

HOPE TOWNSHIP SCHOOL DISTRICT
Middle School (Grades 6-8) Parent/Student Handbook and Code of Student Conduct
2018-2019

BOARD OF EDUCATION K-8 POLICIES

Detailed information regarding the following Board policies is available in the main office of the school and at the Board of Education Office. What follows is a synopsis.

ATTENDANCE

Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the *State*, the Hope Township School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

NJ State Law requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents are also encouraged to monitor their child's attendance through the OnCourse Parent Portal. **NOTE: Students who have missed 18 or more days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.**

Excused Absence: In keeping with the *NJ State Education Code*, we expect that, except in the case of illness (particularly contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, special educational opportunities or as per an individualized education, health or accommodation plan, your child should be in school and arrive on time. To be considered "excused" for these reasons, there **must** be parental/guardian notice to the school **in writing** with the reason for absence/lateness no more than **10 days** from the absence. **If written notification is not received within 10 days of the absence, it will be marked as an unexcused absence. There will be no exceptions.**

Note: Even if absences have been "excused," letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of 18 absences per year are considered to be excessive whether excused or unexcused and a referral may be made to the Municipal Court in accordance with 18A:38-25.

Unexcused Absence: On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work upon a student's return.

In addition, in accordance with *NJ Statutes Annotated (NJS) 18:A* and *NJ Administrative Code (NJAC) 6A*, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;

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- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the *NJ Administrative Office of the Courts*. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with *NJSA 18:A, Compelling Attendance at School*, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an “unexcused” absence will be made. The school will proceed in accordance with the law’s provision if a potential missing or abused child situation is detected.

Unexplained Absence: Parents/guardians must provide the school with a reason for a child’s absence. If the child is not in school and the school office has not received parental/guardian notification as to reason, this absence will be considered “unexplained” and will be marked as “unexcused” in the child’s permanent record and the guidelines above will be applied. In the event of “un-notified” absence, the school will make a reasonable attempt to contact the child’s parents to determine the reason for the absence prior to the start of the following day.

Absences during Testing and Instructional Periods: If a student has an absence during the District or State standardized testing periods, he/she will only be able to make-up the test during the scheduled retake period that follows the testing period. This includes MAP testing that occurs in the Fall, Winter and Spring.

Excessive absences may result in an incomplete or not applicable grade on a student's report card. Missing instructional time may limit the teacher's ability to issue a complete grade.

Absence and After School/Evening Events: Please note that except under previously-approved and special circumstances, a student who is absent from school during the day may NOT participate in any after school or evening events. (Note: A student who is absent due to illness may NOT participate.)

Reporting Absence: It is a parent’s/guardian’s responsibility to call the school when a child is going to be absent. The District’s voicemail system is operative 24 hours a day and parents are requested to call the school by 8:30 AM (or by 10:30 AM if it is an afternoon absence only). When calling the school to report an absence, please leave a voice message with the main office or school nurse and give the child’s full name, reason for absence and the date(s) of absence. It is District policy that any “un-notified absence” will result in a call from the school. If left “unexplained,” the absence will be classified as “unexcused.”

Reporting Lateness: If a student must report to school late, the parent must escort the student to the main office and provide the office staff with the reason for the tardiness. The parent must sign the student in at the main office.

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Reporting an Early Sign-out: Early sign-out from school is discouraged; however, we realize there are times when this will occur. Please send a note in advance to alert us of the need to sign your child out early from school. The parent must come into the main office to sign the student out.

Readmission after Absence: A physician's statement explaining a non-communicable absence of *more than five days* is required. The school nurse must receive a written physician explanation if the student has been absent with a communicable disease for *any length* of time. This will serve as evidence of the student being free of the communicable disease.

Retention or Credit Loss: Prolonged or repeated absences or lateness, excused or unexcused, from school or class may result in retention or the loss of credit toward promotion as per district policy. **As per school policy, a student who is not present in school for at least 160 of the 180 school days will be a candidate for retention.**

Religious Holidays: A list of the State of New Jersey Approved Religious Holidays can be found at the NJ Department of Education website at <http://www.state.nj.us/education/>.

ACCEPTABLE USE POLICY (A.U.P.)

The Hope Township School District believes that all students should have access to technology tools, resources, and services when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social websites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including "hacking," and prevent unauthorized disclosure, use and dissemination of students' personal information.

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in Hope School classrooms and the school— whether district-owned or privately-owned. Therefore, the A.U.P. also covers students in upper grades who participate in Bring Your Own Device (B.Y.O.D.) at the invitation of their teachers and under the conditions outlined in the B.Y.O.D. Guidelines.

To use any technology in our instructional environment and while on school grounds, students must have an "Acceptable Use Policy: Technology Agreement" on file. All students and their parents/guardians must sign and/or electronically acknowledge this document. The Agreement, which is written in age-appropriate language, must be signed and on file.

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BRING YOUR OWN DEVICE (B.Y.O.D.)

The B.Y.O.D. Policy applies to students in grades 6-8 only. On occasion, an elementary teacher in 4th or 5th grade may choose to invite students to bring their own privately owned devices to school for use with a particular project during a specified time period. A communication will be sent home with the specifics should this occur. A student who does B.Y.O.D. must adhere to the Student Code of Conduct, the Acceptable Use Policy, and all applicable Board policies and the guidelines for B.Y.O.D. The use of personal devices by students is optional; students who do not participate in B.Y.O.D. will not be penalized, and alternative modes of participation will be available.

Devices must be put into silent mode, while on school grounds. Responsibility for the safety, security, loss, damage, operation, and charging of personal devices rests with the student. The school administration has the authorization to collect and examine any device if the device is suspected of a violation of the Student Code of Conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

BUS CONDUCT

NJ Statute provides that the bus driver shall be in full charge of the school bus at all times. Infractions deeming the student to be unmanageable can be reported to the school principal by the driver and disciplinary action taken as necessary. **Students are only permitted to ride on their assigned bus.** In addition, the Code of Student Conduct also applies to bus behavior as well as behavior at the bus stop. It also applies to the behavior of walkers to and from school.

DATING VIOLENCE AT SCHOOL

Dating violence is defined as a pattern of physical, sexual, verbal or emotionally abusive behavior delivered through any means whereby one person attempts to coerce, control or abuse another considered a dating partner.

The term “at school” means in a classroom or anywhere on school property, on a school bus or school-related vehicle, at an official bus stop, or at any school sponsored activity event whether or not it is on school grounds.

The District will not tolerate acts of dating violence. A student’s safety shall be the first priority in an act or incident of dating violence. School administrators will implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school code of student conduct.

A report of such violence will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District Dating Violence at School Policy.

DRESS CODE

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. Examples of inappropriate attire would include, but are not limited to: garments, which reveal underwear or expose midriffs, chests/torso, or buttocks. All shorts and skirts must be mid-thigh in length. Pants must be able to stay up without being hand-held. Shirts with spaghetti straps, halters, tank tops, tube tops, any shirts that expose the torso area are prohibited. See-through clothing of any kind is not permitted unless a proper

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lining or garment underneath is worn. This includes sheer, mesh, or lace fabric. Students may not wear clothing and/or accessories that are related to any alcohol/drugs/tobacco, violence, or offensive to any national, ethnic, religious, sexual orientation or gender group. Students are prohibited from wearing clothing with chains or any studded necklaces and bracelets.

No student is permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition.

Since students have structured recess every day, it is recommended that the students wear sneakers or other safe footwear (no flip-flops) to school daily. In addition, students should dress for the weather, since recess occurs throughout all seasons of the school year. Hats may be worn when outside of the school building

ELECTRONIC COMMUNICATIONS POLICIES

"Electronic Communications Between Teachers / Support Staff Members and Students."

These two policies (teacher and support staff) protect students from receiving or exchanging any improper or inappropriate electronic communications with any members of the staff. Students may not communicate with a staff member through anything other than the district email system, district telephones, and district-sponsored or district-approved social media sites and web pages. Likewise, a staff member may not use or provide a personal email address to communicate with students, may not use a personal phone to communicate with students, is prohibited from text messaging communications with students, and prohibited from communicating with any student through a personal social networking website or other personal Internet-based website. A staff member may not offer or accept "friend" requests. Note: Under special circumstances (e.g. field trips, club activities), a staff member may receive permission from the principal to use a personal device or personal media site for the purpose of communicating emergency/information notification in a timely manner.

HARASSMENT, INTIMIDATION, AND BULLYING (H.I.B.) POLICY

It is the intent of the NJ Legislature in its January 2011 enactment of the Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidence of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- 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; and
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or

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placing a student in reasonable fear of physical or emotional harm to person or damage to property; or

- Has the effect of insulting or demeaning any student or group of students, or
- 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.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed along with contact information for the District's Anti Bullying Coordinator and Anti Bullying Specialist by contacting the main office.

PUBLIC COMPLAINTS AND INQUIRIES

Policy provides a forum for members of the community to resolve any misunderstandings between the public and the school district regarding school personnel, district operations or instructional materials. Resolution is initially attempted through discussion between the involved parties and generally takes place at the classroom or administrative level.

RECORDING POLICY

The taking or sharing of pictures and/or video during school hours is prohibited unless required for an academic task and under the direction of a staff member. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities or school hours, unless otherwise allowed by a staff member.

SOCIAL MEDIA

The district and the school will maintain a school Web page and Facebook page. Expanding Internet presence and utilizing social media sites will allow the building administration to share information at any moment, thereby allowing the community to access this information via commonly used platforms.

WEAPONS AND DANGEROUS INSTRUMENTS

Board of Education Policy regarding Weapons and Dangerous Instruments and State Law states that "any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property.." In addition, the Board Policy prohibits all imitation weapons and "the Board reserves the right to initiate and impose disciplinary action for conduct involving weapons." Given the changing political climate in schools across our country, it is essential that our students learn early that threatening language is not acceptable. Expressions like the following will not be tolerated: "I'm going to shoot you. I'm going to bring a gun to school and shoot you. I'd like to kill you." Verbal comments, written notes, and gestures along these lines will be taken seriously and dealt with accordingly. The school may have to consider police involvement in such instances.

2NDFLOOR Helpline (888-222-2228)

Parents: In operation since 2008, the 2NDFLOOR Youth Helpline is operated by 180 Turing Lives Around, Inc. The NJ Department of Education has encouraged districts to inform their young

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people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR's phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR. What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you!

CODE OF STUDENT CONDUCT (CSC)

Hope Township School believes in fostering positive school citizenship. To that end, we embrace the following core values or CARES:

- C Cooperation*
- A Assertion*
- R Responsibility and Respect*
- E Empathy*
- S Self-control*

As students progress through the school system and into high school, they continue to build upon this basic core while also emphasizing the values of Honesty, Respect, Kindness, Service, and Responsibility.

Our primary goal is to maintain a safe and caring learning community. This is supported by the District's proactive, intentional approaches to Character Education—Elementary *Responsive Classroom* and Middle School *Developmental Designs*-- which foster social, emotional and academic growth.

The ultimate purpose of the Code of Student Conduct is the development of self-discipline and self-regulation. At Hope Township School, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community. We expect students to follow the code of student conduct and the specific behavioral guidelines established in each class. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored function, at the bus stop, on a school bus, walking to and from school, in the before or after school programs, or off school grounds including field trips, when substantial disruption occurs to the orderly operation of the school. This includes but is not limited to behavior when using an electronic device for such things as shared documents, text messaging, video taping, social media posting, email, blogging, website posting and apps.

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When a student commits an offense, the school staff helps the student to see the relationship between the offense and the related core value. When logical consequences are applied, age-specific parameters are used. The student's developmental needs and history of unacceptable behavior, as well as the circumstances of the offense are taken into consideration.

STUDENT RIGHTS AND RESPONSIBILITIES in the MIDDLE SCHOOL

All students have the right to be treated with dignity and respect and they are expected to treat others accordingly.

- Students have the right to be respected. Students have the responsibility to respectfully treat all members of the school community, the school property, and the property of others.
- Students have the right to attend a school where everyone is held accountable for their actions. Students have the responsibility to accept consequences for their actions.
- Students have the right to learn in an environment free from teasing, bullying, and harassment. Students have the responsibility to treat others with dignity.
- Students have the right to a learning environment in which all members follow the rules of the school. Students have the responsibility to respect authority and comply with directions from all adults in the school community.
- Students have the right to extend their learning beyond the school day and participate in after school activities and clubs with prior approval. Students have the responsibility to complete all assigned work, remain in good academic standing, and come to school prepared to learn.
- Students have the right to an orderly and productive learning environment without significant distractions. Students have the responsibility to understand and abide by the rules as outlined in the Code of Conduct.
- Students have the right to succeed with the highest standards of honesty and integrity. Students have the responsibility to live within the laws of the school, community, state, and nation.

LOGICAL CONSEQUENCES in the MIDDLE SCHOOL

The Hope Township School District Student Code of Conduct was designed to ensure a safe and caring environment in which all members of the community can work and learn with dignity and respect.

The list of Logical Consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. It is a set of guidelines only. The administrator in charge may vary the consequences depending on the particular circumstances of an offense. Logical consequences help children see the effects of their actions, repair the situation, and learn to make better decisions in the future.

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Consequences may include meetings, conferences, community service, counseling, detention, and loss of privileges, suspension, police notification, parental notification, administrative hearings and/or expulsion. Definitions of the consequences follow:

- **Teacher-Assigned Detention** - Held in the classroom of the teacher assigning the detention. When any detention beyond the normal school day is assigned, the date and time of the detention will be communicated to the parent.
- **Administrative-Assigned Detention** - Held in a school-wide specified detention area. Only an administrator may assign a student to this detention. This will be a quiet area in which the student will be expected to do school work. Parents will be notified of after-school detentions.
- **Community Service** - A student may be assigned a task within the school or on school grounds that serves the school community.
- **Suspension** - When a student is suspended, parents will be notified that a suspension has been assigned, and the reason for and duration of the suspension; a parent conference will be requested prior to student re-entry. Any student receiving a suspension will also be excluded from any extracurricular activities and school sponsored events for the duration of the suspension. The student will be expected to complete assignments from his/her teacher(s).

In-School Suspension (I.S.S.) - Refers to the temporary exclusion from attending regular classes. The student will report to the office on the day(s) he/she is assigned. The student will remain in an assigned location for the entire day.

Out-of-School Suspension (O.S.S.) - Refers to the temporary exclusion from attending school. Serious violations of the Discipline Rules and Regulations will result in O.S.S. Depending upon the infraction, the suspension may be from one to ten days. In all cases, the student will not be readmitted without a parent conference with an administrator.

- **Administrative (Admin) Hearing** –The purpose of an administrative hearing is to share investigative findings with a student about conduct that could result in a school suspension. In matters of less severe consequences, (3 days of suspension or less), an administrative hearing requirement is met by an administrator meeting with the student in question. In instances where the suspension is potentially more than three days, parents have the right to participate and other due process rights are involved.
- **Expulsion**- Expulsion describes any suspension from school greater than ten (10) days. Special due process provisions are observed. Decisions in such circumstances are rendered by the Board of Education..
- **Police Notification** - Serious infractions of the Code of Conduct may result in police notification as per the Memorandum of Agreements.

There are some situations when the consequence of an in- or out-of-school suspension may be warranted. These include but are not limited to: unethical use of technology and electronic device

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violations; trespassing, leaving school grounds or class without permission, cutting class, truancy, and tardiness; unacceptable language, behavior or gestures; endangerment or horseplay, threats, fighting, assault, and hitting or tussling; theft, gambling, falsification of identity, burglary, robbery, extortion, and vandalism; violation of the Harassment, Hazing, Intimidation and Bullying Policy; sexual harassment; insubordination; distribution/possession or use of tobacco/tobacco products or alcohol/substances; threats/ physical assault to staff; weapons; false alarms, bomb threat (fake or real), pollution of school environment, vandalism/ damage to school property and arson.

Memorandum of Agreement: In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the NJ Department of Law and Public Safety and the NJ Department of Education, documents the commitment for schools and law enforcement agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.

EXPECTATIONS FOR STUDENT BEHAVIOR: MIDDLE SCHOOL

Consequences for all violations may include parent notification, parent conference, and counselor referral. A re-entry conference is required for out-of-school suspensions.

VIOLATION	CONSEQUENCE
Acceptable Use Policy (A.U.P.) Violation- It is expected that students act in a responsible, ethical, efficient, courteous and legal manner when using school district technology (or privately-owned technology through B.Y.O.D.). Refer to Acceptable Use Policy and B.Y.O.D. Policy listed later in this Code for greater detail.	If a student violates the A.U.P.: <ul style="list-style-type: none"> ● Review of actions with administration ● Detention ● Loss of technology privileges ● ISS/OSS
Alcohol/Substance Abuse —possession, use, sale or distribution of any substance on school property/transportation/ school sponsored activity	As per policy
Arson- Starting a fire or causing an explosion in/on school grounds placing others in danger or damaging/destroying property	ISS/OSS Police notification Referral to County of Middlesex Firewatch Possible Admin Hearing Consideration for expulsion
Attendance: <ul style="list-style-type: none"> ○ Truancy (“unexcused” absence from school) ○ Cutting Class 	Detention ISS/OSS Parent conference

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<ul style="list-style-type: none"> ○ Late to Class ○ Leaving Class without permission 	<p>Refer to attendance policy listed later in this Code for greater detail.</p>
<p>Bomb Threat/Offense (fake or real) - Creating or assisting in creating a bomb or a bomb threat to the school (via telephone, email, or other means).</p>	<p>OSS/ISS Police notification Admin Hearing Consideration for expulsion</p>
<p>Bring Your Own Device (B.Y.O.D.) Violation- Each teacher will make the decision as to whether the students will use privately – owned technology devices in his/her class or instructional environment. Based on assignment or the nature of a class, the teacher may approve the use of B.Y.O.D. or may prohibit the use, of privately – owned technology. It is a teacher choice, and student compliance is expected. Refer to information on the B.Y.O.D. policy listed later in this Code for greater detail.</p>	<p>If a student does not comply with the teacher’s decision and rules regarding B.Y.O.D. in the classroom, the following will occur.</p> <ul style="list-style-type: none"> ● 1st- Confiscation, parent notification; student pick-up end of school day. ● 2nd- As above; parent pick-up. ● 3rd- As above; additional consequences, may include detention, ISS/OSS <p>If there is reason to believe that B.Y.O.D. has been used inappropriately (e.g. cheating) or is involved in a violation of the Code of Conduct or A.U.P., building administration will collect and examine the device. Further consequences will depend on the findings.</p>
<p>Dating Violence at School- Acts of dating violence at school whether verbal, sexual, physical or emotional will not be tolerated.</p>	<p>Consequences: Admonishment, Removal from the classroom or location, Detention, Suspension Remedial Measures: parent conference, service learning, corrective instruction, counseling, behavior management plan, alternative placement</p>
<p>Dress Code Violation- In order to promote a serious learning environment, clothing which is distracting, suggestive or inappropriate is prohibited. Refer to the policy listed later in this code for greater detail.</p>	<p>Change clothing Detention Parent conference</p>
<p>Electronic Communication Violation- Students may not communicate with a teacher or support staff member through anything other than the district email system, district telephones, and district-sponsored or approved social media sites and web pages. Refer to information on the Electronic Communicate. policy listed later in this Code for additional detail and special circumstances.</p>	<p>Any communication sent by a student to a staff member’s personal address, site or device shall be reported to school administration. The administration will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications will result in appropriate disciplinary action.</p>

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<p>Endangerment / Horseplay- Failing to comply with established safety procedures that contribute to possible harm of others, i.e. pushing or running in the hallway which may result in injury</p>	<p>Detention ISS/OSS</p>
<p>False Alarm/Pollution of School Environment - Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community</p>	<p>ISS/OSS Police notification Admin Hearing</p>
<p>Fighting – Mutual engagement in a physical confrontation that may result in bodily injury. Assault- An action that causes (purposely, knowingly or recklessly) bodily injury to another</p>	<p>ISS/OSS Police notification Re-entry meeting</p>
<p>Forgery (Falsification of Identity)- forging passes, notes, letter, etc</p>	<p>Detention ISS/OSS</p>
<p>Hostile Environment/ Inciting Violence: creating peer conflict through posturing, social media posts, video recording without permission, harassment or intimidation. (See more information in Harassment/Intimidation/Bullying/Hazing)</p>	<p>Detention, ISS/OSS, and a meeting with the principal</p>
<p>Gambling – Any action involving playing or wagering for stakes in the hope of winning more than you waged. This includes cards, dice, gaming and also includes gaming on electronic devices</p>	<p>ISS/OSS Police notification Restitution Admin Hearing</p>
<p>Harassment/Intimidation/Bullying/Hazing (forcing someone to perform humiliating acts as part of initiation)- HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:</p> <ul style="list-style-type: none"> ● 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; and ● Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that ● A reasonable person should know, under the circumstances, that the act will have the effect of 	<p>A HIB incident will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. Consequences shall vary according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors. Consequences may include:</p> <ul style="list-style-type: none"> ● Review of District Policies ● Parent notification ● Counselor referral ● Admonishment ● Temporary removal from class ● Deprivation of privileges ● Referral to anti bullying specialist ● Detention ● ISS or OSS ● Ban from program participation ● Restriction on being on school grounds

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<p>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 person or damage to property; or</p> <ul style="list-style-type: none"> ● Has the effect of insulting or demeaning any student or group of students, or ● 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. 	<ul style="list-style-type: none"> ● Police notification ● Expulsion <p>A HIB incident may also require remedial actions to be taken to correct the problem behavior or to prevent recurrence. Among the measures that may be taken are personal restitution, a behavioral plan, counseling, school or community service, or corrective instruction.</p>
<p>Hitting/Tussling- Minor confrontation (shoving match, slapping back and forth)</p>	<p>Detention ISS/OSS</p>
<p>Insubordination/Defiant Behavior- refusal to cooperate/comply with staff member. This includes refusal to show hall pass when requested.</p>	<p>Detention ISS/OSS</p>
<p>Integrity Violation- All types of academic dishonesty including but not limited to: copying, cheating, plagiarism, fabrication, stealing, misrepresentation, buying, selling, or distributing information.</p>	<p>Detention Loss of credit for assignment</p>
<p>Leaving School Grounds- leaving school grounds without permission.</p>	<p>Detention ISS/OSS Police notification</p>
<p>Physical Assault on Staff- Physical contact against school personnel that does or has the potential to cause bodily injury</p>	<p>OSS/ISS Psychiatric evaluation Superintendent notification Police notification Admin Hearing</p>
<p>Possession of Tobacco- being in possession of tobacco products or electronic smokeless products (E-Cigarettes, Vapes)</p> <p>Smoking/Use of Tobacco- Smoking, use of tobacco products or electronic smokeless products, lighters and matches in any school building or on any grounds is prohibited.</p>	<p>Confiscation Detention or ISS/OSS Confiscation Detention ISS/OSS Police notification</p>
<p>Recording Policy Violation- The taking or sharing of pictures and/or video during school hours by students is prohibited unless required for an academic task and under the direction of a staff member. Using a device to record fights is also a violation of the BYOD policy.</p>	<p>Review of actions with administration Detention Loss of technology privileges ISS/OSS</p>
<p>Sexual Harassment- all unwanted, uninvited and non-reciprocal sexual attention, as well as the creation of an intimidation, hostile, or offensive school or work environment. Sexual Harassment can include, but is not limited to sexually suggestive looks or gestures,</p>	<p>ISS/OSS Police notification</p>

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sexual jokes, pictures, teasing or pressure for dates or sex.	
Theft —Removal, concealment, or possession of property, other than one’s own. Depending on nature/degree of theft. >\$10 V&V Report	Detention/ISS/OSS Restitution Police notification
Burglary- Entering or remaining in a school district facility or property to commit an offense.	ISS/OSS Police notification Restitution Admin Hearing
Robbery- Using violence or threat of violence to obtain money or materials from another (regardless of value).	Same as Above ISS/OSS
Extortion- Obtaining money or any material thing from another by means of a stated or implied threat of future violence	Police notification Admin Hearing
Threat to Staff- Actions that cause staff to have concern for the safety of themselves, their property or families.	OSS/ISS Referral to counselor Psychiatric evaluation Superintendent notification Police notification Admin Hearing
Threats to Students- Actions, which cause others to have concern for the safety of themselves, their property or families.	Detention/ISS/OSS Police notification Referral to Counselor/Psychiatric evaluation
Trespassing- On school property without permission. Unauthorized presence in area without adult supervision.	Detention ISS/OSS Police notification
Unacceptable Behavior – Conduct that disrupts class or school	Detention ISS/OSS Counselor referral
Unacceptable Language/Gestures (obscene, profane, or otherwise offensive)	Detention ISS/OSS
Vandalism/Damage to School Property- Destruction or defacing of property creates an excessive mess, is of socially unacceptable nature, or destruction of property, which results from some act of misbehavior.	Detention Community service Restitution ISS/OSS Police notification
Weapons- Firearms, explosive devices including firecrackers, tear gas canisters, smoke bombs, mace, knives, razors, cutting instruments, cutting tools, throwing stars, nun-chuck sticks used in a way as to	ISS/OSS Admin Hearing Police notification Superintendent notification

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intimidate or physically hurt another person. As per district policy 5131.7.	Refer to Weapons Policy listed later in this Code for greater detail.
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DUE PROCESS

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion.

BEHAVIORAL SUPPORTS

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student’s family. In addition to outside providers (help lines, referral services, counseling services and crisis services), there is a host of District supports including Student Support Teams (multidisciplinary teams that provide a coordinated system for the identification, planning and delivery of interventions to assist students who are experiencing learning, behavior or health difficulties), Child Study Teams, counselors, and school nurses.

Please refer to the District Web Site at www.hope-elem.org for this information or call the main office for assistance.

PARENT NOTIFICATION

Hope Township School District offers a notification service to parents to keep them informed of information pertaining to their child’s particular grade and educational programs. The “Blackboard Connect” notification system keeps subscribers informed of emergency closings, delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Please make sure that the information that we have on file (phone numbers and email address’) are current and the ways that you prefer to be notified are indicated (phone, text message, email).

MEDIA AND WEB NON-CONSENT FORMS

Annually, Hope Township School District sends parent/guardians information about federal and state laws as it pertains to the “personally identifiable information” of students and their rights when it comes to the school district using a child’s name/likeness in the media, district sponsored publications or on its website. If a parent/guardian does not want his/her child’s name and/or photograph to appear in the local newspapers, district’s sponsored publications or on the district’s website, they must sign and return the related form to the school’s main office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school. For further details, contact the main office.

NUTRITION

Hope Township School District contracts its school dining services through Maschio’s Food Service which provides school lunch options in compliance with the State-mandated Nutrition Policy. Due to the growing number of students who have been diagnosed with peanut allergies,

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which can be fatal to some, Maschio's Food Service no longer serves items that are peanut-based or use foods prepared with peanut-based products in our cafeteria. While this change does not impact "packed" lunches or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

SCHOOL SAFETY PROCEDURES

School Safety: Hope School conducts drills and have plans in place to keep students, staff and community members visiting the school safe and secure. Among such safeguards are the following: Bus evacuation drills (twice a year); fire drills (once a month); lockdown and other state mandated drills (once a month).

School Security: Hope Township School has a camera and buzzer entry system which restricts visitor access to the building. To ensure the safety of our students, staff and community, the district also has a protocol that it follows before allowing anyone access to the school, specifically the main office upon arrival. Please contact the main office and make an appointment if you wish to enter the school for any reason prior to your arrival. Once a visitor is cleared and granted access to the main office, the visitor will be issued a visitor badge upon signing in at the main office that must be worn. **You will be required to turn over your car key or driver's license as collateral.** You must return your visitor badge to the main office and sign out prior to leaving the school building. At this time your car key or driver's license will be returned to you. Requiring visitors to present identification and to be identified as a visitor while in the building will help us to distinguish persons in our school and enhance safety.

8/21/18