

## Union Middle School Code of Conduct

The following consequences are subject to change. Administration may escalate disciplinary assignments at any level based upon the severity of the offense. A progressive discipline approach is taken within each school building and across the district, K-12. There could be an escalation to disciplinary assignments, which should alert parents and the student to address behaviors before they become even more serious. Generally, but not always, this progression could be as follows:

1. Warnings, **(TD)** teacher assigned detentions, and other creative resolutions.
2. **(LD)** Lunch Detention(s), and **(CD)** Central Detention(s) generally served within 24/48 hours of the offense.
3. **(ISS)** In-School Suspension, is suspension in school.
4. **(OSS)** Out-of School Suspension is an assigned day or days when a student is not permitted to attend school and his/her parents are responsible for them at this time.

***Due to Federal student privacy rights under FERPA (Family Educational Rights and Privacy Act) the school administration, faculty and staff cannot discuss the consequences or punishments of students other than your own.***

Category	Definition	BOE Policy	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Absence	Absence from school restricts and inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey State Law (N.J.S.A 18A-38: 25-26) requiring students to regularly attend school.	5200 5600	8 <sup>th</sup> Absence- The nurse will call the parent on the 8 <sup>th</sup> absence and document in PowerSchool Notes.  10 <sup>th</sup> Absence- Letters will be mailed on the tenth (10 <sup>th</sup> ) absence. <u>These letters are in addition to normal office procedures</u> of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.  12 <sup>th</sup> Absence- Meeting set up with parent, SAC, nurse and teacher. Review attendance policy and excused and unexcused absences. 15 <sup>th</sup> Absence- Second letter sent. 16 <sup>th</sup> Absence- Meeting with parent 19- Appeals meeting and noncredit.	The attendance officer will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements, <u>even if the school has received medical documentation.</u> Letters will be mailed on the tenth (10 <sup>th</sup> ) fifteenth (15 <sup>th</sup> ) absence. <u>These letters are in addition to normal office procedures</u> of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.  Parent meetings will be conducted after the 12 <sup>th</sup> and 16 <sup>th</sup> absence.	<b><u>Students absent more than eighteen (18) days will not qualify for promotion. You may have an opportunity to appeal this decision at the Appeals Committee meeting at the end of the year.</u></b>	
Category	Definition	BOE Policy				

Tardiness	Unexcused arrival at school after the starting time (7:55 am)	5200 5600	On the <b>third (3) unexcused tardy</b> , the attendance officer will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance. Continual tardiness will lead to morning, lunch and central detentions, and parent conferences. A personal Connect5 message will be called home each time a student is late.	Students will serve a detention for every <b>unexcused tardy after four (4)</b> .  Continued tardiness will result in a referral to the Student Assistant Counselor (SAC)  10 <sup>th</sup> Tardy- Parent meeting established	Student may be assigned In-School Suspension for excessive tardiness.	
	Definition		1 <sup>st</sup> offense	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>	<b>4<sup>th</sup> offense</b>
	Unexcused arrival at class, scheduled assignment (lunch, specials, assembly, etc.) after the start time as determined by the teacher/administrator.		1 <sup>st</sup> & 2 <sup>nd</sup> Lateness: Warnings and/or teacher detentions.	<b>At 3<sup>rd</sup> Lateness: 1-2 days of TD/CD/LD Parent notified by teacher; Student assistant counselor intervention.</b>	<b>At 6<sup>th</sup> Lateness: 2-5 days of CD/LD, or 1 to 2 days of ISS or OSS Parent conference with teacher. Student assistant counselor intervention.</b>	<b>At 9<sup>th</sup> Lateness: 5-7 days of CD/LD, or 2 to 5 days of ISS or OSS. Parent conference with teacher. Student assistant counselor intervention.</b>

Category	Infraction Description	Definition	BOE Policy	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Truancy	Willful Avoidance to Attend School	Students who absent themselves from school without the knowledge of parents or guardians will be considered "truant" and may be suspended from school until a conference is held with the student, a parent, and the assistant principal.	5200 5600 5610	1 to 2 ISS. Student calls parent with teacher or student assistance counselor.	2 to 3 days ISS; Parent conference.	3 days ISS; Parent conference; Mandatory meeting with student assistance counselor or CST.	5 to 10 days OSS; Parent Conference; Mandatory meeting with student assistance counselor or CST.
Cutting	Unauthorized Absence from Scheduled Assignment or Class	Deliberate act or behavior to avoid adherence to assigned schedule (includes all scheduled assignments, such as: lunch, classes, etc.)	5200 5500 5600	1 to 2 days LD/CD. Student must complete any missed work.	<b>2-3 days LD/CD or 1-3 days of OSS or ISS; Student must complete any missed work. Parent conference.</b>	<b>3-4 days LD/CD or 3-5 days of OSS; Student must complete any missed work. Parent conference.</b>	<b>4-5 days LD/CD or 5-10 days of OSS; Student must complete any missed work. Parent conference.</b>
	Unexcused Absence from Disciplinary Assignment	Failure to attend teacher detention. Also see "Defiance, Willful Disobedience and/or Insubordination."		Warning Doubling of penalty; Parent notified by teacher.	Warning, Tripling of penalty; Parent notified by teacher.	1 day ISS; Parent notification.	1 to 3 days OSS; Parent notification.

Inappropriate comments, remarks & behavior	Name calling, insulting, or other behavior that would hurt someone's feelings or make them feel bad about themselves. Starting rumors, telling others not be friends with someone, or other actions that would cause someone to be without friends.	5500 5560 5600	Written warning or 1 to 3 TD/CD/LD, or 1 day of OSS or ISS. Student calls parent with teacher or student assistance counselor.	Not less than 3 days of LD/CD, or 1-3 days of OSS or ISS. Student assistance counselor intervention required.	Not less than 4 days of LD/CD or up to 3 to 5 days OSS/ISS. Student assistance counselor intervention required.	Not less than 5 days of LD/CD or up to 5 to 10 days OSS/ISS. Referral to the CST and student assistance counselor.
Minor Physical Contact	Scuffle, pushing, bumping, grabbing, touching, slapping	5500 5560 5600 5610	1 to 2 LD/CD or 1 day of ISS or OSS. Student calls parent with teacher or student assistance counselor.	Not less than 3 days of LD/CD or up to 1 to 3 days OSS/ISS. Student assistance counselor intervention required.	Not less than 4 days of LD/CD or up to 3 to 5 days OSS/ISS. Student assistance counselor Intervention plan required.	Not less than 5 days of LD/CD or up to 5 to 10 days OSS/ISS. Referral to the CST and student assistance counselor.
Major Physical Contact	Fighting; Behavior that may injure others.	5500 5560 5600 5610	1 to 5 days suspension (in or out of school depending on the situation.) Parent meeting with administrator.	2 to 10 days suspension (in or out of school depending on the situation.) Parent meeting with administrator.	10 or more days of out of school suspension Parent meeting with administrator. Intervention plan required. Referral to the CST and student assistance counselor.	

HIB	Harassment	5512 5500 5560 5600 5610	Level of discipline based on the severity of HIB behavior. mn1-5 days of LD/CD, or ISS (1-5) Days, or OSS (1-5) Days. Student assistance counselor intervention required.	ISS (5-10) Days, or OSS (5-10) Days. Student assistance counselor Intervention plan required.	OSS (10) Days. Student assistance counselor Intervention plan required. CST and student assistance counselor. Referral to the CST and student assistance counselor.
Vandalism	Destruction of Property	5513 5560 5600 5610	Not less than 3 days of LD/CD or up to 1-3 days OSS/ISS. Seek appropriate restitution. Parent notified. Police could be notified. Should parents or guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a	5 days OSS regardless of extent of damage. Seek appropriate restitution. Parent notified. Police notified. Should parents or guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the	10 days OSS. Regardless of extent of damage. Seek appropriate restitution. Parent notified. Police notified. CST Referral. Should parents or guardians fail to cooperate in

				<b>petition stating the offense and requesting appearance in juvenile court.</b>	<b>offense and requesting appearance in juvenile court.</b>	<b>the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court. Intervention plan required.</b>
Profanity & Obscene Language or Gestures	Written or Verbal Obscene or Profane Language	5500 5560 5600 5610		<b>Warnings and/or 1 to 2 LD/CD or 1-2 days of ISS or OSS depending upon severity and impact upon others.</b>	<b>1 to 3 LD/CD. or 2-3 days of ISS or OSS Parent conference with teacher; Mandatory meeting with student assistance counselor.</b>	<b>Not less than 4 days of LD/CD or up to 1 to 5 days OSS/ISS. Student assistance counselor Intervention plan required.</b>
Profanity & Obscene Language or Gestures/ Assaults	Written or Verbal Obscene or Profane Language Directed at a Staff Member or other Adult	5500 5560 5600 5610		1 to 3 days OSS/ISS; Parent notification; Mandatory meeting with student assistance counselor.	3 to 5 days OSS; Parent conference; Mandatory meeting with administration and student assistance counselor.	5 to 10 days OSS. CST Referral. Psychological or medical evaluation may be required before student returns to school.
Threats	Verbal or Written upon any student or staff member	Unlawful threat or a threat to use force upon another person or in some manner to injure another.	5500 5560 5600 5610	Immediate 1-5 days ISS/OSS pending CST eval; Parent conference; Police intervention. <i>*Student removed from school pending assessment from the threat assessment team. Will follow appropriate legal and district policy if a credible threat is found.</i>	5 to 10 days ISS/OSS pending CST evaluation; Parent conference; Psychological or medical evaluation may be required before student returns to school. Parent conference. Police intervention.	

Assault	Upon any student or staff member	Unlawful assault or a threat to use force upon another person or in some manner to injure another.	5500	Not less than 2 days of LD or CD or up to 1-3 day(s) OSS. Student assistance counselor intervention required. Parent conference. Possible police notification.	Not less than 3 days of LD/CD or up to 3-5 days OSS. Student assistance counselor intervention required. Parent conference. Police notified.	Not less than 5-10 days of OSS. Referral to CST. Psychological or medical evaluation may be required before a student returns to school. Parent conference. Police notified.	
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<b>False Public Alarm; (False 911 Call) -False Fire Alarm 5610 - Suspension</b>	<b>False Fire Alarm (Referral to Fire Watch Program) AD, OSS – (5-10) Days. Referral to S.A.C.</b>	<b>AD, OSS – (10) Days, Psychological or medical evaluation may be required before student returns to school. Parent conference. Police notified.</b>		
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Theft	Stealing	Taking or planning to take or remove possessions belonging to others or those belonging to the school or other organizations, groups, agencies, etc.	5513 5500 5600 5610	Not less than 2 days of LD/CD or 1-3 days OSS/ISS. Seek appropriate restitution. Parent contacted. Police notified.	3-5 days OSS. Seek appropriate restitution. Parent conference. Police notified.	5 to 10 days OSS. Seek appropriate restitution. Parent conference. Referral to CST. Psychological or medical evaluation may be required before student returns to school. Parent conference. Police notified	
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Inappropriate Attire	Wearing of inappropriate attire or attire which does not comply with the dress code or which disrupts the educational program. Student may need to remain in administrative offices until appropriate attire can be obtained.	5511 5600	When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the principal or his/her designee with a written report. The principal or his/her designee, after discussion with the pupil, shall contact the parent. <b><u>The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.</u></b> If the parent is unable to bring a change of clothing, the pupil shall be sent to the ISS room where he or she will be given the assignments for the day.	3-5 days of LD/CD. Parent Conference. Change of clothes.	1 to 3 days ISS. Parent Conference. Change of clothes.	
Failure to comply	Defiance, Willful Disobedience and/or Insubordination  Acts or behaviors contrary to the instructions of a teacher or other staff member. (NOTE: Sequence of penalties likely to be accelerated if an Administrator is involved.)	5500 5560 5600 5610	1 to 3 TD. Parent Conference; Mandatory meeting with student assistance counselor.	<b>Not less than 3 days of LD/CD or up to 1-3 days OSS/ISS. Parent Conference; Mandatory meeting with student assistance counselor.</b>	<b>3 to 5 days OSS. Parent Conference; Mandatory meeting with student assistance counselor. Intervention plan required.</b>	<b>5 to 10 days OSS. CST Referral. Psychological or medical evaluation may be required before student returns to school.</b>
Defiance or Willful Disobedience to School Administrator	Acts or behaviors in opposition to the instructions, directions, or orders of an administrator. Student must comply for reasons of safety and order; administrators represent the ultimate authority within the school. (Includes: Not reporting to the Principals' Office, etc. when directed to do so.) 5600 and all other applicable BOE policies apply.		Due to the critical importance of having students maintain a respect for authority within our school and the need to ensure safety and order individually and for all, students may be directed by administrative to comply with instructions, directions, or orders. The principal and his/her designee are the chief authority of building matters and are to be obeyed. Students are expected to do so in a timely fashion and without debate. Depending upon the nature or severity of the action, students will be disciplined accordingly at the discretion of the building principal or his/her designee -- but such offenses are generally considered suspendable. Additionally, continued defiance or severe misbehavior may result in homebound instruction.			

<b>Bus Conduct Rules</b> 1. Do as the driver/bus aide asks the <b>FIRST</b> time. 2. Stay <b>SEATED</b> and facing forward. 3. Keep arms, legs and head inside the window. 4. <b>NO EATING OR DRINKING.</b> 5. Talk quietly so that driver can concentrate.	Students are subject to all school rules and discipline as contained within these guidelines when riding on the school bus. Further restrictions or controls may be put in place by the bus aids and/or the administration as needed.	<b>Loss of bus privileges and discipline based on the degree of inappropriate behavior LD/CD, verbal warning, written warning, or ISS (1-5) Days, OSS (1-5) Days.</b>	<b>Loss of bus privileges and discipline based on the degree of inappropriate behavior LD/CD, verbal warning, written warning, or ISS (1-7) Days, OSS (1-7) Days.</b>	<b>Loss of bus privileges and discipline based on the degree of inappropriate behavior, OSS (10) Days.</b>	Possible suspension from bus, as determined by school principal or his/her designee.
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School Sponsored Activity, Field Trips, Class Trips, and Activities Held at Locations Off School Grounds	Behavior on Trips and school sponsored activities	Students are subject to all school rules and discipline as contained within these guidelines when on school activities or trips held away from or off school grounds. Additionally, further restrictions or controls may be put in place by trip chaperones as needed.	5850 5500 5600 and all other applicable BOE policies	All school rules and penalties for non-compliance remain in effect during school trips. Further restrictions may be put in place and apply. Students who commit suspendable offenses prior to a trip, or are deemed to be a hazard to themselves or others, or who have demonstrated that they cannot meet the responsibilities required to safely participate in a school trip may be denied the opportunity to participate in school activities.			
Food & Drink Cologne/Perfume/Body Spray (AXE etc.)	Food and Drink Consumed in the Building, Classrooms, or while on/at School Activities. Cologne, Perfume and Body Spray will not be permitted on school grounds due to medical concerns.	For reasons of safety and health at certain times and in specific locations food and/or drink is not permitted to be consumed. For example, due to risk of contamination no consumption of food or drink is permitted in science or some related arts classrooms. Additionally, classroom teachers have the option of setting a policy for consumption of food or drink in their classrooms. No food and/or drink are permitted on the blacktop outside. Other restrictions may apply as announced.	5600	<b>Warning and/or 1 -3 LD/CD, or teacher detentions. Food/Drink taken away. Cologne/Perfume/Body Spray taken away. Parent notified.</b>	<b>1 -5 LD/CD. Food/Drink taken away. Cologne/Perfume/Body Spray taken away. Parent notification to pick up Cologne/Perfume/Body Spray.</b>	<b>1 -3 days of ISS/OSS. Food/Drink taken away. Cologne/Perfume/Body Spray taken away. Parent notification to pick up Cologne/Perfume/Body Spray.</b>	<b>3-5 days of ISS/OSS. Parent Conference. Food/Drink taken away. Cologne/Perfume/Body Spray taken away. Parent notification to pick up Cologne/Perfume/Body Spray.</b>
Cell Phones (These rules will apply for all electronic devices.)	Cell Phone  The use of cameras/video on school grounds is not permitted unless deemed for academic purpose with the permission of teacher/administrator.	A student is not permitted to have turned on or use a Personal Electronic Device on school grounds during the school day or when the student is participating in a curricular or school sponsored co-curricular activity. A student's Personal Electronic Device may only be used on school grounds before or after the school day or with the permission of a school staff member supervising the student in a curricular or school sponsored co-curricular activity. The Personal Electronic Device must be turned off and kept in the students' lockers during the school day. If a student needs to make a phone call during the day, he or she can go to the main office	5516 5560 5600 2361	Cell Phone confiscated. Returned to parent only. Parent notification to pick up phone.	Cell Phone confiscated student must drop off phone in the main office at the start of the school day and retrieve it at the end of the school day for time determined by the administration	Cell Phone confiscated. See 2 <sup>nd</sup> offense plus <b>1 to 3 LD/CD or 1 to 3 days of ISS/OSS</b>	
Acceptable use of computer networks/computers and resources	School district personnel may review files and communications to maintain system integrity, confirm users are using the		2361 5513 5600 and all other applicable	Students knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such students' account or access on the school district's computer networks and their independent use of computers.			

	system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.	BOE policies	The user (student) specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent/Waiver Agreement.
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Baiting and/or Incitement	Acts or behaviors which directly or indirectly could, or actually do, cause or lead to the involvement of others in a fight or assault.	5520 5500 5600 5610 and all other applicable BOE policies	Written warning or 1 to 3 LD/CD. Student calls parent with teacher or student assistance counselor.	<b>Not less than 3 days of LD/CD or up to 1 to 3 days OSS/ISS. Student assistance counselor intervention required.</b>	<b>Not less than 4 days of LD/CD or up to 3 to 5 days OSS/ISS. Student assistance counselor intervention required.</b>	<b>Not less than 5 days of LD/CD or up to 5 to 10 days OSS/ISS. Referral to the CST and student assistance counselor.</b>
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Breach of Leadership Position or Office	Students who hold office or leadership positions in school organizations, clubs, teams, etc. are held to a higher standard and are expected to set the appropriate example of good conduct for all students.	5500 5600 and all other applicable BOE policies	Besides being subject to the consequences provided in this document for the infraction; some issues may be deemed of such consequence that the student will be required to forfeit their office as determined by the advisor of the organization, the student activities advisor and the building Principal and/or his designee.
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Behaviors or Conduct Violations of Laws or Policies not Specifically Addressed in these Guidelines	5500 5600 and all other applicable BOE policies	Addressed on a case-by-case basis.
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Accumulation of Multiple Suspensions or Excessive Discipline	5500 5600 and all other applicable BOE policies	Two or more suspensions (or excessive discipline) may exclude the student from participation in any or all-future activities. As determined by the administration and will be placed on a corrective behavior plan.	Three or more suspensions may exclude the student from participation in any or all future activities. As determined by the administration and may require a building hearing with the Principal or his/her designee to determine continued student status, course changes, or other actions.
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HIB	False Accusations	A person found to have falsely accused another as a means of HIB.	5512 5500 5560 5600 5610	<b>Not less than 2 days of LD/CD or up to 1 -5 days OSS/ISS. Student assistance counselor intervention required.</b>	<b>Not less than 3 LD/CD, or ISS (5-10) Days, or OSS (5-10) Days. Student assistance counselor Intervention plan required.</b>	<b>OSS (10) Days. Student assistance counselor Intervention plan required. CST and student assistance counselor. Referral to the CST and student assistance counselor.</b>
	Retaliation/ Reprisal	A person who engages in reprisal or retaliation to any person who reports an act of HIB.		<b>Not less than 2 days of LD/CD or up to 1 -5 days OSS/ISS. Student assistance counselor intervention required.</b>	<b>Not less than 3 LD/CD, or ISS (5-10) Days, or OSS (5-10) Days. Student assistance counselor Intervention plan required.</b>	<b>OSS (10) Days. Student assistance counselor Intervention plan required. CST and student assistance counselor. Referral to the CST and student assistance counselor.</b>



Smoking in school building and on school grounds	<p>For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or <b>the possession of</b> a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.</p> <p>For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.</p>	5533 7434 5530	<p><b><u>Smoking (first offense)</u></b></p> <p><b>Two (2 - 5) days Out of School Suspension/Chemical Screening. Encourage student to attend a smoking cessation program at parent/guardian expense.</b></p>	<p><b><u>Smoking (second offense)</u></b></p> <p><b>Five (5-10) days Out School Suspension/Chemic Screening. . Encourage student to attend a smoking cessation program at parent/guardian expense.</b></p>	<p><b><u>Smoking (third offense)</u></b></p> <p><b>Ten (10) days Out of School Suspension/Chemical Screening. . Encourage student to attend a smoking cessation program at parent/guardian expense.</b></p>	
Possession and/or Consumption of Alcoholic Beverages/Illegal Substance	5530 5533 5610	<p>A) Parent Contact B) Chemical screening C) Immediate out-of-school suspension (according to severity of offense) D) Appropriate legal action E) Mandatory meeting with SAC</p>				
Possession of Weapon	8467	<p>A) Parent Contact B) Immediate out-of-school suspension (according to severity of offense) C) Appropriate legal action Mandatory meeting with SAC</p>				

Additional information concerning district policies and regulations can be found at the Rutherford Board of Education website:

<https://www.rutherfordschools.org/boardofeducation/districtpolicies/>