Romagnino
Superintendent of Schools
201-313-2300

Mr. Robert Bargna
Principal
201-313-2360

Mr. Robert T. Walker
Vice Principal
201-313-4907

Mrs. Mary Foster
Guidance Counselor
201-313-4908

Statement of Philosophy

The mission of the Cliffside Park School District is to provide students with a safe, academically focused environment within our culturally diverse community. We will challenge each student to confidently achieve his or her educational and personal goals as well as acquire the work and social skills essential to become a productive member of society.

Introduction

Although the student code of conduct contains a list of infractions, it is clearly intended not to be all inclusive, since no list can be. It should be noted that the administration and/or the Board of Education have the power to administer discipline for any offense which is in violation of what is deemed acceptable conduct for students in the Cliffside Park School District. School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities in order to contribute to the maintenance of a school environment which is positive, conducive to learning and safe for all members of the school community. In accordance with this philosophy, all middle school students and staff will be required to wear an ID badge.

This code of conduct has been prepared to specify:

- Acceptable behavior and unacceptable behavior.
- Procedures to determine violations of rules.
- Consequences for such violations.

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority and the code of conduct, extends to school sponsored functions.

Each student is guaranteed the right:

- To be heard.
- To have fair and consistent rules.
- To have access to due process procedures.

These student rights are accompanied by student responsibilities:

- To attend school and classes regularly.
- To respect school property.
- To refrain from conduct that disrupts or threatens to disrupt the learning of other students.

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness.

Code of Conduct

The following behaviors will not be accepted and will result in disciplinary or administrative action.

Failure to wear an ID: The failure to wear an ID will result in after school detention.

Insubordination: Refusing to follow faculty or staff instructions regarding classroom or school behavior.

Use of vulgar language: Any use of vulgar language is a violation of the code of conduct.

Late to class: Students must arrive to all classes on time.

Leaving class without permission: Only authorized faculty passes may be used in the halls.

Cutting class: Students must attend every class on time and for the entire period.

Failure to clean cafeteria debris: Every student is responsible for his/her debris. Use of the Cafeteria is a student privilege which can be revoked at any time.

Smoking: The use of tobacco products is prohibited in or on school property. Parents will be contacted and appropriate disciplinary action will be taken. In addition, the administration will file a complaint with the local police department. This policy is in accordance with both state and local ordinances regarding the use of tobacco in a public facility or on its grounds.

Substance abuse: Any violation of the Board of Education rules prohibiting the use, possession, and/or distribution of a controlled substance (including alcohol) is a serious offense warranting strict disciplinary action.

Weapons: Students are prohibited from bringing any weapons into the school building. Violators will be prosecuted to the fullest extent of the law.

Fighting: Cliffside Park maintains a zero-tolerance policy towards violence and in most cases, both parties will be suspended.

Failure to attend detention: Detention must be served. Failure to do so will result in suspension and/or Saturday detention.

Vandalism: Willful destruction or defacing of school property will result in suspension and/or restitution of damaged property.

Stealing: Results in suspension and/or restitution.

Gambling: Any form of gambling on school grounds is prohibited.

Leaving school grounds: Students are prohibited from leaving grounds at any time.

Failure to adhere to the dress code: See dress code policy.

Prohibited personal items: Students are not permitted to bring electronic items such as: iPods, iPads, radios, video games, or laser lights into the building.

Cell Phones: All cell phones are to be kept off and locked in lockers. Cell phone use is not permitted during the school day (8:00 am to 3:00 pm). Students needing to contact home for emergency purposes should ask to use one of our office phones.

Care of school property: The citizens of the Cliffside Park School District have provided the students of Cliffside Park Middle School #6 a state-of-the-art facility. The students are expected to show their appreciation by taking care of the building, grounds, textbooks and all equipment. Any student who defaces, damages, or destroys school property will be required to repair, replace, or pay for the damaged item and may also face: further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damages they may do to school property.

Special events: Students failing more than one major subject at the end of the third marking Period risk losing the privilege of attending certain year-end special events, such as the Eighth Grade Dinner Dance, Seventh Grade Field Day, and class trip.

Appeal Process

Oral or written notification of the charges must be provided to the student and parent(s), including specific charges, relevant facts and due process rights. They must be given the opportunity to address the charges at an informal meeting with administrators (usually the vice-principal).

Student Dress Code

The faculty, administration, and students of the Cliffside Park School District generally agree that certain standards of appearance are necessary to create and maintain an appropriate environment for learning. At the same time, we believe that, within the framework provided by the New Jersey School Laws, school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Our dress code reflects guidelines for school attire designed to preserve the learning climate, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions.

- Footwear must be worn at all times and it should be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes. Consequently, bare feet, unsafe footwear, and footwear intended for the beach. e.g., flip-flops of any type, are not permitted
- Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter-tops, tube tops, low-cut tops, and bare midriffs are prohibited. All students' shirts, blouses, and dresses should cover the shoulder top. Dresses, skirts, and shorts must cover to at least mid-- thigh length. Undergarments are not to be worn as outer garments. Torn or ripped garments are not to be worn. Shorts or short-like apparel may be worn until September 30th and after May 1st all attire should be mid-thigh or longer in length. "Short shorts" are not permitted.
- Clothing or jewelry, which displays obscene words or pictures, will be prohibited. Chains or jewelry, which could be used unsafely, are also prohibited.
- Basketball jerseys and tank tops are acceptable only if worn with a t-shirt or appropriate cover-up.
- Hats, bandanas and other headwear are not to be worn in the building.
- Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building or when there is a defect in the heating system.

- Clothing is to be worn as the design was intended. That is, the waistband of pants and shorts should be fastened at the waist.
- Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor, are not to be worn indoors.
- Students are prohibited from wearing, while on school property, any type of clothing, apparel, or accessory, which indicates that the pupil has membership in, or affiliation with, any gang or group associated with criminal activities.
- Long t-shirts below mid-thigh are prohibited.
- Body adornments, including but not limited to, body piercing jewelry, which may jeopardize the safety and well-being of the student or others are prohibited during physical education classes.
- Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration. The administration also reserves the right to exclude students who are inappropriately attired from attending class.

Late to School

Attendance will be taken daily and recorded on the attendance sheet by the homeroom teacher. Office personnel will make changes on the roll cards when a student's status changes from absent too late. This information will then be entered into the computer.

Chronic tardiness to school or class will affect student's academic grade in that class. A student who is not present 100% of the time does not receive the same instruction as those who are present. Any student who is late to school or to any one class more than 12 times during a marking period shall not be allowed to attend or join extracurricular event and will be dropped one grade in that class (Example: If grade is a B, the grade would drop to a C) for that marking period. These activities include, but are not limited to, participating on sport teams, attending trips, dinner dance and other special events, etc. Such absences may cause a student to be retained or excluded from 8th grade graduation. This policy will begin anew at the beginning of each marking period.

All students who arrive at school after 8:20 a.m. are considered late to school. Any student arriving late to first period prior to 8:30 a.m. will be admitted into class and a late form will be submitted to the vice principal's by the first period teacher. Students arriving late to school after 8:30 a.m. must enter through the front doors and obtain an admittance slip from the secretary to enter. A detention will be assigned.

Any student arriving late to school following the completion of first period must enter through the main door on Oakdene Avenue and sign in at the Main Office. He/she will be given an admittance slip to class. A detention may be assigned.

LATE TO CLASS: Students must arrive to all classes on time. Any student arriving to class late will be admitted by the classroom teacher. If necessary, a late form will be submitted to the vice principal. A detention will be issued for every three lates to school or class.

CUTTING CLASS: Any student missing from class whose name does not appear on the daily absentee list will be charged with a class cut and have his/her name submitted to the Vice Principal for disciplinary action.

IN SCHOOL DETENTION: Will be issued to any student who fails to follow school rules as listed within the Code of Conduct Detention must be served. Students will be informed of their detention obligations by the Vice Principal and if necessary parents will be notified. School detention will be

held daily. Detention will begin promptly at the conclusion of the school day and will be dismissed at 3:45 p.m.

Attendance Conferences

- Main Office personnel will refer to the Vice Principal the name of any student who has any pattern of absences.
- Parent/guardian of any such student will be contacted by phone and/or letter.
- If, despite the warning, the student continues to exhibit excessive absenteeism, the Vice Principal will notify the student and his/her parents(s) or guardian(s) that an in-person conference will be required to discuss the reasons for the absences.

Conferences with Principal/Vice-Principal

- During the conference, the importance of regular school attendance will be stressed. State law mandates that a student's regular attendance in school is the responsibility of the parent or guardian.
- In the case of excessive absences, medical documentation may be necessary.
- Truancy charges may be filed in cases where excessive absences continue.
- Documents relative to absences will be retained in the student's folder.

While on external suspension, students are not permitted on school grounds at any time before, during, or after school to include evening and/or attendance at any extra-curricular/co-curricular activity, dance, prom, etc. Students suspended internally are permitted to attend school but are likewise not permitted to participate in or attend any extra-curricular/co-curricular activities.

Promotion Policy

In order to be successful in any academic program, students must develop strong study habits and maintain a good attendance record at school.

- Failure in a major course will affect promotion and/or graduation. Any student who fails a **Class in: English (ELA), Mathematics, Science or Social Studies**, will be required to attend an approved summer school program. Failure to attend summer school and earn a passing grade will result in retention.
- Students who fail more than two (2) major subjects are ineligible for summer school and will be retained
- There will be a \$100 Registration fee for all students who attend summer school,
- Eighth grade students who fail a major course will not be permitted to participate in the graduation ceremony,
- Failure in one or more full year elective courses including Spanish and its paired course will require the student to complete and pass a general elective course during the summer. Eighth grade students who fail one or more full year elective courses will not be permitted to participate in the graduation ceremony and must fulfill summer school obligations to move on to grade 9. Seventh grade students who fail one or more full year elective-courses will not be permitted to participate in any co-curricular events or athletic teams during grade 8 if they do not fulfill their summer school obligations.

Student Absences

For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- Proceed in accordance with the provisions of N.J.S.A.9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
- Cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a) 4.i. (3) and H. 1 .c. above;
- Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 1. Refer or consult with the building's I&RS Team pursuant to N.J.A.C. 6A:16-8.
 2. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs.
 3. Consider an alternate educational placement.
 4. Make a referral to or coordinate with a community-based social and health provider agency or other community resource.
 5. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a) 4.iv. And H.4.
 6. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected.
- Engage the parent.

For ten or more cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- Make a determination regarding the need for a court referral for the Truancy, per N.J.A.C. 6A:16-7.6(a) 4.iv.
- Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as-required.
- A court referral may be made as follows:
 - When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
- For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20).