



**Woodcliff
Middle
School**

Code of Conduct

Woodcliff Middle School's Code of Conduct

The mission of Woodcliff Middle School includes the establishment of an environment dedicated to continuous learning and the recognition of student and staff accomplishments. In order to build community relations and encourage an atmosphere for learning and achievement, Woodcliff Middle School is governed by a Code of Conduct that guides administration, staff, students and parents.

As a community of learners, we recognize the dignity and value of our individual members and are committed to ensuring a safe, healthy and nurturing climate. This climate supports and defines the essence of honorable behavior of all its members. We believe that honorable behavior can be achieved when:

- Teachers, parents, administrators and other community members model responsible and respectful behavior
- Individuals demonstrate a respect for diversity, acknowledge differences and value the work of each individual
- Individuals share concerns and suggestions in a respectful and open manner
- Individual dignity is protected

The Code of Conduct's effectiveness rests with the school community's awareness of and commitment to its ideals.

Behavioral Responsibilities for Staff, Parents and Community Members

- Be an effective role model
- Act respectfully towards students and other adults
- Work in partnership to facilitate an appropriate educational program

Statement of Student Rights

All students have the right to access a free and appropriate education, which includes:

- The right to learn in a safe environment
- The right to due process of law in cases of suspension and expulsion
- The right to be treated without discrimination
- The right to confidentiality

Statement of Student Privileges

It is important for students to understand that the following are considered privileges, not rights, and may be revoked for just cause:

- Participation in assembly programs, dances, parties, specialized school activities and other school-related functions
- Participation in field trips and/or extra-curricular activities
- Access to the Internet and computer network
- Possession of a locker
- Participation in Promotion Ceremony and other End-of-the Year Events

Behaviors that result in disciplinary actions include, but are not limited to:

- Leaving a class, an assembly or school without permission
- Disobedience or disrespect to a teacher, staff member or administrator
- Excessive tardiness to school/class
- Mistreating school property
- Use of profanity
- Chewing gum/energy drinks
- Threatening to cause physical injury
- Cyber bullying
- Inappropriate use of cell phones, and/or texting
- Inappropriate use of Internet, social media, or digital communication
- Harassment/Intimidation/Bullying
- Throwing any items, including snow
- Academic dishonesty
- Copying a classmate's homework
- Forgery of parent signatures or grades
- Plagiarism

The availability of documents on the internet has, allowed plagiarism to become an emerging problem in our school. Our school regards plagiarism as a form of theft. Plagiarizing can be defined as:

- copying word-for-word and claiming as your own
- paraphrasing or rewording another person's words or ideas
without citations
- copying papers from the internet, etc.

Students who plagiarize may be subject to the following disciplinary actions:

The student will receive a "0" on his/her assignment

The student must do a new assignment to be averaged with the "0"

The student may lose the privilege of attending his/her class trip

A letter will be placed in the child's file indicating that plagiarism has occurred

Parents will be notified

Behaviors that result in suspension from school:

- Threats to another student or teacher
- Jeopardizing the safety of others
- Fighting
- Use or possession of weapons, explosives or dangerous/inappropriate objects
- Use of banned substances such as tobacco, alcohol or drugs
- Gambling
- Damage to school and/or personal property incl. vandalism of bathrooms, lockers, etc.
- Selling study guides inside or outside of school

Statement of Student Expectations

Our learning communities must encourage student attributes and behaviors that support an atmosphere of mutual respect and civility. As a Woodcliff Middle School student, you will be responsible for maintaining a positive learning environment. These behaviors will enable you to get the most out of your middle school experience.

In the Classroom:

Most learning takes place in our classrooms. We encounter new ideas and points of view. We challenge ourselves to be curious and hard-working seekers of information. Each student knows there are group behaviors that will make everyone's learning experiences positive. You want to be respectful and respected. As you enter each of your classes, remind yourself that you will be held accountable for these behaviors:

- I will arrive on time, be seated and get organized with a pen (or pencil) and materials
- I will copy my homework assignment and check the web
- I will use the rule of ONE in public speaking by listening respectfully and waiting until I am recognized to speak
- I will treat classroom furnishings and materials respectfully
- I will use social courtesies including: please, thank you and excuse me
- I will watch for the teacher's signal to end class and pack up promptly
- I will show the same respect towards a substitute as I do towards my regular teacher
- I will be respectful of my classmates regardless of my feelings toward them

In the Hallway:

Moving from one class to another should be a safe experience for all students:

- I will keep my hands to myself
- I will avoid bumping into others
- I will walk to the right
- I will respect the work of others that is displayed in showcases or on bulletin boards

In the Lunchroom:

The lunch and recess period is an important social time. In order for each student to enjoy a relaxed atmosphere and have equal access to the play area facilities and their friends, remember these daily lunchroom behaviors:

- I will clean my space and my table
- I will address adults, supervisors and aides with respect and courtesy
- I will use respectful language - free of profanity and derogatory comments
- I will stay in designated areas and use equipment as intended
- I will come indoors when the signal is given and arrive at my next class on time
- I will not share food with other students

During Assemblies:

Inviting guests or peers into our learning communities is a wonderful opportunity to reach beyond formal classroom learning. The ability to be an appreciative audience member is also an attribute that encourages performers and presenters to share exciting programs. As an audience member at any assembly, you must remind yourself:

- I will enter and exit in a quiet, orderly manner following my teacher's directions
- I will sit in assigned areas
- I will be an appreciative audience member by being a quiet listener and applauding appropriately
- I will participate appropriately

On the Bus:

Safety is our primary concern. These behaviors will help create the atmosphere that students and drivers know make the daily drive positive. While riding the bus, you must remind yourself that:

- I will obey the bus driver and remain seated while the bus is in motion
- I will use appropriate language and I will not curse, speak rudely to others or make offensive gestures
- I will keep my hands to myself and inside the bus
- I will speak in a normal conversational tone
- I will not throw any items in or from the bus
- I will open the emergency exit ONLY upon direction from the driver

While Campaigning for Student Council Elections:

- I will put up posters with a positive message
- I will refrain from handing out candy or other items
- I will maintain a clean record throughout the campaign and while in office. (No teacher detentions or central detentions.)

Personal Appearance:

At the Woodcliff Middle School we recognize the connection between the social development of our children and academic achievement. Therefore, students are prohibited from wearing clothing that may create a sense of an exclusionary group or "clique" during school hours or at school sponsored events. An example of this may include clothing that represents participation in non-sanctioned school activities that can lead to a perception of exclusion to those students not involved. Although this is not the intent of such behavior, we must be cognizant of the feelings of other students and understand how these feelings can impact them socially as well as academically.

Students express their individuality in their manner of dress; however, the administration reserves the right to make a final decision regarding appropriate dress in school and at school-sponsored events. As you leave for school each day, remind yourself of the following:

- I will wear clothing that is neat, clean and fits properly
- I will not wear clothing that displays inappropriate messages such as: alcohol, drug or tobacco advertisements, sexually suggestive messages, violent messages, violent pictures or offensive/obscene symbols that degrade any cultural, religious or ethnic groups
- I will not wear or carry any item to school that could cause damage to others or school property
- I will not bring to school or wear any item in school that could disrupt the learning environment
- I will not wear a hat in school
- I will not wear accessories that can cause damage to myself, others or school property

Clothing (Violations):

- No short shirts, short shorts, short skirts, etc. (NO skin visible in mid section of your body while standing or sitting, etc.) (Note: If you need to pull your shorts down every time you stand up...they are too short!!) Hint: Shorts length should be at the middle of one's thigh or longer
- No hats/caps
- No visible undergarments, No strapless shirts/tops
- No spaghetti-strings – sleeveless shirts are acceptable
- No tank-tops without a shirt underneath (exception June only) No t-shirts with inappropriate messages (See Personal Appearance)

- No "Flip-Flops" (beach shoes) October – May (Allowed September and June only)
- No high-heel shoes
- Any apparel which the principal determines to be unacceptable
- No shorts during the months of January and February

Consequences:

- 1st offense – warning and change of clothing
- 2nd offense – phone call home plus change of clothing
- 3rd offense – phone call home, change of clothing and detention
- 4th offense – phone call home, change of clothing, detention, and/or 2nd detention or loss of privilege
- 5th offense – assignment of detention or suspension at discretion of principal

Appropriate Use of Technology:

It is a privilege to have access to technology at our school. The following honorable behaviors are a must as you use this privilege:

- I will use school technology in accordance with the acceptable use policy and Internet User Agreement that my parents and I signed. (see attached)
- I will follow teacher directions in the use of the Internet, computers, tablets and the network
- I will not invade individual rights to privacy by opening or manipulating files
- I will not change the system configuration or vandalize any computer/equipment
- I will not print any pages of color from any printer within Woodcliff Middle School unless I have written permission from a teacher
- I understand that any and all technology is used at the discretion of the teacher

Backpack Policy:

- Backpacks may be utilized to transport books to and from school only
- Backpacks must be kept inside lockers during the school day unless otherwise noted by the school principal

Consequences:

- 1st offense – warning
- 2nd offense – detention

Lateness:

- All students are REQUIRED to bring in a note for being LATE to school. (Late is defined as any time after 8:15 a.m.)
- All students are REQUIRED to see their teachers for updates on days that follow missing a class

Consequences:

- 1st offense without a note – warning
- 2nd offense without a note – written warning and phone call home
- 3th offense without a note – detention

Please be advised: Five (5) lates (with a note) in a one-month period will result in a CENTRAL detention

Lockers:

- Lockers must be completely closed and locked at all times
- If a "Locker Room" lock is lost, the student must purchase a new one from WCMS. (No personal locks are allowed.)

Physical Education Lockers:

- Lockers and locks will be assigned to every student. If you forget your combination, see your teacher at the beginning or end of the day. Lock combinations will NOT be given at the start of class.
- Each Master Lock is registered with the Physical Education department. Only these locks can be used.
- Lockers must be completely closed and locked at all times.
- If a lock is lost the student must purchase a new one from WCMS. (No personal locks are allowed.)

Locker Number _____ Lock Combination _____ - _____ - _____

Classes begin at 8:15 a.m. – school ends at 2:30 p.m.

Our school doors open at 8:00 a.m. sharp. Students who are arriving early (prior to 8:00 a.m.) *MUST* have a pass from a cooperating teacher if seeking access to the building.

School ends at 2:30 p.m. – students may stay after school if they are in the Media Center OR with a teacher. (No student is permitted to roam the hallways.)

School Arrival / Dismissal:

Consequences (for entering the building without permission prior to 8:00 a.m. or roaming the hallways after 2:30 p.m.):

- 1st offense – warning
- 2nd offense – CENTRAL detention

Hallway Behavior:

- No screaming or LOUD conversations in the hallway passing from one class to another

Consequences:

- 1st offense – warning (names documented)
- 2nd offense – detention
- (Please note: If foul language is being used, students will be denied a 1st offense warning.)

Electronic Devices:

- Cell phones are NOT to be utilized during school hours and should be set to the "off" position.
- Text messaging is NOT to be utilized during school hours.

Consequences:

- 1st offense – warning, confiscation and phone call to parent
- 2nd offense – detention, confiscation and phone call to parent
(Items will ONLY be returned to a parent.)

Access to Locker or Classroom after School:

- Students will not be allowed access into the school to go to a locker or classroom after 4:00 p.m. unless accompanied by a parent

Important Notice

A school suspension will result in the loss of a student privilege. Central detentions are a serious offense. Four (4) Central detentions will result in the loss of a student privilege. Four (4) Central detentions and/or one suspension will result in the loss of one major privilege. This may include, but not be limited to one or more of the following school activities or functions:

NOTE: To attend a class trip, students should maintain a passing class average.

- Class trip - *8th grade trip money is non-refundable after May 1
- Dinner Dance -*8th grade dinner dance money is non-refundable after June 3
- Class Activity such as team competition, field day, etc.
- Graduation

*All other trips or activities as deemed appropriate by the principal or superintendent.

SIGNATURE PAGE

Please read, sign and submit to your science teacher no later than 9/10/14.

I have read:

1. The Woodcliff Middle School Code of Conduct.
2. The Woodcliff Middle School Handbook.
3. The Woodcliff Lake Acceptance Use of Computer Network/Computers and Resources.

I understand what is expected of me. I will abide by these expectations.

Name of student (please print)

Signature of student

I understand what is expected of my child.

Name of parent (please print)

Signature of parent

Internet/Computer Usage

In accordance with the Board of Education Regulation #2361 and Policy #2361 (Acceptable Use of the Computer Network, computers, and resources) students are responsible for appropriate behavior when utilizing any computer at anytime including the computer network in school.

The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that the users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Administrators and designated staff have the right to review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Violations:

- Sending or displaying offensive messages or pictures
- Using obscene or offensive language
- Using racist, sexist, or unethical language
- Harassing, insulting or attacking others
- Cyber-bullying
- Creating web-sites about teachers or other students
- Damaging computers, computer systems or computer networks
- Violating copyright laws or modifying existing software
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Interfering with the teaching/learning process
- Installing unauthorized software which places the system at risk or virus contamination
- Accessing social networking sites such as face book or any other inappropriate site

Violations will result in loss of access to computer technology, as well as other disciplinary (central detentions or suspensions) or legal action.

Prohibited Actions:

- Deleting, examining, copying or modifying of files and/or data belonging to other users on the network without prior consent
- Attempting to evade or change information on the network
- Using facilities and/or services for unauthorized commercial purposes
- Any unauthorized, deliberate action which damages or disrupts a computing system or network, alters its normal performance or causes a malfunction regardless of system location or time duration
- Forging or attempting to forge electronic mail messages
- Attempting to read, delete, copy, modify or view without permission, other users' information

- Attempting to send harassing, obscene, profane, racist, sexist, unethical, and/or other threatening electronic messages
- Using the names(s), telephone number(s), and address(es) or any personal information regarding staff members, students, or Board Members

Violations will result in loss of access to computer technology, as well as other disciplinary (central detentions or suspensions) or legal action.

Parent/Guardian Network Responsibility Information:

As the parent or legal guardian of the student signing the Acceptance Use of Computer Network/Computers and Resources User Agreement, I grant permission for my son/daughter to access networked computer services such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter/son to follow when selecting, sharing or exploring information and media. I also recognize that it is impossible for the Woodcliff Lake School district to restrict access to all controversial and objectionable materials, and I will not hold the Woodcliff Lake Board of Education, its officers, employees, agents, servants, representatives, and individuals related to the Woodcliff Lake School District Network responsible for materials acquired on the network and/or any injuries/damages which my child may incur as a result of my child's use of the network.

Further, I understand that the inappropriate use of the network by my child could result in school discipline. I agree to indemnify the Woodcliff Lake Board of Education, its officers, employees, agents, representatives, and individuals related to the Woodcliff Lake School district Network for any damages which they incur as a result of my child's inappropriate use of the network and/or any changes or damages which my child causes to the network.

By signing the Signature Page, I acknowledge that I understand Policy #2361 and Regulation #2361 (Acceptance Use of Computer Network/Computers and Resources User Agreement) and the contents contained within this Agreement.